

# Using the Electronic Disclosure System

All members of the public can view disclosures relating to Queensland state and local elections and registered political parties. These are published on the Electronic Disclosure System (EDS) and include gifts (donations), electoral expenditure and other matters.

The publishing of disclosure returns is subject to restrictions contained in the *Electoral Act 1992* and the *Local Government Electoral Act 2011*.

This fact sheet is aimed at helping you navigate, view and understand the data within the EDS. To get started, access the EDS at [disclosures.ecq.qld.gov.au](https://disclosures.ecq.qld.gov.au).

## Gift (donation) disclosures

To view gift disclosures, follow these steps:

1. Click 'view public data'.
2. This will open the **Donor Location Map** page, in table format.
3. On this page, you can use the search and filter boxes at the top of the page to find the information you are looking for. You can also sort each column in order, if desired.

## Understanding the colour codes

You will see three different coloured icons between the donor and recipient names. Use the below table to learn more about the icons and colour codes and what they mean.

 green and linked	This icon indicates that both the gift recipient and the donor have submitted returns which have been reconciled. Click on the names in green to view the actual return.
 orange and unlinked	This icon indicates that the person named in orange is yet to submit a return. Reconciliation is yet to occur.
 purple and linked	This icon indicates that the person named in purple is not required to submit a return.

## Filters

You can also apply filters (or a combination of filters) to refine information. There are two ways to do this:

- by using the Search box in the top left-hand corner, typing a relevant keyword then clicking 'Apply', or
- by using any of the Filter category boxes in the top section, selecting the desired content and clicking 'Apply'.

To re-start your search or filtering process, click 'Clear filters'.

*Please note:* the EDS will display all gifts relating to registered political parties and state elections as a default. Change the default setting from 'State' to 'Local' in the third box from the top left to find information relating to a local election.

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### More information

For more information relating to funding and disclosure obligations, please visit the ECQ's website at [www.ecq.qld.gov.au](https://www.ecq.qld.gov.au), call 1300 881 665, or email [fad@ecq.qld.gov.au](mailto:fad@ecq.qld.gov.au).

## Understanding and using the filter categories

The filter categories can help you to find specific information. Refer to the below table which outlines what information can be displayed using the available filter categories.

<b>Candidates</b>	For disclosures relating to a specific candidate.
<b>Parties</b>	For disclosures relating to a specific registered political party.
<b>Status</b>	For disclosures by reconciliation status (refer to the above section on colour codes for an explanation of the different statuses).
<b>Election periods</b>	For disclosures made during a specific election period. <sup>1</sup>
<b>Date range</b>	For disclosures relating to gifts within a date range, enter dates in the 'From' and 'To' fields. It is best to use the calendar when selecting dates.
<b>Amount range</b>	For disclosures relating to gifts within a value range, enter values in the 'Min amount' and 'Max amount' fields.
<b>Calendar-based reporting period</b>	For disclosures made in a six-month reporting period.
<b>Donor type</b>	For disclosures relating to gifts made from a particular type of donor (e.g. individual, corporation, etc.). <sup>2</sup>
<b>Recipient type</b>	For donations made to a specific type of recipient (e.g. candidates, registered political parties, third parties, etc.).
<b>Enabling gift and true source</b>	For donations where the donor has received an amount to help fund the donation to the stated recipient.
<b>Political donation</b>	For political donations or non-political donations. <sup>3</sup> <i>Note:</i> In some instances, a recipient may be required to disclose a gift before they know if it is a political donation. In these instances, recipients can disclose an item as 'Unknown'. This must be rectified within 15 days after the gift is received.
<b>Electoral committee</b>	For political donations which were made directly to an electoral committee for a particular state electoral district. The specific district can be viewed by clicking on the name of the donor/recipient in green writing. You can also extract a .CSV document, which will contain the electoral districts.

<sup>1</sup> This filter will show disclosures relating to the time the election was being conducted. It does not necessarily mean the donations were made for that election.

<sup>2</sup> This filter is based on the data gift recipients disclose when lodging returns and is not verified by the ECQ.

<sup>3</sup> A political donation must be used for a state election campaign and is subject to caps. A non-political donation can be used for any other purpose. See [Fact Sheet 20](#) for further information.

## Local government electoral expenditure data

To view electoral expenditure disclosures for local government elections, follow these steps:

1. Click 'Expenditure Table' at the top of the screen.
2. This will open the **Expenditure Table** page.
3. On this page, you can use the search and filter boxes at the top of the page to find the information you are looking for, per the previous example. You can also sort each column in order, if desired.

### Understanding the data table

The following data will be presented in the expenditure table by default:

<b>Incurred by</b>	The name of the candidate, local government group, registered political party, or registered third party that incurred the electoral expenditure.
<b>Value</b>	The value of the electoral expenditure incurred in the transaction.
<b>Date incurred</b>	The date the electoral expenditure was incurred. The 'incurred' date should be the date the materials were distributed, or the services provided. However, the ECQ is aware that candidates may disclose the date the amount was actually paid.
<b>Candidate type</b>	If the entity disclosing is a local election candidate, the column will populate as follows: <ul style="list-style-type: none"><li>• Announced candidate – the candidate has announced an intention to nominate for a future election but has not completed a nomination form.</li><li>• Mayor – the candidate has nominated for an election and has nominated as a mayoral candidate.</li><li>• Councillor – the candidate has nominated for an election and has nominated as a councillor candidate.</li></ul>
<b>Local electorate</b>	The name of the local government area for which the candidate has either nominated or announced an intention to nominate.
<b>Description of goods or services</b>	A description of the goods or services which were acquired by the electoral participant.
<b>Purpose of the expenditure</b>	A brief description of the purpose of acquiring the goods or services.

### Understanding and using the filter categories

The filter categories can help you to find specific information. Refer to the below table which outlines what information can be displayed using the available filter categories.

<b>Election periods</b>	For disclosures made during a specific election period. <sup>4</sup>
<b>Candidates</b>	For disclosures relating to a specific candidate.
<b>Parties</b>	For disclosures relating to a specific registered political party.
<b>Local electorates</b>	For disclosures relating to a specific local government area.
<b>Groups</b>	For disclosures relating to a registered local government group. <sup>5</sup>
<b>Date range</b>	For disclosures relating to expenditure incurred within a date range, enter dates in the 'From' and 'To' fields. It is best to use the calendar when selecting dates.

<sup>4</sup> This filter will show disclosures relating to the time the election was being conducted. It does not necessarily mean the donations were made for that election.

<sup>5</sup> Some groups may appear multiples times in the drop-down menu if the group has been registered for multiples elections. The second listing in the menu will be for the most recent election.

<b>Amount range</b>	For disclosures relating to expenditure within a value range, enter values in the 'Min amount' and 'Max amount' fields.
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## Periodic returns

Every registered political party and associated entity must complete a periodic return every six months. This contains the total value of all amounts received, paid, and outstanding debts (as at the end of the reporting period). An audit certificate must also be provided and is accessible by the public (unless a waiver is granted by the ECQ).

Periodic returns are due within eight weeks of 30 June and 31 December in each year.

To view periodic returns, follow these steps:

1. Click 'Reports' at the top of the page.
2. Select 'Periodic Returns' in the 'Report type' dropdown option and select an option.
3. A list of reports will display. Click this icon:  which is located at the end of each row to view the return. The audit certificate can be downloaded at the bottom of the return, if applicable.
4. Click this icon:  (if applicable) to see any details about when a periodic return has been amended.

## Understanding and using the filter categories

You can apply a filter to refine your information by clicking on the 'Add Filters' dropdown menu which is located second from the top of the page. Applicable filters for this data include:

<b>Calendar based reporting period</b>	For periodic returns relating to a specific reporting period.
<b>Party</b>	For periodic returns relating to a specific registered political party.
<b>Associated entity</b>	For periodic returns relating to a specific associated entity.

## Election summary returns

Most electoral participants must complete an election summary return after each election. The contents of this return will differ depending on the type of election and type of electoral participant.

Generally, election summary returns include election-specific information, such as the total value of all gifts and loans received, the total value of all electoral expenditure incurred, and an audit certificate.

To view election summary returns, follow these steps:

1. Click 'Reports' at the top of the page.
2. Use the first dropdown menu 'Report type' to select 'Election Summary Returns'.
3. A list of returns will display. Click this icon:  which located at the end of each row, to view the actual return. The audit certificate can be downloaded at the bottom of the return, if applicable.
4. Click this icon:  (if applicable) to see any details about when a return has been amended.

## Understanding and using the filter categories

You can apply a filter to refine your information by clicking on the 'Add Filters' dropdown menu which is located second from the top of the page. Applicable filters for this data include:

<b>Election period</b>	For election summary returns relating to a specific election.
<b>Party</b>	For election summary returns relating to a specific registered political party.

<b>Candidate</b>	For election summary returns relating to a specific candidate.
<b>Associated entity</b>	For election summary returns relating to a specific associated entity.

## Data about loans

To access data about loans (for both state and local government elections), follow these steps:

1. Click 'Reports' at the top of the page.
2. Use the first dropdown menu 'Report type' to select 'Loans Received'.
3. A list of loans will display. Click this icon:  which located at the end of each row, to view the item. The audit certificate can be downloaded at the bottom of the return, if applicable.
4. Click this icon:  (if applicable) to see any details about when a return has been amended.

## Using and understanding the filter categories

You can apply filters to refine your information by clicking on the 'Add Filters' dropdown menu and then clicking again on the category field in the pop-up box.

The additional following filter category box is available on this page, along with those previously listed in this document:

<b>True source</b>	For instances where the person making the loan has received an amount to help fund the loan.
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In some instances, a recipient may be required to disclose a loan before they know if it is a political donation or not. In these instances, loan recipients can disclose an item as 'Unknown'. This must be rectified within 15 days after the gift is received.

## How to extract data

You can export any data in .CSV format by clicking the download icon:  located at the top right of the screen. Please note that .CSV files can be opened in MS Excel or similar spreadsheet software.

If you don't apply any filters, all data will be included in your download and if you do apply filters, you will capture the filtered data only.