

# Key Management Personnel Related Party Transactions Declaration Form



FY Ending			
Full Name		Position	

Council must disclose transactions with its Key Management Personnel (KMP) in the annual, audited Financial Statements

## What will be disclosed?

- Employee and Councillor compensation** will be disclosed in total, split by the type of benefit (e.g. short term benefits, post-employment benefits etc)
- Transactions between Council and entities related to you** must be disclosed if you have control over the entity or if you have significance, which is the power to participate in the financial and operating decisions of the entity. This may be: **Companies, Trusts and Partnerships** where you have control or significant influence, or **Sports Clubs, Societies or any other organisation** where you have control or significant influence.
- Transactions between Council and entities related to your 'close family members' must also be disclosed if your close family member** has control or significant influence over the entity. A close family member is your spouse, domestic partner, children or dependants.

## Why is this required?

The Australian Accounting Standards Board (AASB) requires Council to comply with AASB 124 Related Party Disclosures when preparing the Annual Financial Statements.

Please refer to Council's *Related Party Disclosure Policy* for more information.

## Data Collection

The Finance Department will calculate disclosure for employee and Councillor compensation. You are required to disclose other relevant transactions using the Data Collection Sheet below.

You do not need to disclose 'ordinary citizen transactions' such as paying rates and fees for using Council facilities, or transactions for Councillor fees and expenses.

**Assessment:** Within the financial year noted above, were there any of the following transactions with City of Greater Geraldton (CGG)?

Did any of the following apply?	Transactions between Council and you	Transactions between Council and entities related to you	Transactions between Council and entities related to your Close Family Members
Purchase of goods or services from, or provision of goods or services to CGG.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Purchase of property or other assets from, or sale of property or other assets to CGG.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Leases entered into with CGG.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Grants or subsidies provided to or grants or subsidies received from CGG.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Voluntary work provided to, or received from CGG.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Debts forgiven in part or in full by CGG,	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Any other transactions that could be considered a related party transaction with CGG.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Key Personnel Related Party Transactions Declaration Form

If you answered YES to any of the previous questions, you must provide the details of each transaction in the table below. If you answered NO to all questions, please proceed to the declaration.

Related Party Transactions with Council					
Details of Transactions	Details and Nature of Relationship	Total of Transactions for Period (GST Incl)	Outstanding Balances as at Year End	Commitment as at Year End	Comments / Terms and Conditions of Transaction
e.g. Provision of Cleaning Services	e.g. ABC Ltd - Company Wholly owned by my son <name of son>	e.g. \$100,000	e.g. \$50,000 receivable from Council	e.g. \$400,000 over following 4 Years	e.g. Won through open tender standard terms and conditions
e.g. Wife employed by Council	e.g Wife	job title - Salary = \$xx,xxx			I was not involved in the recruitment process
e.g. Contributions to the new pitch at xyz football club	e.g. I am president of the club	e.g. \$30, 000	Nil	Nil	100% of funds received for football field

Please complete a second form if further lines are required.

### Declaration

I declare that, to the best of my knowledge, the above information is a complete and accurate record of related party transactions with Council involving myself, close family members or entities controlled or jointly controlled by myself or close family members. For any close family members noted above, I have informed them about the purpose of this declaration and how the information will be used and disclosed. I make this declaration after reading the *Related Party Disclosures Policy*.

Signature		Date	
TRIM Ref			