



# Procedure for Electronic Disclosure

Electoral Commission of Queensland

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Queensland  
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# Procedure for Electronic Disclosure

## Aim

The aim of this procedure is to provide guidance on the use of the Electoral Commission Queensland's Electronic Disclosure System (EDS).

## Responsibilities

Maintenance of these procedures is the responsibility of the Funding and Disclosure (FAD) Business Unit within the Electoral Commission Queensland (ECQ).

## Policy/Regulations

This procedure relates to:

- *Electoral Act 1992 (Qld) Part 11.*
- *Local Government Electoral Act 2011 (Qld) Part 6.*
- *Electoral Regulations*
- *Local Government Electoral Regulations*

## Version history

The following outlines the high level changes that have been made to each version of this document and who made them.

Version	Notes	Author	Date
1.0	Initial Release	Director of Real-time Disclosure Project	25 JAN 2017

## Approval



Walter van der Merwe

Electoral Commissioner

25/1/2017



# Contents

<b>INTRODUCTION .....</b>	<b>1</b>
Background.....	1
Scope .....	1
Application .....	1
Additional Information .....	1
<b>PROCEDURES .....</b>	<b>2</b>
1. Viewing Public Data .....	2
Purpose.....	2
Procedure.....	2
2. Becoming a Registered User of EDS .....	2
Purpose.....	2
Procedure.....	2
3. Reporting a Gift Given or received .....	2
Purpose.....	2
Procedure.....	3
4. Reporting Foreign Gifts .....	3
Purpose.....	3
Procedure.....	3
5. Special Reporting Events (Large Gifts) .....	3
Purpose.....	3
Procedure.....	3
6. Reporting Loans received .....	3
Purpose.....	3
Procedure.....	4
7. Periodic returns – Political Entities .....	4
Purpose.....	4
Procedure.....	4
8. Periodic returns - Publisher & Broadcaster.....	4
Purpose.....	4
Procedure.....	4
9. Amending a Return .....	4
Purpose.....	4
Procedure.....	5

# Introduction

## BACKGROUND

The Electoral Commission of Queensland (ECQ) has a long history of successfully supporting the democratic electoral process by preparing, conducting and reporting on elections in Queensland. One of the latest improvements in the way ECQ delivers this service is the introduction of an Electronic Disclosure System (EDS) to support the implementation of real time disclosure.

## SCOPE

This procedure describes how members of the public can use EDS to view disclosures, and how donors, recipients, publishers and broadcasters access EDS to make disclosures in accordance with their obligations as detailed in the:

- *Electoral Act 1992,*
- *Electoral Regulation 2013,*
- *Local Government Electoral Act 2011, or*
- *Local Government Electoral Regulation 2012.*

It covers electronic lodgement of disclosures relating to:

- gifts given or received, including special reporting events;
- loans received;
- expenditure for political activity;
- details of political advertising; and/or
- election or calendar based financial returns.

It does not cover submission of funding claims; those claims remain paper based and are therefore not accommodated by EDS.

Paper-based disclosure systems have also been retained for use by certain entities that do not have access to EDS. For further information on the use of paper-based systems, contact ECQ's Funding and Disclosure Unit on 1300 881 665 between the hours of 9am and 5pm Monday to Friday, or email [fad@ecq.qld.gov.au](mailto:fad@ecq.qld.gov.au).

## APPLICATION

These procedures apply to public and political entities involved in political disclosures within Queensland.

## ADDITIONAL INFORMATION

Detailed assistance in the use of EDS, information on related procedures, and general disclosure information may be found in:

- the EDS on-line user manual,
- EDS screen help and tips,
- ECQ's [Funding and Disclosure web page](#), and
- ECQ [handbooks and guides](#).



# Procedures

## 1. VIEWING PUBLIC DATA

### Purpose

This procedure is applicable to general users wishing to view publically available disclosure data.

### Procedure

- In your preferred internet browser, go to: <https://disclosures.ecq.qld.gov.au/>
- To view gift data:
  - use the filter bar at the top of the page to tailor the data you wish to view;
  - apply filters;
  - use the mouse to hover over a particular electorate, or click on the electorate to see data specific to that electorate;
  - click on the TABLE button to view all filtered data; then
  - use the download button to export as a .csv or .pdf file for saving or printing.
- To view other disclosures:
  - on the menu bar at the left of screen, select "Reports".
  - use the available options to select the type of report or return you wish to view,
  - apply filters to narrow down your selection if required,
  - use the download button to export as a .csv or .pdf file for saving or printing, then
  - click on a chosen item in the listed results to view additional detail.

## 2. BECOMING A REGISTERED USER OF EDS

### Purpose

This procedure describes how individuals register as a user in EDS for the purpose of submitting a disclosure return, either on their own behalf or as the authorised representative of another entity.

### Procedure

To register as a user in EDS, if you are a:

- **Individual member of the public (referred to as a Third Party in legislation)** – go to the EDS site at <https://disclosures.ecq.qld.gov.au/> and follow the prompts.
- **Representative of a company or associated entity** – Register as an individual, then nominate the entity that you are representing in your user profile.
- **Representative of a local government candidate** – the registered candidate nominates you as their representative in their user profile area of EDS. This will initiate an email to you that enables and assists you to register and create a user profile in EDS.
- **Candidate, agent or nominated representative of a political party or group** - register as such in ECQ's Candidate Portal. This initiates an automated email to your registered email address, which enables and assists you to register and create a user profile in EDS.

## 3. REPORTING A GIFT GIVEN OR RECEIVED

### Purpose

This procedure is used by all entities and/or their EDS-registered representatives to provide a return regarding a reportable gift they have given or received. Gifts are as defined in the *Electoral Act 1992* or the *Local Government Electoral Act 2011*.

## Procedure

- If not previously registered in EDS, do so (refer procedure 2 - Becoming a Registered User of EDS, above).
- Log in to EDS using your registered user name and password.
- In your summary page, click Lodge return.
- Select the type of return to be lodged.
- Complete all applicable fields and submit the return.

## 4. REPORTING FOREIGN GIFTS

### Purpose

This procedure describes how State candidates (or their registered agent) report receiving gifts of foreign property, as detailed in the *Electoral Act 1992*, Division 8, Subdivision 1.

### Procedure

- If not previously registered in EDS, do so (refer procedure 2 - Becoming a Registered User of EDS, above).
- Log in to EDS using your registered user name and password.
- In your summary page, click Lodge return.
- Select the type of return to be lodged.
- Complete all applicable fields and submit the return.

## 5. SPECIAL REPORTING EVENTS (LARGE GIFTS)

### Purpose

This procedure describes how large gifts are reported in EDS, as required by the *Electoral Act 1992*, Division 7, Subdivision 3. These large gifts trigger a Special Reporting Event, with obligations on both the donor and recipient.

Note: There is no longer a requirement to provide a separate Special Reporting Event return; this function is now facilitated by EDS.

### Procedure

- If not previously registered in EDS, do so (refer procedure 2 - Becoming a Registered User of EDS, above).
- Log in to EDS using your registered user name and password.
- Submit a gift given or received return as described in procedure 3 - Reporting a Gift Given or received (above).
- If your submission triggers the requirements for a Special Reporting Event to be reported, EDS will present a pop-up requesting that the user acknowledges that event.
- Acknowledge the pop-up and proceed with your submission. EDS will separately register the Special Reporting Event submission (acknowledgment).

## 6. REPORTING LOANS RECEIVED

### Purpose

This procedure is used by all recipients of loans for political purposes to meet their real-time reporting obligations within EDS.



## Procedure

- If not previously registered in EDS, do so (refer procedure 2 - Becoming a Registered User of EDS, above).
- Log in to EDS using your registered user name and password.
- In your summary page, click Lodge return.
- Select the type of return to be lodged.
- Complete all applicable fields and submit the return.

## 7. PERIODIC RETURNS – POLITICAL ENTITIES

### Purpose

This procedure describes how candidates, groups, political parties and associated entities meet their periodic reporting obligations within EDS. (A periodic report is one that is due on a calendar basis such as 6-monthly, or one that is required after an election event).

### Procedure

- Log in to EDS using your registered user name and password.
- In your summary page, click Lodge return.
- Select the type of return to be lodged.
- Complete all applicable fields.
- If required, save as a draft at any time for later completion or submission.
- Attach a scanned copy of a valid audit certificate if required.
- Submit the return.

Note that registered users of EDS will receive emailed notifications when periodic returns are due. These notifications include provisions for submission of Nil Returns where applicable.

## 8. PERIODIC RETURNS - PUBLISHER & BROADCASTER

### Purpose

This procedure describes how a publisher or broadcaster can meet their obligations to provide a periodic return at the end of an election period, as required by the *Electoral Act 1992*.

### Procedure

- If not previously registered in EDS, do so (refer procedure 2 - Becoming a Registered User of EDS, above).
- Log in to EDS using your registered user name and password.
- In your summary page, click Lodge return.
- Select the type of return to be lodged.
- Complete all applicable fields and submit the return.

## 9. AMENDING A RETURN

### Purpose

This procedure describes how registered EDS users amend errors or omissions in returns they have previously submitted.



## Procedure

- Log in to EDS using your registered user name and password.
- In your summary page, find the return you wish to amend.
- Use the action button to the right of the listed, previously submitted return to select Amend or Delete as applicable.
- Explain what you require to be amended or deleted, and provide evidence/justification for the change.
- Submit the request.
- The record will be identified as 'Pending' in your summary page and immediately removed from public view.
- ECQ will investigate your request and action it accordingly; you will be advised of the outcome at that time.

