



# Electronic Disclosure System (EDS) for Donors/Third 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 donors and third 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. Donors and third parties are advised to obtain a copy of the Act and Regulation, and if necessary, seek independent legal advice. The Act and Regulation are available online at [www.legislation.qld.gov.au](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**

Some third parties are required to appoint an agent. The agent is responsible for, amongst other things, lodging returns on behalf of the third party.

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

### **Disclosure Due Date**

All third parties or their agents 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).

All third parties or their agents must also lodge an election summary return within 15 weeks after the election. This return must state the total value of gifts or loans made or received and all electoral expenditure incurred during the relevant disclosure period.

Refer to local government [Fact sheet 35 – Real-time disclosure of gifts received by third parties](#) and [Fact sheet 34 - Real-time disclosure of electoral expenditure by third parties](#) for more information about disclosure due dates.


### **Disclosure Period**

The disclosure period for a third party usually begins 30 days after the polling day for the last quadrennial election and ends 30 days after the polling day for the current quadrennial 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.

## Gifts

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 9 – Disclosure of gifts made](#), [Fact sheet 10 – Definition of gifts and loans](#) and [Fact sheet 35 – Real-time disclosure of gifts received by third parties](#) for more information.

## 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.

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. Signing into the Self Service Portal

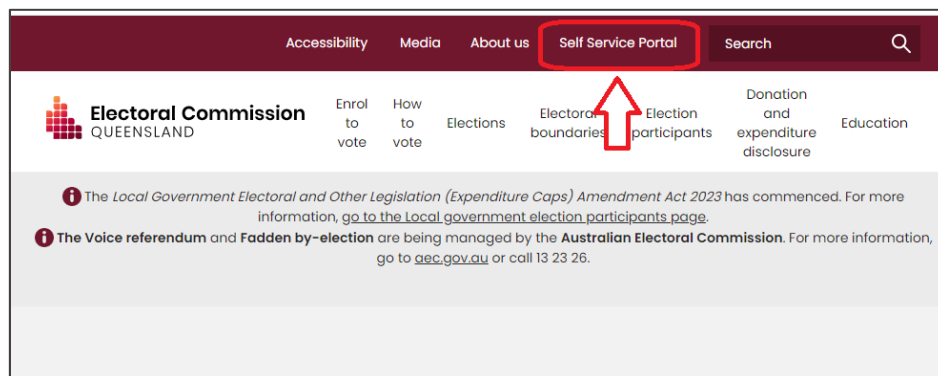
To access the Electronic Disclosure System (EDS) and lodge returns as a donor or third party, you first need to log into the ECQ's Self Service Portal (SSP) and set up your profile.

Please use the following instructions to create an account.

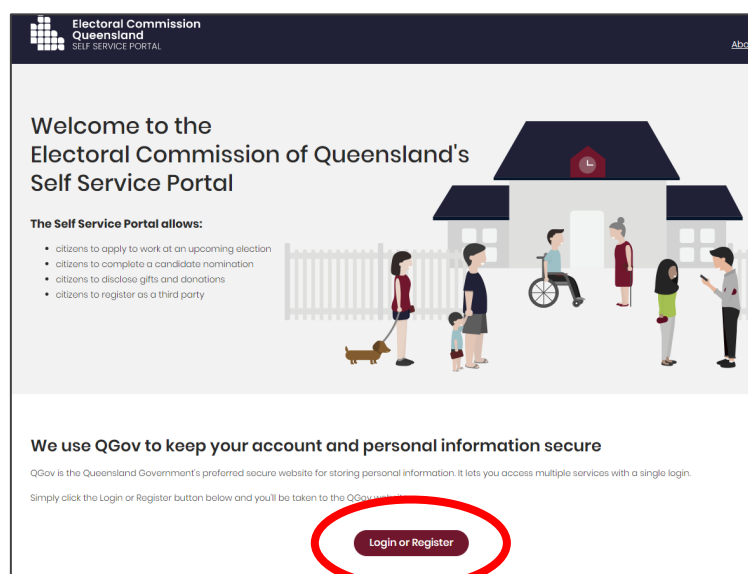
**Note:** if you already have an SSP account, you can skip to [part 4 of this user guide](#).

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

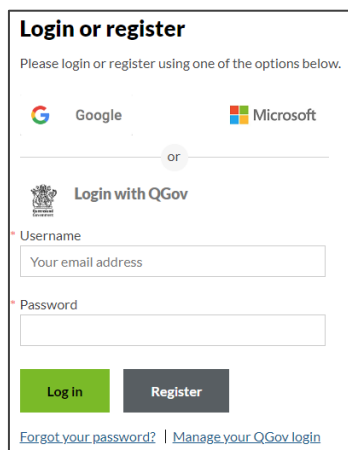
Or access the SSP directly at [selfserv.elections.qld.gov.au](http://selfserv.elections.qld.gov.au).



2. Choose **Login or Register**.

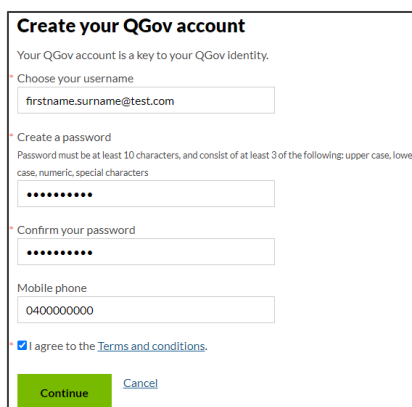


3. If you already have a QGov account, you can log in and skip to step 6.  
Otherwise select **Register**.



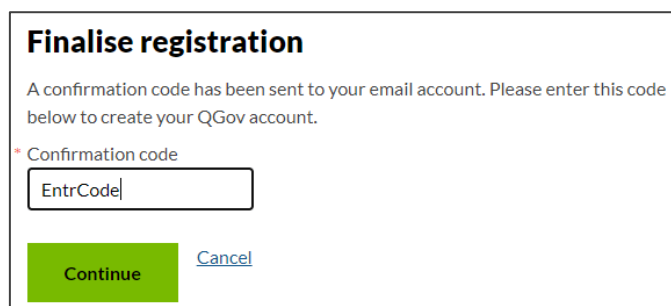
The screenshot shows a 'Login or register' form. At the top, it says 'Please login or register using one of the options below.' There are two options: 'Google' and 'Microsoft', each with its respective logo. Below these is a horizontal line with the word 'or' in the center. Underneath is the 'Login with QGov' section, which includes the QGov logo and the text 'Login with QGov'. Below this are two input fields: 'Username' with a placeholder 'Your email address' and 'Password'. At the bottom are two buttons: 'Log in' (green) and 'Register' (dark grey). Below the buttons are two links: 'Forgot your password?' and 'Manage your QGov login'.

4. Enter your email as username, create a password and agree to the terms and conditions before choosing **Continue**.



The screenshot shows a 'Create your QGov account' form. It starts with the heading 'Create your QGov account' and a sub-heading 'Your QGov account is a key to your QGov identity.' Below this is a section 'Choose your username' with an input field containing 'firstname.surname@test.com'. Next is a section 'Create a password' with a note 'Password must be at least 10 characters, and consist of at least 3 of the following: upper case, lower case, numeric, special characters'. There are two password input fields, both masked with dots. Below these is a 'Confirm your password' section with another masked input field. Then is a 'Mobile phone' section with an input field containing '0400000000'. Below the mobile phone field is a checkbox labeled 'I agree to the Terms and conditions.' which is checked. At the bottom are two buttons: 'Continue' (green) and 'Cancel' (blue link).

5. Retrieve your **confirmation code** from your email and enter it here.  
If you didn't receive a confirmation code, please contact Shared Services Queensland on 13 74 68.



The screenshot shows a 'Finalise registration' form. It has the heading 'Finalise registration' and a message 'A confirmation code has been sent to your email account. Please enter this code below to create your QGov account.' Below this is a section 'Confirmation code' with an input field containing 'EntrCode'. At the bottom are two buttons: 'Continue' (green) and 'Cancel' (blue link).



6. You will be directed to the log in screen. Enter your new username and password and select **Log in**.

After logging in, choose **Continue** to be redirected to SSP.

7. On the Identity page, enter your information into all mandatory fields then select **Search the Roll**.

The screenshot shows the 'Identity' form with the following fields and instructions:

- Are you on the Qld electoral roll?** Radio buttons for Yes (selected) and No. A note states: 'A number of services that ECQ delivers are only available to individuals who are enrolled to vote in Queensland. For example, to apply for a postal vote or to nominate as a candidate in an election you must be enrolled to vote at a Queensland address. These services will not be available to you until ECQ can confirm that you satisfy these criteria.'
- Surname:** Text box containing 'kotabi'. Instruction: 'If you are enrolled to vote, enter your surname exactly as it appears on the electoral roll.'
- Given Names:** Text box containing 'aric'. Instruction: 'If you are enrolled to vote, enter your given names exactly as they appear on the electoral roll.'
- Date of Birth:** Text box containing '09/05/1988'. Instruction: 'You will need to enter your date of birth to confirm that you are on the Queensland electoral roll or, if you are not yet enrolled but interested in working at an election, if you are only registering so that you can lodge financial disclosure returns you are not required to provide your date of birth.'
- Are you enrolled as a silent elector?** Radio buttons for Yes and No (selected).
- Address Details (as recorded on the electoral roll):**
  - Google Address Search:** Text box with placeholder 'Enter your address'.
  - Locality:** Text box containing 'algester'. Instruction: 'Enter your locality, town, suburb or city exactly as it appears on the electoral roll. If you are registered on the electoral roll without a street name, then leave the value blank.'
  - Street Name:** Text box containing 'mary'. Instruction: 'eg. if your enrolled address is "200 Mary Street" enter "Mary" only. Do not enter the number and do not enter "Street".' Below this are two bullet points: 'If you don't have a street address, please leave this field blank.' and 'If you are enrolled at a street address, you must enter the street name.'

At the bottom are two buttons: 'Cancel' and 'Search the Roll'.

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 website at [check.aec.gov.au](https://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*.

8. 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 the 'Contact Details' form on the Electoral Commission Queensland Self-Service Portal. The form includes fields for QNumber (prefilled with Q127593214), Personal Email Address (prefilled with 87crasby@gmail.com), Primary Phone Preference (a dropdown menu), Home Phone Number, and Mobile Phone Number. Below these are sections for 'Enrolled Address' (prefilled with 143 ORAFTON ST, WARWICK, QLD 4370) and 'Postal Address' (prefilled with 'Same as enrolled address'). At the bottom are 'Cancel', 'Previous', and 'Next' buttons.

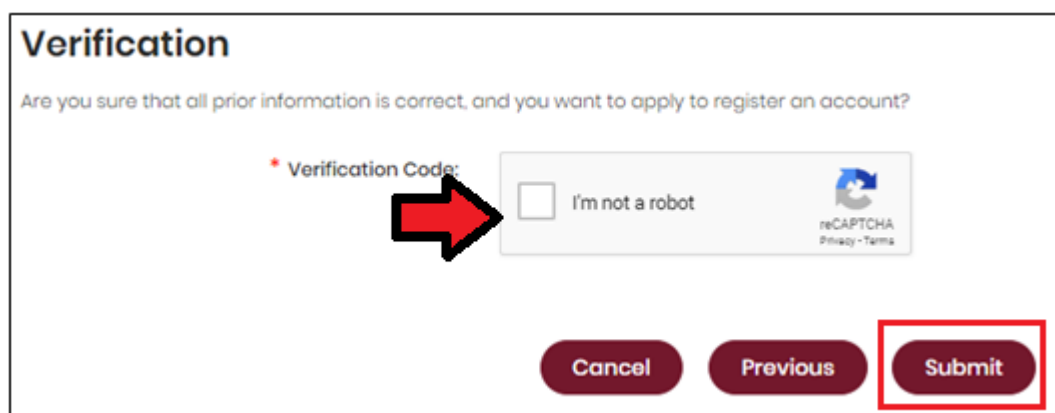
9. On the Financial Disclosure Legislation page, which options you choose depends upon your role in the elections:

- If you will be lodging returns as an **individual donor or third party**, answer **Yes** to the first question.
- If you are required to lodge return on behalf of an organisation that is a **donor, third party, publisher, broadcaster or associated entity**, answer **Yes** to the second question.

The screenshot shows the 'Financial Disclosure Legislation' form. It contains two questions with radio button options: 'Have you personally donated, or do you intend to donate, to a candidate or political party?' (Yes/No) and 'Are you required to lodge financial disclosure returns on behalf of an organisation?' (Yes/No). At the bottom are 'Cancel', 'Previous', and 'Next' buttons.


If you choose **Yes** for the first question, you will be prompted to enter your occupation and industry.

10. If asked for verification, tick the box stating 'I'm not a robot.' If you are a robot, please close the browser. You will then be redirected to the **Self Service Portal**.



**Verification**

Are you sure that all prior information is correct, and you want to apply to register an account?

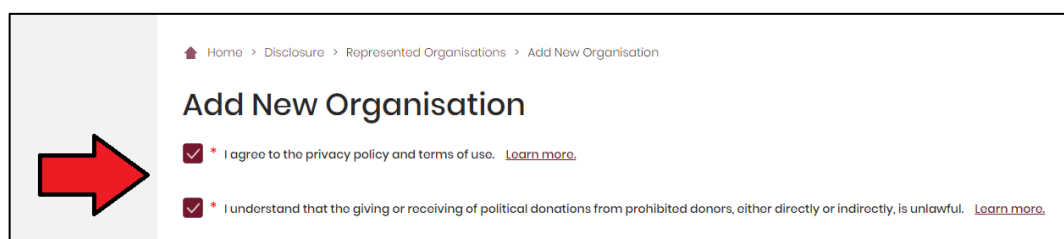
\* Verification Code: ☐ I'm not a robot 

[Privacy - Terms](#)

[Cancel](#) [Previous](#) [Submit](#)

11. If you are lodging returns as an individual donor / third party, skip to step 16. If you are lodging returns on behalf of an organisation, you will be asked to supply the details of the organisation that you represent.

Please agree to the privacy policy and prohibited donors notification.



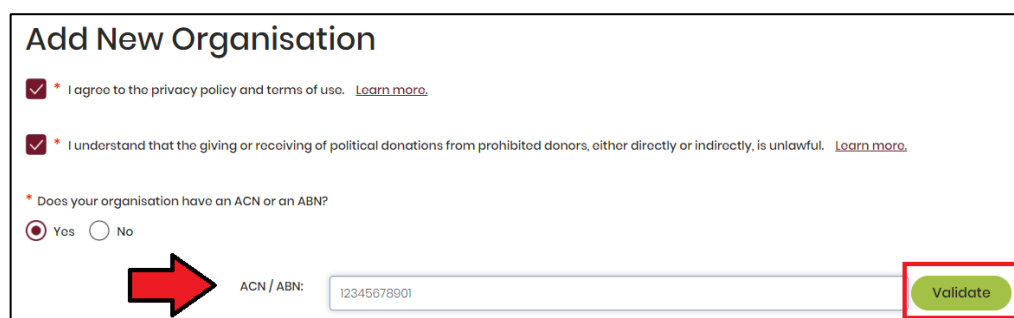
[Home](#) > [Disclosure](#) > [Represented Organisations](#) > [Add New Organisation](#)

### Add New Organisation

☒ \* I agree to the privacy policy and terms of use. [Learn more.](#)

☒ \* I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

12. If your organisation has an ACN or ABN, please choose **Yes** and validate the relevant number.



### Add New Organisation

☒ \* I agree to the privacy policy and terms of use. [Learn more.](#)

☒ \* I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

\* Does your organisation have an ACN or an ABN?

☒ Yes ☐ No

[Validate](#)

13. Choose the type of organisation you are representing and complete the required fields.

Type of Organisation: ☒ Corporation  
☐ Unincorporated Association  
☐ Trust or Foundation  
☐ Other

ACN:

ABN:

\* Organisation Name:

\* Type of business the corporation carries on:

\* What is your position title in this organisation:

14. After completing all required fields, you can choose **Save** to add the organisation to your SSP profile.

\* Country:

[Clear](#) [Add](#)

Name	Address	Action
------	---------	--------

[Save](#)

15. You can view and edit the organisations you represent in SSP at any time by opening the **Disclosure** dropdown menu at the top right of the screen then choosing **Represented Organisations**.

Electoral Commission Queensland  
SELF SERVICE PORTAL

[My Profile](#) | [Log out](#) | [About us](#)

[Enrolment](#) | [Elections](#) | [Work at an Election](#) | [Candidates and Groups](#) | **Disclosure**

Home > Disclosure > Represented Organisations

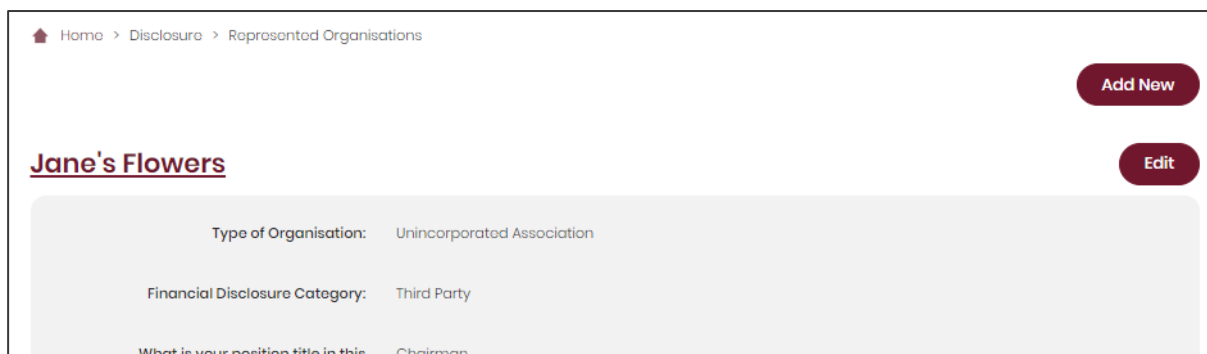
**Jane's Flowers**

Type of Organisation: Unincorporated Association

Financial Disclosure Category: Third Party

- Personal Disclosure Details
- Represented Organisations**
- Lodge Disclosure Returns
- Register an Individual Third Party
- Register an Organisation Third Party
- Expenditure Caps

New organisations can be added by choosing the **Add New** button at the top right. To edit an existing organisation's details, choose the **Edit** button opposite the organisation's name or select the organisation's name to see the full details and choose **Edit** at the bottom of the screen.



Home > Disclosure > Represented Organisations

**Add New**

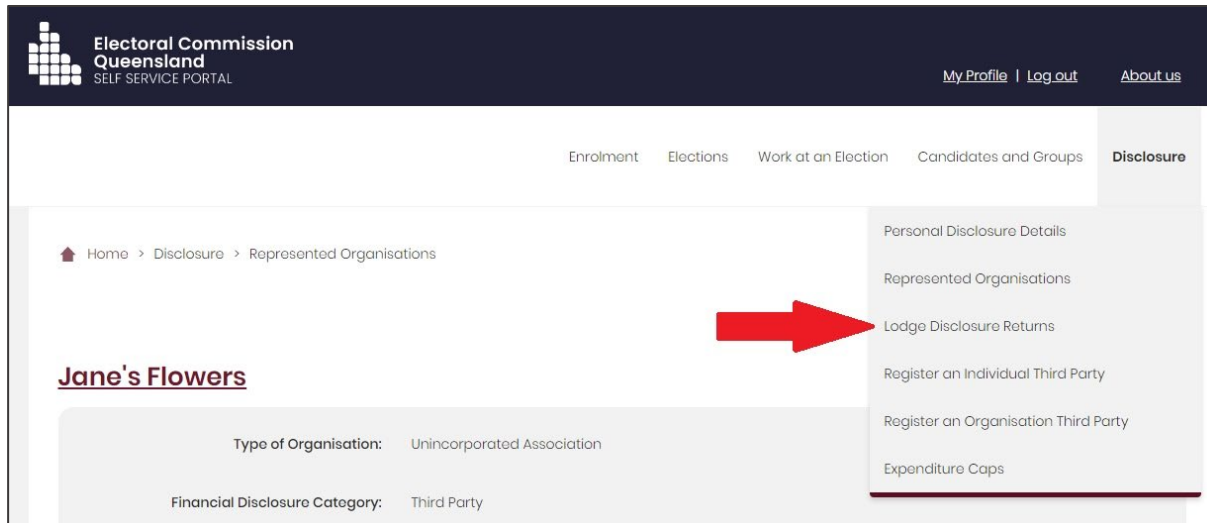
Jane's Flowers **Edit**

Type of Organisation: Unincorporated Association

Financial Disclosure Category: Third Party

What is your position title in this: Chairman

16. You can now lodge returns in EDS by opening the **Disclosure** dropdown menu in the top right then choosing **Lodge Disclosure Returns**.



Electoral Commission Queensland  
SELF SERVICE PORTAL

My Profile | Log out | About us

Enrolment Elections Work at an Election Candidates and Groups **Disclosure**

Home > Disclosure > Represented Organisations

Jane's Flowers

Type of Organisation: Unincorporated Association

Financial Disclosure Category: Third Party

Personal Disclosure Details

Represented Organisations

**Lodge Disclosure Returns**

Register an Individual Third Party

Register an Organisation Third Party

Expenditure Caps

## 4. Registering your third party

If your third party incurs or is planning to incur \$6000 or more in electoral expenditure during the capped expenditure period for a local government election, you must register the third party with the ECQ. Both organisations and individuals can be registered as third parties.

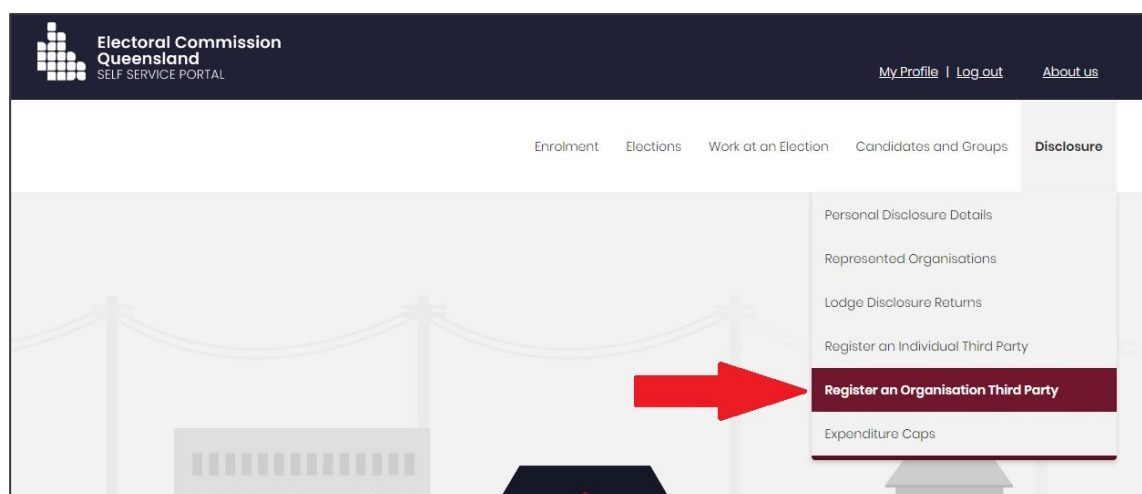
For further information refer to local government fact sheets 31 & 32 at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets).

To register a third party, please sign into SSP and follow the instructions below.

Register as an organisation if you are incurring electoral expenditure on behalf of an organisation whether a trust, corporation, foundation or another type of organisation. Register as an individual third party if you personally incur electoral expenditure.

### 4.1 Registering an organisation third party

1. When you're logged into SSP, open the **Disclosure** dropdown menu in the upper righthand corner of the page then choose **Register an Organisation Third Party**.



2. If you have already informed the ECQ that you will be lodging returns on behalf of an organisation, select **Register** next to the name of the organisation.

Otherwise select **Register** next to Add New Organisation.

Enrolment Elections Work at an Election Candidates and Groups Disclosure

Home > Disclosure > Register an Organisation Third Party

Are you registering this organisation for the first time, or have you registered on behalf of this organisation previously?

Add New Organisation Register

Jane's Flowers Register

3. If you've already entered information for an organisation, that information will be pre-filled on the registration page. If the information is not pre-filled, you will need to provide the name, type, and business address of the organisation. If the organisation has an ABN or ACN, enter the number.

Use the dropdown menu to select the election event you are registering for. (e.g., 2024 Local Government Elections)

Organisation Third Party Registration

\* Which electoral event are you registering for? [Dropdown]

Election Day:

\* Name of the Organisation: Jane's Flowers

\* Type of Organisation:

☐ Corporation or Company

☒ Unincorporated Association

☐ Trust Fund or Foundation

☐ Other

ABN/ACN: [Text Field]

**Business Address**

Google Address Search: Enter your address [Clear]

\* Street Number: 1

\* Street Name: Eagle

4. Continue down the registration page to name an agent for your third party.  
(All registered third party organisations must name an agent to be responsible for ensuring compliance obligations are met. For more information, refer to local government Fact Sheet 38 – Funding and disclosure overview for agents at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)).

**Agent Details**

\* Surname of Agent:

\* Given name of Agent:

**Address of Agent**

Google Address Search:

Clear

\* Street Number:

\* Street Name:

\* Street Type:

\* Locality:

\* State:

QLD

\* Postcode:

\* Country:

AUSTRALIA

**Agent Contact Information**

\* Agent email:

If you are naming yourself as agent for the organisation, be sure to enter the same email address that you used to sign into SSP as the agent email.

5. You and the nominated agent for the organisation need to sign the third party registration form before it can be submitted. To do this, choose the **Print** button at the bottom of the registration page. (The **Upload** button will only be available after you have printed the form.)

**Agent Contact Information**

\* Agent email:

\* Agent phone number:

You must print, sign and upload the application form before it can be submitted.

Print

Upload

Submit



After choosing **Print**, a tab or window called Application to register a third party (organisation) will open. The form is automatically filled out with your third party's details. The agent and contact person of the third party need to sign the form electronically or by printing it out and signing it. (The agent and contact person can be the same individual.) Be sure to save the form after signing.

**Part D: Acceptance of agency appointment**

I,

consent to being appointed as the agent of the third party outlined in Part B of this form. I further confirm that I am over 18 years of age, and that I have not been convicted of an offence against Part 11 of the *Electoral Act 1992*, or section 43C(4), Part 6, or [Part 9](#) division 5 of the *Local Government Electoral Act 2011*.

Signature

Date   
(dd/mm/yyyy)

**Part E: Third party declaration**

Signature of contact person

Date

6. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.

7. Browse to the saved file on your device and choose it to upload to SSP.

Upload Signed Document

\* File:

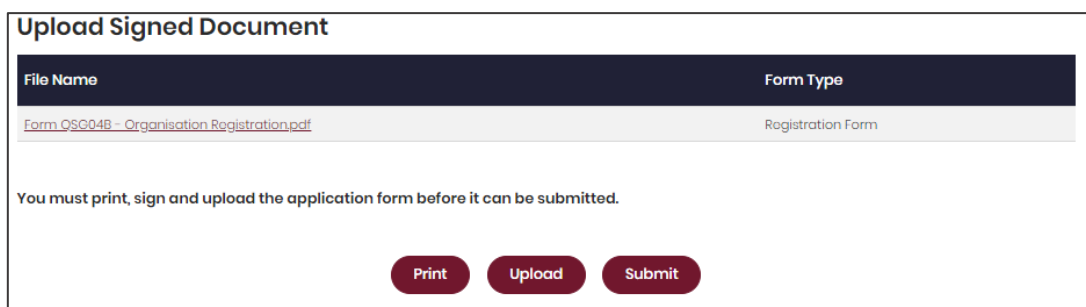
Form QSG04B - Organisation Registratio... 779.7KB

Maximum file size: 50MB.  
Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls

Event:

Form type:

8. With the form uploaded and showing under the heading Upload Signed Document, you can choose the **Submit** button to lodge your application to register a third party.



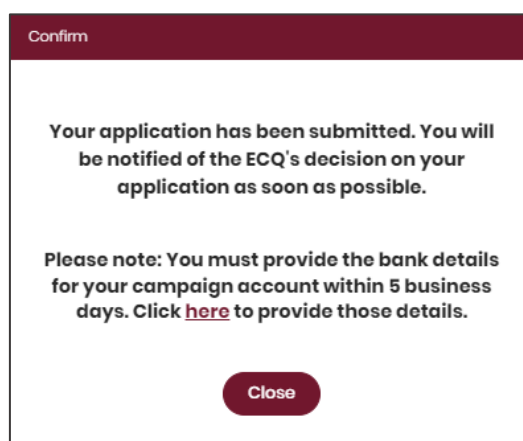
File Name	Form Type
<a href="#">Form QSC04B - Organisation Registration.pdf</a>	Registration Form

You must print, sign and upload the application form before it can be submitted.

[Print](#) [Upload](#) [Submit](#)

When asked to confirm if you're sure you want to submit your application, choose **Yes**.

9. Select **Close** to finalise registration or **here** to add your bank details. All registered third parties must provide bank details for their dedicated campaign bank account within 5 business days of submitting the application.



Confirm

Your application has been submitted. You will be notified of the ECQ's decision on your application as soon as possible.

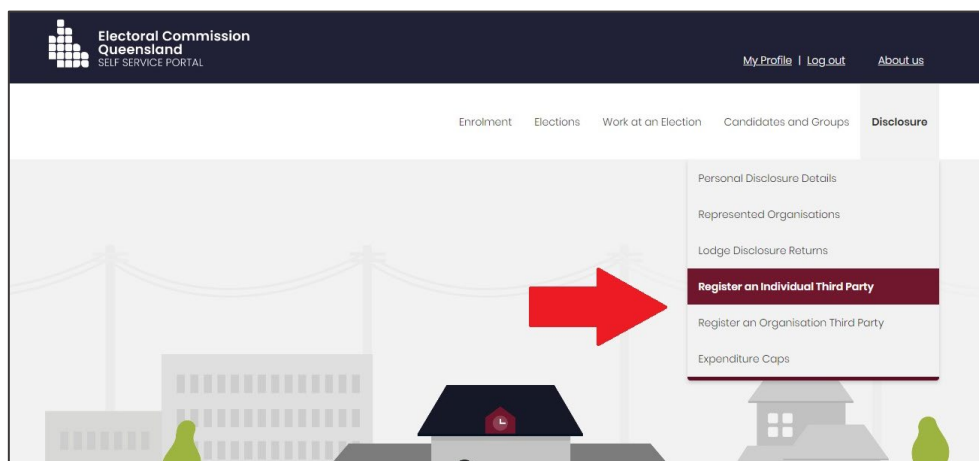
Please note: You must provide the bank details for your campaign account within 5 business days. Click [here](#) to provide those details.

[Close](#)

10. For assistance adding your bank details, go to [section 4.3 Add dedicated campaign bank account details](#).

## 4.2 Registering as an individual third party

1. When you're logged into SSP, open the **Disclosure** dropdown menu in the upper righthand corner of the page then choose **Register an Individual Third Party**.



2. Some of the information in the Individual Third Party Registration form will be prefilled from the electoral roll. Be sure to choose the election event (e.g., 2024 Local Government Elections) from the dropdown menu at the top of the page.

**Individual Third Party Registration**

\* Which electoral event are you registering for?

Election Day:

\* Surname of Third Party:

\* Given Name of Third Party:

\* Date of Birth:

**Residential Address**

143 GRAFTON ST, WARWICK, QLD 4370

**Business Address**

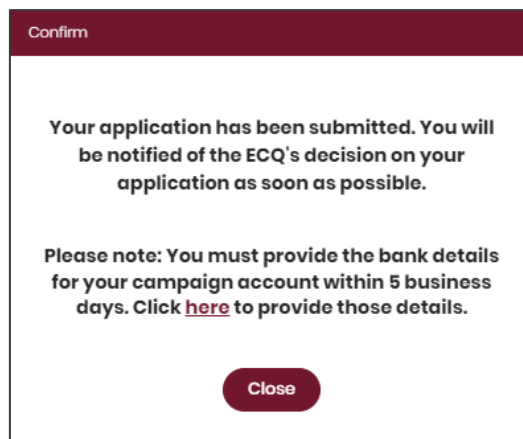
Google Address Search:

Street Number:

Street Name:

After filling out all the required fields, choose **Submit** at the bottom of the page.

3. Select **Close** to finalise registration or **here** to add your bank details. All registered third parties must provide bank details for their dedicated campaign bank account within 5 business days of submitting the application.



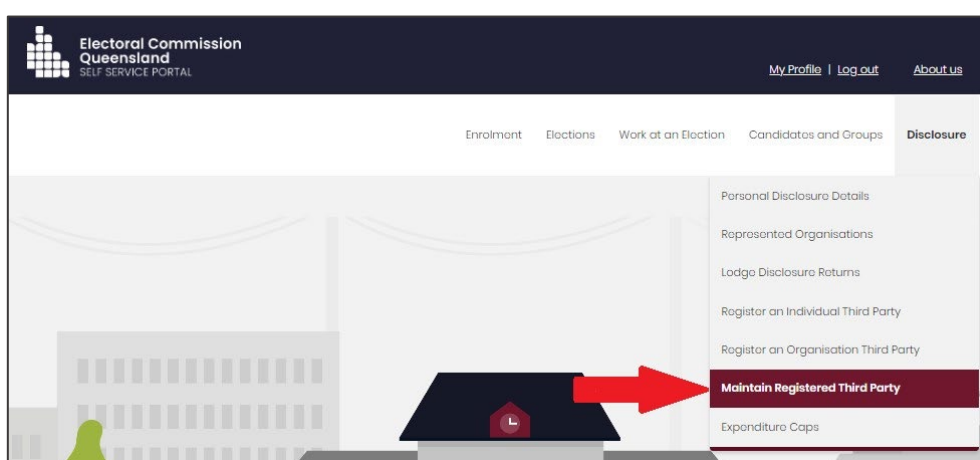
4. For assistance adding your bank details, go to [section 4.3 Add dedicated campaign bank account details](#).

## 4.3 Add dedicated campaign bank account details

All registered third parties must register the details of their dedicated campaign bank account with the ECQ within 5 business days of submitting their registration.

For more details about dedicated campaign bank accounts, please refer to local government Fact Sheet 33 – Dedicated campaign bank accounts for third parties at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets).

1. From the main page of SSP, select the **Disclosure** dropdown menu and choose **Maintain Registered Third Party**.



2. On the Maintain Third Party Registration page, you will see the details of your registered third party.

Choose the **Add Bank Details** button under the third party details.

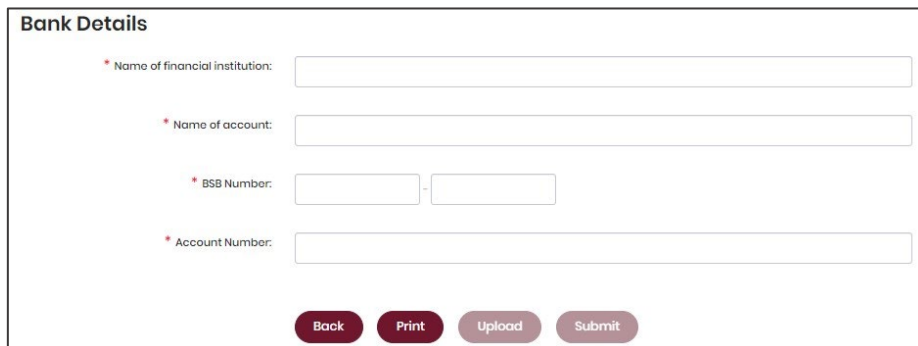
### Maintain Third Party Registration

Jane's Flowers

Registration Status:	Submitted - Pending Bank details
Third Party Type:	Organisation
Electoral Event:	Local Quadrennial0823
Election Day:	25/08/2027

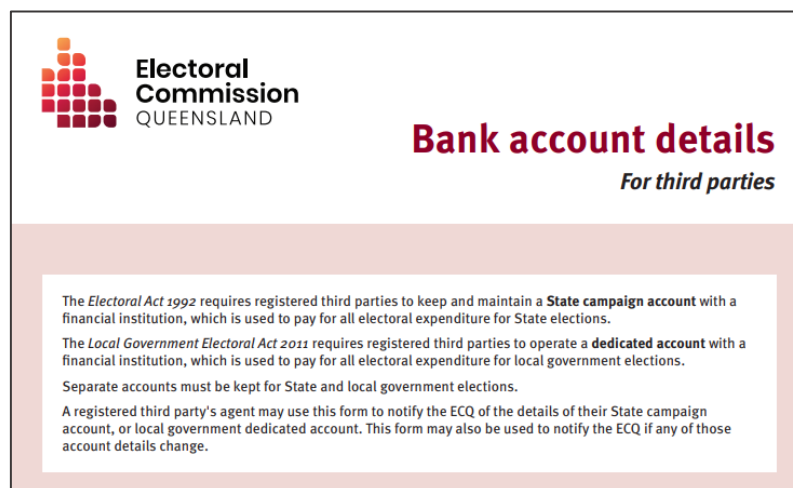
View Registration DetailsAdd Bank DetailsAgent Details

3. Enter your bank account information in the boxes provided then choose the **Print** button at the bottom of the page.



A form titled "Bank Details" with four input fields, each preceded by a red asterisk. The fields are: "Name of financial institution:", "Name of account:", "BSB Number:" (with a hyphen separator), and "Account Number:". At the bottom of the form are four buttons: "Back", "Print", "Upload", and "Submit".

4. After choosing **Print**, a tab or window called Bank account details for third parties will open. The form is automatically filled out with your third party and bank account details. You can sign the form electronically or by printing it out and signing it. Be sure to save the form after signing.



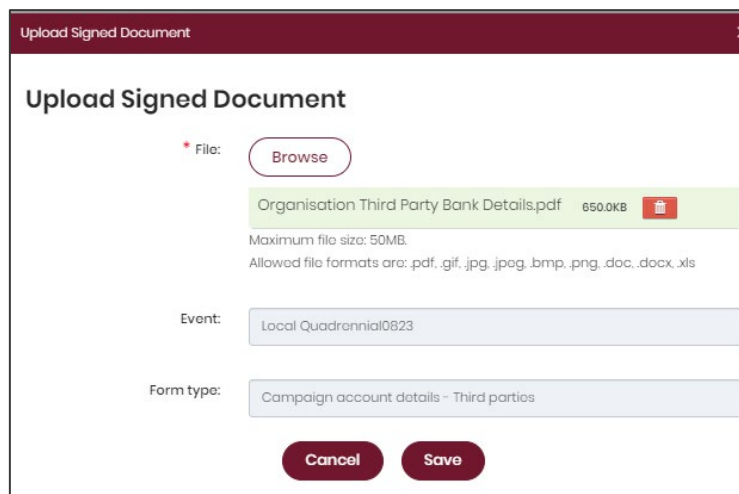
A form titled "Bank account details For third parties" with the Electoral Commission Queensland logo. The form contains a text box with the following text: "The Electoral Act 1992 requires registered third parties to keep and maintain a **State campaign account** with a financial institution, which is used to pay for all electoral expenditure for State elections. The *Local Government Electoral Act 2011* requires registered third parties to operate a **dedicated account** with a financial institution, which is used to pay for all electoral expenditure for local government elections. Separate accounts must be kept for State and local government elections. A registered third party's agent may use this form to notify the ECQ of the details of their State campaign account, or local government dedicated account. This form may also be used to notify the ECQ if any of those account details change."

5. Once the form has been signed and saved, you can go back to the previous tab or window and choose the **Upload** button.



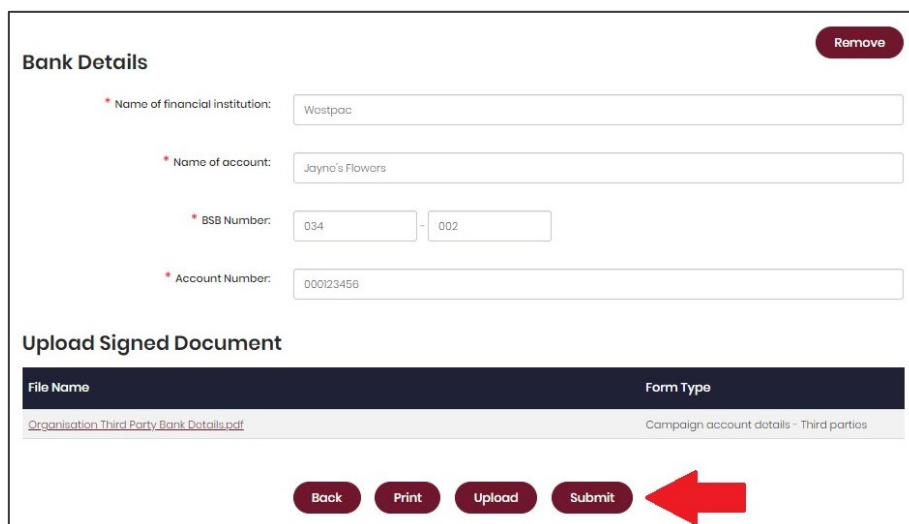
A row of three buttons: "Print", "Upload", and "Submit".

6. Use the **Browse** button to navigate to and select the saved file on your device to upload to SSP. Choose **Save**.



The screenshot shows a dialog box titled "Upload Signed Document" with a close button (X) in the top right corner. Inside the dialog, there is a section for file selection with a "File:" label and a "Browse" button. Below this, a green bar displays the selected file: "Organisation Third Party Bank Details.pdf" with a size of "650.0KB" and a delete icon. Text below the bar states: "Maximum file size: 50MB. Allowed file formats are: .pdf, .gif, .jpg, .jpeg, .bmp, .png, .doc, .docx, .xls". There are two input fields: "Event:" with the value "Local Quadrennial0823" and "Form type:" with the value "Campaign account details - Third parties". At the bottom are "Cancel" and "Save" buttons.

7. With the form uploaded and showing under the heading Upload Signed Document, you can choose the **Submit** button to finish adding your bank details.



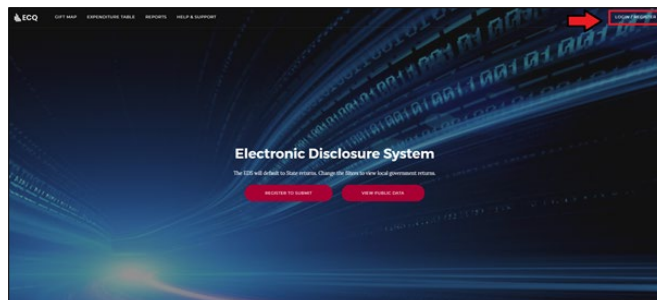
The screenshot shows a "Bank Details" form with a "Remove" button in the top right. The form contains four fields: "Name of financial institution:" with the value "Westpac", "Name of account:" with the value "Jayno's Flowers", "BSB Number:" with the value "034 - 002", and "Account Number:" with the value "000123456". Below the form is a section titled "Upload Signed Document" containing a table with two columns: "File Name" and "Form Type". The table has one row with the file name "Organisation Third Party Bank Details.pdf" and the form type "Campaign account details - Third parties". At the bottom of the form are four buttons: "Back", "Print", "Upload", and "Submit". A large red arrow points to the "Submit" button.

8. Congratulations on registering your third party and adding your dedicated campaign bank account details!

## 5. Logging into EDS

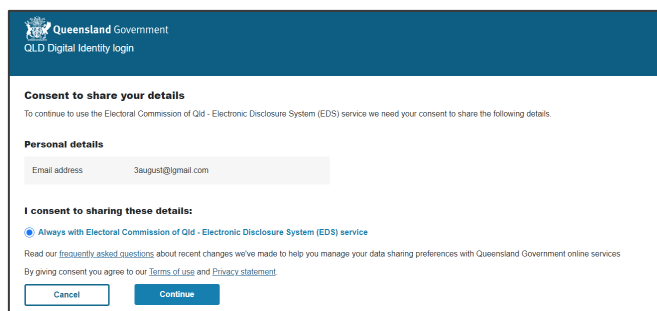
Once you have registered in SSP (see [section 3](#)), you can log into EDS at any time by using the following instructions.

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

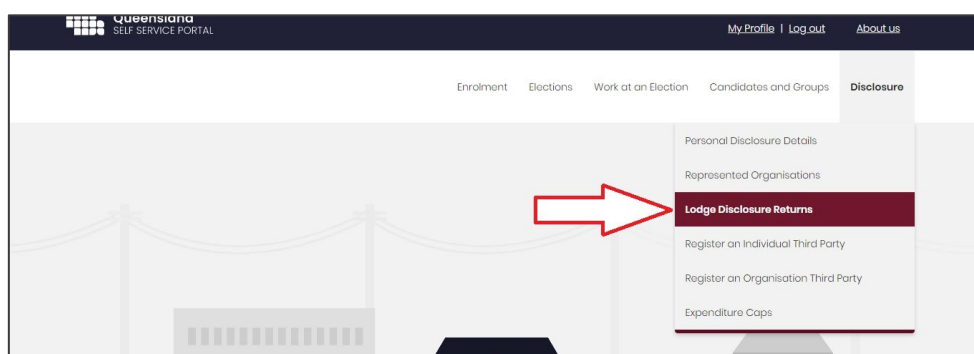


You will login using the same QGov username (email address) and password that you use for SSP.

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



3. You can also access EDS by logging into SSP and opening the **Disclosures** dropdown menu in the upper righthand corner. Choose **Lodge Disclosure Returns** and you will be automatically directed to EDS.





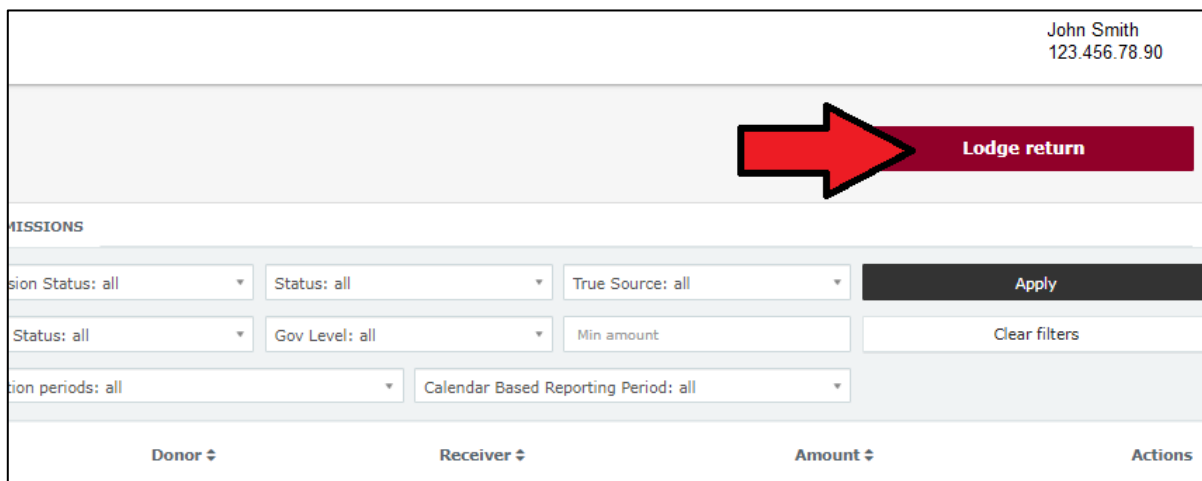
## 6. Disclosing gifts made

A person or organisation that makes a gift of \$500 or more to or for the benefit of a candidate, a group of candidates, a registered political party or another third party must lodge a return with the ECQ within 7 business days.

Gifts are cumulative. It does not matter if a gift was made in small amounts or all at once. Once the threshold of \$500 is met, all previous and future gifts to the same election participant must be disclosed.

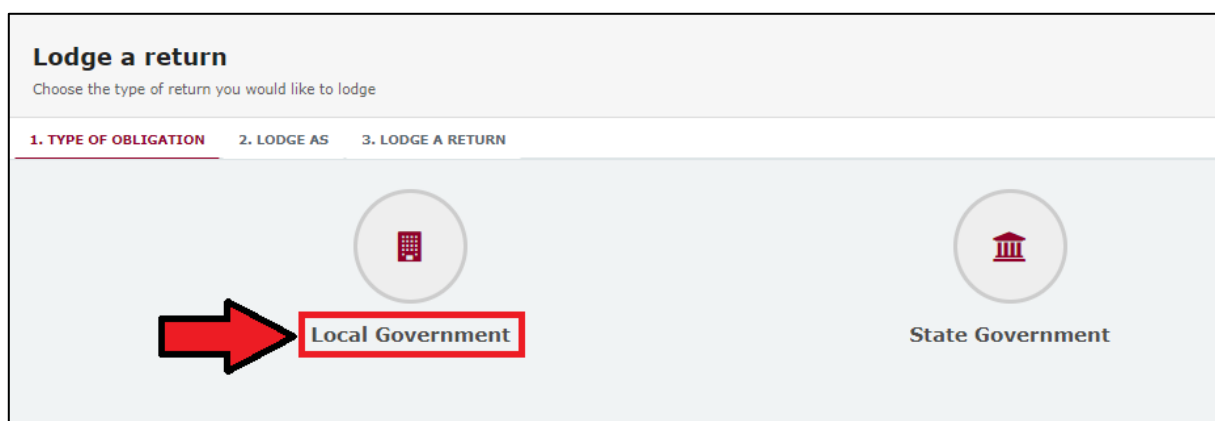
To lodge a return for a gift made to a participant in a local government election, please use the following instructions.

1. Begin lodging a return by choosing the maroon **Lodge return** button in the upper right corner of EDS.



The screenshot shows the top right corner of the EDS interface. In the top right, the user's name 'John Smith' and a number '123.456.78.90' are displayed. Below this, a maroon button labeled 'Lodge return' is highlighted with a large red arrow. Below the button, there are several filter sections: 'MISSIONS', 'Election Status: all', 'Status: all', 'True Source: all', 'Apply', 'Status: all', 'Gov Level: all', 'Min amount', 'Clear filters', 'Election periods: all', and 'Calendar Based Reporting Period: all'. At the bottom, there are columns for 'Donor', 'Receiver', 'Amount', and 'Actions'.

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



The screenshot shows the 'Lodge a return' screen. At the top, it says 'Lodge a return' and 'Choose the type of return you would like to lodge'. Below this, there are three tabs: '1. TYPE OF OBLIGATION', '2. LODGE AS', and '3. LODGE A RETURN'. Under the '1. TYPE OF OBLIGATION' tab, there are two options: 'Local Government' and 'State Government'. The 'Local Government' option is highlighted with a red arrow and a red box.

3. If you are lodging a return as an individual, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an organisation, choose **Donor/Third Party – Organisation**.

The screenshot shows the 'Lodge a return' form with the title 'Choose the type of return you would like to lodge'. Below the title are three tabs: '1. TYPE OF OBLIGATION: LOCAL GOVERNMENT', '2. LODGE AS', and '3. LODGE A RETURN'. The '2. LODGE AS' tab is selected. Under this tab, there are two options: 'Donor/Third Party - Individual' (represented by a person icon) and 'Donor/Third Party - Organisation' (represented by a factory icon). A red box highlights the 'Donor/Third Party - Individual' option.

4. Choose the **Lodge** button under Reporting gifts/donations made.

The screenshot shows two side-by-side views of the 'Lodge a return' form. The left view is for 'Individual' and the right view is for 'Organisation'. Both views show the 'Reporting gifts/donations made' section with a red 'Lodge' button and a red arrow pointing to it. The 'Lodge' button is highlighted with a red box.

5. Your details will be pre-filled. Select the gift type using the **I am reporting** dropdown menu (e.g., a gift).

The screenshot shows the 'Individual' form with the title 'Reporting gifts/donations made' and the subtitle 'Local'. Below the title is the 'Your details' section with fields for 'Name\*' (John Smith) and 'Address\*' (1 Test St, Brisbane QLD 4000). Below the 'Your details' section is the 'I am reporting' section with a dropdown menu. The dropdown menu is open, showing options: 'a gift', 'a gift-in-kind', 'a fundraising contribution', and 'another type of gift'. A red box highlights the dropdown menu, and a red arrow points to it.

6. Choose who you or your organisation made the gift to (e.g., a local candidate or a registered political party).

The screenshot shows the 'Individual' reporting form. The title is 'Individual' with the subtitle 'Reporting gifts/donations made' and 'Local'. Under 'Your details', there are fields for 'Name\*' (John Smith) and 'Address\*' (1 Test St, Brisbane QLD 4000). Below this, there is a section 'I am reporting' with a dropdown menu set to 'a gift'. A red box highlights the dropdown menu, and a red arrow points to it. The dropdown menu options are: '+ made to -', 'a local candidate', 'a group of candidates', 'a registered political party', 'another person', and 'another organisation'.

7. Complete all mandatory fields.

The screenshot shows the 'Reporting a Gift made to Local Candidate' form. It has fields for 'Name of candidate\*' (BOBBY BALSTON) and 'Local Group:' (Not a Member of a Group). Below this is the 'Gift Particulars' section. It has fields for 'Description of Gift\*' (Monetary Donation), 'Amount\*' (750.00), 'Date made\*' (25/07/2023), and 'Event\*' (Please select an event). At the bottom, there is a question 'Are you the source of the Gift?\*' with radio buttons for 'Yes' (selected) and 'No'.

Additional gifts can be disclosed in the same return by using the dropdown menus at the bottom of the page and repeating the steps above.

8. You can save a draft copy of your return at any time by selecting **Save draft**.

The screenshot shows the bottom of the form. It displays 'Current Total \$1000.00'. At the bottom right, there are two buttons: 'Save Draft' and 'Submit'. A red box highlights the 'Save Draft' button, and a red arrow points to it.

You can access your draft returns by choosing **Drafts** in the side menu.

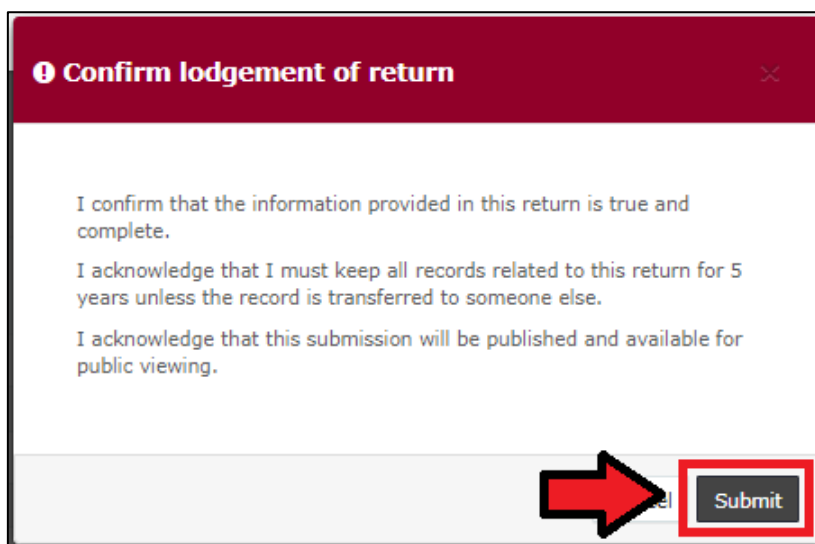
9. Choose the **Submit** button to lodge your return.



Current Total **\$1000.00**

**Submit**

10. Choose **Submit** again to confirm the information in your return is correct. If you are making a gift of over \$1000 (cumulative) to a registered political party, please see the note at the end of this section.



**Confirm lodgement of return**

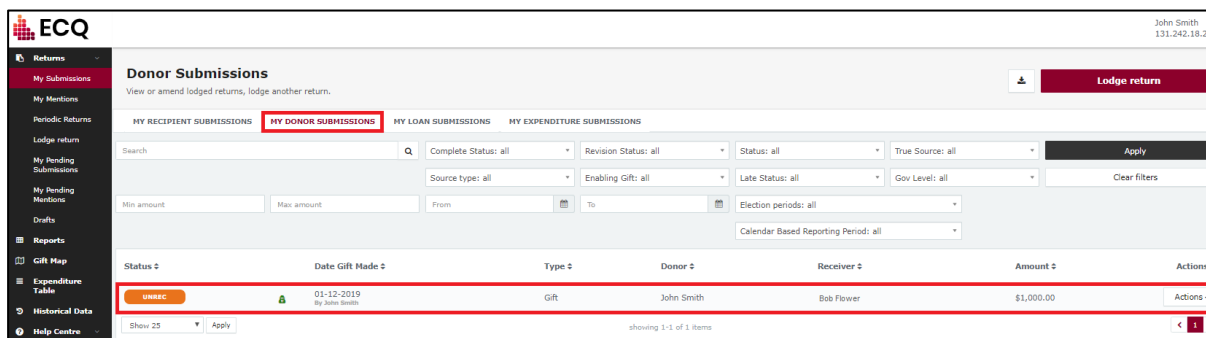
I confirm that the information provided in this return is true and complete.

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.

**Submit**

11. Your return will appear in your My Donor Submissions page as well as on the public Gift Map and Reports pages.



**ECQ** John Smith 131.242.18.28

**Donor 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 True Source: all Apply

Source type: all Enabling Gift: all Late Status: all Gov Level: all Clear filters

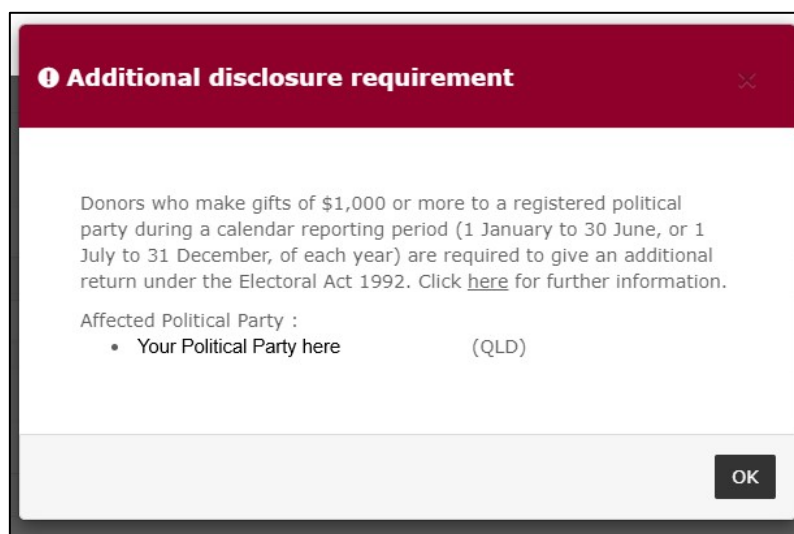
Min amount Max amount From To Election periods: all Calendar Based Reporting Period: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Actions
UNRECD	01-12-2019 By John Smith	Gift	John Smith	Bob Flower	\$1,000.00	Actions

Show 25 Apply showing 1-1 of 1 items

If the recipient is required to lodge a corresponding return, the status of your return will appear as 'UNREC' ('Unreconciled'). Otherwise, the status of your return will appear as 'NCR' ('No Corresponding Return') to signify that a corresponding return from the recipient is not required.

**NOTE:** If you are making a gift to a registered political party of over \$1,000, an additional box will pop up before the confirmation box.



Those who make gifts to a registered political party of over \$1000 (cumulative within a reporting period) must lodge a second return in EDS under the *Electoral Act 1992*. You can choose the link in the pop up box to [view the instructions](#).

## 7. Disclosing electoral expenditure incurred

Registered third parties and donors (or those who should be registered) who incur electoral expenditure totalling \$500 or more are required to disclose the details of the expenditure in a return.

Electoral expenditure can be disclosed individually (see [section 7.1](#)) or using a bulk upload spreadsheet (see [section 7.2](#)).

**Note:** use the bulk upload spreadsheet for disclosing many expenditure items in one transaction.

To lodge a return for electoral expenditure in EDS, please use the following instructions. You can access EDS by logging into SSP as above then choosing **Lodge Disclosure Returns** in the upper righthand corner 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 QGov username (email address) and password as you use for SSP.

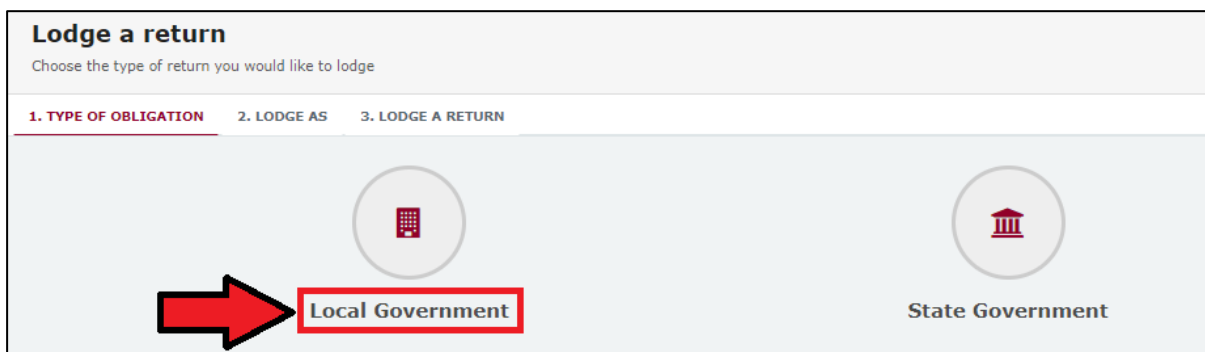
When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.

The screenshot displays the 'Recipient Submissions' interface. On the left is a dark sidebar with a menu. The main area has a header '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'. A search bar is present. Below the search bar are several filter groups: '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'. 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 'showing 0-0 of 0 items'. A maroon button labeled 'Lodge return' is in the top right corner, with a large white arrow pointing to it from the left.

## 7.1 Disclosing electoral expenditure individually

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

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



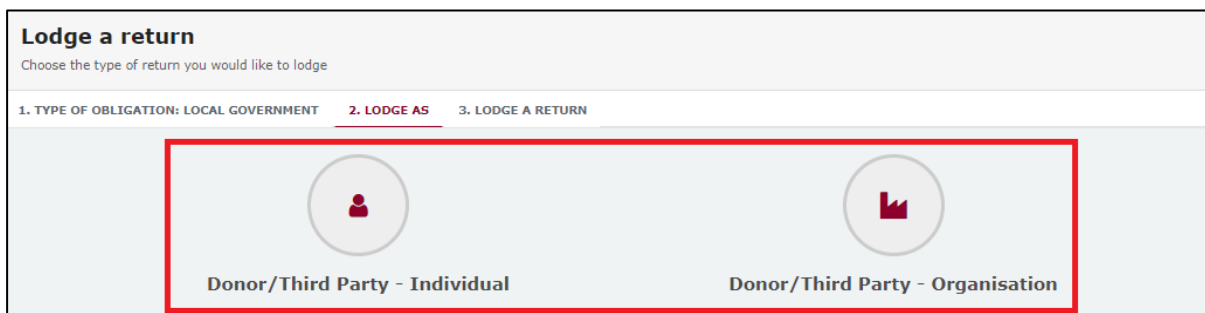
**Lodge a return**  
Choose the type of return you would like to lodge

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

**Local Government**   State Government

2. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.

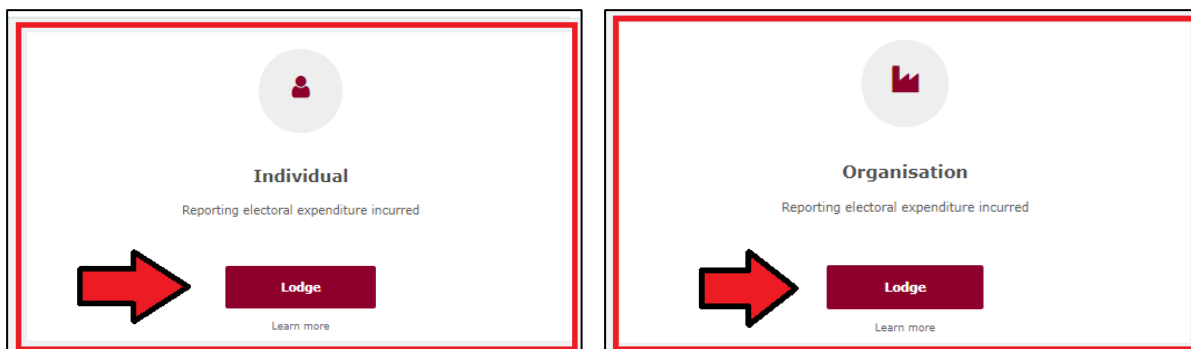


**Lodge a return**  
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT   2. LODGE AS   3. LODGE A RETURN

**Donor/Third Party - Individual**   Donor/Third Party - Organisation

3. On the Lodge a Return page, select the **Lodge** button in the Individual (or) Organisation: Reporting electoral expenditure incurred box.



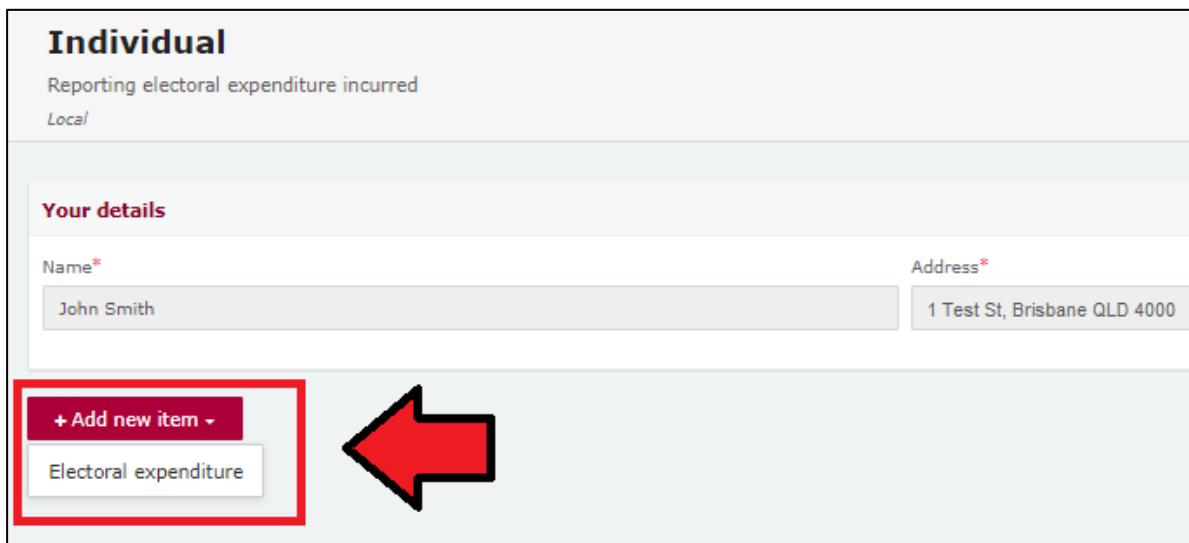
**Individual**  
Reporting electoral expenditure incurred

**Lodge**  
Learn more

**Organisation**  
Reporting electoral expenditure incurred

**Lodge**  
Learn more

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



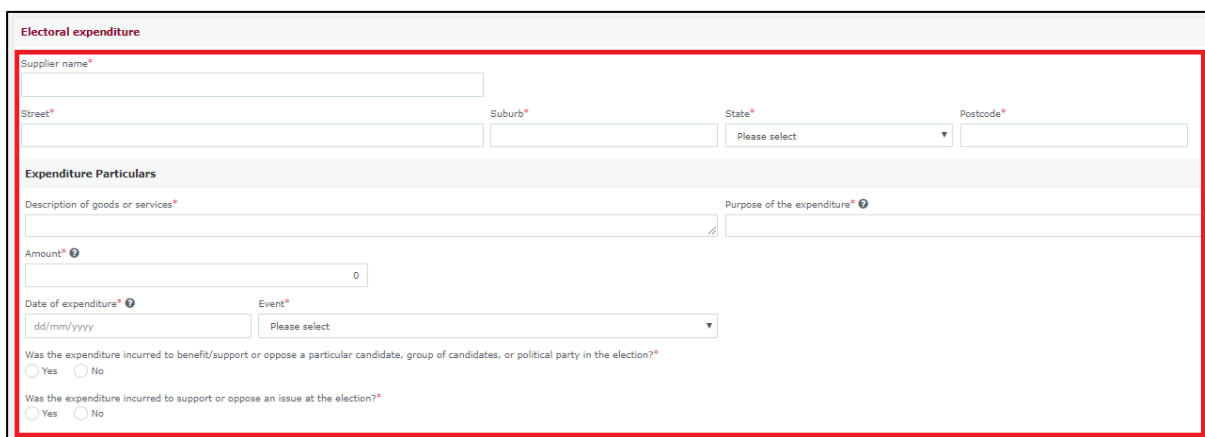
**Individual**  
Reporting electoral expenditure incurred  
*Local*

**Your details**

Name\* John Smith Address\* 1 Test St, Brisbane QLD 4000

+ Add new item ▼  
Electoral expenditure

5. Please complete all mandatory fields (marked with a red asterisk).



**Electoral expenditure**

Supplier name\*

Street\* Suburb\* State\* Postcode\*

Expenditure Particulars

Description of goods or services\* Purpose of the expenditure\*

Amount\* 0

Date of expenditure\* Event\*

dd/mm/yyyy Please select

Was the expenditure incurred to benefit/support or oppose a particular candidate, group of candidates, or political party in the election?\*

☐ Yes ☐ No

Was the expenditure incurred to support or oppose an issue at the election?\*

☐ Yes ☐ No

You can disclose additional items of electoral expenditure in the same return by clicking the **+ Add new item** button at the bottom of the page and repeating the steps above.

6. A draft of your return can be saved at any time but choosing the **Save Draft** button. Your previously saved drafts can be found under 'Drafts' in the side menu.



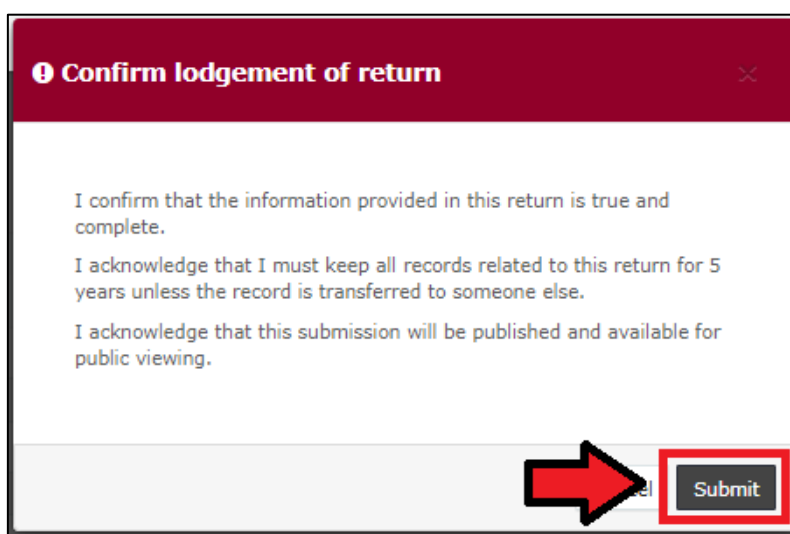
7. Choose **Submit** to lodge your return.



Current Total **\$2000.00**

**Submit**

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



**Confirm lodgement of return**

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

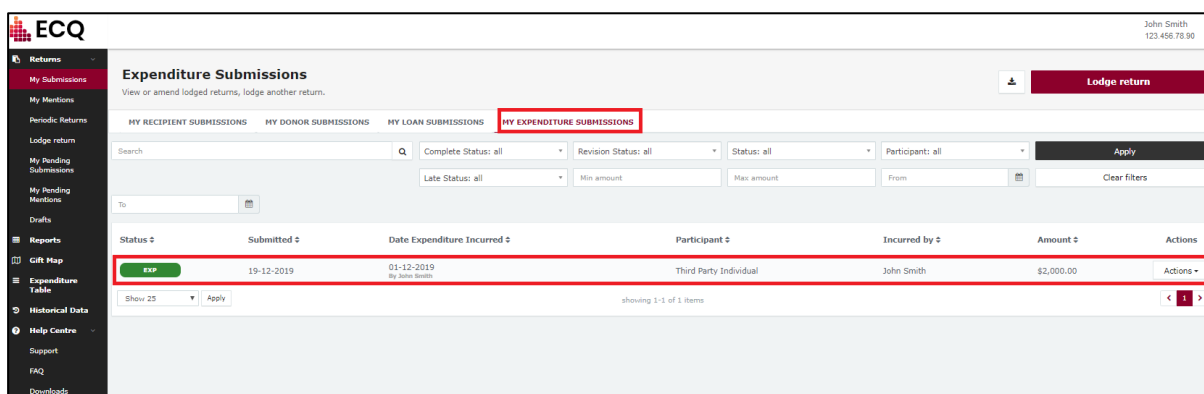
I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

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

**Submit**

9. 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.



**ECQ** John Smith 123 456 78 90

**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

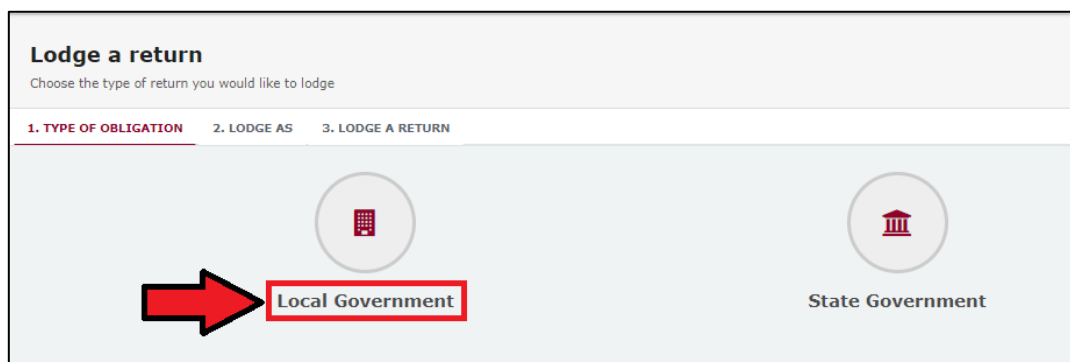
Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	19-12-2019	01-12-2019 <small>By John Smith</small>	Third Party Individual	John Smith	\$2,000.00	Actions

Showing 1-1 of 1 items

## 7.2 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. On the Type of obligation page, select **Local Government**.



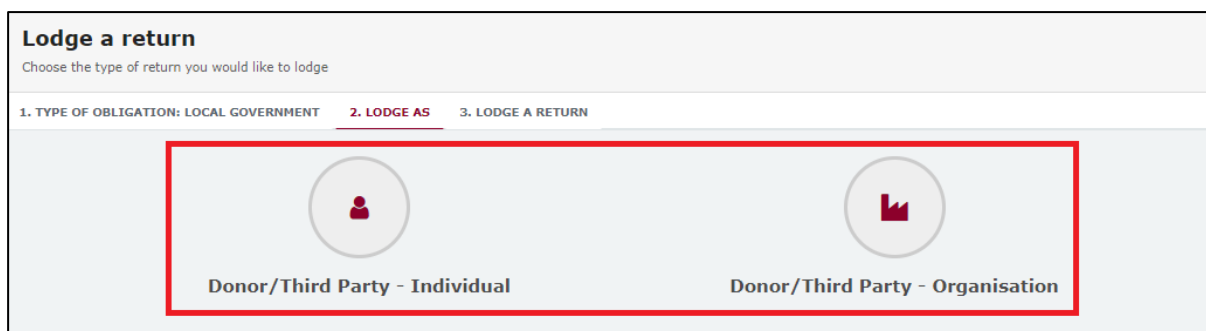
**Lodge a return**  
Choose the type of return you would like to lodge

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

**Local Government**   State Government

2. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.

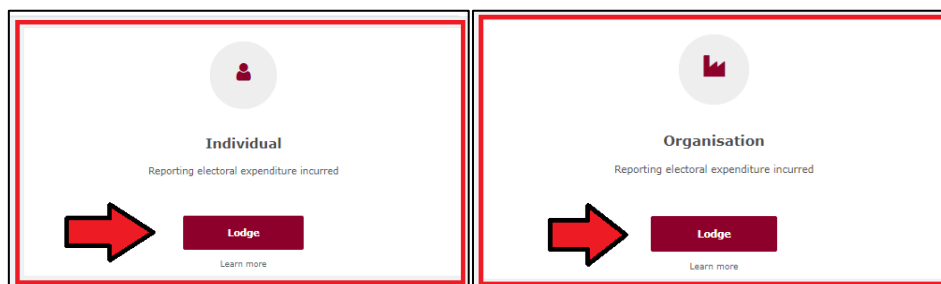


**Lodge a return**  
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT   2. LODGE AS   3. LODGE A RETURN

**Donor/Third Party - Individual**   **Donor/Third Party - Organisation**

3. On the Lodge a Return page, select the **Lodge** button in the 'Individual (or) Organisation: Reporting electoral expenditure incurred' box.



**Individual**  
Reporting electoral expenditure incurred  
**Lodge**  
Learn more

**Organisation**  
Reporting electoral expenditure incurred  
**Lodge**  
Learn more

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



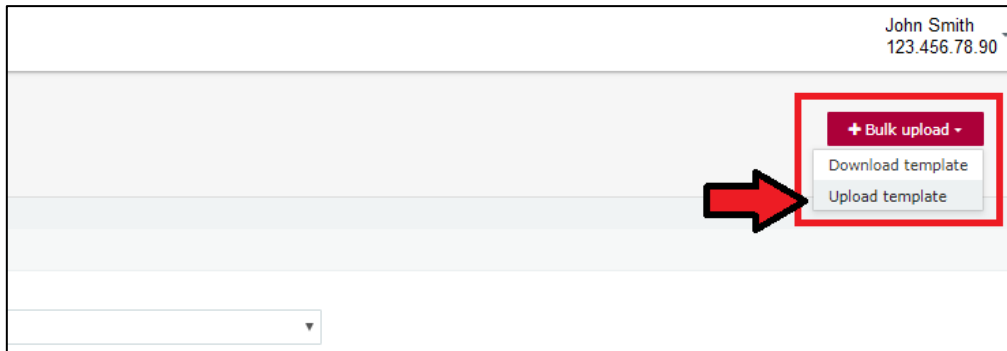
- Once downloaded, open the Excel file.

**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 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
6										
7										
8										
9										
10										
11										
12										

7. Once you have entered all expenditure items into the spreadsheet, 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**. You can then select **Upload template** from the dropdown menu.



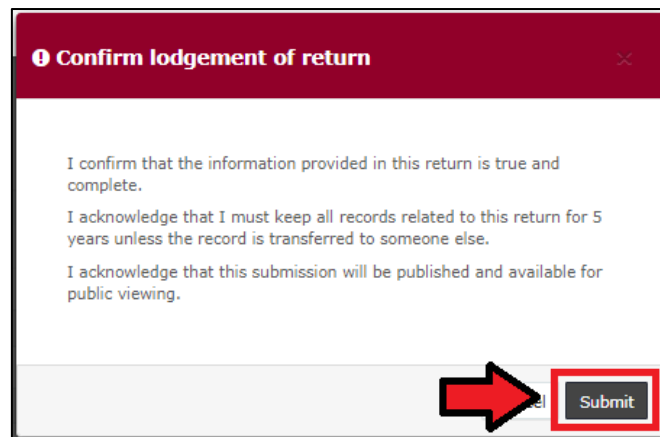
9. Select the file to upload and then select **Next**.
10. A draft copy of your return can be saved at any time by choosing the **Save Draft** button.

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

11. Select the **Submit** button to lodge your return.



12. Choose **Submit** again to confirm the information provided in the returns is accurate.



**Confirm lodgement of return**

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

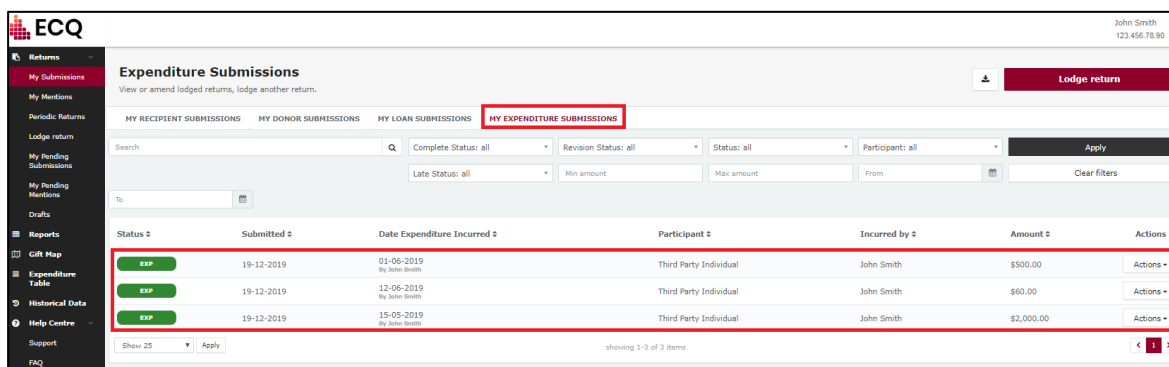
I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

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

**Submit**

13. 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 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
EXP	19-12-2019	01-06-2019 By John Smith	Third Party Individual	John Smith	\$500.00	Actions
EXP	19-12-2019	12-06-2019 By John Smith	Third Party Individual	John Smith	\$60.00	Actions
EXP	19-12-2019	15-05-2019 By John Smith	Third Party Individual	John Smith	\$2,000.00	Actions

Show 25 Apply showing 1-3 of 3 items

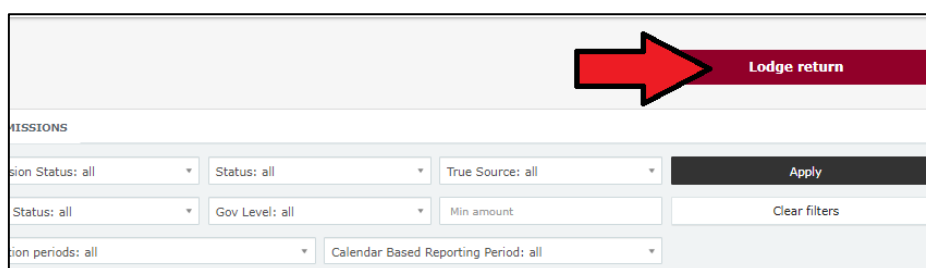
## 8. Disclosing a gift received in EDS

Donors or third parties who receive gifts of \$500 or more are required to disclose the details of the gift in a return if they use it to incur or reimburse political expenditure in a local government election.

Political expenditure includes expenditure incurred in the form of electoral expenditure or gifts made to a participant in the election.

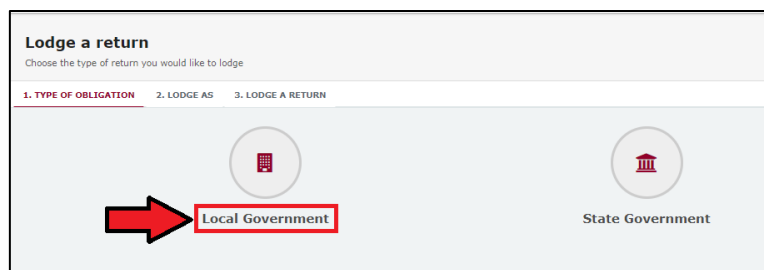
To lodge a return for a gift received, please use the following instructions.

1. Choose **Lodge return** from the Submissions page in EDS.



The screenshot shows the 'SUBMISSIONS' section of the EDS interface. A red arrow points to a dark red button labeled 'Lodge return'. Below this button are several filter dropdowns: 'Submission Status: all', 'Status: all', 'True Source: all', 'Status: all', 'Gov Level: all', 'Min amount', 'Submission periods: all', and 'Calendar Based Reporting Period: all'. There are also 'Apply' and 'Clear filters' buttons.

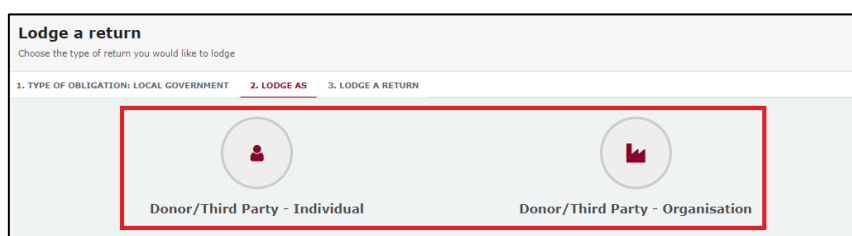
2. On the Type of Obligation page, choose **Local Government**.



The screenshot shows the 'Lodge a return' page with the heading 'Choose the type of return you would like to lodge'. There are three tabs: '1. TYPE OF OBLIGATION', '2. LODGE AS', and '3. LODGE A RETURN'. Under '1. TYPE OF OBLIGATION', there are two options: 'Local Government' (highlighted with a red box and a red arrow) and 'State Government'.

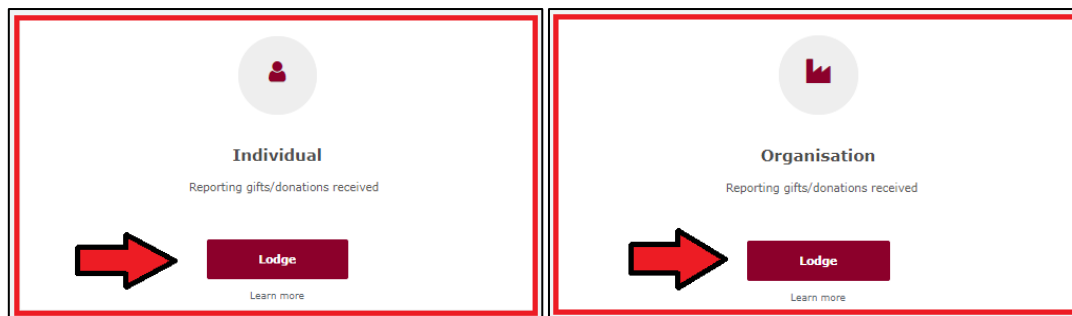
3. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.



The screenshot shows the 'Lodge a return' page with the heading 'Choose the type of return you would like to lodge'. There are three tabs: '1. TYPE OF OBLIGATION: LOCAL GOVERNMENT', '2. LODGE AS', and '3. LODGE A RETURN'. Under '2. LODGE AS', there are two options: 'Donor/Third Party - Individual' (highlighted with a red box) and 'Donor/Third Party - Organisation'.

4. On the Lodge a Return page, select the **Lodge** button in the Individual (or) Organisation: Reporting gifts/donations received box.



5. From the dropdown menu, choose the type of gift received. (e.g., a gift-in-kind or a fundraising contribution)

The screenshot shows the 'Individual' reporting form. The 'I am reporting' dropdown menu is open, showing four options: 'a gift', 'a gift-in-kind', 'a fundraising contribution', and 'another type of gift'. A red arrow points to the 'a gift' option. The form also includes a 'Name' field with 'John Smith' and an 'Address' field with '1 Test St, Brisbane QLD 4000'.

6. Choose the donor type from the **+ received from** dropdown menu.

The screenshot shows the 'Individual' reporting form. The '+ received from' dropdown menu is open, showing six options: 'an Individual', 'a Corporation', 'an Unincorporated Association', 'a Trust Fund or Foundation', 'a Registered Industrial Organisation', and 'Another type of Entity'. A red arrow points to the 'an Individual' option. The form also includes a 'Name' field with 'John Smith' and an 'Address' field with '1 Test St, Brisbane QLD 4000'.

7. Enter all mandatory gift reporting information, such as name and address of the entity giving the gift, description of gift received, amount and date made.
- Depending on the person or entity who gave the gift, you may be required to enter additional information. [Fact sheet 11 – Relevant details of gifts and loans](#) has further information about what may be required.
  - Additional gifts can be disclosed by selecting options from **I am reporting** and **+ received from** and repeating the steps above.

Reporting a Gift received from an individual

Name \*  
Donny Donor

Street \*  
1 Test St

Suburb/Town \*  
Brisbane

State \*  
QLD

Postcode \*  
4000

**Gift Particulars**

Description of Gift Received \*  
Monetary donation

Amount \*  
1000

Date made \*  
01/12/2019

Date gift used \*  
11/12/2019

Event \*  
2020 LG Elections

Individual's Occupation \*  
Doctor

Is the individual employed, self-employed or otherwise engaged in an industry? \*  
☒ Yes ☐ No

Industry \*  
Healthcare

Does the individual have an interest in a local government matter that is greater than that of other persons in the local government area? \*  
☐ Yes ☒ No

Is this individual the source of the gift? \*  
☒ Yes ☐ No

8. When finished, choose **Submit**. If you want to complete this return later, you can choose **Save Draft** at any time. Previously saved drafts can be found under Drafts in the side menu.

Current Total **\$1000.00**

**Submit**






**Note:** if the gift reported is more than \$500 (cumulative from each donor or singular), the received **Status** will display as UNREC (unreconciled) until donor lodges a corresponding return.

## Recipient Submissions

View or amend lodged returns, lodge another return.

[Lodge return](#)

[MY RECIPIENT SUBMISSIONS](#)
[MY DONOR SUBMISSIONS](#)
[MY LOAN SUBMISSIONS](#)
[MY EXPENDITURE SUBMISSIONS](#)

Complete Status: all

Revision Status: all

Status: all

True Source: all

Apply

Donor type: all

Recipient type: all

Late Status: all

Gov Level: all

Min amount

Max amount

Clear filters

From

To

Election periods: all

Calendar Based Reporting Period: all

Political Donation: all

Electoral committee: all

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
UNREC	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

Show 25

Apply

showing 1-2 of 2 items

<

1

>

## 9. Submitting an election summary return

Donors and third parties are required to lodge an election summary return within 15 weeks of election day if they:

- make gifts of \$500 or more to a local government election participant
- receive gifts of \$500 or more that enable them to incur political expenditure
- are registered as a third party for the election.

Political expenditure includes expenditure incurred in the form of electoral expenditure or gifts made to a participant in the election.

In this return, you are required to disclose the total value of any gifts you made, the total value of any gifts you received, and the total number of entities that made those gifts. For registered third parties, you are also required to disclose the total value of electoral expenditure you incurred.

Unregistered third parties will find instructions for submitting an election summary return on the next page. Registered third parties can proceed to [section 9.2](#).

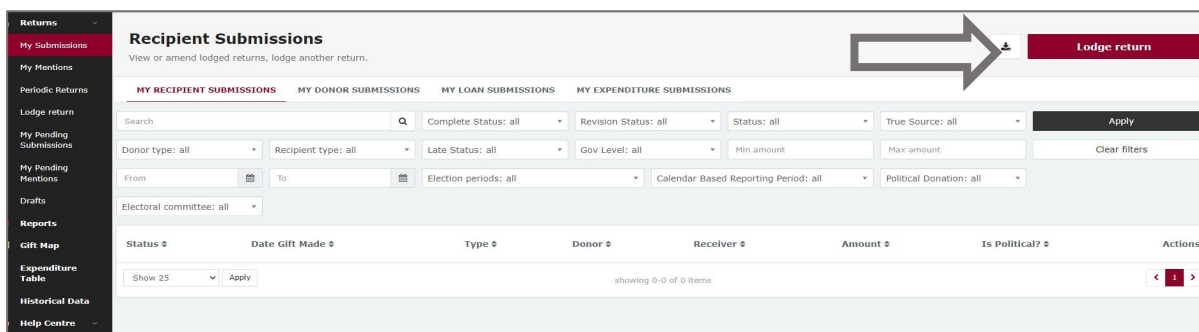
**Important:** Prior to submitting your election summary return, you must lodge a separate return in EDS for:

- each gift of \$500 or more (cumulatively) you made to an election participant during the election (see [section 6](#))
- each amount of electoral expenditure you incurred for the election (see [section 7](#))
- each gift of \$500 or more (cumulatively) you received and used for political expenditure (see [section 8](#)).

## 9.1 Submitting an election summary return as an unregistered third party

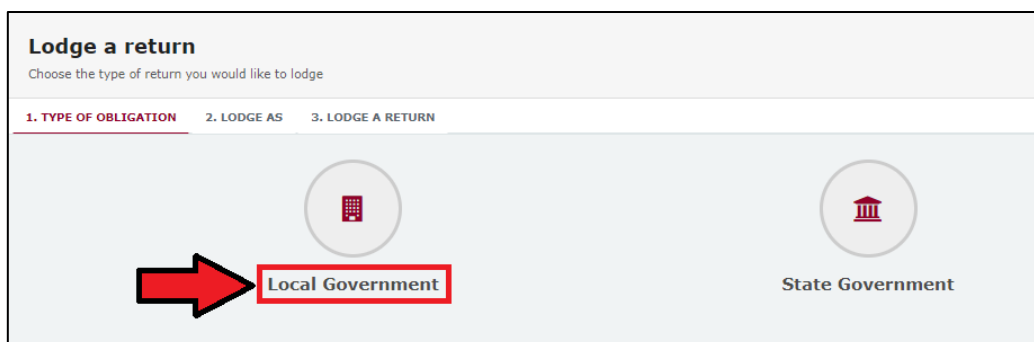
To lodge your election summary return, please use the following instructions.

1. From the My Submissions page of the EDS, choose **Lodge Return**.



The screenshot shows the 'My Submissions' page in the EDS. The left sidebar contains a navigation menu with options like 'Returns', 'My Submissions', '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' and includes a search bar, filters for Donor type, Recipient type, Late Status, Gov Level, Min amount, Max amount, Election periods, Calendar Based Reporting Period, and Political Donation. A red arrow points to the 'Lodge return' button in the top right corner.

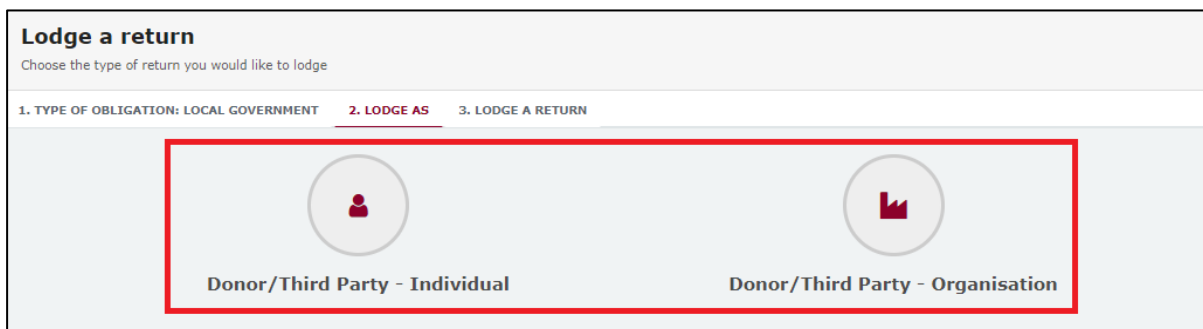
2. On the Type of Obligation page, select **Local Government**.



The screenshot shows the 'Lodge a return' page with the 'Type of Obligation' step selected. It displays two options: 'Local Government' (highlighted with a red arrow) and 'State Government'.

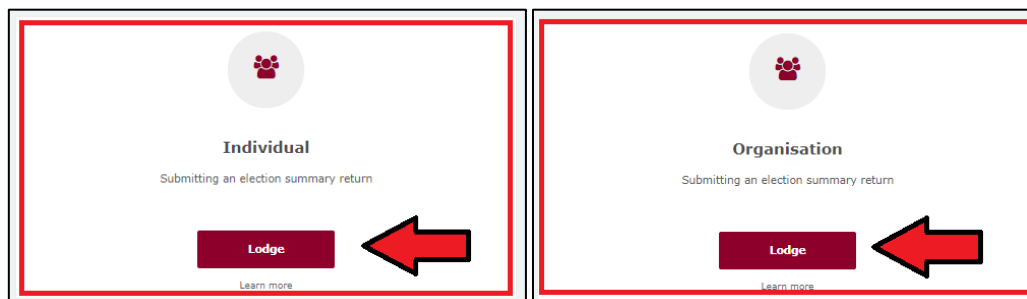
3. If you are lodging a return as an **individual**, choose **Donor/Third Party – Individual**.

If you are lodging on behalf of an **organisation**, select **Donor/Third Party – Organisation**.



The screenshot shows the 'Lodge a return' page with the 'Lodge AS' step selected. It displays two options: 'Donor/Third Party - Individual' and 'Donor/Third Party - Organisation', both of which are highlighted with a red box.

4. On the Lodge a Return page, select the **Lodge** button in the Individual or Organisation Submitting an election summary return box.



5. In the **Disclosure period dropdown menu**, choose the local government election for which you're filing the summary return. The Return period commences and Return period concludes fields will automatically fill in the appropriate dates.

**Individual**  
Submitting an election summary return  
Local

**Your details**

Name\* Address \*

ALLIE ASSAF 14 ORANGE ST, WEST END, QLD, 4101

**Disclosure period**

Disclosure period \* Return period commences Return period concludes

2024 LOCAL GOVERNMENT ELECTIONS 26/04/2020 04/08/2023

6. If your third party received no gifts, proceed to step 8. Otherwise continue to step 7.
7. The Return Summary section includes a summary of all the gifts you received for the election that were used to incur political expenditure.

The Amount and Gifts Reported fields will display the total amount and number of any gifts that you have already reported in EDS using the instructions in [section 8](#).



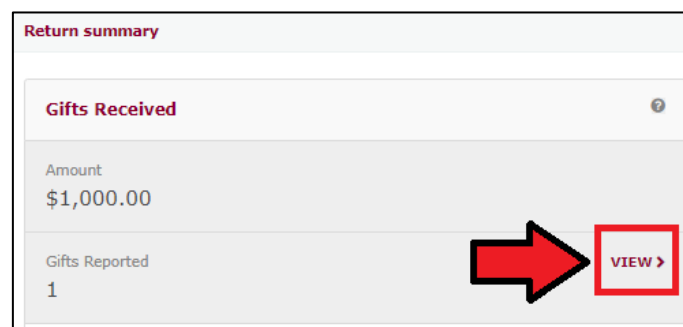
**Return summary**

**Gifts Received**

Amount	\$1,000.00
Gifts Reported	1

[VIEW >](#)

The gifts you have already reported in EDS can be reviewed by selecting the **View** button.



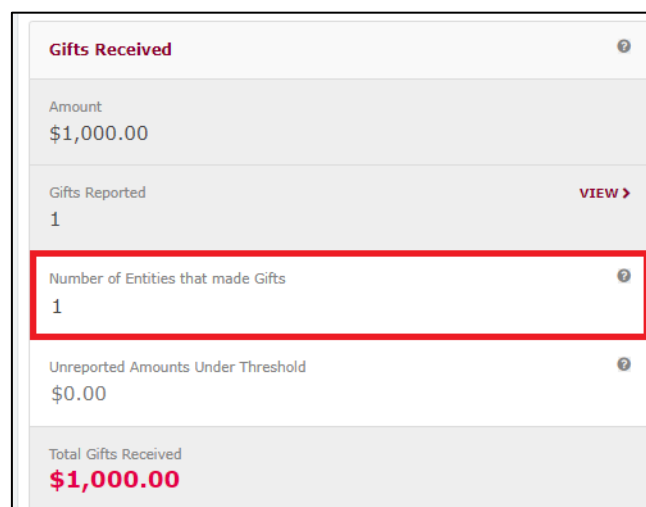
**Return summary**

**Gifts Received**

Amount	\$1,000.00
Gifts Reported	1

[VIEW >](#)

The **Number of Entities that made Gifts** field is prefilled based on any gifts that you have already reported in EDS.

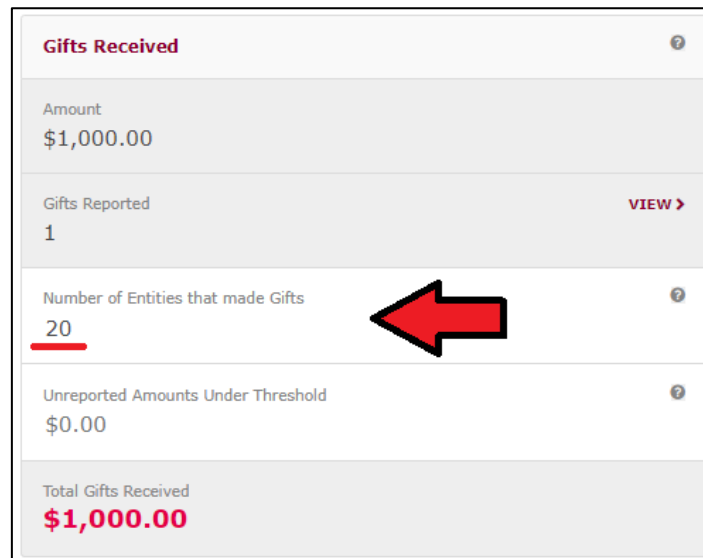


**Gifts Received**

Amount	\$1,000.00
Gifts Reported	1
<b>Number of Entities that made Gifts</b>	1
Unreported Amounts Under Threshold	\$0.00
<b>Total Gifts Received</b>	<b>\$1,000.00</b>

[VIEW >](#)

You should update this field to reflect the total number of entities that made gifts to your third party during the disclosure period. This includes any entities that made gifts of less than \$500.

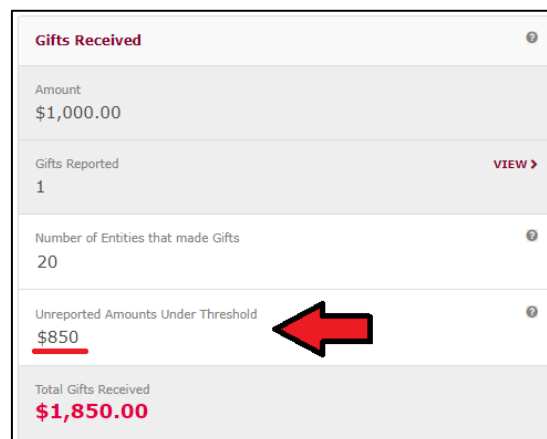


The screenshot shows a form titled "Gifts Received" with a question mark icon in the top right. The form contains the following fields:

Amount	\$1,000.00
Gifts Reported	1 <a href="#">VIEW &gt;</a>
Number of Entities that made Gifts	20
Unreported Amounts Under Threshold	\$0.00
Total Gifts Received	<b>\$1,000.00</b>

A red arrow points to the "Number of Entities that made Gifts" field, which has the value "20".

The **Unreported Amounts Under Threshold** field is also editable, and should be updated with the total value of any gifts that you received of less than \$500 that have not already been reported in EDS.



The screenshot shows the same "Gifts Received" form, but with the "Unreported Amounts Under Threshold" field updated to \$850. The "Total Gifts Received" is now \$1,850.00.

Amount	\$1,000.00
Gifts Reported	1 <a href="#">VIEW &gt;</a>
Number of Entities that made Gifts	20
Unreported Amounts Under Threshold	\$850
Total Gifts Received	<b>\$1,850.00</b>

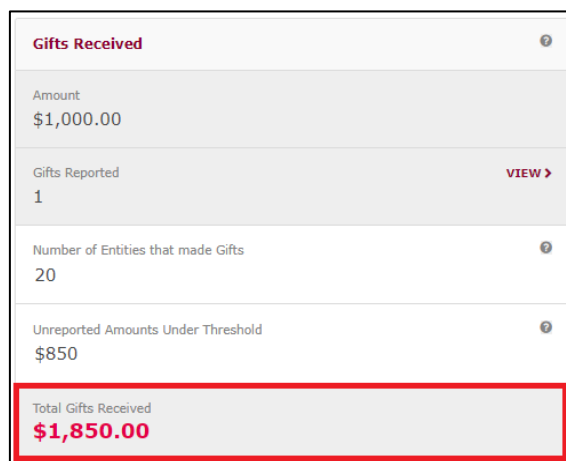
A red arrow points to the "Unreported Amounts Under Threshold" field, which has the value "\$850".

**For example:** You received a \$1,000 gift from a donor, which you used to incur political expenditure for the election. You have already reported this gift in EDS in a separate return (as in [section 8](#)). This gift will appear

automatically in the Amount and Gifts Reported fields of your election summary return.

However, you also received several smaller gifts from 19 other donors which totalled \$850. In the **Number of Entities that made Gifts** field, you will need to update the number from 1 to 20. In the **Unreported Amounts Under Threshold** field, you will need to update the amount from \$0.00 to \$850.00.

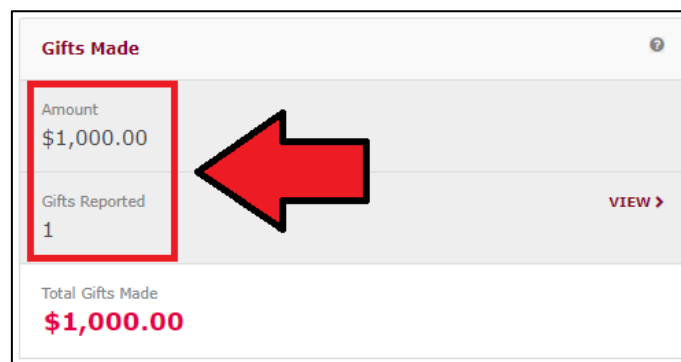
The **Total Gifts Received** field should reflect the total amount of gifts you received that were used to incur political expenditure for the election. It is calculated based on the sum of the **Amount** and the **Unreported Amounts Under Threshold**.



Gifts Received	
Amount	\$1,000.00
Gifts Reported	1 <a href="#">VIEW &gt;</a>
Number of Entities that made Gifts	20
Unreported Amounts Under Threshold	\$850
<b>Total Gifts Received</b>	<b>\$1,850.00</b>

8. If you did not make any gifts to other participants in the election, go to step 10. Otherwise, please continue to step 9.
9. The Return Summary section includes a summary of all the gifts you made to participants in the election.

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



**Gifts Made** ?

Amount	\$1,000.00
Gifts Reported	1

**VIEW >**

Total Gifts Made  
**\$1,000.00**

You can review gifts already reported in EDS by clicking the **View** button.



**Gifts Made** ?

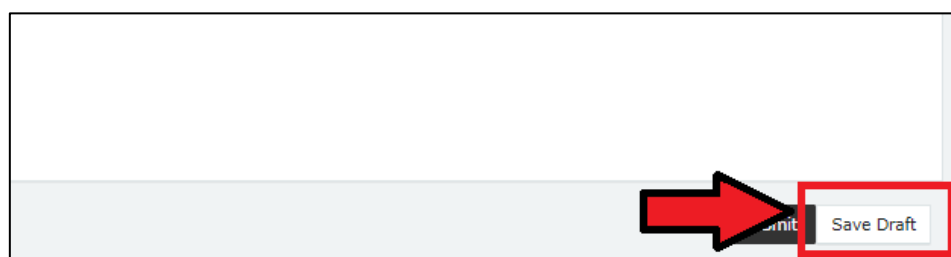
Amount	\$1,000.00
Gifts Reported	1

**VIEW >**

Total Gifts Made  
**\$1,000.00**

The Total Gifts Made field should reflect the total amount of gifts you made to participants in the election.

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



**Save Draft**

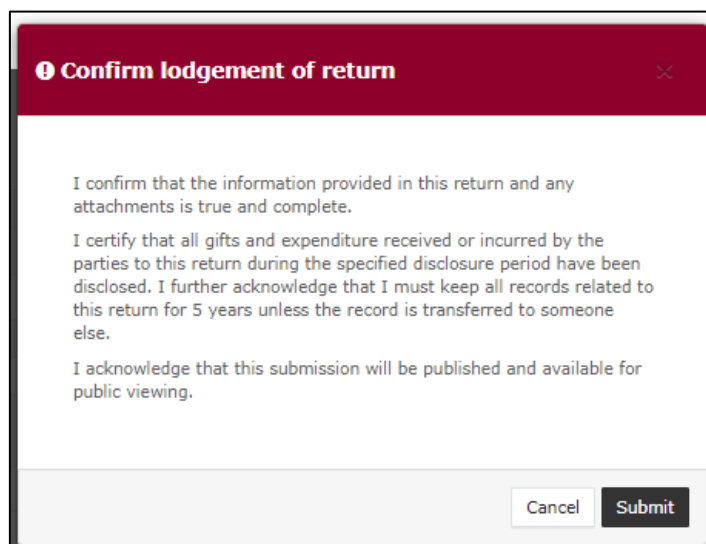
Your draft returns are accessible by choosing **Drafts** from the sidebar.



11. Select **Submit** to lodge the return.



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

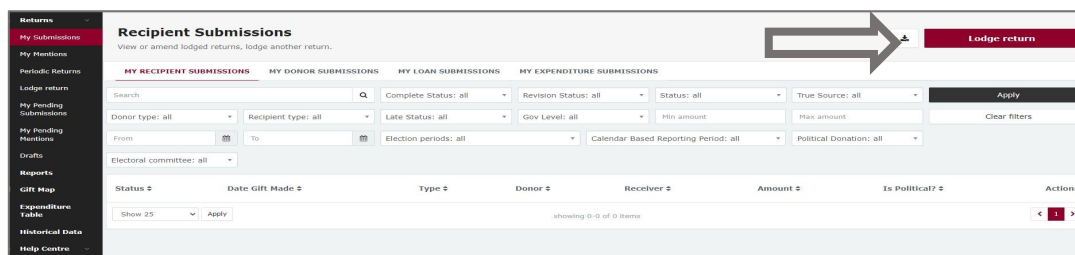


13. Your return will appear in your Periodic Returns page, as well as on the public Reports page.

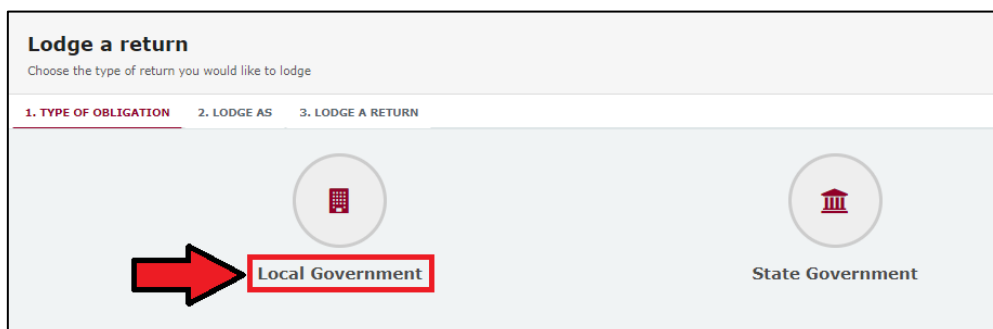
## 9.2 Submitting an election summary return as a registered third party

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

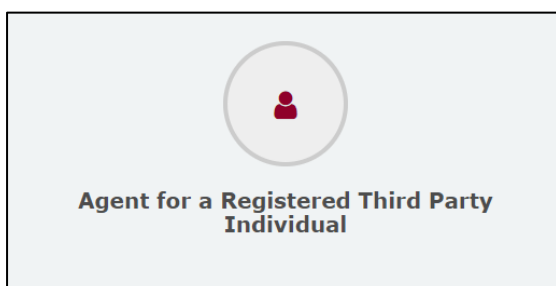
1. From the My Submissions page of the EDS, choose **Lodge Return**.



2. On the Type of Obligation page, select **Local Government**.



3. If you are lodging as a or on behalf of a registered third party individual, select **Agent for a Registered Third Party Individual**.  
If you are lodging on behalf of an **organisation**, select **Agent for a Registered Third Party Organisation**.



4. On the Lodge a Return page, select the **Lodge** button in the Individual or Organisation Submitting an election summary return box.

The image shows two side-by-side boxes for lodging a return. The left box is titled 'Agent for a Registered Third Party Individual' and the right box is titled 'Agent for a Registered Third Party Organisation'. Both boxes contain a 'Lodge' button and a 'Learn more' link.

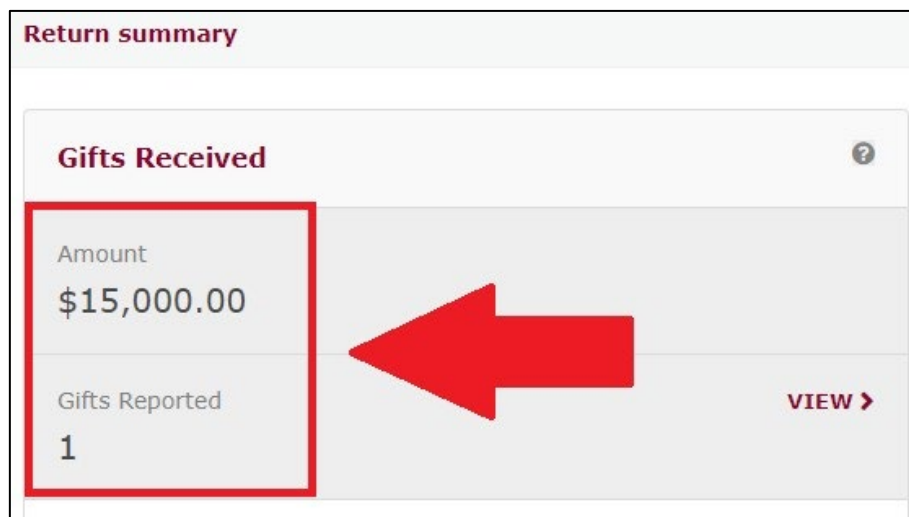
5. In the **Disclosure period dropdown menu**, choose the local government election for which you're filing the summary return. The Return period commences and Return period concludes fields will automatically fill in the appropriate dates.

The image shows a screenshot of the 'Your details' section of the form. The 'Disclosure period' dropdown menu is highlighted with a red box, showing '2024 LOCAL GOVERNMENT ELECTIONS' selected. The 'Return period commences' field shows '26/04/2020'.

6. If your third party received no gifts, proceed to step 8. Otherwise continue to step 7.

7. The Return Summary section includes a summary of all the gifts you received for the election that were used to incur political expenditure.

The Amount and Gifts Reported fields will display the total amount and number of any gifts that you have already reported in EDS using the instructions in .



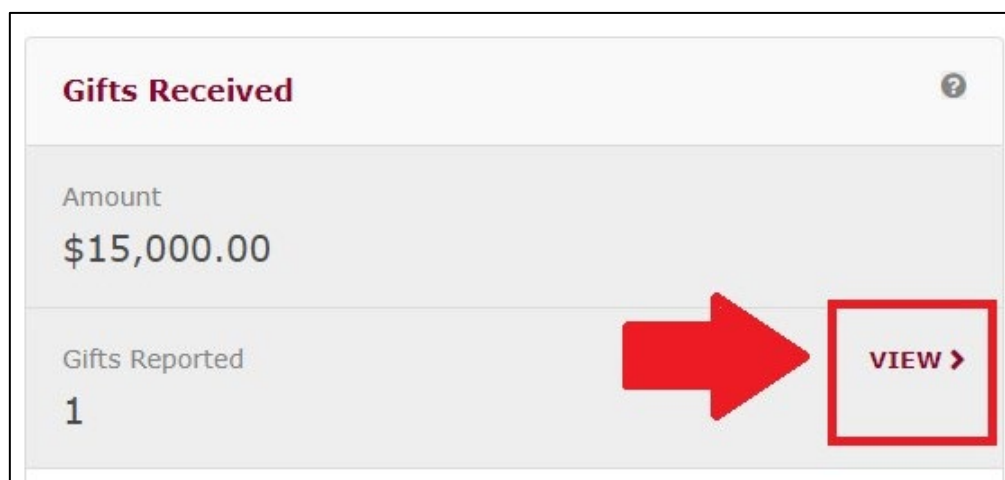
**Return summary**

**Gifts Received** ?

Amount	\$15,000.00
Gifts Reported	1

**VIEW >**

The gifts you have already reported in EDS can be reviewed by selecting the **View** button.



**Gifts Received** ?

Amount	\$15,000.00
Gifts Reported	1

**VIEW >**

The **Number of Entities that made Gifts** field is prefilled based on any gifts that you have already reported in EDS.

Return summary	
<b>Gifts Received</b>	
Amount	\$15,000.00
Gifts Reported	<a href="#">VIEW &gt;</a>
1	
Number of Entities that made Gifts	1
Unreported Amounts Under Threshold	\$0.00
Total Gifts Received	<b>\$15,000.00</b>

Update this field to reflect the total number of entities that made gifts to your third party during the disclosure period. This includes any entities that made gifts of less than \$500.

Return summary	
<b>Gifts Received</b>	
Amount	\$15,000.00
Gifts Reported	<a href="#">VIEW &gt;</a>
1	
Number of Entities that made Gifts	15
Unreported Amounts Under Threshold	\$2,500
Total Gifts Received	<b>\$17,500.00</b>

The **Unreported Amounts Under Threshold** field is also editable, and should be updated with the total value of any gifts that you received of less than \$500 that have not already been reported in EDS.

**For example:** You received a \$15,000 gift from a donor, which you used to incur political expenditure for the election. You have already reported this gift in EDS in a separate return (as in [section 8](#)). This gift will appear automatically in the Amount and Gifts Reported fields of your election summary return.

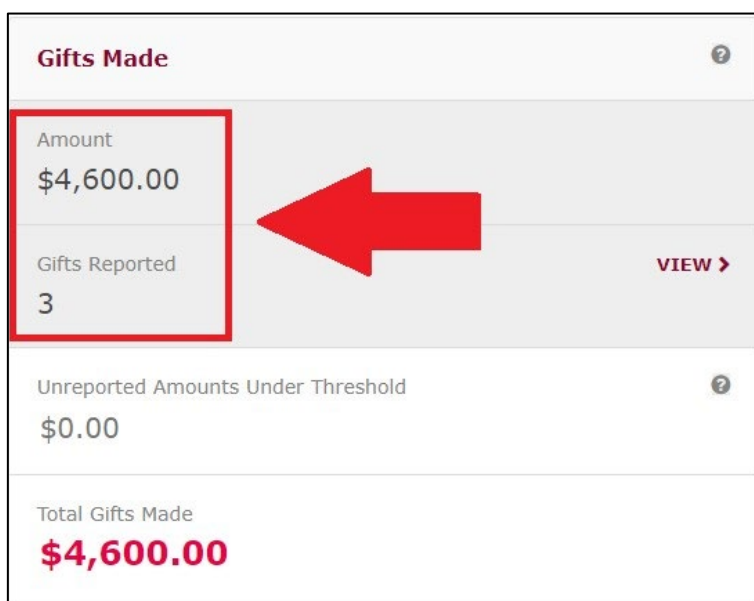
However, you also received several smaller gifts from 14 other donors which totalled \$2,500. In the **Number of Entities that made Gifts** field, you will need to update the number from 1 to 15. In the **Unreported Amounts Under Threshold** field, you will need to update the amount from \$0.00 to \$2,500.00.

The **Total Gifts Received** field should reflect the total amount of gifts you received that were used to incur political expenditure for the election. It is calculated based on the sum of the **Amount** and the **Unreported Amounts Under Threshold**.

<b>Gifts Received</b>		?
Amount	\$15,000.00	
Gifts Reported	1	<b>VIEW &gt;</b>
Number of Entities that made Gifts	15	?
Unreported Amounts Under Threshold	\$2,500	?
Total Gifts Received	<b>\$17,500.00</b>	

8. If you did not make any gifts to other participants in the election, go to step 10. Otherwise, please continue to step 9.
9. The Return Summary section also includes a summary of all the gifts you made to participants in the election.

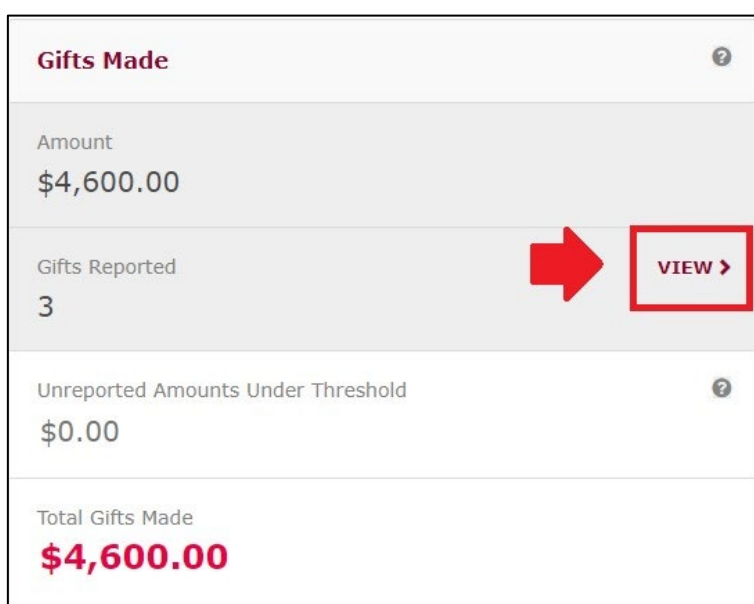
The Amount and Gifts Reported fields will display the total amount and number of any gifts that you have already reported in EDS using the instructions in [section 6](#).



The screenshot shows a 'Gifts Made' summary card. It has a title 'Gifts Made' with a help icon. Below the title, there are two rows: 'Amount' with the value '\$4,600.00' and 'Gifts Reported' with the value '3'. These two rows are enclosed in a red rectangular box. A large red arrow points from this box towards the left. To the right of the 'Gifts Reported' row is a 'VIEW >' button. Below these rows, there is a section for 'Unreported Amounts Under Threshold' with a value of '\$0.00' and a help icon. At the bottom, there is a 'Total Gifts Made' section with a value of '\$4,600.00'.

Gifts Made	
Amount	\$4,600.00
Gifts Reported	3
<a href="#">VIEW &gt;</a>	
Unreported Amounts Under Threshold	
\$0.00	
Total Gifts Made	
\$4,600.00	

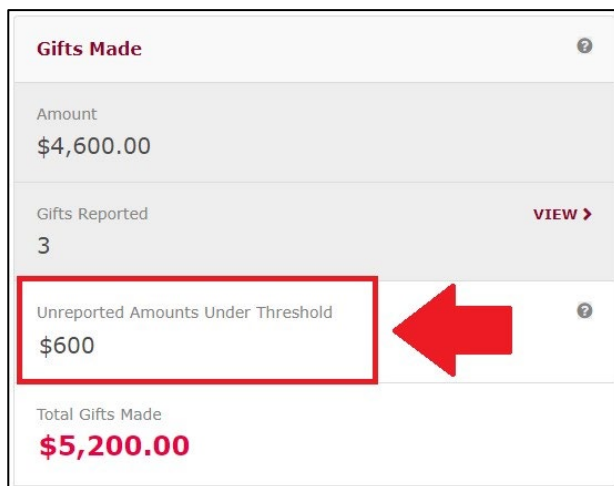
You can review gifts already reported in EDS by clicking the **View** button.



The screenshot shows the same 'Gifts Made' summary card. In this version, a red rectangular box is drawn around the 'VIEW >' button. A large red arrow points from the 'Gifts Reported' row towards this button.

Gifts Made	
Amount	\$4,600.00
Gifts Reported	3
<a href="#">VIEW &gt;</a>	
Unreported Amounts Under Threshold	
\$0.00	
Total Gifts Made	
\$4,600.00	

The **Unreported Amounts Under Threshold** field is editable. This field should be updated with the total value of any gifts that you made of less than \$500 that have not already been reported in EDS

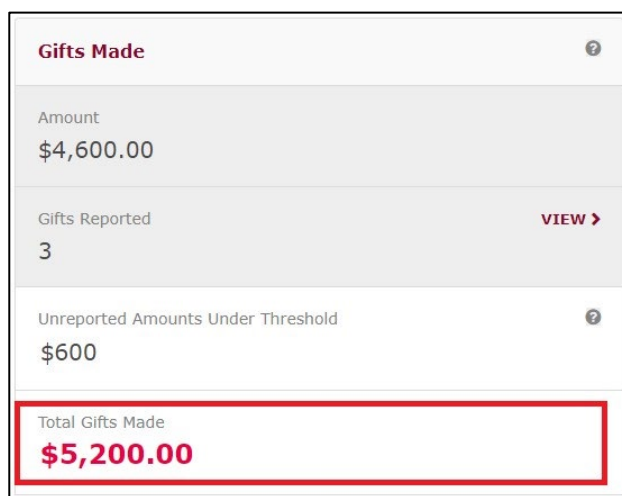


The screenshot shows a form titled "Gifts Made" with a help icon. It contains the following fields:

- Amount: \$4,600.00
- Gifts Reported: 3, with a "VIEW >" link
- Unreported Amounts Under Threshold: \$600 (highlighted with a red box and a red arrow pointing to it)
- Total Gifts Made: \$5,200.00

**For example:** the registered third party has lodged returns in EDS for 3 gifts to other election participants totalling \$4,600. They also have made several smaller gifts to election participants which have not been reported in EDS. The **Unreported Amounts Under Threshold** field has been updated from \$0.00 to \$600.

The Total Gifts Made field should reflect the total amount of gifts you made to participants in the election. It is comprised of the Amount field plus the Unreported Amounts Under Threshold field.



The screenshot shows the same "Gifts Made" form as above, but with a red box around the "Total Gifts Made" field, which displays \$5,200.00.



10. The Return Summary section includes a summary of all electoral expenditure that you incurred for the election.

The Amount and Expenditures Reported fields displays the total amount and number of any items of electoral expenditure that you have already reported in EDS using the instructions in [section 7](#).

Electoral Expenditure Incurred	
Amount	\$10,000.00
Expenditures Reported	1
<a href="#">VIEW &gt;</a>	
Total Expenditure Incurred	\$10,000.00

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

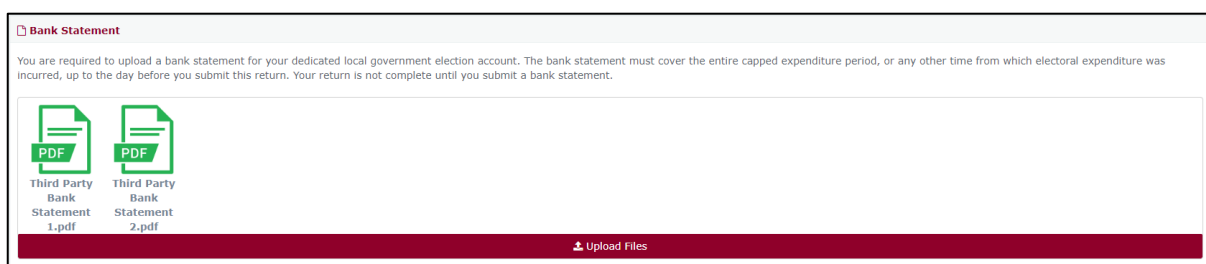
Electoral Expenditure Incurred	
Amount	\$10,000.00
Expenditures Reported	1
<a href="#">VIEW &gt;</a>	
Total Expenditure Incurred	\$10,000.00

The Total Expenditure Incurred field should reflect the total amount of electoral expenditure that your third party incurred for the election.



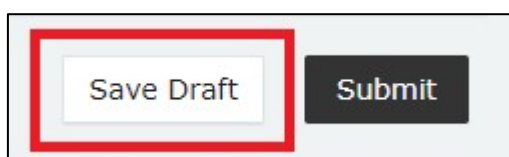
The screenshot shows a form titled "Electoral Expenditure Incurred" with a help icon. It contains three sections: "Amount" with the value "\$10,000.00", "Expenditures Reported" with the value "1" and a "VIEW >" link, and "Total Expenditure Incurred" with the value "\$10,000.00". The "Total Expenditure Incurred" section is highlighted with a red border.

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



The screenshot shows the "Bank Statement" section with a header and a sub-header. Below the header, there is a message: "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 message, there are two PDF icons with labels "Third Party Bank Statement 1.pdf" and "Third Party Bank Statement 2.pdf". At the bottom, there is a red bar with the text "Upload Files".

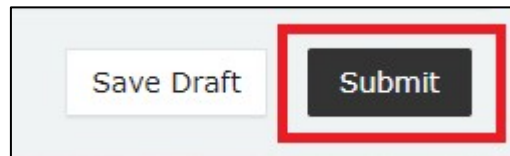
12. A draft copy of the election summary return can be saved at any time by choose **Save Draft**.



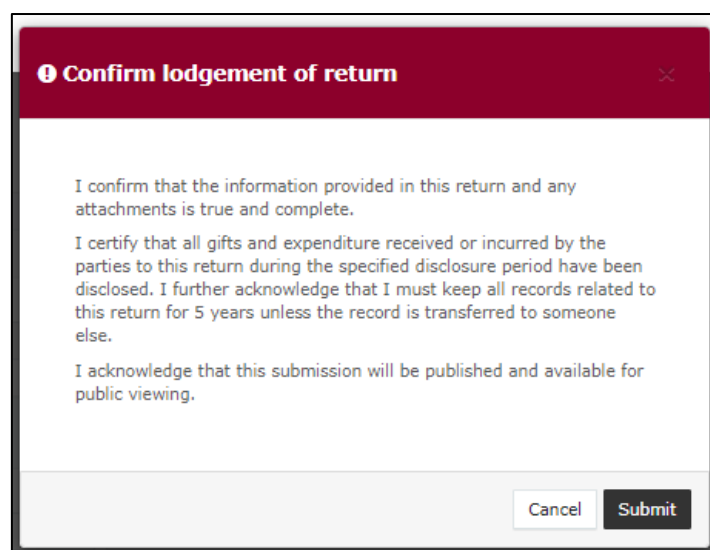
The screenshot shows two buttons: "Save Draft" and "Submit". The "Save Draft" button is highlighted with a red border.

Your draft returns are accessible by choosing **Drafts** from the sidebar.

13. Select **Submit** to lodge the return.



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

A screenshot of a 'Confirm lodgement of return' dialog box. The dialog has a red header with a close button. The main text reads: 'I confirm that the information provided in this return and any attachments is true and complete. I certify that all gifts 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 unless the record is transferred to someone else. I acknowledge that this submission will be published and available for public viewing.' At the bottom right are 'Cancel' and 'Submit' buttons.

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

Periodic Returns Summary									
View or amend lodged periodic returns, lodge another periodic return.									
SUMMARY									
<div>Search <input type="text"/></div> <div><div>Complete Status: all</div><div>Type: all</div><div>Late Status: all</div><div>From <input type="text"/></div><div>Apply</div></div> <div><div>To <input type="text"/></div><div>Audit Status: All</div><div>Gov Level: all</div><div>Min amount <input type="text"/></div><div>Max amount <input type="text"/></div><div>Status: all</div><div>Clear filters</div></div> <div><div>Election periods: all</div><div>Calendar Based Reporting Period: all</div><div>Participant: all</div></div>									
Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Registered Third Party	AVELON WEBB-MOLE By AVELON WEBB-MOLE	28-07-2023	09/08/2023	14/04/2023 - ESR test event	\$17,500.00	\$15,200.00	Actions
<div>Show 25 Apply</div> <div>showing 1-1 of 1 items</div> <div>&lt; 1 &gt;</div>									

## 10. 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 existing gifts and expenditure.
- **Periodic Returns** – displays existing election summary returns.

To request an amended return in EDS, please use the following instructions.


1. Locate the return that you wish to amend from My Submissions or Periodic Returns of EDS. We will be demonstrating on the \$500 gift from GI Joe.

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
UNREC	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

Show 25 Apply showing 1-2 of 2 items

2. In the **Actions** column choose **Request to amend** from the dropdown menu.

Status: all	True Source: all	Apply
Gov Level: all	Min amount	Clear filters
Calendar Based Reporting Period: all		
Receiver	Amount	Actions
John Smith	\$1,000.00	Actions



- View
- Mark gift as returned
- Request to amend**
- Request to delete

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. Under 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.

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

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
PENDING	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

Show 25 Apply showing 1-2 of 2 items

# 11. Mark a gift as returned in EDS

If you lodged a return in EDS for a gift that has since been given back to the donor, you should mark the gift as returned.

**Note:** This function can only be used by gift recipients. If a gift you made was returned to you, only the original recipient of the gift can mark it as returned in EDS.

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

1. Locate the return for the gift that you wish to mark as returned from the My Submissions page of EDS.
2. Find the return you wish to mark as returned (here we will be returning Barbie Jackson's \$750 fundraising contribution).

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
UNREC	17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions

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

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

True Source: all

Apply

: all

Min amount

Clear filters

Calendar Based Reporting Period: all

Receiver	Amount	Actions
John Smith	\$1,000.00	Actions

View

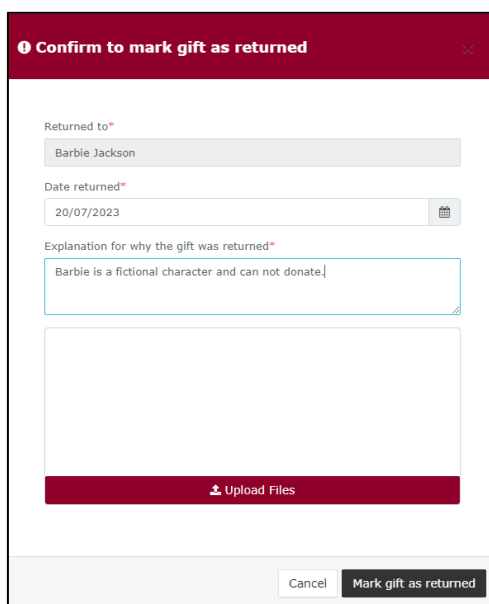
Mark gift as returned

Request to amend

Request to delete

4. In the Confirm to mark gift as returned window, enter **Date returned** (here we've entered 20/07/2023) and an **Explanation for why the gift was returned** (here it is 'Barbie is a fictional character and cannot donate.') for your returned gift and then select **Mark gift as returned**.

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



5. A returned symbol (↺) will appear next to the gift's listing in the My Submissions page of EDS and on the public Gift Map and Reports pages.

Both you and the donor of the gift (if they are registered in the EDS) will receive an email confirming the gift has been marked as returned.

Status		Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
PENDING		17-07-2023 By INARI JAYNES	Gift	GI Joe	INARI JAYNES	\$500.00	—	Actions
UNREC	↺	20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson	INARI JAYNES	\$750.00	—	Actions
Showing 1-2 of 2 items								