



# Electronic Disclosure System (EDS) for Registered Political Parties and their Agents

FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

**USER GUIDE**



**Electoral  
Commission**  
QUEENSLAND



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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 local 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 2023 (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](http://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:	<a href="mailto:fad@ecq.qld.gov.au">fad@ecq.qld.gov.au</a>
Internet:	<a href="http://www.ecq.qld.gov.au">www.ecq.qld.gov.au</a>

## 2. Glossary

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

### **Agent**

Registered political parties must appoint an agent for an election. The agent is responsible for, amongst other things, lodging returns on behalf of the party.

Refer to local government [Fact sheet 38 - Funding and disclosure overview for agents](#) for more information about agents.

### **Disclosure Due Date**


Agents of registered political parties required to disclose gifts, loans and electoral expenditure must give the ECQ a return in real-time (i.e., within 7 business days of the gift or loan being received or the expenditure being incurred).

Agents of registered political parties that endorsed a candidate in a local government election must also lodge an election summary return within 15 weeks after the election, regardless of whether they received any gifts or loans, incurred any electoral expenditure or their candidate was successfully elected or not. This return must state the total value of all electoral expenditure incurred during the relevant disclosure period.

Refer to local government [Fact sheet 18 - Real-time disclosure of electoral expenditure](#) or state government [Fact Sheet 5 – Disclosure of gifts, loans and political donations received by registered political parties](#) for more information about disclosure due dates.

### **Disclosure Period**

If a registered political party endorsed a candidate in the previous local government quadrennial election or a by-election and is endorsing a candidate in the current local government election, the disclosure period begins 30 days after election day for that election and ends 30 days after election day for the current election.



If a registered political party did not endorse a candidate in the most recent local government election, their disclosure period begins on the day the party first incurs electoral expenditure for the election.

### **Electoral Expenditure**

Electoral expenditure includes the following, if incurred for a campaign purpose:

- costs of designing, producing, printing, broadcasting, or publishing any kind of material for an election including (but not limited to):
  - advertisements broadcast at a cinema, on radio or television or on the internet
  - direct marketing through the post office or email
  - flyers, billboards, brochures, signs, or how-to-vote cards
- distribution costs for election material such as the cost of postage, couriers, or sending SMS messages
- costs of opinion polling or research
- fees for contracted services related to an activity mentioned above (e.g., payments for experts or consultants, the provision of data, etc.)

Expenditure is incurred for a campaign purpose if it is incurred to promote or oppose a candidate, group of candidates or political party, or to otherwise influence voting, in an election.

Refer to [Local government fact sheet 12 – Definition of electoral expenditure](#) for more information on electoral expenditure.

### **Gift**

The transfer of money, property or a service given without receiving something of equal or adequate value in return. Gifts can include money or services provided by friends, family, or other persons or businesses which have a personal relationship with the recipient.

A non-monetary gift (or gift-in-kind) is a gift of any goods or services other than money.



A gift can be:

- monetary or non-monetary
- services provided at no or below cost
- electoral expenditure gifted to an election participant
- uncharged interest on a loan
- any part of a fundraising contribution that exceeds \$200

A gift does not include:

- an amount transferred from an individual's own funds (e.g., from a personal bank account) to the individual's own dedicated campaign bank account
- an amount contributed from an account an individual holds jointly with their spouse to the individual's own dedicated campaign bank account
- volunteer labour (e.g. a family member handing out flyers on election day)
- the incidental use of a volunteer's vehicle or equipment
- a fundraising contribution of \$200 or less
- membership fees paid to a political party
- property transferred under a will
- a gift made in a private capacity that is for the personal use of an individual, unless the gift is later used for an electoral purpose.

Refer to local government [Fact sheet 10 – Definition of gifts and loans](#) and state government [Fact sheet 5 – Disclosure of gifts and loans by RPPs](#) for more information.

### **Gifted Electoral Expenditure**

You are taken to have incurred gifted electoral expenditure if:

- a person other than a candidate, registered political party or registered third party incurred electoral expenditure and the following 3 conditions apply:
  - the expenditure benefited you
  - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure
  - you did not receive an invoice or pay for the expenditure within 7 days of any of the above.

or

- a candidate, registered political party or registered third party incurred electoral expenditure and the following 3 conditions apply:
  - the expenditure benefited you
  - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure
  - you received an invoice for payment of the expenditure.

Please refer to local government [Fact sheet 12 – Definition of electoral expenditure](#) for further information about gifted electoral expenditure.

## Loans

A loan is any of the following provided by a person or entity, other than a financial institution or by use of a credit card:

- an advance of money
- provision of credit or other form of financial accommodation
- payment of an amount for, on behalf of, or at the request of an entity, if there is an express or implied obligation to repay the amount
- another transaction that is, in effect, a loan of money.

Loans received from financial institutions do not need to be disclosed.

## Reporting Period

Reporting periods cover 6 monthly periods, from 1 January – 30 June and from 1 July – 31 December each year.

Further information about key terms and definitions can also be found in the [Local Government Electoral Act 2011](#) and the [Local Government Electoral Regulation 2023](#).

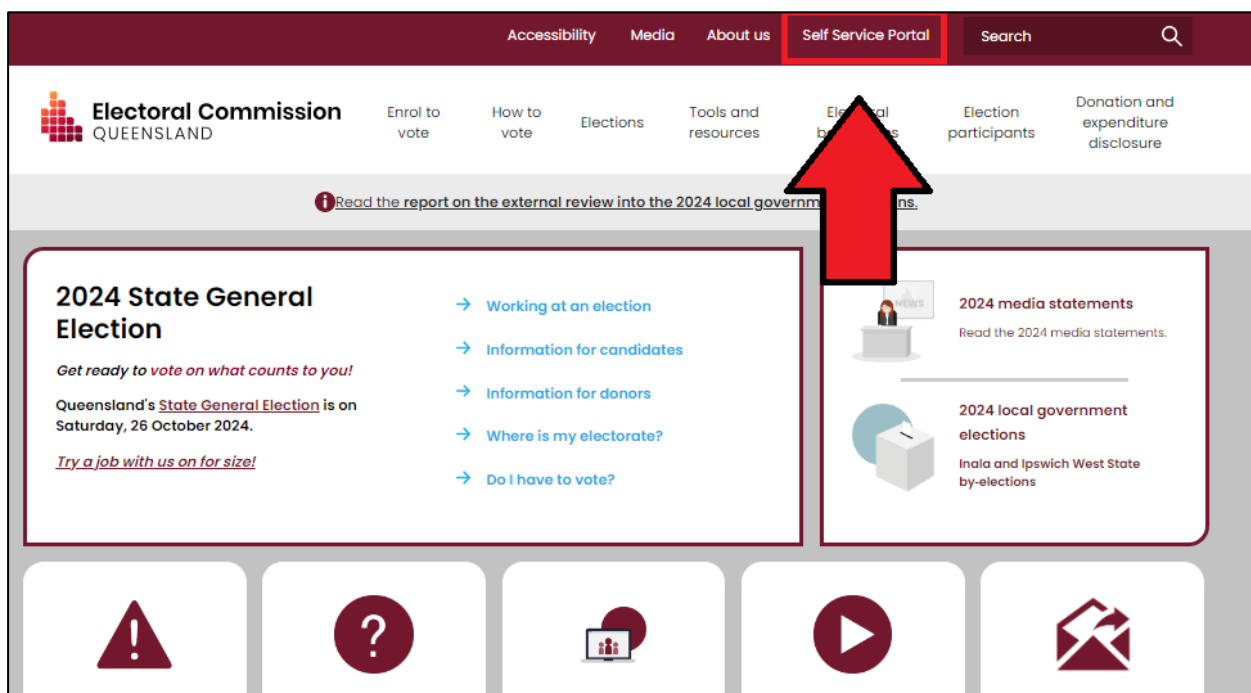
### 3. Accessing the Self Service Portal

As the agent of a registered political party, you will need to register in the ECQ's Self Service Portal (SSP) in order to access and lodge disclosure returns in the Electronic Disclosure System (EDS).

Please use the following instructions to register an account in SSP.

**Note:** If you already have an SSP account, you can skip to [section 4 of this user guide](#).

1. Visit the ECQ's website at [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au) and select the **Self Service Portal** button at the top of the page.



- Alternatively, you can access the SSP directly at [selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au).



2. Click the **Login or Register** button at the bottom of the screen.

**Electoral Commission Queensland**  
SELF SERVICE PORTAL

[About us](#)

## Welcome to the Electoral Commission of Queensland's Self Service Portal

**The Self Service Portal allows:**

- citizens to apply to work at an upcoming election
- citizens to complete a candidate nomination
- citizens to disclose gifts and donations
- citizens to register as a third party

**We use digital identity authentication to keep your account and personal information secure**

Queensland Government Digital ID Exchange is the Queensland Government's preferred secure website for storing personal information. It lets you access multiple services with a single login.

Simply click the Login or Register button below and you'll be taken to the authentication website.

**Login or Register**

If you do not have an existing digital identity, you will need to register with one of the approved providers before you can access the Self Service Portal.

3. Click to **Continue with QDI**.

**Queensland Government** | **Digital ID Exchange**

**Please note:** Your QGov account will soon be replaced with a Queensland Digital Identity (QDI).  
Visit the [QGov-QDI transition](#) webpage to learn more.

### Login to continue

To continue with this service online you must login with your [digital identity](#).

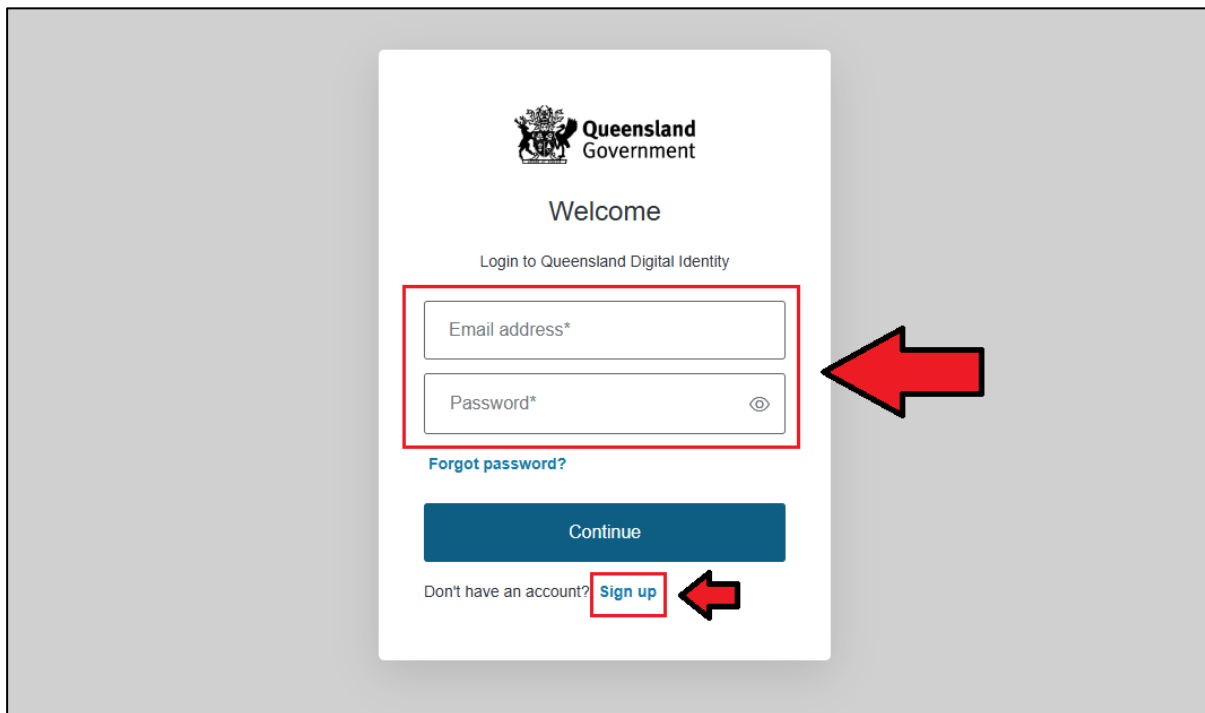
**Continue with QDI (formerly known as QGOV)**

Not sure which option to use? [Find out more about digital identity](#).

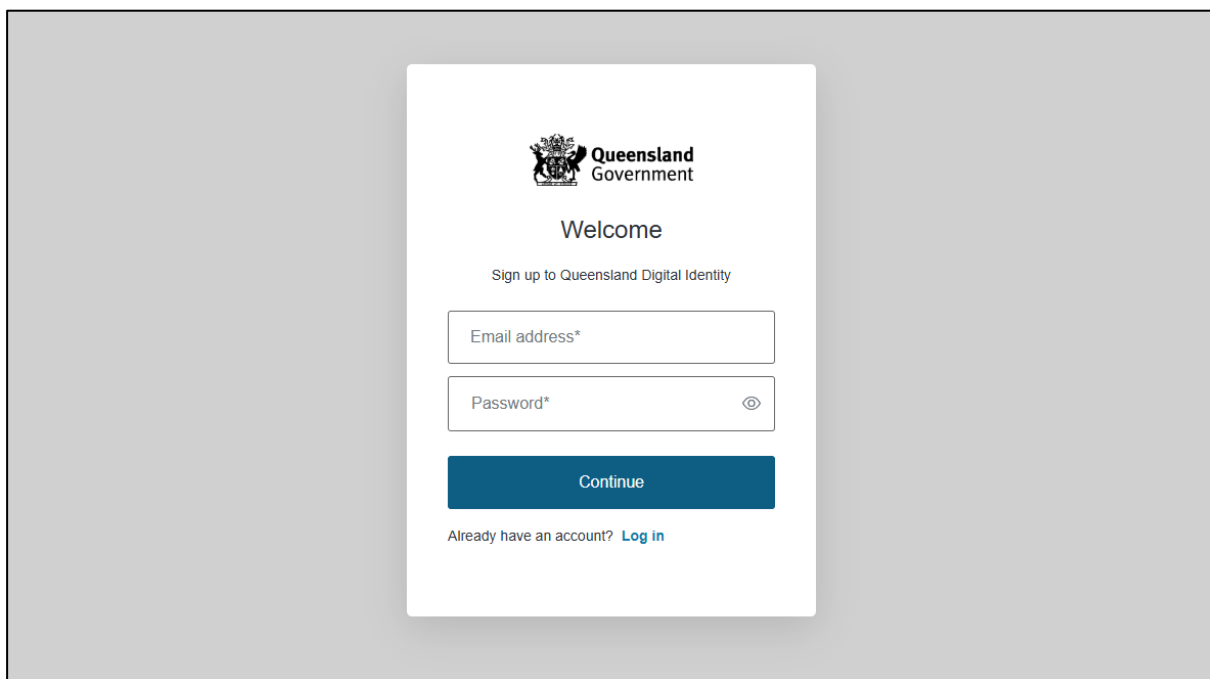
You can use any of these digital identity options to access this service.

4. If you already have a Queensland Digital Identity (QDI) account, enter your email and password and click **Continue**. Then skip to [step 12](#).

If you do not have a QDI account, click **Sign up**.



5. Enter an email address and password, then click **Continue**.



6. Select the tick boxes agreeing to the terms and conditions, then click **Accept**.

The screenshot shows the 'Terms and Conditions' page of the Queensland Government. The header includes the Queensland Government logo, a search bar, and links for 'For Queenslanders' and 'Contact us'. The main content area is titled 'Terms and Conditions' and contains the following text: 'The safety and security of your private information are our top priority. Your private information is protected under the law - to find out more, you can read our privacy notice. To continue you must agree to the [Queensland Digital Identity Terms and Conditions](#).' Below this text are two checkboxes, each with an asterisk. The first checkbox is for 'I have read and agree to the [Terms and Conditions](#)'. The second checkbox is for 'I have read and agree to the [Privacy Policy](#), [Privacy Notice](#), and the provision of my private information to be used for the Queensland Digital Identity'. At the bottom of the form are two buttons: 'Accept' (green) and 'Decline' (blue). A 'Need help?' sidebar on the right provides a link to the 'Queensland Digital Identity webpage' for more information.

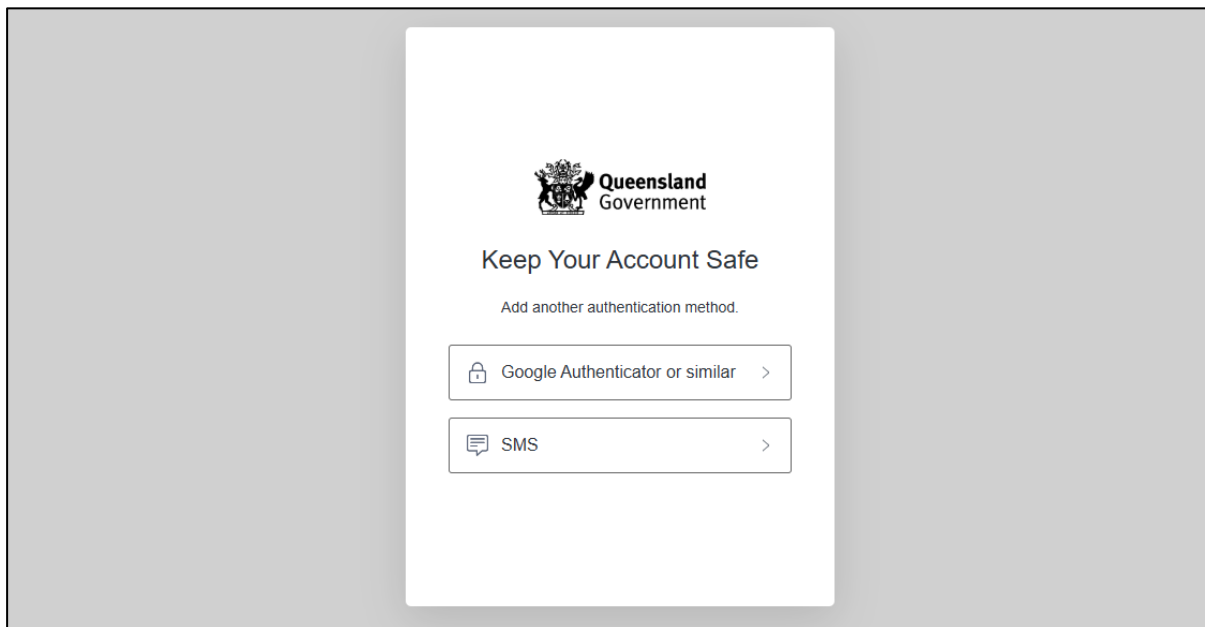
7. Retrieve your **verification code** from your email and enter it in the box provided. Then click **Continue**.

The screenshot shows the 'Enter your email verification code' page of the Queensland Government. The header is identical to the previous page. The main content area is titled 'Enter your email verification code' and contains the text: 'We have sent a Digital Identity verification code to the email:'. Below this is a text box displaying the email address 'rleigh.bamba@ecq.qld.gov.au'. A red asterisk is followed by the label 'Digital Identity verification code' and a text input field. Below the input field is an information box with a blue header and an 'i' icon, containing the text: 'Check your Junk/Spam folders if the email does not appear in your inbox. You can [resend the email](#), if you did not receive it.' Below the information box is a link: 'Change your email address, if the above email address is incorrect.' At the bottom of the form are two buttons: 'Continue' (green) and 'Cancel' (blue). A 'Need help?' sidebar on the right is identical to the previous page.

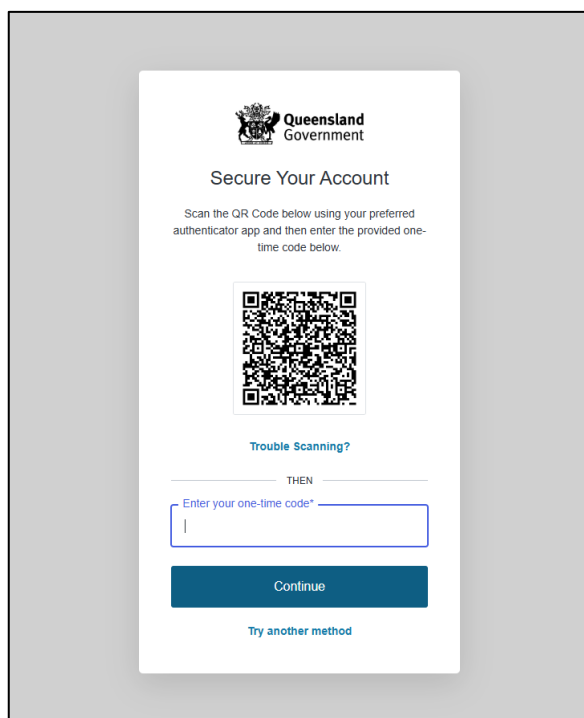
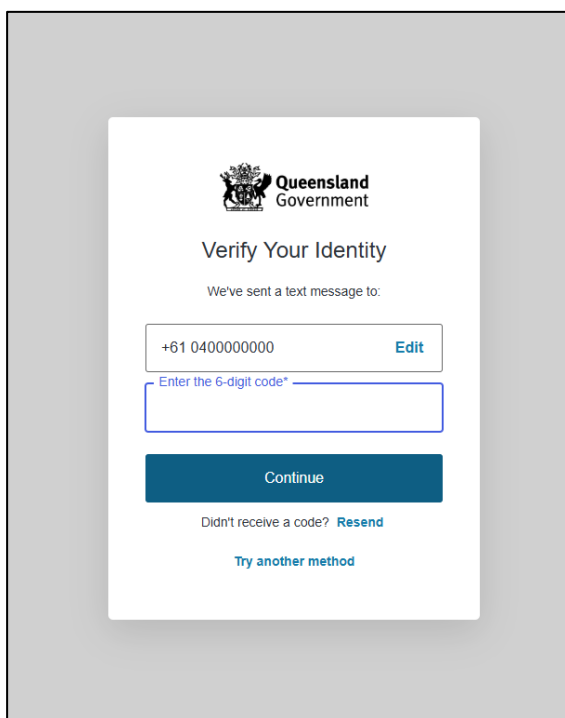
- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

8. Choose an **authentication method** to secure your account.

You can either choose to receive a verification code by SMS or by using an authenticator application, such as Google Authenticator.

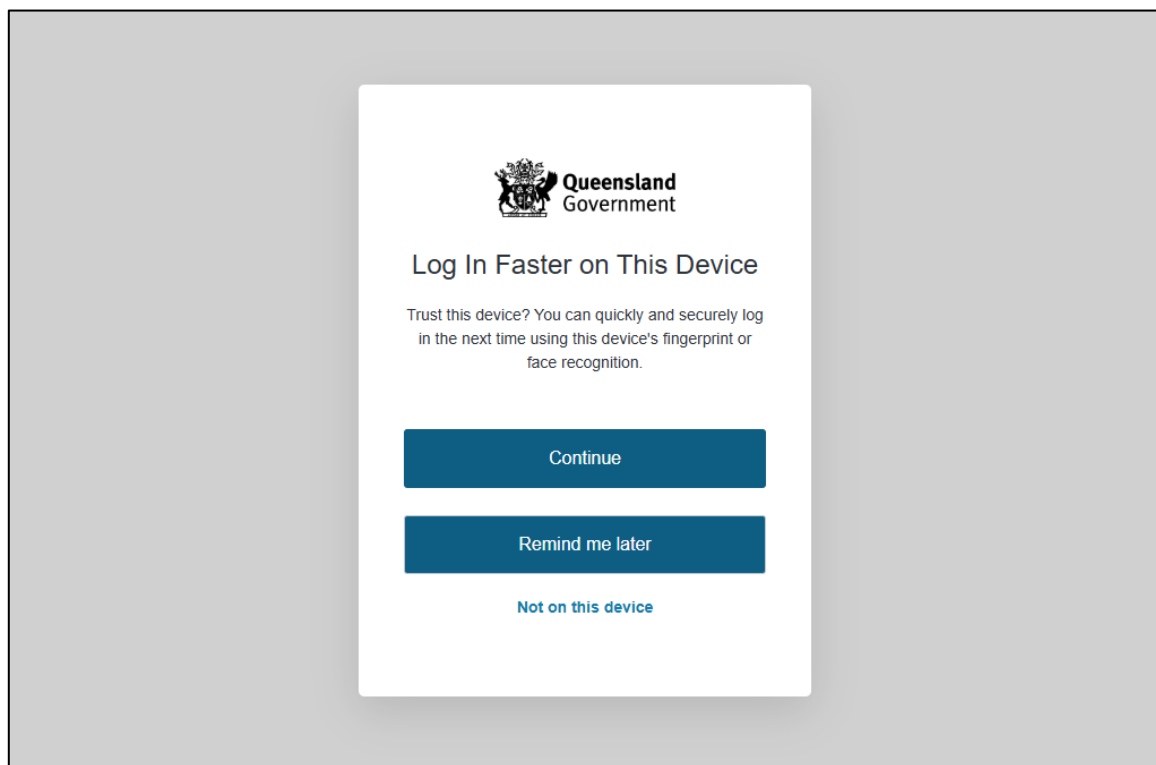


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.

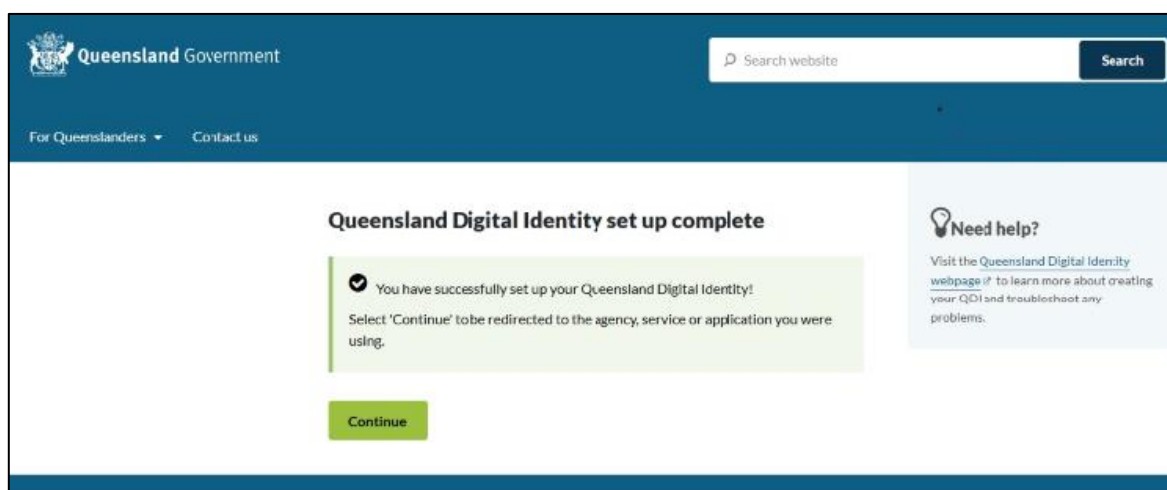


10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.

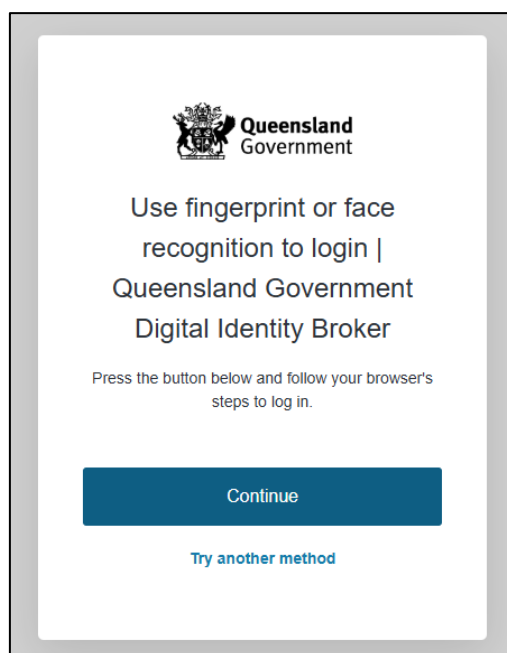
If you are not on a trusted device, click **Not on this device**.



11. After successfully setting up your account, click **Continue**.

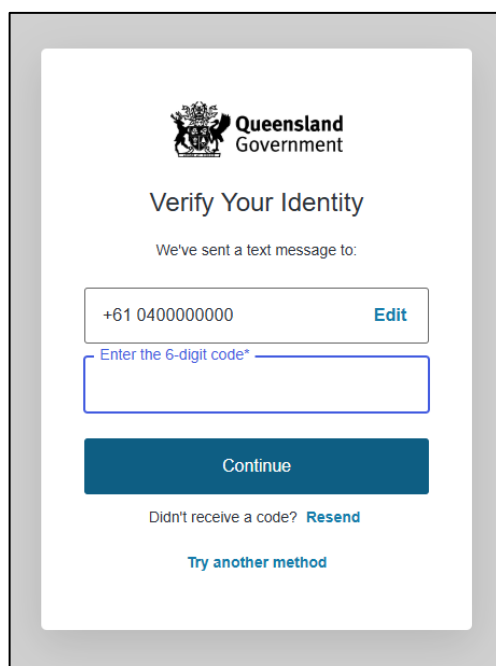


12. If your device is registered with QDI, you will be prompted to use facial or fingerprint recognition or another sign-in option on your trusted device to log in. Then click **Continue**.

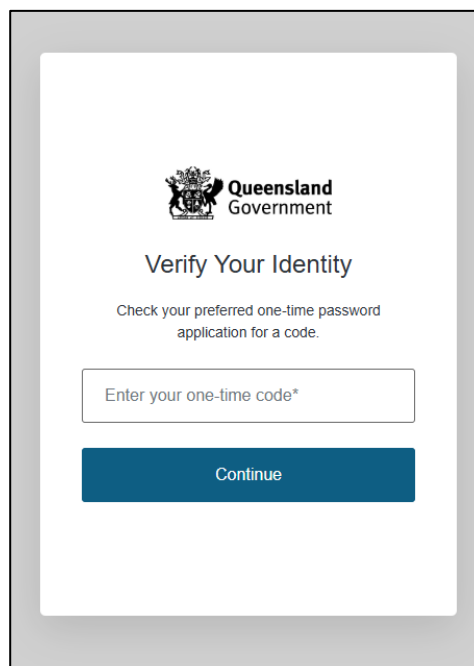


The screenshot shows the Queensland Government Digital Identity Broker login screen. At the top is the Queensland Government crest and logo. Below it, the text reads: "Use fingerprint or face recognition to login | Queensland Government Digital Identity Broker". A smaller line of text says: "Press the button below and follow your browser's steps to log in." There is a large blue button labeled "Continue" and a link below it that says "Try another method".

Otherwise, retrieve the 6-digit code from your mobile device or authenticator app to verify your identity. Enter the code in the box provided then click **Continue**.

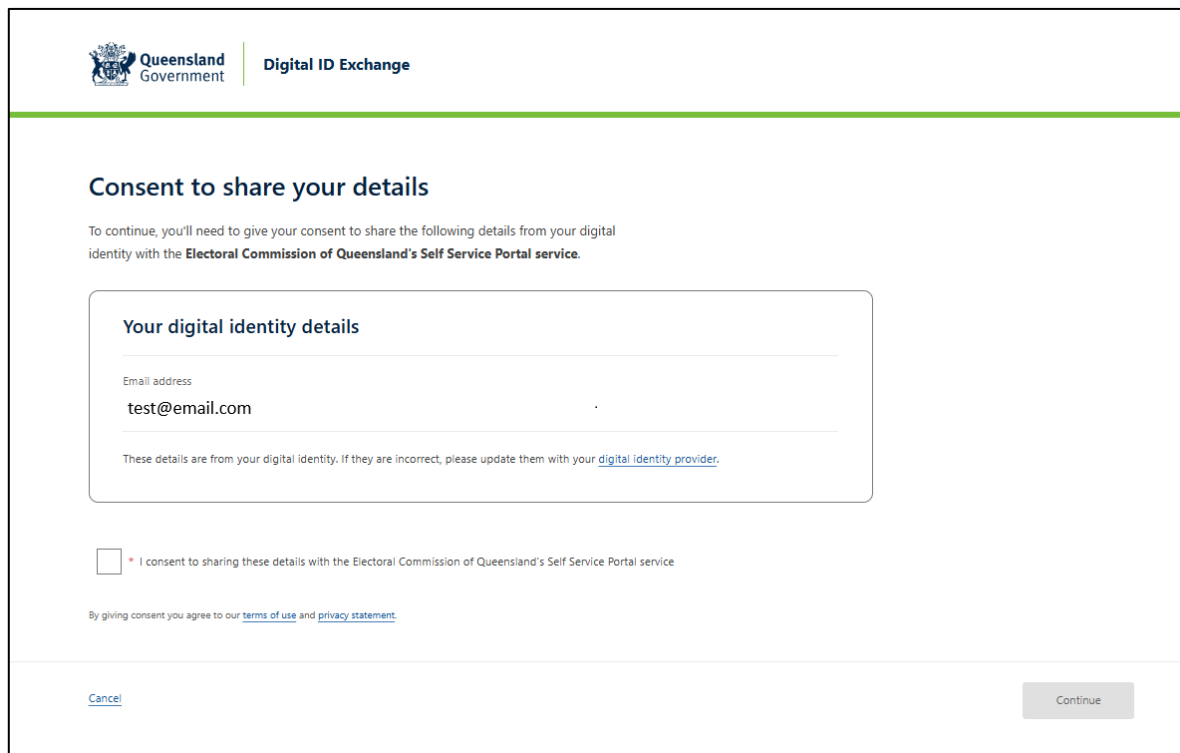


The screenshot shows the "Verify Your Identity" screen for text message verification. It features the Queensland Government crest and logo. The title is "Verify Your Identity". Below it, it says "We've sent a text message to:". There is a text input field containing "+61 0400000000" with an "Edit" link to its right. Below this is another text input field with the placeholder text "Enter the 6-digit code\*". At the bottom is a large blue button labeled "Continue". Below the button, it says "Didn't receive a code? Resend" and a link "Try another method".



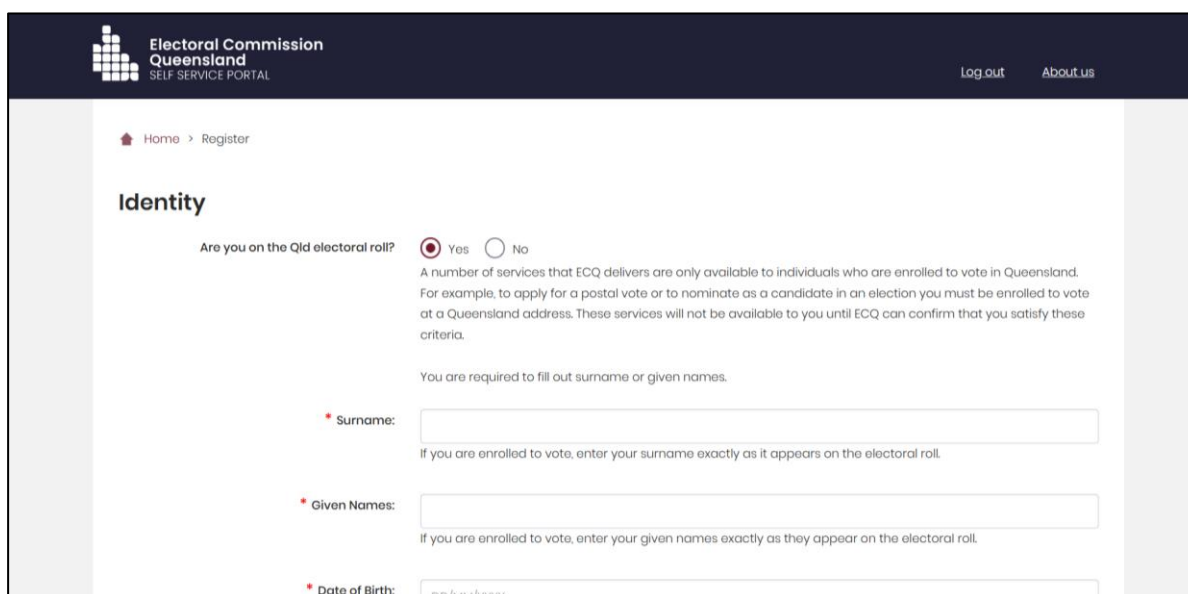
The screenshot shows the "Verify Your Identity" screen for one-time password verification. It features the Queensland Government crest and logo. The title is "Verify Your Identity". Below it, it says "Check your preferred one-time password application for a code.". There is a text input field with the placeholder text "Enter your one-time code\*". At the bottom is a large blue button labeled "Continue".

13. The first time you access SSP, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.



The screenshot shows the 'Consent to share your details' page of the Queensland Government Digital ID Exchange. At the top, the Queensland Government logo and 'Digital ID Exchange' are displayed. The main heading is 'Consent to share your details'. Below it, a message states: 'To continue, you'll need to give your consent to share the following details from your digital identity with the Electoral Commission of Queensland's Self Service Portal service.' A box titled 'Your digital identity details' contains the email address 'test@email.com' and a note: 'These details are from your digital identity. If they are incorrect, please update them with your [digital identity provider](#).' Below this box is a checkbox with the text '\* I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. At the bottom left, there is a 'Cancel' link, and at the bottom right, there is a 'Continue' button. A small note at the bottom left says 'By giving consent you agree to our [terms of use](#) and [privacy statement](#)'.

14. The first page to appear in SSP will be the **Identity** page. Enter your information into all mandatory fields then select **Search the Roll**.



The screenshot shows the 'Identity' page of the Electoral Commission Queensland Self Service Portal. The header includes the Electoral Commission Queensland logo, 'SELF SERVICE PORTAL', and links for 'Log out' and 'About us'. The breadcrumb trail shows 'Home > Register'. The main heading is 'Identity'. Below it, there is a question 'Are you on the Qld electoral roll?' with radio buttons for 'Yes' (selected) and 'No'. A paragraph explains that certain services are only available to individuals enrolled to vote in Queensland. Below this, a note states 'You are required to fill out surname or given names.' There are three mandatory fields: 'Surname:', 'Given Names:', and 'Date of Birth:'. Each field has a text input box. Below the 'Surname' and 'Given Names' fields, there is a note: 'If you are enrolled to vote, enter your surname/given names exactly as they appear on the electoral roll.' The 'Date of Birth' field has a date picker icon.

Did you get an error message? Here are some possibilities to check:

- Do not enter the street suffix in the Street Name field (no St, Ave, Ln, etc).
- If you receive the error message '*No entry was found on the Queensland electoral roll matching these details,*' please double check that everything has been entered correctly.
- If you continue to receive that error, visit the Australian Electoral Commission's (AEC's) website at [check.aec.gov.au](http://check.aec.gov.au) to ensure your enrolment details are up to date. You can create your SSP profile using old details, and once the AEC has updated their roll, the ECQ will be automatically notified.
- If you are not on the Queensland electoral roll (maybe you are under 18 or enrolled in another state), please select **No** for the question *Are you on the Qld electoral roll*.

15. Enter your contact details and choose **Next**.

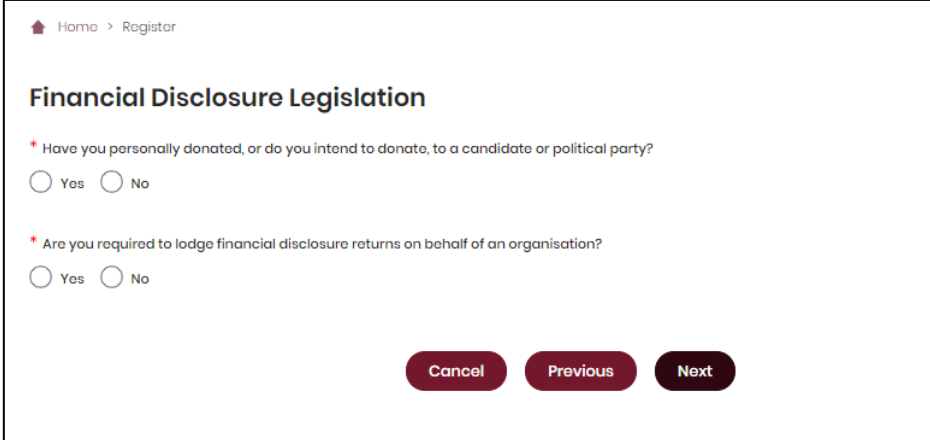
If your address has been verified against the electoral roll, your address will be prefilled and so not able to be edited. If you need to change these details, please visit the AEC at [aec.gov.au](http://aec.gov.au).

The screenshot shows a web form titled 'Contact Details' with a breadcrumb 'Home > Registrar'. The form contains the following fields and sections:

- \* QNumber:** A text input field containing 'Q123456789'.
- \* Personal Email Address:** A text input field containing 'test@email.com'. Below it is a note: 'ECQ may need to send notifications to this email address in certain circumstances. If you need to change this email address you can do so with QGov, using the option to manage your QGov login.'
- \* Primary Phone Preference:** A dropdown menu with a downward arrow.
- In the unlikely event that ECQ may need to contact you by phone, please indicate whether you would prefer to be contacted on a mobile or home phone number.** (This text is positioned between the Primary Phone Preference dropdown and the phone number fields.)
- Home Phone Number:** An empty text input field.
- Mobile Phone Number:** An empty text input field.
- Enrolled Address:** A section with the prefilled address '123 FAKE ST, BRISBANE QLD 4000'.
- Postal Address:** A section with the prefilled text 'Same as enrolled address'.
- Buttons:** At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Next'.



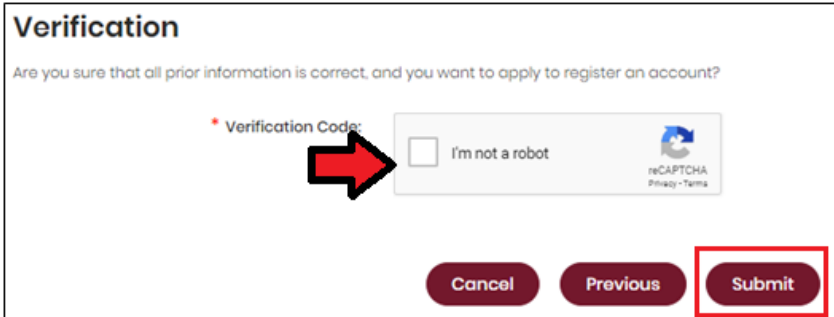
16. On the Financial Disclosure Legislation page, complete the 2 questions relating to the types of returns that you may need to lodge in the EDS. Then click **Next**.



The screenshot shows a web page titled "Financial Disclosure Legislation" with a breadcrumb "Home > Register". It contains two questions, each with "Yes" and "No" radio button options. The first question is: "\* Have you personally donated, or do you intend to donate, to a candidate or political party?". The second question is: "\* Are you required to lodge financial disclosure returns on behalf of an organisation?". At the bottom are three buttons: "Cancel", "Previous", and "Next".

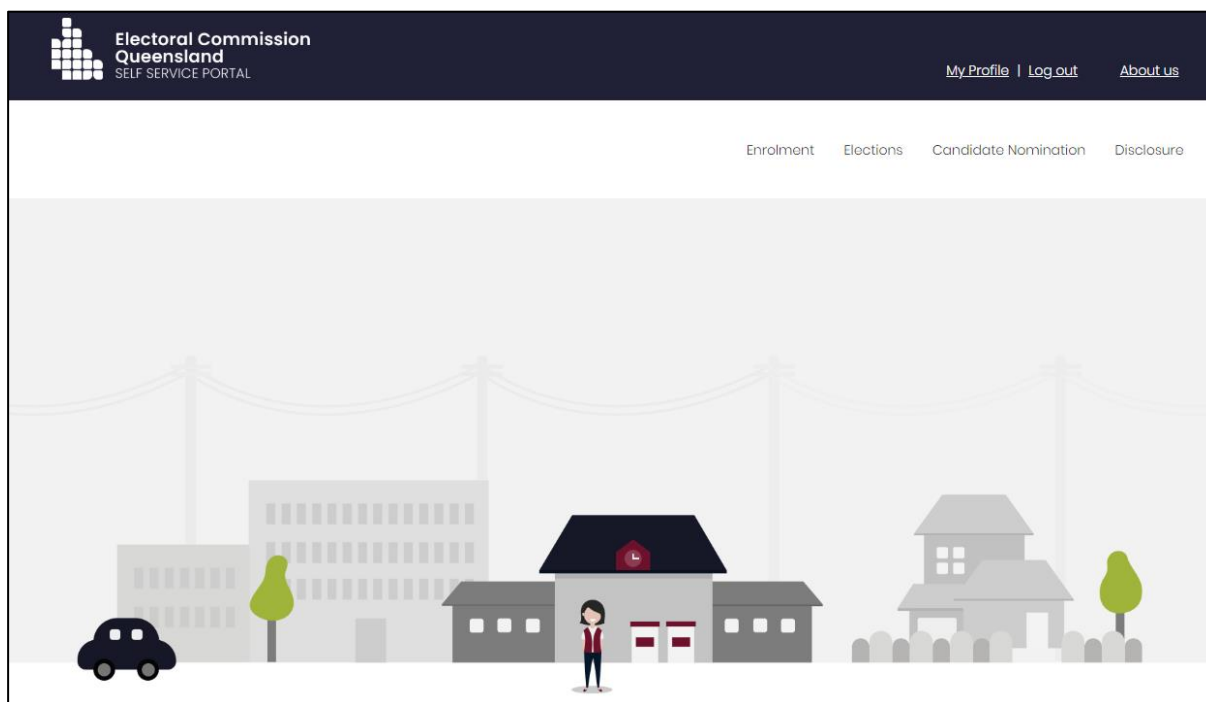
- If you are only required to lodge returns as the agent of a registered political party, answer **No** to both these questions.
- If you are also required to lodge returns as an individual donor or third party, answer **Yes** to the first question.
- If you are also required to lodge returns on behalf of an organisation that is a donor, third party, publisher, broadcaster or associated entity, answer **Yes** to the second question.
- For more information on how to register as a donor, third party, publisher, broadcaster or associated entity, refer to the relevant EDS user guide at [www.ecq.qld.gov.au/factsheets](http://www.ecq.qld.gov.au/factsheets).

17. If asked for verification, tick the box stating 'I'm not a robot.' Then click **Submit**.  
If you are a robot, please close the browser.



The screenshot shows a "Verification" page with the question "Are you sure that all prior information is correct, and you want to apply to register an account?". It includes a "Verification Code:" field and a checkbox labeled "I'm not a robot" with a red arrow pointing to it. A reCAPTCHA logo is also present. At the bottom are three buttons: "Cancel", "Previous", and "Submit", with the "Submit" button highlighted by a red rectangle.

18. You will then be redirected to the **Self Service Portal**.



19. To finalise your registration as a party agent, please contact the ECQ on 1300 881 665 or by emailing [fad@ecq.qld.gov.au](mailto:fad@ecq.qld.gov.au).

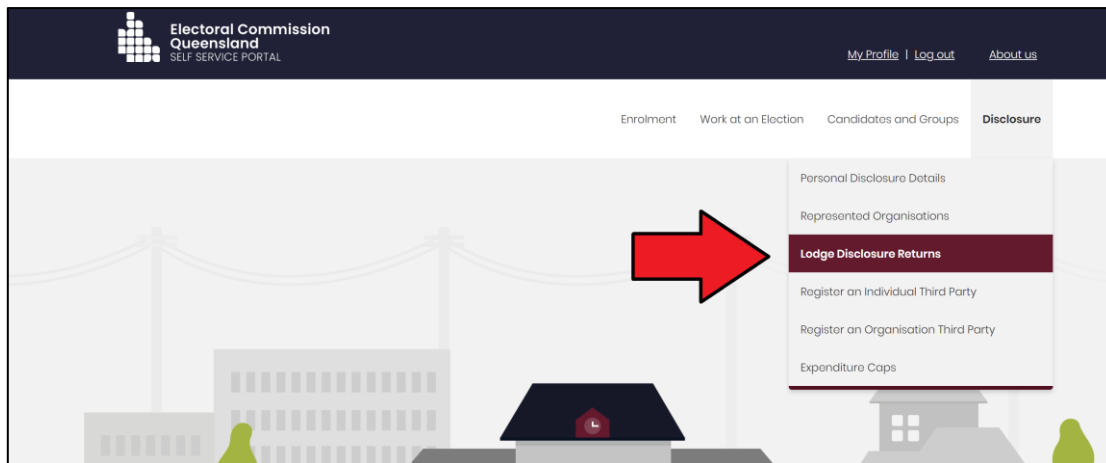
The ECQ will need to confirm your appointment as the agent of a registered political party and link your accounts for you to lodge returns on the party's behalf.

## 4. Logging into EDS

Agents of registered political parties will need to access the Electronic Disclosure System (EDS) to lodge disclosure returns.

Once you have registered in the Self Service Portal (SSP) (see [section 3](#)) and the ECQ has confirmed your appointment as the party's agent, you can log into EDS at any time by using the following instructions.

1. When logged into SSP ([selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au)), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



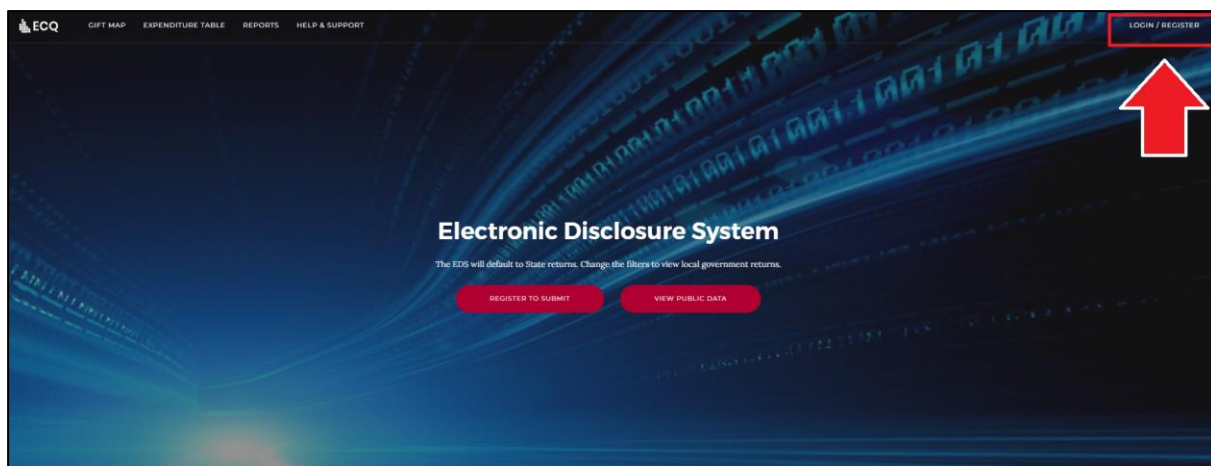
2. The first time you access EDS, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.

A screenshot of the 'Consent to share your details' form. The form is titled 'Consent to share your details' and includes a sub-header 'Your digital identity details'. It contains a text input field for 'Email address' with the value 'test@email.com'. Below this, there is a checkbox labeled 'I consent to sharing these details with the Electoral Commission of Queensland's Self Service Portal service'. At the bottom, there are links for 'Cancel' and 'Continue'. The form also includes a small disclaimer: 'To continue, you'll need to give your consent to share the following details from your digital identity with the Electoral Commission of Queensland's Self Service Portal service.' and a note: 'These details are from your digital identity. If they are incorrect, please update them with your digital identity provider.'

3. You will now see the main page of EDS.

The screenshot shows the 'Recipient Submissions' page in the EDS. On the left is a dark sidebar with navigation links: Returns, My Submissions, My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, and Historical Data. The main content area has a header 'Recipient Submissions' with a sub-header 'View or amend lodged returns, lodge another return.' and a 'Lodge return' button. Below this are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. A search bar and various filters (Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, Election periods, Calendar Based Reporting Period, Political Donation, Electoral committee) are present. An 'Apply' button is next to the filters. Below the filters is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table currently shows 0 items. A 'Show 25' dropdown and an 'Apply' button are at the bottom left of the table area.

4. You can also access EDS directly at [disclosures.ecq.qld.gov.au](https://disclosures.ecq.qld.gov.au). Choose **Login/Register** in the top right-hand corner.



5. Log into EDS using your QDI email address and password.

The screenshot shows the Queensland Government login page. At the top is the Queensland Government logo. Below it is the text 'Welcome' and 'Login to Queensland Digital Identity'. There are two input fields: 'Email address\*' and 'Password\*'. Below the password field is a link 'Forgot password?'. At the bottom is a 'Continue' button. Below the button is a link 'Don't have an account? Sign up'.

- If you haven't accessed EDS before, you will see the same consent screen pictured in step 2. Otherwise, the main page of EDS will appear.

**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

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

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

Electoral committee: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
<input type="button" value="Show 25"/> <input type="button" value="Apply"/>							

showing 0-0 of 0 items



## 5. Gifts, loans and periodic returns

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 during a calendar-based reporting period (1 January to 30 June, or 1 July to 31 December, of each year).

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

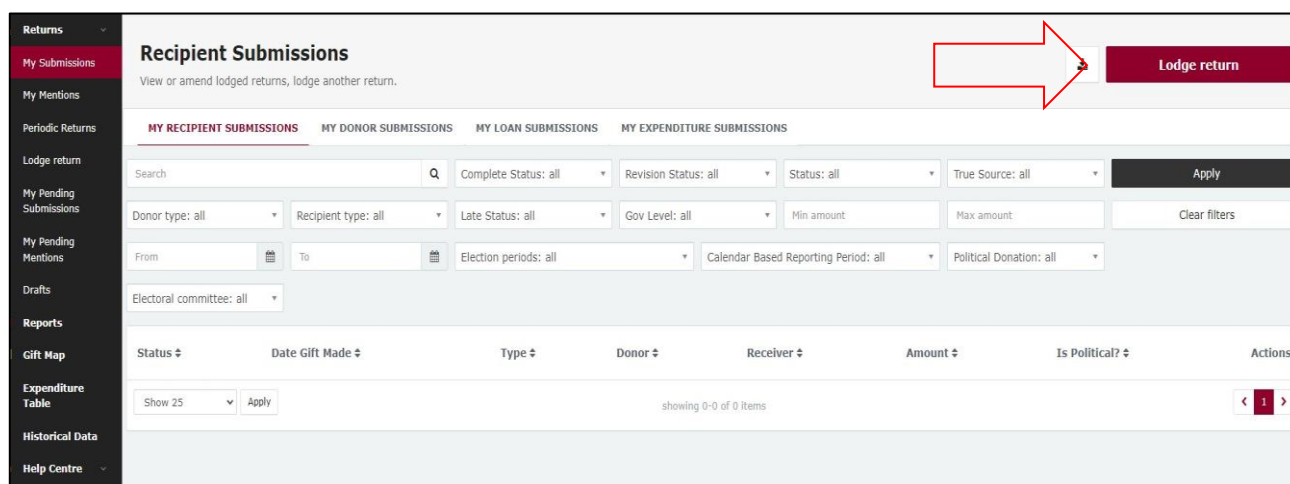
Please refer to the [EDS User Guide for Registered Political Parties – State](#) for instructions on how to lodge these types of returns.

## 6. Disclosing electoral expenditure in EDS

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

Items of electoral expenditure can be disclosed individually (see [section 6.1](#)) or by using a bulk upload spreadsheet (see [section 6.2](#)). The bulk upload spreadsheet is recommended when there are many expenditure items to disclose all at once.

When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.



The screenshot shows the 'Recipient Submissions' page in the Electronic Disclosure System (EDS). The page has a dark sidebar on the left with navigation links: Returns, My Submissions (highlighted), My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, Historical Data, and Help Centre. The main content area is titled 'Recipient Submissions' with a subtitle 'View or amend lodged returns, lodge another return.' Below this are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. The 'MY RECIPIENT SUBMISSIONS' tab is active, showing a search bar and several filter dropdowns: Complete Status, Revision Status, Status, True Source, Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, From, To, Election periods, Calendar Based Reporting Period, Political Donation, and Electoral committee. An 'Apply' button is next to the search bar. Below the filters is a table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table is currently empty, showing '0-0 of 0 items'. A red arrow points to the 'Lodge return' button in the top right corner of the main content area.

## 6.1 Disclosing individual electoral expenditure

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

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

**Lodge a return**  
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION 2. LODGE AS 3. LODGE A RETURN

**Local Government**

State Government

2. Select **Agent for Political Party** on the Lodge As screen.

**Lodge a return**  
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT 2. LODGE AS: AGENT FOR POLITICAL PARTY 3. LODGE A RETURN

Donor/Third Party - Individual

**Agent for Political Party**

3. Choose the **Lodge** button under Agent for a Registered Political Party: Reporting electoral expenditure incurred.

**Lodge a return**  
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT 2. LODGE AS: AGENT FOR POLITICAL PARTY 3. LODGE A RETURN

**Agent for a Registered Political Party**  
Reporting electoral expenditure incurred

**Lodge**

Learn more

**Agent for a Registered Political Party**  
Submitting a transitional electoral expenditure return

**Lodge**

Learn more



4. In the **+ Add new item** dropdown menu, choose **Electoral expenditure**.



**Agent for political party**  
Reporting electoral expenditure incurred  
*Local*

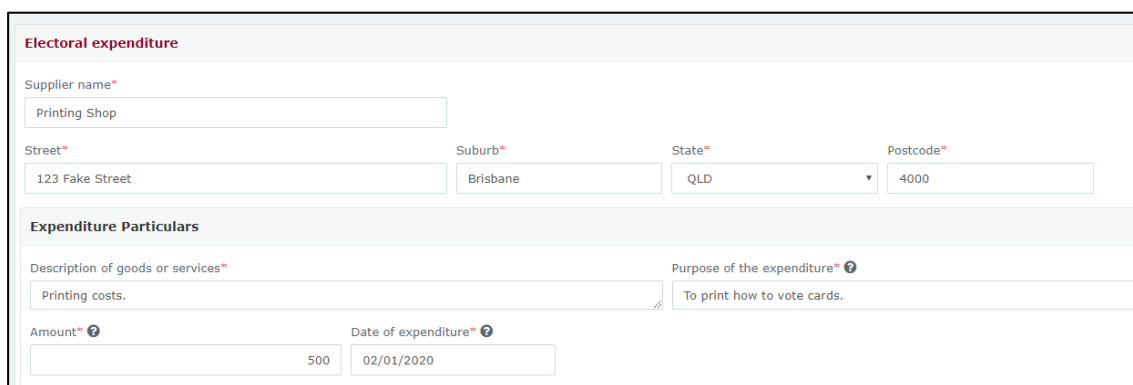
**Registered political party details**

Agent full name\*  
John Smith

Political party\*  
Registered Political Party A

+ Add new item -  
Electoral expenditure

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



**Electoral expenditure**

Supplier name\*  
Printing Shop

Street\*  
123 Fake Street

Suburb\*  
Brisbane

State\*  
QLD

Postcode\*  
4000

**Expenditure Particulars**

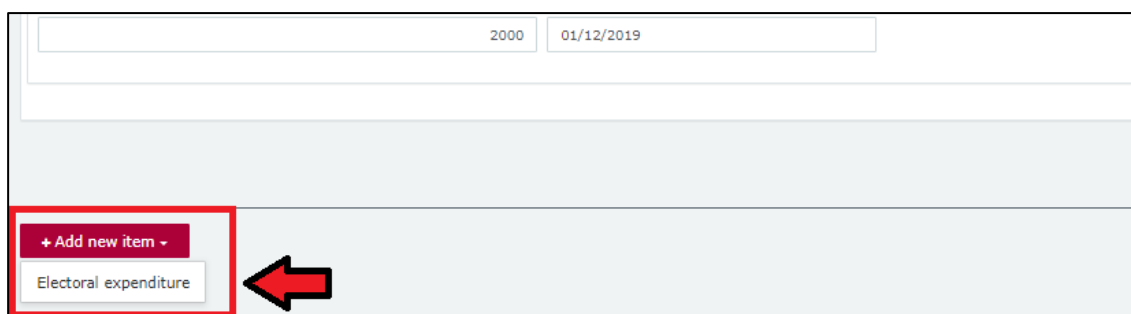
Description of goods or services\*  
Printing costs.

Purpose of the expenditure\*  
To print how to vote cards.

Amount\*  
500

Date of expenditure\*  
02/01/2020

Additional electoral expenditure items can be disclosed by selecting **+ Add new item** and repeating the steps above.

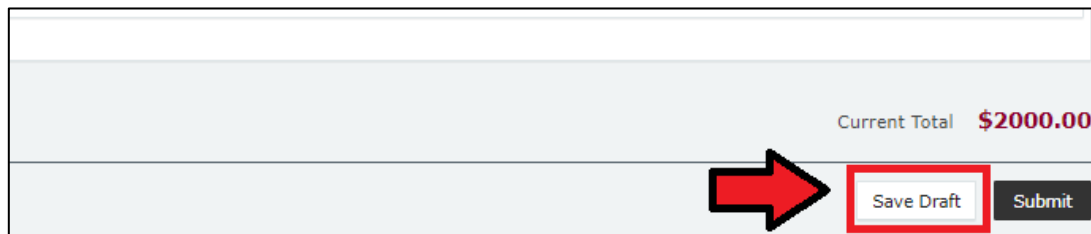


2000 01/12/2019

+ Add new item -  
Electoral expenditure

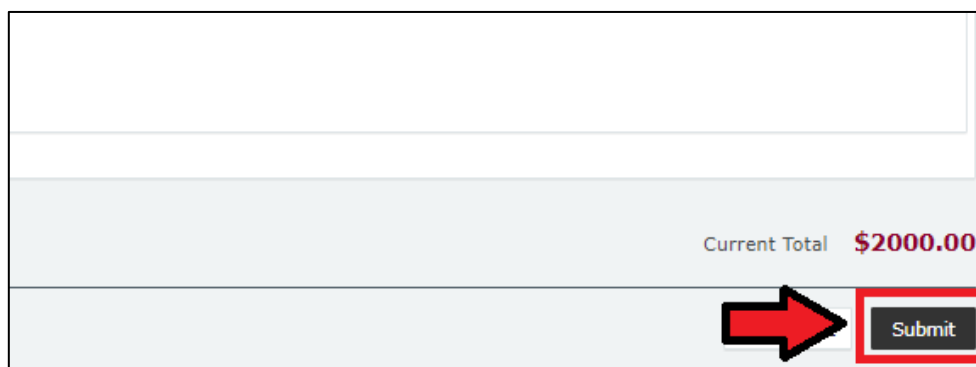
6. A draft copy of the return can be saved at any time by choosing the **Save Draft** button.

You can access your draft returns by selecting **Drafts** from the left-hand menu.



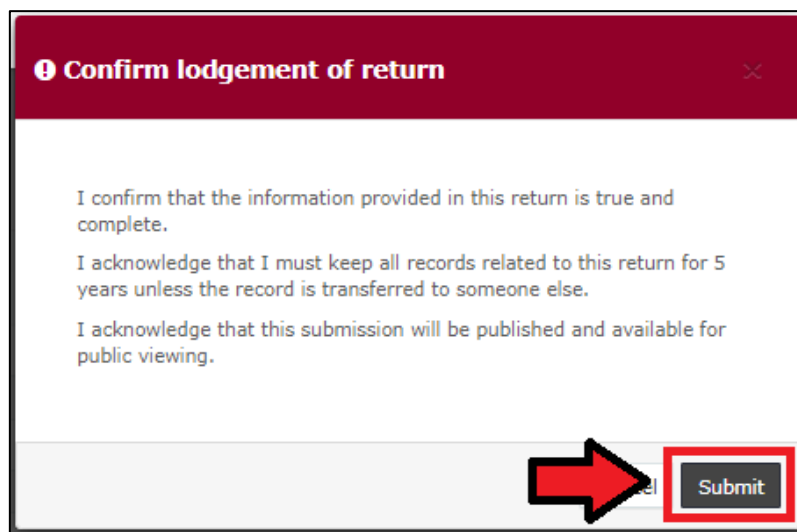
A screenshot of a web interface showing a summary of a return. At the top right, it says 'Current Total \$2000.00'. Below this, there are two buttons: 'Save Draft' and 'Submit'. The 'Save Draft' button is highlighted with a red rectangular box, and a large red arrow points to it from the left.

7. When finished, choose **Submit** to complete the return.



A screenshot of the same web interface as above. The 'Submit' button is now highlighted with a red rectangular box, and a large red arrow points to it from the left.

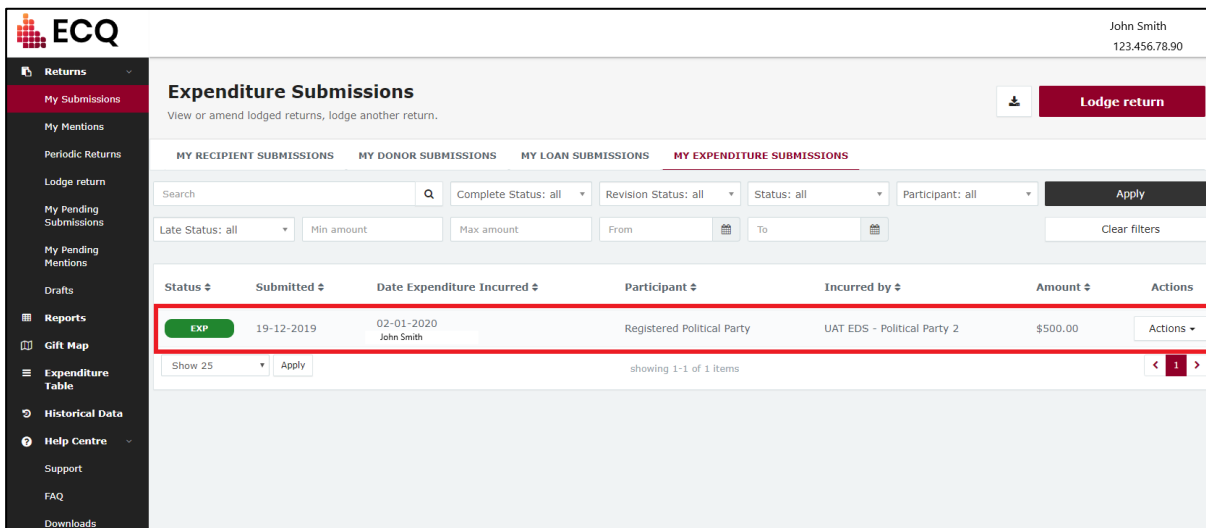
8. Choose **Submit** again to confirm the information contained in the return is correct.



A screenshot of a confirmation dialog box titled 'Confirm lodgement of return'. The dialog contains three lines of text: '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.', and 'I acknowledge that this submission will be published and available for public viewing.' At the bottom right of the dialog, there is a 'Submit' button, which is highlighted with a red rectangular box. A large red arrow points to this button from the left.

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

Electoral expenditure **Status** will display as EXP (expenditure) to signify that electoral expenditure has been disclosed.



The screenshot shows the ECQ (Electronic Disclosure System) interface. The top right corner displays the user's name, "John Smith", and a balance, "123,456.78.90". The left sidebar contains a navigation menu with options: Returns, My Submissions (highlighted), My Mentions, Periodic Returns, Lodge return, My Pending Submissions, My Pending Mentions, Drafts, Reports, Gift Map, Expenditure Table, Historical Data, and Help Centre. The main content area is titled "Expenditure Submissions" and includes a sub-header "View or amend lodged returns, lodge another return." and a "Lodge return" button. Below this, there are tabs for "MY RECIPIENT SUBMISSIONS", "MY DONOR SUBMISSIONS", "MY LOAN SUBMISSIONS", and "MY EXPENDITURE SUBMISSIONS" (which is selected). A search bar and several filter dropdowns (Complete Status, Revision Status, Status, Participant, Late Status, Min amount, Max amount, From, To) are present. Below the filters is a table with the following columns: Status, Submitted, Date Expenditure Incurred, Participant, Incurred by, Amount, and Actions. A single row of data is displayed, highlighted with a red border, showing a status of "EXP", submitted on "19-12-2019", incurred on "02-01-2020" by "John Smith", for a "Registered Political Party", incurred by "UAT EDS - Political Party 2", with an amount of "\$500.00". The table footer indicates "showing 1-1 of 1 items".

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	19-12-2019	02-01-2020 John Smith	Registered Political Party	UAT EDS - Political Party 2	\$500.00	Actions

## 6.2 Disclosing electoral expenditure using a bulk upload spreadsheet

To lodge a return for multiple items of electoral expenditure using a bulk upload spreadsheet, please use the following instructions.

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

**Lodge a return**  
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION   2. LODGE AS   3. LODGE A RETURN

**Local Government**   State Government

2. Select **Agent for Political Party** on the Lodge As screen.

**Lodge a return**  
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT   2. LODGE AS: AGENT FOR POLITICAL PARTY   3. LODGE A RETURN

**Donor/Third Party - Individual**   **Agent for Political Party**

3. Choose the **Lodge** button under Agent for a Registered Political Party: Reporting electoral expenditure incurred.

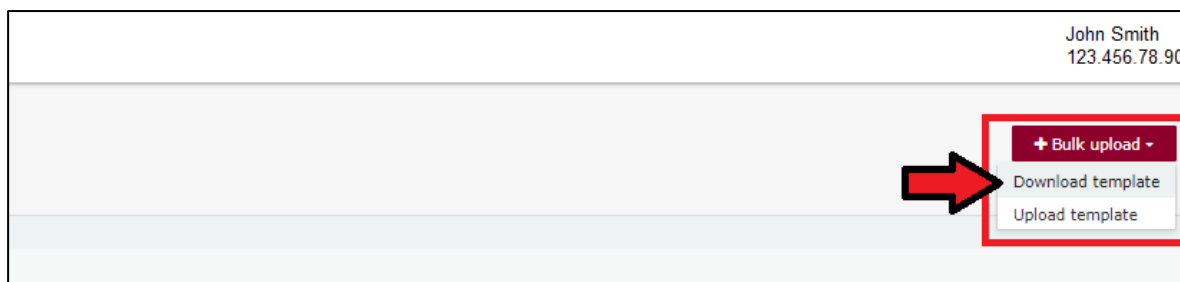
**Lodge a return**  
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT   2. LODGE AS: AGENT FOR POLITICAL PARTY   3. LODGE A RETURN

**Agent for a Registered Political Party**  
Reporting electoral expenditure incurred  
**Lodge**  
[Learn more](#)

**Agent for a Registered Political Party**  
Submitting a transitional electoral expenditure return  
**Lodge**  
[Learn more](#)

- To enter multiple expenditure items at once choose **+Bulk Upload** then select **Download template** from the dropdown menu.



- Once downloaded, open the Excel file.

**Note:**

- Google Chrome downloads generally appear in the lower left of the page.
  - Internet Explorer downloads generally appear in a pop-up box.
  - Apple Safari downloads are available in the download icon in the lower right of the screen.
- When you have the excel file open, be sure to **Enable Editing** then enter all mandatory fields, such as supplier name and address, description of goods or services, purpose of expenditure, amount and date.
    - Be sure to 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's headings or columns. The template will not upload properly if these are changed. This includes wording pasted from a different document – it must match the options available from any drop-down lists in the template (e.g. State).
    - Country is only required for overseas addresses.

	A	B	C	D	E	F	G	H	I	J
1	Supplier						Date of expenditure	Amount	Description	Purpose
2	Name	Street	Suburb	State	Postcode	Country				
3	Printers R Us	1 Supplier St	Brisbane	QLD	4000		1/12/2019	2000.00	Printing of 10,000 x DL flyers	To promote my candidacy and my
4	Visage Folio	1 Auckland St	Auckland CBD, Auckland	Overseas	1010	New Zealand	15/12/2019	500.00	Social media promotion	To boost posts on my Visage Folio
5	Tee Central	1 Central St	Brisbane	QLD	4000		16/12/2019	60.00	Production of 2 x t-shirts displaying	To produce t-shirts to be worn by d
6										
7										
8										
9										
10										
11										
12										

7. Save the file to a safe location on your device.
8. When you're ready to upload the spreadsheet, navigate back to lodge your return and choose **+ Bulk upload** using the dropdown menu. You can then select **Upload template**.

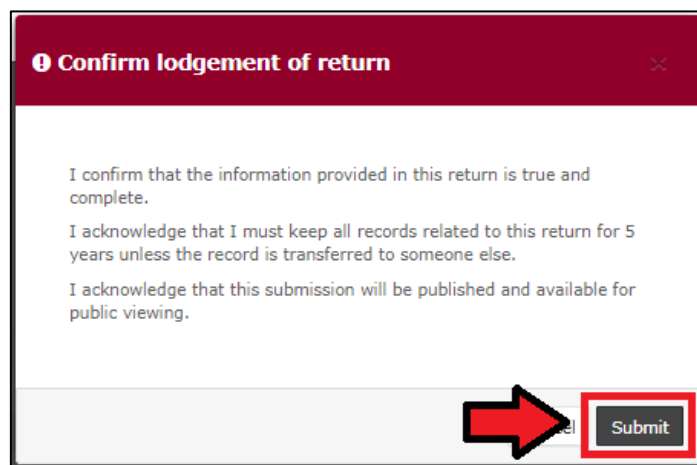


Select the bulk upload spreadsheet from where it is saved on your device to upload the expenditure items to EDS.

9. Choose **Submit** to finish the return.



10. Choose **Submit** again to confirm the information you provided is accurate.



11. The electoral expenditure items 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 (meaning expenditure) to signify that electoral expenditure has been disclosed.

**ECQ** John Smith 123.456.78.90

**Expenditure 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 Participant: all Apply

Late Status: all Min amount Max amount From To Clear filters

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	20-12-2019	01-12-2019 By John Smith	Registered Political Party	Registered Political Party A	\$300.00	Actions
EXP	20-12-2019	01-12-2019 By John Smith	Registered Political Party	Registered Political Party A	\$150.00	Actions
EXP	19-12-2019	02-01-2020 By John Smith	Registered Political Party	Registered Political Party A	\$500.00	Actions

Show 25 Apply showing 1-3 of 3 items

## 7. Submitting an election summary return

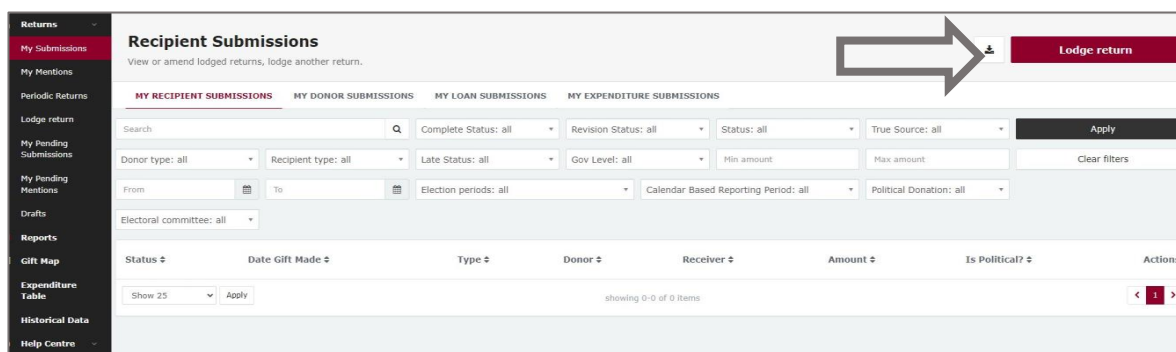
Agents of registered political parties that have endorsed a candidate in a local government election are required to lodge an election summary return for the party within 15 weeks of election day.

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

**Important:** If the party incurred \$500 or more in electoral expenditure for the election, you must lodge a separate return in the EDS for each item of expenditure prior to submitting your election summary return. See [section 6](#) for instructions on how to lodge these returns.

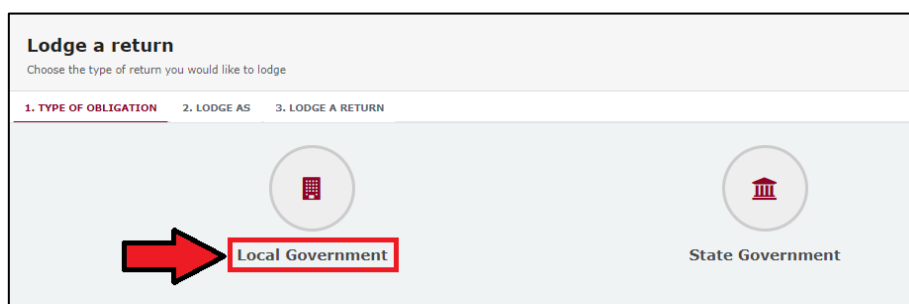
To lodge your election summary return, please use the following instructions.

When you are logged into EDS, you will see the below screen. To begin lodging your election summary return, choose the maroon 'Lodge return' button in the upper right corner.



The screenshot shows the 'Recipient Submissions' page in the EDS. The page has a dark sidebar on the left with navigation links. The main content area has a header 'Recipient Submissions' with a sub-header 'View or amend lodged returns, lodge another return.' Below this is a tabbed interface with four tabs: 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. The 'MY RECIPIENT SUBMISSIONS' tab is active. Below the tabs are several filter fields: 'Search', 'Complete Status: all', 'Revision Status: all', 'Status: all', 'True Source: all', 'Donor type: all', 'Recipient type: all', 'Late Status: all', 'Gov Level: all', 'Min amount', 'Max amount', 'Election periods: all', 'Calendar Based Reporting Period: all', 'Political Donation: all', and 'Electoral committee: all'. There is an 'Apply' button and a 'Clear filters' button. Below the filters is a table with columns: 'Status', 'Date Gift Made', 'Type', 'Donor', 'Receiver', 'Amount', 'Is Political?', and 'Actions'. The table is currently empty, showing '0 of 0 items'. In the top right corner, there is a maroon button labeled 'Lodge return' with a white arrow pointing to it.

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



The screenshot shows the 'Lodge a return' page. The page has a header 'Lodge a return' with a sub-header 'Choose the type of return you would like to lodge'. Below this is a tabbed interface with three tabs: '1. TYPE OF OBLIGATION', '2. LODGE AS', and '3. LODGE A RETURN'. The '1. TYPE OF OBLIGATION' tab is active. Below the tabs are two buttons: 'Local Government' and 'State Government'. The 'Local Government' button is highlighted with a red box and a large red arrow pointing to it.



2. Select **Agent for Political Party** on the Lodge As screen.

The screenshot shows the 'Lodge a return' screen with the heading 'Choose the type of return you would like to lodge'. Below this are three tabs: '1. TYPE OF OBLIGATION: LOCAL GOVERNMENT', '2. LODGE AS: AGENT FOR POLITICAL PARTY', and '3. LODGE A RETURN'. The second tab is selected. Below the tabs are two options: 'Donor/Third Party - Individual' with a single person icon, and 'Agent for Political Party' with a group of people icon. A red arrow points from the first option to the second, and the second option is highlighted with a red rectangular box.

3. Choose the **Lodge** button under Agent for a Registered Political Party:  
Submitting an election summary return

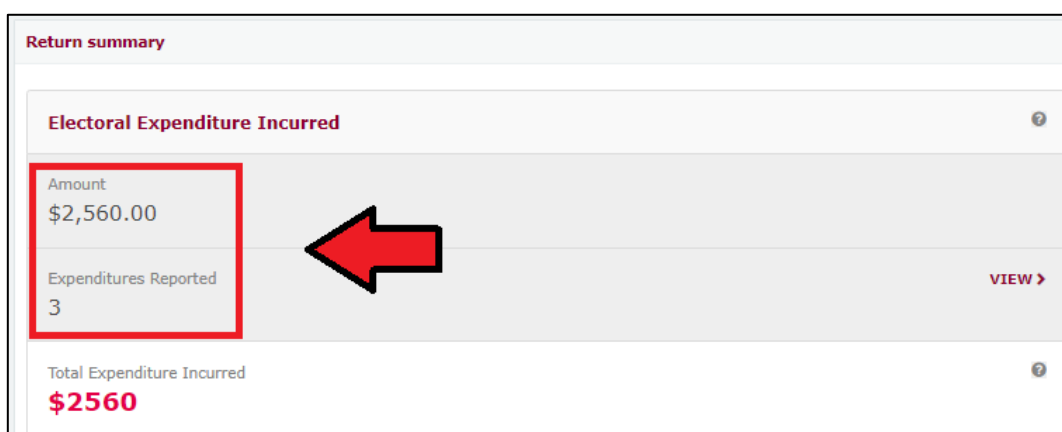
The screenshot shows the 'Agent for a Registered Political Party' screen with the heading 'Submitting an election summary return'. Below the heading is a red 'Lodge' button, which is highlighted with a red rectangular box. Below the button is a 'Learn more' link.

4. Select the correct election from the **Disclosure period** dropdown box. This will automatically populate the dates for the return.

The screenshot shows the 'Agent for political party' form with the heading 'Submitting an election summary return' and the sub-heading 'Local'. Below this is a section titled 'Registered political party details' with two fields: 'Agent full name\*' (containing 'John Smith') and 'Political party\*' (a dropdown menu showing 'Registered Political Party A'). Below this is a section titled 'Disclosure period' with three fields: 'Disclosure period \*' (a dropdown menu showing '28/03/2020 - 2020 Local Government Quadrennial Elections'), 'Return period commences' (containing '26/04/2016'), and 'Return period concludes' (containing '18/04/2020'). The 'Disclosure period' dropdown is highlighted with a red rectangular box.

5. If the party did not incur any electoral expenditure during the disclosure period, go to Step 7. Otherwise, continue to Step 6.
6. The Return Summary is a summary of all electoral expenditure that the party has incurred during the disclosure period.

The Amount and Expenditures Reported fields will display the total amount and number of any items of electoral expenditure that you have already reported in EDS using the instructions in [section 6](#).



**Return summary**

**Electoral Expenditure Incurred** ⓘ

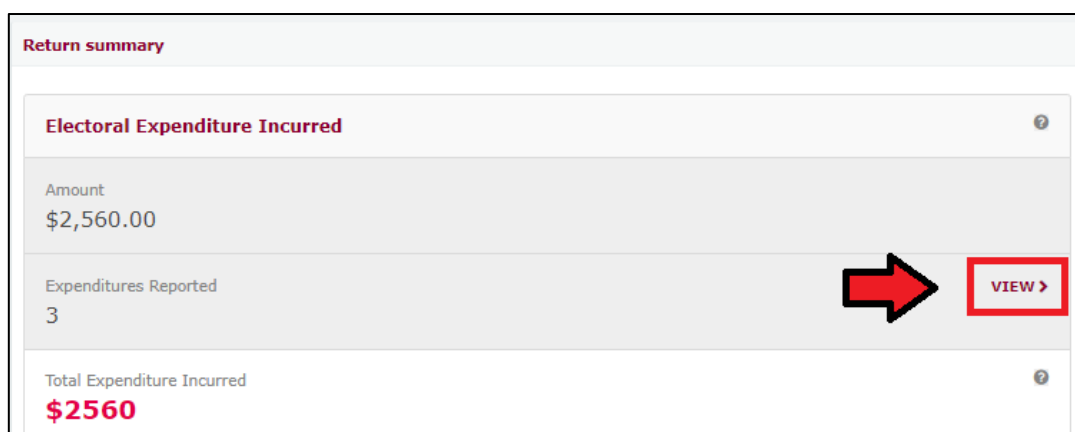
Amount	\$2,560.00
Expenditures Reported	3

**VIEW** ➤

Total Expenditure Incurred ⓘ

**\$2560**

You can review any expenditure that you have already reported in the EDS by selecting the **View** button.



**Return summary**

**Electoral Expenditure Incurred** ⓘ

Amount	\$2,560.00
Expenditures Reported	3

**VIEW** ➤

Total Expenditure Incurred ⓘ

**\$2560**

The **Total Expenditure Incurred** field should reflect the total amount of electoral expenditure that the party incurred during the disclosure period.

Return summary

Electoral Expenditure Incurred

Amount  
\$2,560.00

Expenditures Reported  
3

Total Expenditure Incurred  
**\$2560**

VIEW >

If the party incurred less than \$500 in total electoral expenditure during the disclosure period, you must update the **Total Expenditure Incurred** field with the total value of the party's expenditure.

7. If the party did not incur any electoral expenditure during the disclosure period, select the **No Expenditure Incurred** box.

Return summary

Electoral Expenditure Incurred

Amount  
\$0.00

Expenditures Reported  
0

Total Expenditure Incurred  
**\$0**

VIEW >

No Expenditure Incurred

☒ I confirm that I incurred no electoral expenditure during the disclosure period for this election

8. Under the **Bank Statement** section, select **Upload Files** to upload the bank statement for the party's dedicated campaign bank account. Multiple files can be uploaded by holding down your **Ctrl** button or by selecting **Upload Files** for successive files.

The screenshot shows a section titled "Bank Statement" with a maroon header. Below the header, there is a text box containing instructions: "You are required to upload a bank statement for your dedicated local government election account. The bank statement must cover the entire capped expenditure period, or any other time from which electoral expenditure was incurred, up to the day before you submit this return. Your return is not complete until you submit a bank statement." Below the text box is a large empty rectangular area for file uploads. At the bottom of this area is a maroon button labeled "Upload Files".

9. An audit certificate must be submitted with your election summary return. You can attach the certificate by choosing the **Attach Audit Certificate** maroon button and selecting the audit certificate file on your device. A **template** for the certificate can also be downloaded.

The screenshot shows a section titled "Audit Certificate" with a maroon header. In the top right corner of the header is a maroon button labeled "Template". Below the header, there are two buttons: a maroon button labeled "Attach Audit Certificate" and a grey button labeled "Request Audit Waiver". Below these buttons is a checkbox labeled "Defer Audit Certificate Attachment". Below the checkbox is a text box containing instructions: "By selecting this option, you are indicating that you still need to acquire an audit certificate for this periodic return. After submission, you will have 14 days to either attach an audit certificate or request an audit waiver. Your return is not complete until you attach an audit certificate or request an audit waiver."

If you don't have an audit certificate when lodging the return, you can choose the **Defer Audit Certificate Attachment** box. This box allows you 14 days to either send ECQ the audit certificate or to request an audit waiver.

**Important:** This 14 days is not an extension of the election summary return due date. The election summary return is not considered submitted until an audit certificate is received or an audit waiver request has been approved by the ECQ. Please allow enough time before the due date for the return to organise your audit certificate.

Registered political parties can request an audit waiver by selecting the grey **Request Audit Waiver** box. If this is done, you will be asked to give a

justification for the request. The ECQ will consider your request, but if the request is rejected, you must provide an audit certificate to complete the election summary return.

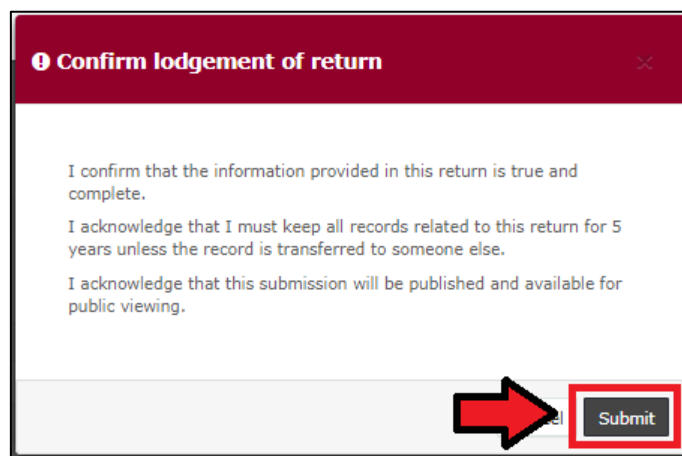
10. A draft copy of the election summary return can be saved at any time by choosing the **Save Draft** button.



11. Select **Submit** to send your return to ECQ. If no expenditure was incurred, the button will appear as **Submit Nil Return**.



12. Choose **Submit** again to confirm the information contained in the return is correct.



13. Your return will appear in your Periodic Returns page, as well as on the public Reports page.

**ECQ** John Smith 1234567890

### Periodic Returns Summary

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

**Periodic Returns** **SUMMARY**

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

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

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

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount	Actions
REC	Transitional Return	Registered Political Party	Registered Political Party A By John Smith	14-07-2019	20/12/2019	1/05/2019 - 30/06/2019 Transitional Reporting Period	\$0.00	Actions

Show 25 Apply showing 1-1 of 1 items

## 8. Amending a return in EDS

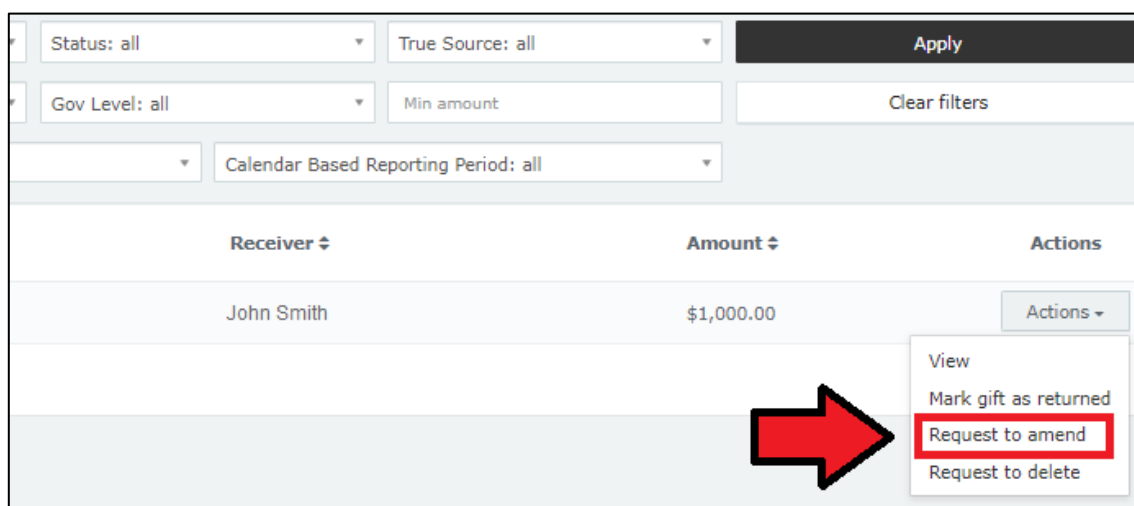
If you have lodged a return in EDS then realised you've made an error or omission, the ECQ can amend the return upon your request.

Existing returns are found under the side menu options:

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

To request an amended return in EDS, please use the following instructions. You can access EDS by logging into SSP as above or by visiting [disclosures.ecq.qld.gov.au](https://disclosures.ecq.qld.gov.au) and choosing login in the upper righthand corner. You will use the same QDI username (email address) and password as you use for SSP.

1. Locate the return that you wish to amend from the My Submissions page or the Periodic Returns page of the EDS.
2. Using the Actions dropdown menu, select **Request to Amend**.



3. A box titled Confirm request to amend will pop up requesting a **Reason** for amending the return (here we have typed 'Entered the wrong date gift was made') and a **Description** of the change requested (here we have entered 'Please change date from 17/07/2023 to 15/07/2023').

- Files can be attached to support your request by selecting **Choose Files** and uploading the files from your computer.

Finally choose the **Request to amend** button to submit the request.

**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

Please change date from 17/07/2023 to 15/07/2023

Attachments

[Choose files](#) No file chosen

Once your request to amend is submitted there will be no option for you to cancel your request - you will have to contact ECQ to reject your request.

Cancel Request to amend

4. On the My Submissions or Periodic Returns Summary page, the return Status will now display as Pending, and the return is temporarily removed from the public Gift Map and Reports pages.

Status		Date Gift Made	Type	Donor
PENDING		17-07-2023 By INARI JAYNES	Gift	GI Joe
UNREC		20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson
Show 25		Apply	showing 1-2 of 2 items	

5. Once the amendment has been processed by ECQ, you will receive an email.