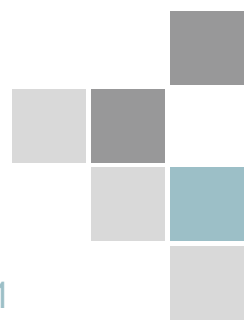




Electronic Disclosure System (EDS) for Registered Political Parties

FOR LOCAL GOVERNMENT ELECTIONS, BY-ELECTIONS,
AND CALENDAR-BASED REPORTING PERIODS

USER GUIDE



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1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for agents of registered political parties participating in state government elections who are required to comply with the financial disclosure provisions of the **Local Government Electoral Act 2011** (the Act) and the **Local Government Electoral Regulation 2012** (the Regulation).

1.2 Disclaimer

Publications by the Electoral Commission of Queensland (ECQ) are not intended as a substitute for the Act or Regulation. Agents of registered political 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.

Disclosure Due Date

All agents of registered political parties which participate in a local election, must give the ECQ a return in real-time (i.e. within seven business days of the expenditure being incurred).

If electoral expenditure is incurred during the last seven business days before an election day, the expenditure must be disclosed within one day of being incurred.

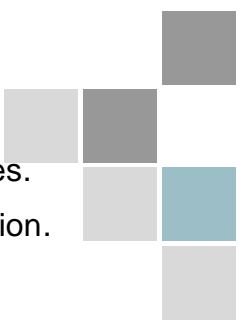
All registered political parties that endorsed a candidate for the election must also lodge an election summary return within 15 weeks after the election, regardless of whether they incurred electoral expenditure or not. This return must state the total amount of electoral expenditure incurred for the election.

Refer to [Fact Sheet 13 - Local elections: Disclosure of Electoral Expenditure](#) for more information about disclosure due dates.

Electoral Expenditure

Electoral expenditure is any expenditure incurred (including a gift-in-kind given) at any time, which consists of any of the following:

- Broadcasting a political advertisement.
- Publishing (either in print media or on the internet) a political advertisement.
- Displaying a political advertisement at a place of entertainment (e.g. theatre).
- Producing or distributing any of the above.
- Producing or distributing any other material during an election that advocates a vote for or against a candidate, group of candidates (for local government elections) or a registered political party and is required to include an authorisation at its end.
- Carrying out an opinion poll or other research relating to the election, if the dominant purpose of the poll or research is to, directly or indirectly:

- 
- Promote or oppose the election of a candidate or group of candidates.
 - Promote or oppose a registered political party in relation to the election.
 - Influence voting at the election.

Electoral expenditure is incurred when the goods or services are provided. For example, expenditure on political advertising is incurred when the advertisement is broadcast, published or posted online and expenditure on election material is incurred when the material is distributed.

Refer to [Fact Sheet 13 - Local Government: Disclosure of Electoral Expenditure](#) for more information on electoral expenditure.

Further information about key terms and definitions can also be found in the [Local Government Electoral Act 2011](#) and the [Local Government Electoral Regulation 2012](#).

3. Disclosing Gifts and Loans in EDS

Agents of registered political parties have obligations under the *Electoral Act 1992* and the *Electoral Regulation 2013* to lodge returns for gifts and loans received for local government elections and by-elections.

Agents of registered political parties are also required to lodge a periodic return for the party not more than 8 weeks after the end of a reporting period.

Note: *reporting periods cover 6 monthly periods, between 1 January - 30 June and 1 July - 31 December each year.*

Please refer to the *EDS User Guide for Registered Political Parties (State)* for more information on how to lodge gift, loans and periodic returns.

4. Disclosing Electoral Expenditure in EDS

Registered political parties who incur electoral expenditure of \$500 or more for a local government election are required to disclose the details of the expenditure in a return.

Electoral expenditure can be disclosed **individually** or using a **bulk upload spreadsheet**.

Note: use the bulk upload spreadsheet for disclosing a large number of expenditure items in one transaction.


4.1 Disclosing electoral expenditure individually

To lodge a return for individual electoral expenditure items, 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

••••••••

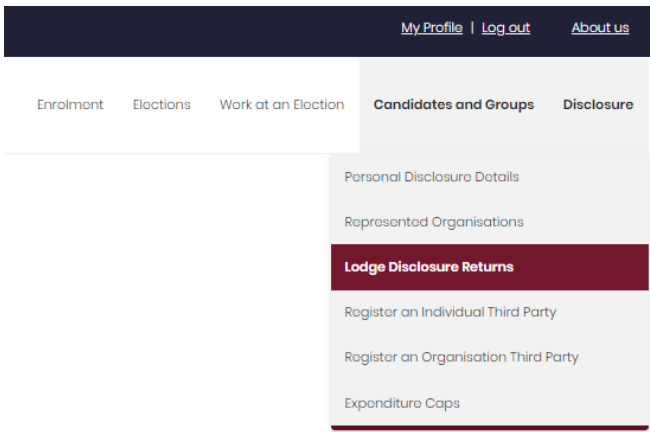
Log In

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.

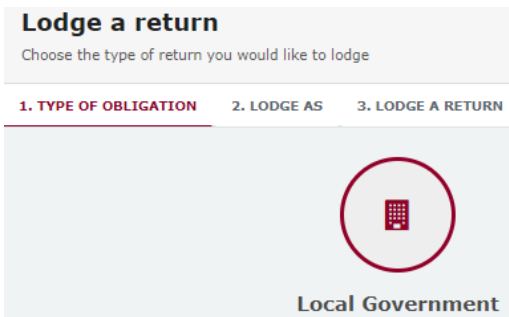
Note: select **Forgot your password?** and follow the prompts if you have forgotten your password.



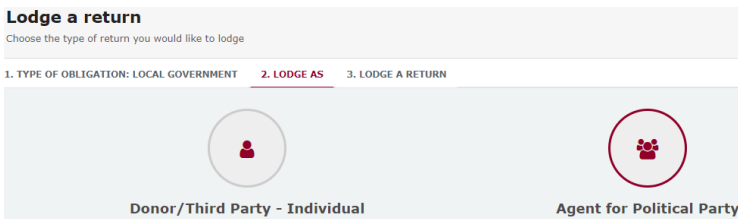
2. Select **Lodge Disclosure Returns** using the **Disclosure** dropdown menu.



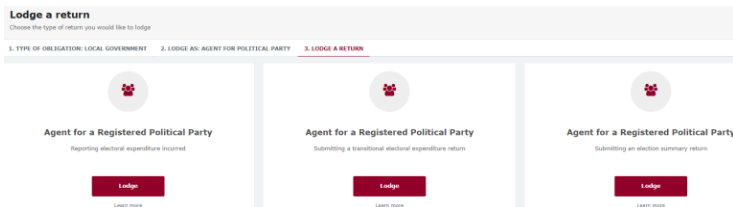
3. Select **Lodge return**.



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



5. Under **Lodge As**, select **Agent for Political Party**.



6. Under **Lodge a Return**, select **Lodge for Agent for Registered Political Party: Reporting electoral expenditure incurred**.

Agent for political party
Reporting electoral expenditure incurred
Local

Registered political party details

Agent full name*
Maye Dupp

Political party*
Fake Political Party

+ Add new item -

Electoral expenditure

7. Select **Electoral expenditure** from the **+ Add new item** dropdown menu.

8. Enter all mandatory electoral expenditure information, such as supplier name and address, description of good and services, purpose of expenditure, amount and date.

Note: additional electoral expenditure items can be disclosed by selecting **+ add new item** and repeating the steps above.

Electoral expenditure

Supplier name*
Printers R Us

Street*
1 Supplier St

Suburb*
Brisbane

State*
QLD

Postcode*
4000

Expenditure Particulars

Description of goods or services*
Printing of 10,000 x A5 Flyers

Purpose of the expenditure*
To promote candidacy and party policies as part of a council-wide [mailout](#)

Amount*
2000

Date of expenditure*
20/02/2020

Current Total **\$2000.00**

+ Add new item -

Save Draft Submit

Save Draft Submit

9. Select **Submit**.
Note: select **Save Draft** to save a draft of your electoral expenditure item 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.

Cancel
Submit

10. Select **Submit** to confirm.

11. The electoral expenditure item will display on the **Recipient Submissions** page under the **My Expenditure Submissions** tab, as well as on the public **Expenditure Table and Reports** pages.

Note: electoral expenditure **Status** will display as *EXP* (i.e. expenditure) to signify that electoral expenditure has been disclosed.

Expenditure 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
Participant: all

Late Status: all
Min amount:
Max amount:
From:

Apply
Clear filters

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	12-11-2020	20-02-2020 <small>By Maye Dupp</small>	Registered Political Party	Fake Political Party	\$2,000.00	Actions
EXP	12-11-2020	04-02-2020 <small>By Maye Dupp</small>	Registered Political Party	Fake Political Party	\$1,999.00	Actions
EXP	12-11-2020	10-12-2019 <small>By Maye Dupp</small>	Third Party Individual	Maye Dupp	\$1,000.00	Actions
EXP	27-10-2020	02-10-2020 <small>By Maye Dupp</small>	Registered Political Party	Fake Political Party	\$1,000.00	Actions

Show 25
Apply
showing 1-4 of 4 items
1

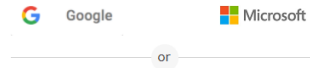
4.2 Disclosing electoral expenditure using a bulk upload spreadsheet

To lodge a return for a large number electoral expenditure items, please use the following instructions.



Login or register

Please login or register using one of the options below.



or
Login with QGov

* Username

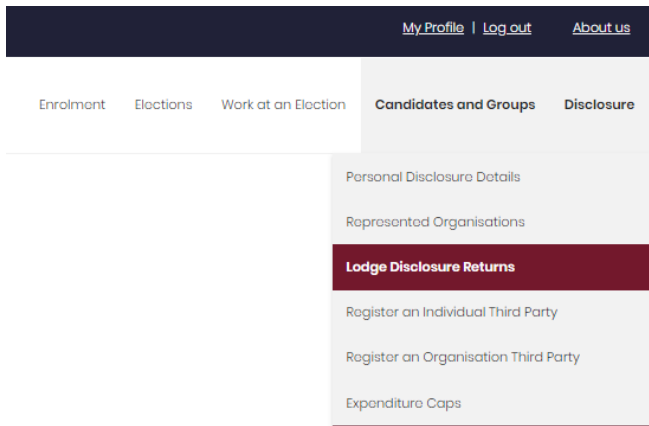
* Password



[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.

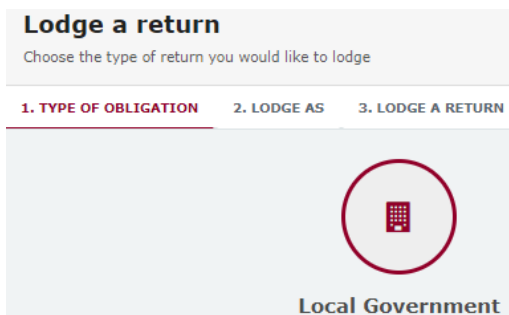
Note: select **Forgot your password?** and follow the prompts if you have forgotten your password.



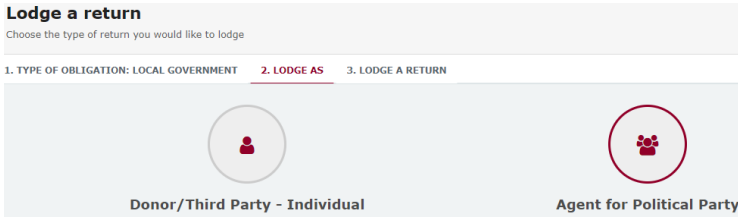
2. Select **Lodge Disclosure Returns** using the **Disclosure** dropdown menu.



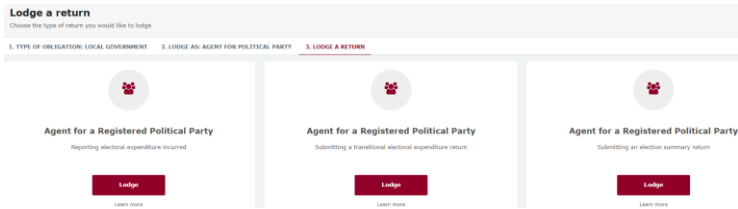
3. Select **Lodge return**.



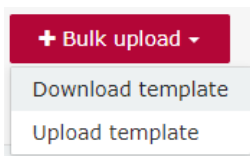
4. Under **Type of Obligation**, select **Local Government**.



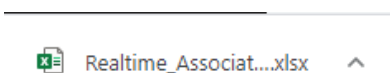
5. Under **Lodge As**, select **Agent for Political Party**.



6. Under **Lodge a Return**, select **Lodge for Agent for Registered Political Party: Reporting electoral expenditure incurred**.



7. To enter numerous expenditure items, select **+ Bulk upload** using the dropdown menu and then select **Download template**.



8. Once downloaded, select file to open.

Note:

- *Google Chrome downloads appear in the lower left of the page.*
- *Internet Explorer downloads appear in a pop-up box.*
- *Apple Safari downloads are available in the download icon in the lower right of the screen.*

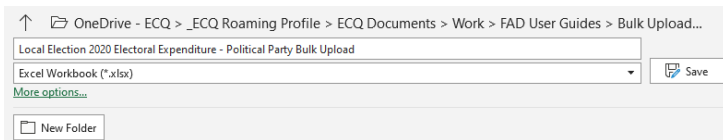
9. Select **Enable Editing** and enter mandatory fields, such as supplier name and address, description of good and services, purpose of expenditure, amount and date.

Note:

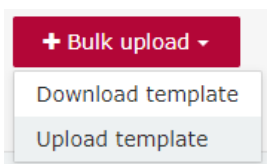
- *Ensure you enter data from the top row. Leaving the top rows blank may cause errors when you upload the template to your return.*
- *Please do not change, add or remove any of the spreadsheet headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.*
- *Country is only required for overseas addresses.*

Handy tip! To save time, download the bulk upload template at the beginning of the reporting period and complete as you go.

Supplier						Date of expenditure	Amount	Description	Purpose
Name	Street	Suburb	State	Postcode	Country				
Printers R Us	1 Supplier St	Brisbane	QLD	4000		15/02/2020	2000.00	Printing of 10,000 x A5 Flyers	To promote my candidacy and po
Visage Folio	1 Auckland St	Auckland	Overseas	1010	New Zealand	17/02/2020	500.00	Social media promotion	To boost posts on my Visage Foli
Tee Central	1 Central St	Brisbane	QLD	4000		2/02/2020	60.00	Production of 2 x t-shirts promoti	To produce t-shirts worn by volun

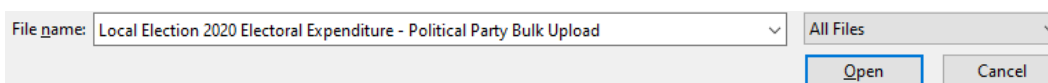


10. Save file to a safe location.



11. Select **+ Bulk upload** using the dropdown menu and then select **Upload template**.

12. Select file to upload and then select **Next**.



13. 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.

14. Select **Submit** to confirm.

15. The electoral expenditure item will display on the **Recipient Submissions** page under the **My Expenditure Submissions** tab, as well as on the public **Expenditure Table** and **Reports** pages.

Note: electoral expenditure **Status** will display as **EXP** (i.e. expenditure) to signify that electoral expenditure has been disclosed.

Expenditure 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 Participant: all [Apply](#)

Late Status: all Min amount Max amount From [Clear filters](#)

To

Status #	Submitted #	Date Expenditure Incurred #	Participant #	Incurred by #	Amount #	Actions
EXP	12-11-2020	15-02-2020 By Maye Dupp	Registered Political Party	Fake Political Party	\$2,000.00	Actions
EXP	12-11-2020	17-02-2020 By Maye Dupp	Registered Political Party	Fake Political Party	\$500.00	Actions
EXP	12-11-2020	02-02-2020 By Maye Dupp	Registered Political Party	Fake Political Party	\$60.00	Actions
EXP	12-11-2020	20-02-2020 By Maye Dupp	Registered Political Party	Fake Political Party	\$2,000.00	Actions
EXP	12-11-2020	04-02-2020 By Maye Dupp	Registered Political Party	Fake Political Party	\$1,999.00	Actions
EXP	12-11-2020	10-12-2019 By Maye Dupp	Third Party Individual	Maye Dupp	\$1,000.00	Actions
EXP	27-10-2020	02-10-2020 By Maye Dupp	Registered Political Party	Fake Political Party	\$1,000.00	Actions

Show 25 [Apply](#) showing 1-7 of 7 items [<](#) [1](#) [>](#)

5. Submitting an Election Summary Return

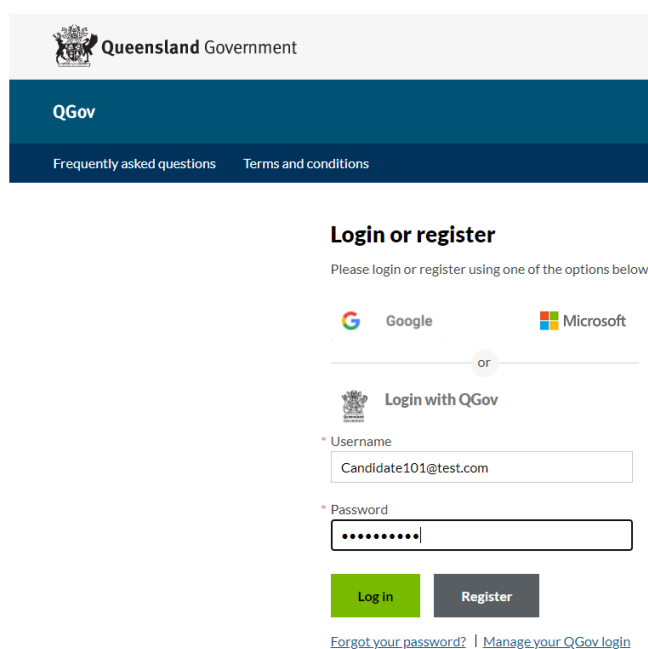
Agents of registered political parties are required to lodge an election summary return for the party within 15 weeks of election day.

In this return, you are required to disclose the total amount of electoral expenditure that the party incurred for the election.

Note: refer to the [Glossary](#) for key terms and definitions.

Important! If the party incurred electoral expenditure totalling \$500 or more for the election, you must lodge a separate return in the EDS for each of the expenditure items prior to submitting your Election Summary Return. See [Error! Reference source not found.](#) for instructions on how to lodge these returns.

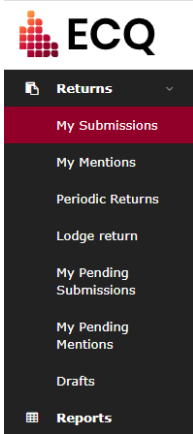
To lodge your Election Summary Return, please use the following instructions.



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 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 '.....'. There are two buttons: 'Log In' (green) and 'Register' (grey). At the bottom, there 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.

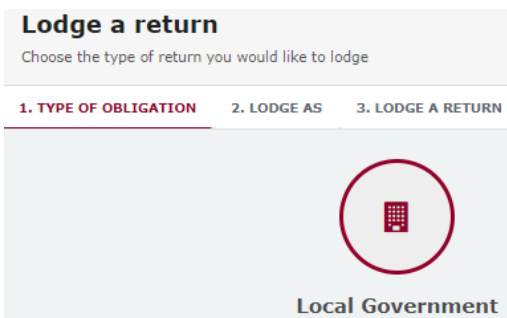
Note: select **Forgot your password?** and follow the prompts if you have forgotten your password.



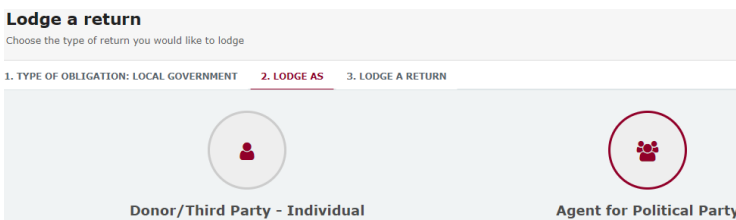
2. Select **My Submissions** in the EDS menu.



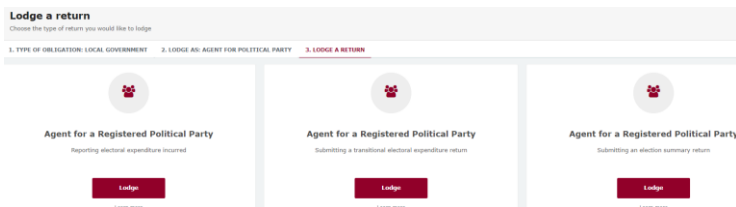
3. Select **Lodge Returns**.



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



5. Under **Lodge As**, select **Agent for Political Party**.



6. Under **Lodge a Return**, select **Lodge for Agent for a Registered Political Party: Submitting an election summary return**.

7. Select **Disclosure period** using the dropdown menu if you have contested more than one election, the select **Next**.

Note: Return period commence and Return period concludes date will populated automatically after Disclosure period has been selected.

Agent for political party
Submitting an election summary return
Local

Registered political party details

Agent full name* Political party*

Disclosure period

Disclosure period* Return period commences Return period concludes

Please select
10/05/2020 - EDS 2020 Local Government Elections
14/11/2020 - EDS November 2020 Local Government Elections

8. If you did not incur any electoral expenditure, for the election, under the **Electoral Expenditure Incurred** quadrant check the **No expenditure incurred: I confirm that I incurred no electoral expenditure during the disclosure period for this election** box.

Electoral Expenditure Incurred ?

Amount
\$0.00

Expenditures Reported **VIEW >**
0

Total Expenditure Incurred ?
\$0

No Expenditure Incurred
 I confirm that I incurred no electoral expenditure during the disclosure period for this election

9. The **Return summary** section displays a summary of all **Electoral Expenditure Incurred** disclosed for the election.

The **Amount** (e.g. \$1,000) and **Expenditures Reported** (e.g. 1) fields will display the total amount and number of any items of electoral expenditure previously reported in EDS using instructions in Disclosing Electoral Expenditure in EDS. Select **View** to review further detail in a new browser window.

The **Total Expenditure Incurred** field should reflect the total amount of electoral expenditure that you incurred during your disclosure period (e.g. \$1,000).

Note: the **Total Expenditure Incurred** field is editable if the amount incurred is less than \$500 in total electoral expenditure for the election. This field must display the total value of electoral expenditure, including aggregated electoral expenditure less than \$500.

Return summary	
Electoral Expenditure Incurred	?
Amount	\$1,000.00
Expenditures Reported	1 VIEW >
Total Expenditure Incurred	\$1,000.00 ?
No Expenditure Incurred	
<input type="checkbox"/> I confirm that the Registered Political Party incurred no electoral expenditure during the disclosure period for this election	

Back **Save Draft** **Submit**

10. Select **Submit**.

Note: select **Save Draft** to save a draft of your return at any time (drafts are accessed in the **Drafts** side menu) or select **Back** to enter

additional electoral expenditure.

Confirm lodgement of return

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

I certify that all gifts, loans, and expenditure received or incurred by the parties to this return during the specified disclosure period have been disclosed. I further acknowledge that I must keep all records related to this return for 5 years.

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

Cancel Submit

- Review the **Confirm lodgement of return** message and then select **Submit**.

Note: Submit Nil Return will display if no electoral expenditure was incurred.

- Once submitted, the **Election Summary Return** displays under the **Periodic Returns** menu and the public **Reports** page.

Note: election summary returns are submitted once only for each event. If you have made an error, refer to [Amending a Return in the EDS](#) for more information on how to amend a return.

Periodic Returns Summary
View or amend lodged periodic returns, lodge another periodic return. Lodge return

SUMMARY

Search Complete Status: all Type: all Late Status: all From Apply

To Audit Status: All Gov Level: all Min amount Max amount Status: all Clear filters

Election periods: all Calendar Based Reporting Period: all Participant: all

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Registered Political Party	Fake Political Party By Maye Dopp	01-03-2021	12/11/2020	14/11/2020 - EDS November 2020 Local Government Elections	—	\$1,000.00	Actions
PENDING	Periodic Return	Registered Political Party	Fake Political Party By Maye Dopp	25-08-2020	12/11/2020	01/01/2020 - 30/06/2020 Calendar Reporting Period	\$14,000.00	—	Actions
PENDING	Election Summary Return	State Candidate	John Candidates By Maye Dopp	15-02-2021	05/11/2020	31/10/2020 - EDS SG 2020 State General Event	\$13,000.00	\$1,853,190.00	Actions
PENDING	Periodic Return	Registered Political Party	Fake Political Party By ECQ	25-02-2021	05/11/2020	01/07/2020 - 31/12/2020 Calendar Reporting Period	\$22,786.28	—	Actions
REC	Election Summary Return	Registered Political Party	Fake Political Party By Maye Dopp	15-02-2021	27/10/2020	EDS SG 2020 State General Event	—	\$5,301.00	Actions

Show 25 Apply showing 1-5 of 5 items < 1 >

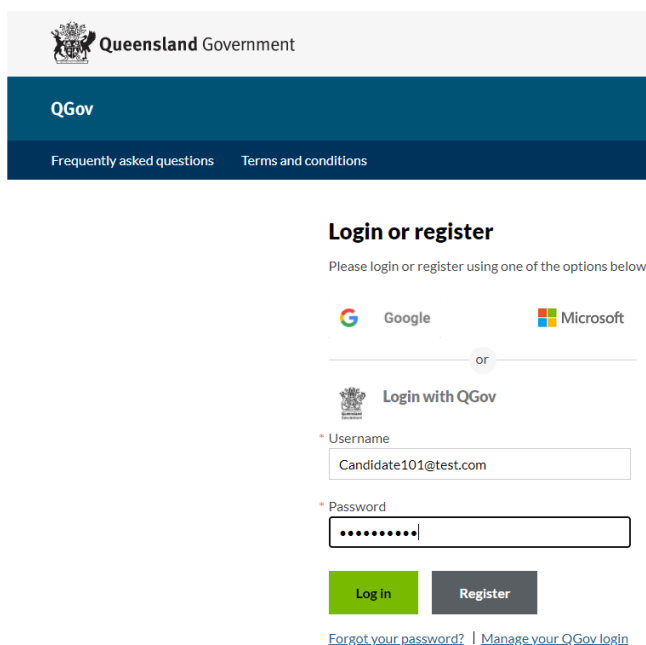
6. Amending a Return in the EDS

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

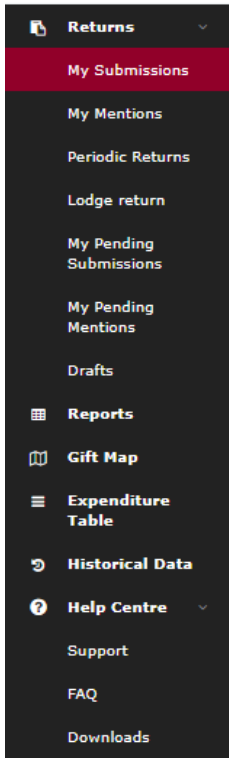
To request to amend a return in the EDS, please use the following instructions.



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, and the form fields are filled with 'Candidate101@test.com' for the username and a masked password. There are 'Log in' and 'Register' buttons at the bottom. At the very bottom, there are links for '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. \$2,000 gift from Maye Dupp).

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

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

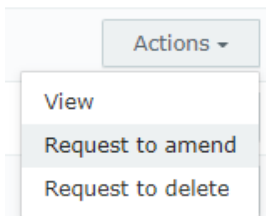
Search Complete Status: all Revision Status: all Status: all Participant: all Apply

Late Status: all Min amount Max amount From Clear filters

To

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	12-11-2020	20-02-2020 By Maye Dupp	Registered Political Party	Fake Political Party	\$2,000.00	Actions
EXP	12-11-2020	04-02-2020 By Maye Dupp	Registered Political Party	Fake Political Party	\$1,999.00	Actions
EXP	12-11-2020	10-12-2019 By Maye Dupp	Third Party Individual	Maye Dupp	\$1,000.00	Actions
EXP	27-10-2020	02-10-2020 By Maye Dupp	Registered Political Party	Fake Political Party	\$1,000.00	Actions

Show 25 Apply showing 1-4 of 4 items < 1 >



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 electoral expenditure was made.

Description

Date to be changed from 15-02-2020 to 16-02-2020.

Attachments

Choose Files

 No file chosen
Cancel
Request to amend

5. In the **Confirm request to amend** window, enter **Reason** (e.g. Entered the wrong date electoral expenditure was made) and **Description** (e.g. Date to be changed from 15-02-2020 to 16-02-2020) 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.

6. 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: the party agent will receive an email once the amendment has been processed by the ECQ.

Expenditure Submissions Lodge return

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 Participant: all Apply

Late Status: all Min amount Max amount From Clear filters

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
PENDING	12-11-2020	20-02-2020 <small>By/Maye Dupp</small>	Registered Political Party	Fake Political Party	\$2,000.00	Actions
EXP	12-11-2020	04-02-2020 <small>By/Maye Dupp</small>	Registered Political Party	Fake Political Party	\$1,999.00	Actions
EXP	12-11-2020	10-12-2019 <small>By/Maye Dupp</small>	Third Party Individual	Maye Dupp	\$1,000.00	Actions
EXP	27-10-2020	02-10-2020 <small>By/Maye Dupp</small>	Registered Political Party	Fake Political Party	\$1,000.00	Actions

Show 25 Apply showing 1-4 of 4 items