



Kowanyama Aboriginal Shire Council Related Party Disclosures for Key Management Personnel - Procedure

As stipulated by the Department of Local Government, Racing and Multicultural Affairs, local governments (councils) must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Related parties are likely to include the mayor, councillors, chief executive officers (CEO), senior executives, their close family members and any entities that they control or jointly control. Any transactions between council and these parties, whether monetary or not, needs to be identified and disclosed.

This information is audited as part of the annual external audit by Queensland Audit Office.

In order to meet this requirement all new Executive Team members (including the CEO) and Councillors (including the Mayor) must complete a related parties form and provide it to the nominated delegate(s) of the CEO. Executive Team members and Councillors must also update their related parties form if there is a change to their related parties. The current delegates of the CEO for the purpose of the related party reporting is the Executive Manager Governance and Operations and Executive Manager Finance.

The Executive Manager Governance and Operations or Executive Manager Finance may liaise with finance team employees to review the related parties identified within KMP declarations and registers of interests to determine which transactions are required to be disclosed

Who are close family members of KMP?

These are family members who may be expected to influence, or be influenced by, that person in their dealings with council and include:

- that person's children and spouse or domestic partner;
- children of that person's spouse or domestic partner; and
- dependants of that person or that person's spouse or domestic partner.

Privacy

KMP declarations and personal information contained in registers of related party transactions are confidential and are not available for inspection by or disclosure to the public, including through a Right to Information (RTI) application. This is on the grounds that the document or information comprises information the disclosure of which would, on balance, be contrary to the public interest

under sections 48 and 49 of the Right to Information Act, item 8 of schedule 3 and items 2, 3 and 16 of part 3, schedule 4.

Except as specified in this policy, council employees engaged to assist related party transaction reporting must not use or disclose personal information provided in a KMP declaration or register of related party transactions, for any other purpose or to any other person except with the prior written consent of the subject KMP.

The following persons are permitted to access, use and disclose the information (including personal information) provided in a KMP declaration or contained in a register of related party transactions for the purposes specified below:

- Chief Executive Officer
- Executive Manager Governance and Operations
- Executive Manager Finance
- Finance team employees with responsibility to provide related party updates
- Members of Council's Audit Committee
- An auditor of Council (including an auditor from Queensland Audit Office).

A person specified above may access, use and disclose information (including personal information) in a KMP declaration or contained in a register of related party transactions for the following purposes:

- To assess and verify a notified related party transaction
- To reconcile identified related party transactions against those notified in a KMP declaration or contained in a register of related party transactions
- To comply with the disclosure requirements
- To verify compliance with the disclosure requirements