



Electronic Disclosure System (EDS) for Donors and Unregistered Third Parties

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

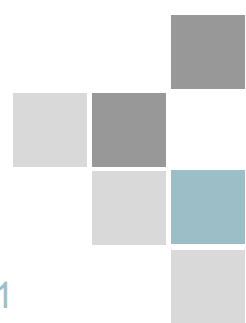
USER GUIDE



**Electoral
Commission**
QUEENSLAND

Contents

1.	Introduction	1
1.1	Overview of the Act and Regulation	1
1.2	Disclaimer	1
1.3	Contacting the ECQ	1
2.	Glossary	2
3.	Disclosing a Gift Made in the EDS	5
4.	Disclosing a Gift Received in the EDS	10
5.	Amending a Return in the EDS	14
6.	Mark a Gift as Returned in the EDS	17



1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for donors and other third parties who are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2013 (the Regulation). This user guide is for donors and third parties who are only required to disclose making a gift to a political party or state candidate or receiving a gift that has enabled them to incur expenditure for political purposes.

This user guide is NOT intended for third parties who are required to formally register with the ECQ for an election. Registration is required if the third party intends on incurring more than \$6,000 in electoral expenditure during the expenditure cap period. If you are required to register as a third party, please refer to the [EDS User Guide - Registered Third Parties \(Individuals and Organisations\)](#).

1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Donors and third parties are advised to obtain a copy of the Act and Regulation, and if necessary, seek independent legal advice. The Act and Regulation are available online at www.legislation.qld.gov.au.

1.3 Contacting the ECQ

Please contact the ECQ's Funding and Disclosure Unit for general enquiries and assistance. Our details are set out below:

Postal address: GPO Box 1393
BRISBANE QLD 4001

Office location: Level 20, 1 Eagle Street, Brisbane, Queensland

Telephone: 1300 881 665

Email: fad@ecq.qld.gov.au

Internet: www.ecq.qld.gov.au

2. Glossary

Please see below for key terms used throughout this user guide and their definitions.

Electoral Expenditure

Electoral expenditure includes any of the following costs relating to a campaign purpose:

- Designing, producing, printing, broadcasting or publishing any kind of material for an election, including (but not limited to) an advertisement for:
 - Broadcast on radio or television, cinema, using the internet, email or SMS;
 - Publication in newspapers or magazines, on billboards, or as brochures, flyers, signs, how-to-vote cards or information sheets;
 - Material for distribution in letters;
- The cost of distributing material for an election, including, for example, the cost of postage, sending SMS messages or couriers;
- Carrying out an opinion poll or research;
- Contracted services related to an activity mentioned above, e.g. fees for consultants or the provision of data.

Expenditure Cap Period

For a State general election, the expenditure cap period generally starts on the next business day after the last Saturday in March that is prior to the polling day for the general election; and ends at 6pm on the polling day for the election.


Note: for the 2020 Queensland State general election, the expenditure cap period begins 1 August and ends at 6pm on 31 October 2020.

Refer to [Fact sheet 11 - Information for Third Parties](#) for more information about Expenditure Cap Periods.

Gifts

A gift is defined as the disposition of property, or provision of a service, by a person to another person for no payment or inadequate payment. Gifts include:

- An amount of electoral expenditure gifted to a participant in an election.

- 
- An amount of uncharged interest, or an amount forgiven, on a loan.
 - The part of a fundraising contribution that exceeds \$200.
 - An amount given to a third party or another donor to enable them to make a gift in support of a candidate or a registered political party.

Gifts do not include:

- Property provided under a will.
- Fundraising contributions of \$200 or less, or the first \$200 of a fundraising contribution that exceeds \$200.
- An amount transferred to an individual from funds held jointly by that individual and their spouse.
- Provision of volunteer labour or use of a volunteer's vehicle or equipment.

Refer to [Fact Sheet 2 - State elections: Definition of gifts and loans](#) for more information about Gifts.

Gifted Electoral Expenditure

A person is taken to have **gifted electoral expenditure** to an election participant if:

- The expenditure benefited the participant.
- The participant authorised or consented to the expenditure or accepted any material that resulted from the expenditure.
- The participant did not receive an invoice or pay for the expenditure within 7 days of any of the above.

Refer to [Fact Sheet 5 - State elections: Definition of electoral expenditure](#) for more information about gifted electoral expenditure.

Loans

A loan is when a person or entity lends money to another person or entity by:

- Advancing money.
- Providing credit or another form of financial accommodation.
- Paying on behalf of the candidate with an obligation for them to repay the amount.

- Making any other transaction that is in effect a loan of money.

Note:

- *Money received from financial institutions or by use of a credit card are not considered a loan.*
- *A loan is considered a gift when it is made for no consideration or inadequate consideration.*

Refer to [Fact Sheet 2 - State elections: Definition of gifts and loans](#) for more information about Loans.

Third Party

A third party is an individual or an entity who participates in Queensland State general elections and by-elections, other than a registered political party, an associated entity or a candidate. Donors are considered third parties.

A third party must register with the ECQ if they spend, or someone they authorise spends, cumulatively more than \$6,000 in electoral expenditure, during the expenditure cap period for an election.

Refer to [Fact sheet 11 - Information for Third Parties](#) for more information about Third Parties.

Further information about key terms and definitions can also be found in the [Electoral Act 1992](#) and [Electoral Regulation 2013](#).

3. Disclosing a Gift Made in the EDS

Donors or third parties who make gifts totalling \$1,000 or more to a registered political party or state government candidate are required to disclose the details of the gift in a return.

For donors or third parties to lodge a return for a gift made to a registered political party or state government candidate, please use the following instructions.



Login or register

Please login or register using one of the options below.

Google Microsoft

or

Login with QGov

* Username
Candidate101@test.com

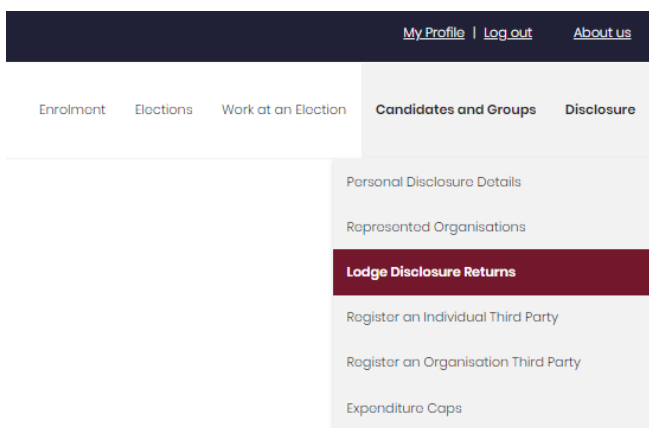
* Password
••••••••

Log in Register

[Forgot your password?](#) | [Manage your QGov login](#)

1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

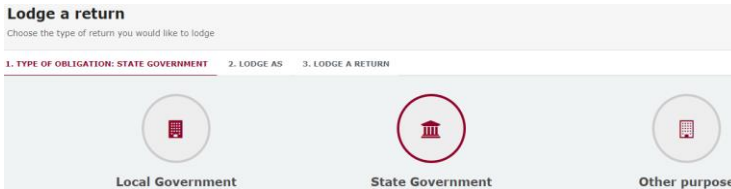
Note: select **Forgot your password?** and follow the prompts if you have forgotten your password.



2. Select **Lodge Disclosure Returns** using the **Disclosure** dropdown menu.



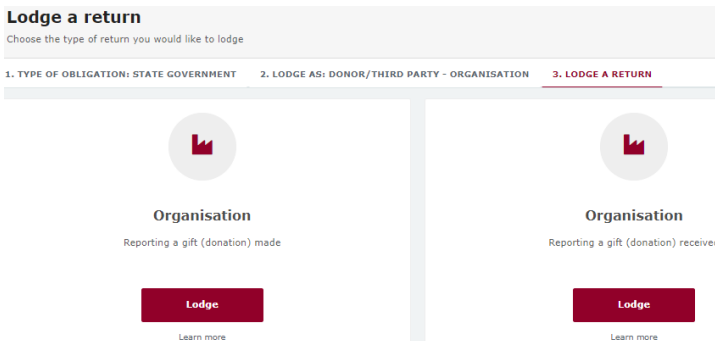
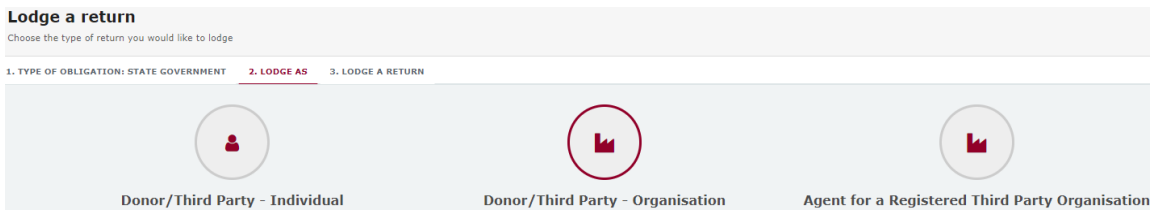
3. Select **Lodge return**.



4. Under **Type of Obligation**, select **State Government**.

5. Under **Lodge As**, select **Donor / Third Party - Organisation**.

Note: if you are an individual third party, select **Donor / Third Party - Individual**.



6. Under **Organisation: Reporting a gift (donation) made**, select **Lodge**.

Note: if you are an individual third party, under **Individual: Reporting a gift (donation) made**, select **Lodge**.

7. Select gift type using the **I am reporting** dropdown menu (e.g. a gift).

Organisation
Reporting a gift (donation) made
State

Your details

Organisation* ECQ Address* 123 Flora ST, Sutherland, NSW, 2232

ABN ACN

I am reporting a gift
a gift-in-kind
a fundraising contribution
another type of gift

+ made to

I am reporting a gift

+ made to
Registered Political Party
State Candidate

8. Select donor type from the **+ received from** dropdown menu (e.g. Registered Political Party).

9. Enter all mandatory gift reporting information, such as recipient name and address of the entity giving the gift, description of gift received, amount and date made.

Note:

- If **No** is selected to **Did you receive a gift that enabled you to make all or part of the gift?**, skip to step 11.
- If **Yes** is selected to **Did you receive a gift that enabled you to make all or part of the gift?**, continue to step 10.
- Additional gifts can be disclosed by selecting **+ received from** and repeating the steps above.

Reporting a Gift made to Registered Political Party

Recipient's Name *

Project's (EDS) Test Party

Street* 200 Mary ST Suburb* Brisbane City State* QLD Postcode* 4000

Gift Particulars

Description of Gift * Monetary donation Amount* 1000 Date made* 15/10/2020

Did you receive a gift that enabled you to make all or part of this gift? Yes No

Current Total **\$1000.00**

I am reporting

10. Select **Yes** to **Did you receive a gift that enabled you to make all or part of the gift?** (i.e. were you given this gift by someone else, to donate on their behalf) and enter the name, address, amount and date made.

Note:

- If **Yes** is selected to **Is this entity an unincorporated association or a trust fund / foundation?**, enter the name and address of the **Committee member / Trustee**.

Did you receive a gift that enabled you to make all or part of this gift? Yes No

Passed on from* Denny Donor Original amount* 1000 Date made* 13/11/2020

Street* 200 Mary St Suburb* Brisbane State* QLD Postcode* 4000

Is the entity an unincorporated association or a trust fund / foundation? Yes No

Committee member / trustee*

Committee member / Trustee

Name* Clarke Committee Address* 200 Mary St, Brisbane 4000

Is this entity the source of the enabling gift? Yes No

As the entity is not the source of the enabling gift you received, you need to disclose the below details about the source.

The source of the above Gift is... an Individual

Name * Johnny Donor

Street* 200 Mary St Suburb* Brisbane State* QLD Postcode* 4000

11. Select **Submit**.

Note: select **Save Draft** to save a draft of your gift received at any time. Select **Drafts** from

the side menu to access this record at a later date.

Confirm lodgement of return

I confirm that the information provided in this return is true and complete.

I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

I acknowledge that this submission will be published and available for public viewing.

12. Select **Submit** to confirm.

13. The gift made will display on the **Donor Submissions** page under the **My Donor Submissions** tab, and on the public **Gift Map** and **Reports** pages within 24 hours of submission.

Note: gift made **Status** will display as **UNREC** (i.e. unreconciled) until recipient lodges a matching return.

Donor Submissions

View or amend lodged returns, lodge another return. Lodge return

MY RECIPIENT SUBMISSIONS **MY DONOR SUBMISSIONS** MY LOAN SUBMISSIONS MY EXPENDITURE SUBMISSIONS

Search Complete Status: all Revision Status: all Status: all True Source: all Apply

Donor type: all Recipient type: all Enabling Gift: all Late Status: all Gov Level: all Min amount Clear filters

Max amount From To Election periods: all Calendar Based Reporting Period: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
UNREC	15-11-2020 By Mr Agent	Gift	ECQ	Project's (EDS) Test Party	\$1,000.00	Actions
UNREC	11-10-2020 By Mr Agent	Gift	ECQ	Political Party A	\$156.00	Actions

Show 25 Apply showing 1-2 of 2 items < 1 >

4. Disclosing a Gift Received in the EDS

Donors or third parties who receive gifts of \$1,000 or more are required to disclose the details in a return.

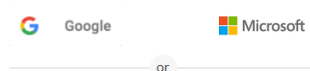
Note: *the gift is only required to be disclosed if it subsequently used to incur or reimburse expenditure for a political purpose.*

To lodge a return for a gift received, please use the following instructions.



Login or register

Please login or register using one of the options below.



or
Login with QGov

* Username
Candidate101@test.com

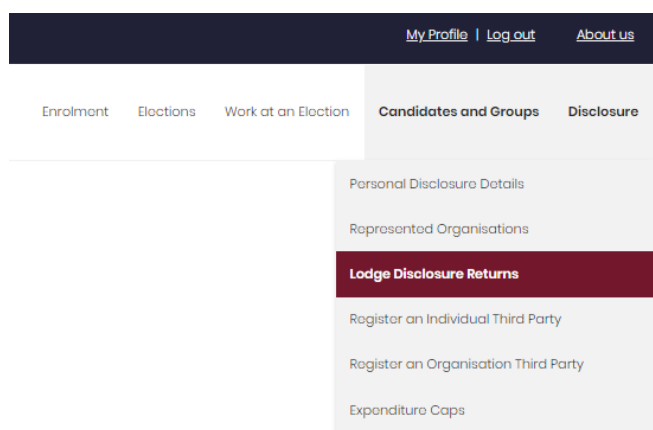
* Password
••••••••



[Forgot your password?](#) | [Manage your QGov login](#)

1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

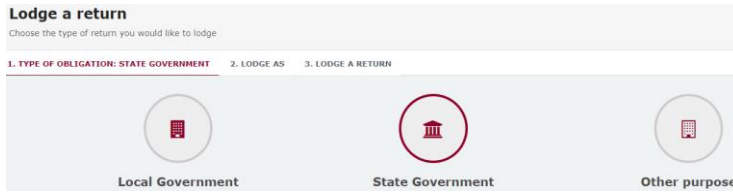
Note: *select **Forgot your password** and follow the prompts if you have forgotten your password.*



2. Select **Lodge Disclosure Returns** using the **Disclosure** dropdown menu.



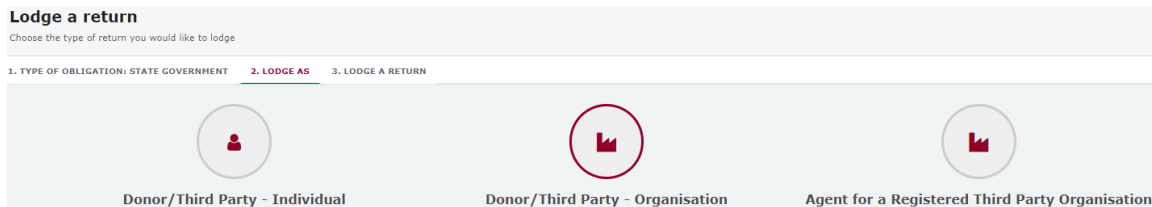
3. Select **Lodge return**.



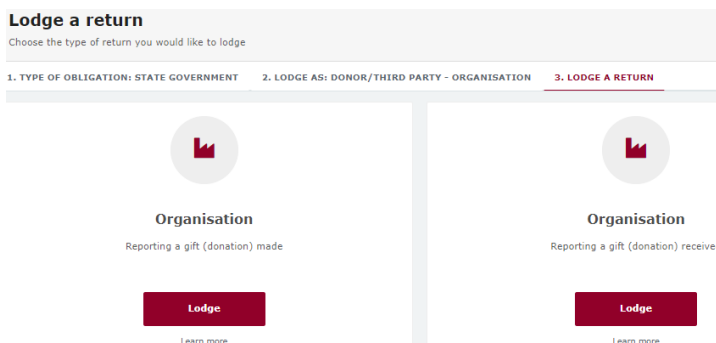
4. Under **Type of Obligation**, select **State Government**.

5. Under **Lodge As**, select **Donor / Third Party - Organisation**.

Note: if you are an individual third party, select **Donor / Third Party - Individual**.



6. Under **Organisation: Reporting a gift (donation) received**, select **Lodge**.



Note: if you are an individual third party, under **Individual: Reporting a gift (donation) received**, select **Lodge**.

7. Select gift type using the **I am reporting** dropdown menu (e.g. a gift).

Organisation
Reporting a gift (donation) received
State

Your details

Organisation* ECQ Address* 123 Flora ST, Sutherland, NSW, 2232

ABN ACN

I am reporting a gift + received from -

- a gift
- a gift-in-kind
- a fundraising contribution
- another type of gift

8. Select donor type from the **+ received from** dropdown menu (e.g. a Corporation).

I am reporting a gift + received from -

- an Individual
- a Corporation
- an Unincorporated Association
- a Trust Fund or Foundation
- Another type of Entity

9. Enter all mandatory gift reporting information, such as name and address of the entity giving the gift, description of gift received, amount and date made.

Note: additional gifts can be disclosed by selecting **+ received from** and repeating the steps above.

Reporting a Gift received from a corporation

Name* Corporation A

Street* 1 Test St Suburb* Brisbane State* QLD Postcode* 4000

Gift Particulars

Description of Gift Received* Monetary donation Amount* 1000 Date made* 15/11/2020

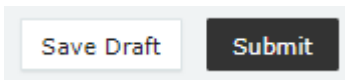
Date gift used* 18/11/2020

Event* EDS SG 2020 State General Event

Current Total \$1000.00

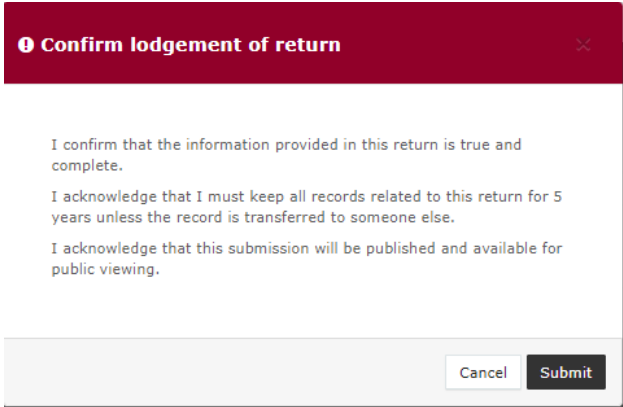
I am reporting + received from -

Save Draft Submit



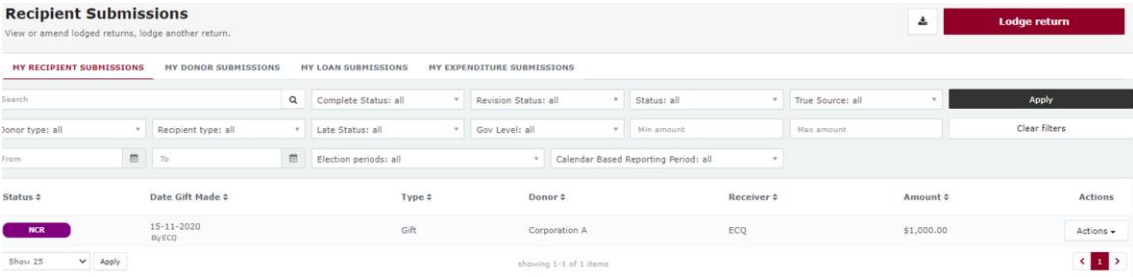
10. Select **Submit**.

Note: select **Save Draft** to save a draft of your gift received at any time. Select Drafts from the side menu to access this record at a later date.



11. Select **Submit** to confirm.

12. The gift received will display on the **Recipient Submissions** page under the **My Recipient Submissions** tab, and on the public **Gift Map** and **Reports** pages. **Note:** gift received **Status** will display as **NCR** (i.e. no corresponding return) to signify that a corresponding return from the donor is not required.



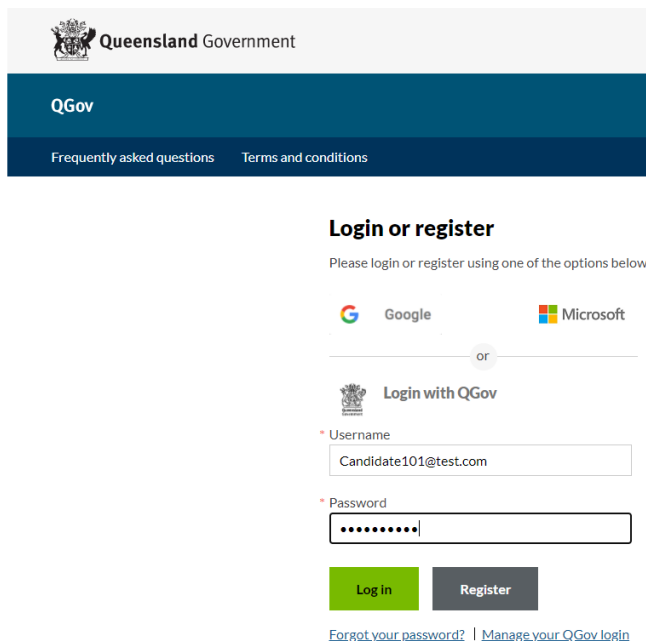
5. Amending a Return in the EDS

If you have made an error or omission in a return that you have previously lodged in the EDS, you can request for the ECQ to amend the return.

Existing returns are found under the side menu options as follows:

- **My Submissions** - displays third party's existing gifts, loans and expenditure.
- **Periodic Returns** - displays third party's existing election summary returns.

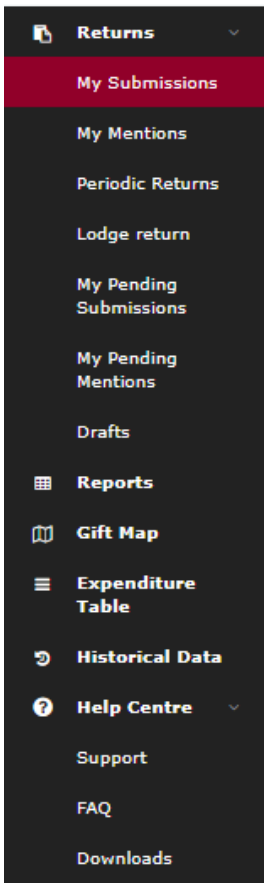
To request to amend a return, please use the following instructions.



The screenshot shows the Queensland Government QGov login page. At the top, there is the Queensland Government logo and the text 'Queensland Government'. Below this is a dark blue header with 'QGov' in white. Underneath the header are two links: 'Frequently asked questions' and 'Terms and conditions'. The main content area is titled 'Login or register' and includes the instruction 'Please login or register using one of the options below.' There are three options: 'Google', 'Microsoft', and 'Login with QGov'. The 'Login with QGov' option is selected. Below this, there are two input fields: 'Username' with the value 'Candidate101@test.com' and 'Password' with masked characters. At the bottom of the form are two buttons: 'Log in' (green) and 'Register' (grey). Below the buttons are two links: 'Forgot your password?' and 'Manage your QGov login'.

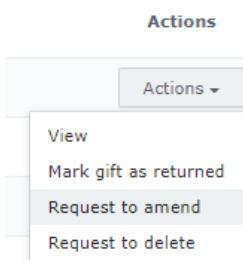
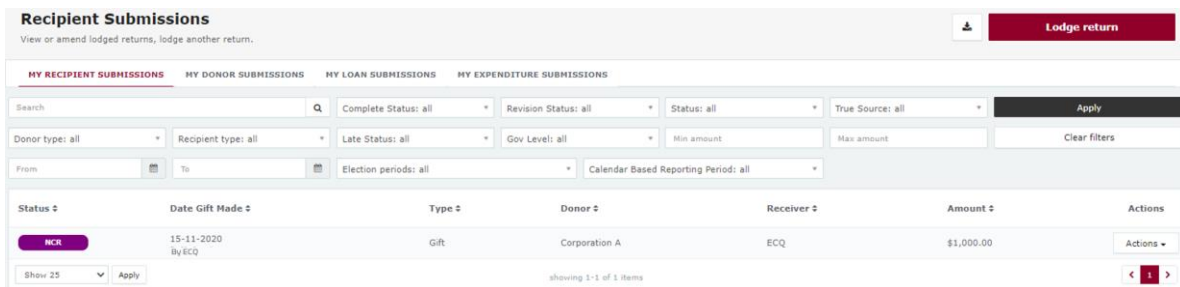
1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

Note: select **Forgot your password?** and follow the prompts if you have forgotten your password.



2. Select **My Submissions** or **Periodic Returns** side menu option.

3. Find the return you wish to amend (e.g. \$1,000 gift by Corporation A).



4. Under the **Actions** column select the **Actions** dropdown menu, and then select **Request to amend**.

Confirm request to amend
✕

Once a return has been lodged it can only be amended by the Electoral Commission of Queensland. You can request to amend the submitted return but you are required to provide detailed reason for your request as well as detailed description on what has to be changed so ECQ representatives could make a decision on your request and perform the amendment correctly.

Reason

Entered the wrong date gift was made.

Description

Date to be changed from 15-10-2020 to 16-10-2020.

Attachments

Choose Files

 No file chosen

Cancel

Request to amend

- In the **Confirm request to amend** window, enter **Reason** (e.g. Entered the wrong date gift was made) and **Description** (e.g. Date to be changed from 15-10-2020 to 16-10-2020) of your amendment and then select **Request to amend**.
***Note:** files to support amendment can also be attached by selecting **Choose Files** and uploading from your computer.*

- Under **My Submissions** or **Periodic Returns Summary** page, the return **Status** now displays as **Pending** and is removed from the public **Gift Map** and **Reports** pages.
***Note:** third party will receive an email once the amendment has been processed by the ECQ.*

Recipient Submissions
View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE SUBMISSIONS

Search Complete Status: all Revision Status: all Status: all True Source: all Apply

Donor type: all Recipient type: all Late Status: all Gov Level: all Min amount: Max amount: Clear filters

From: To: Election periods: all Calendar Based Reporting Period: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
PENDING	15-11-2020 By ECQ	Gift	Corporation A	ECQ	\$1,000.00	Actions ▼

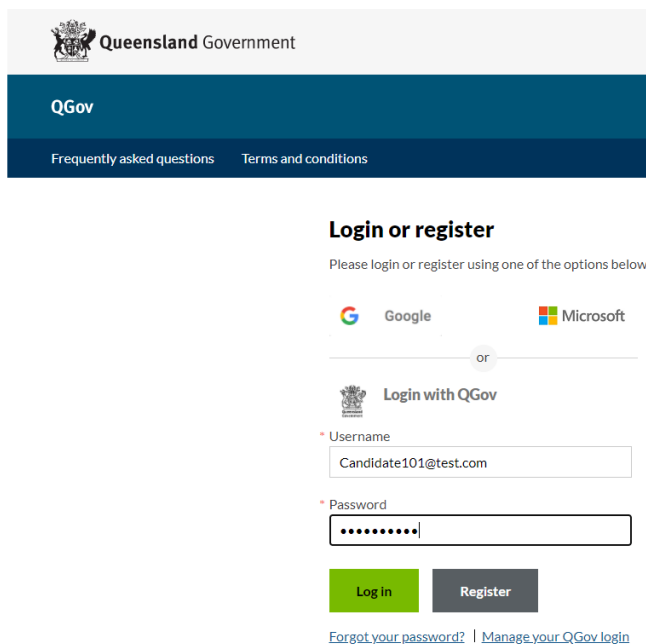
Showing 1-1 of 1 items < 1 >

6. Mark a Gift as Returned in the EDS

If you have lodged a return in the EDS for a gift that you received that has since been returned to the donor, you can mark the gift as returned.

Note: returning gifts can only be used by gift recipients, not donors. If a gift was returned to you as a donor, only the recipient can mark it as returned.

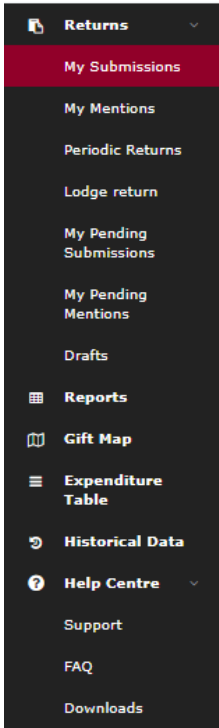
To mark a gift as returned in the EDS, please use the following instructions.



The screenshot shows the Queensland Government QGov login page. At the top, there is the Queensland Government logo and the text 'Queensland Government'. Below this is a dark blue header with 'QGov' in white. Underneath the header are two links: 'Frequently asked questions' and 'Terms and conditions'. The main content area is titled 'Login or register' and includes the instruction 'Please login or register using one of the options below.' There are three login options: 'Google', 'Microsoft', and 'Login with QGov'. The 'Login with QGov' option is selected. Below this, there are two input fields: 'Username' with the value 'Candidate101@test.com' and 'Password' with a masked password '.....'. At the bottom of the form are two buttons: 'Log in' (green) and 'Register' (grey). Below the buttons are two links: 'Forgot your password?' and 'Manage your QGov login'.

1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

Note: select **Forgot your password?** and follow the prompts if you have forgotten your password.



2. Select **My Submissions** on the side menu.

3. Find the return you wish to mark as returned (e.g. \$1,000 gift from Donny Donor).

Recipient Submissions
View or amend lodged returns, lodge another return.

[Lodge return](#)

MY RECIPIENT SUBMISSIONS MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE SUBMISSIONS

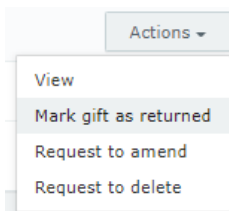
Search Complete Status: all Revision Status: all Status: all True Source: all [Apply](#)

Donor type: all Recipient type: all Late Status: all Gov Level: all Min amount: Max amount: [Clear filters](#)

From: To: Election periods: all Calendar Based Reporting Period: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
NCR	13-11-2020 By ECQ	Gift	Donny Donor	ECQ	\$1,000.00	Actions
PENDING	15-11-2020 By ECQ	Gift	Corporation A	ECQ	\$1,000.00	Actions

Show 25 [Apply](#) showing 1-2 of 2 items [1](#)



4. Under the **Actions** column select the **Actions** dropdown menu, and then select **Mark gift as returned**.

ⓘ Confirm to mark gift as returned ✕

Returned to*

Date returned*

 📅

Explanation for why the gift was returned*

Fund raising event cancelled due to restrictions on private gatherings.

📎 Upload Files

Cancel
Mark gift as returned

5. In the **Confirm to mark gift as returned** window, enter **Date returned** (e.g. 13-10-2020) and an **Explanation for why the gift was returned** (e.g. Fund raising event cancelled due to restrictions on private gatherings) for your returned gift and then select **Mark gift as returned**.

***Note:** files to support returned gifts can also be attached by selecting **Upload Files** and uploading from your computer.*

6. Under **Recipient Submissions** page, a returned symbol (↺) will display next to the return and on the public **Gift Map** and **Reports** pages.

***Note:** the third party and the donor of the gift (if they are registered in the EDS) will receive an email confirming the gift has been marked as returned.*

Recipient Submissions 📄 Lodge return

View or amend lodged returns, lodge another return.

MY RECIPIENT SUBMISSIONS
MY DONOR SUBMISSIONS
MY LOAN SUBMISSIONS
MY EXPENDITURE SUBMISSIONS

🔍
Complete Status: all
Revision Status: all
Status: all
True Source: all
Apply

Donor type: all
Recipient type: all
Late Status: all
Gov Level: all
Min amount
Max amount
Clear filters

From To
Election periods: all
Calendar Based Reporting Period: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
NCR	13-11-2020 By/ECQ	Gift	Donny Donor	ECQ	\$1,000.00	↺ Actions
PENDING	15-11-2020 By/ECQ	Gift	Corporation A	ECQ	\$1,000.00	Actions

Show 25 Apply
showing 1-2 of 2 items
1