



# Transitional Gift/Loan Disclosure Return

*For councillors and announced candidates*

Amendments to the *Local Government Electoral Act 2011* require all sitting councillors to lodge returns for all gifts and loans received from the start of their disclosure period up to 20 January 2020. These returns must also be lodged by any person who announced (before 20 January 2020) their intention to be a candidate in the 2020 Quadrennial Election.

This return must be lodged by each individual councillor or candidate and cannot be lodged by a person acting on behalf of a councillor/candidate. Councillors and candidates need only complete this form if they received gifts/loans before 20 January 2020. **If no such gifts or loans were received, Form QLG04B Transitional Summary Return must still be completed.**

## Lodgement timeframe

This return must be lodged by 3 February 2020.

## Definitions

**Candidate** means any of the following:

- A person whose nomination for election has been certified by the returning officer;
- A person who is an elected or appointed councillor at any time;
- A person who has announced or otherwise publicly indicated an intention to be a candidate in a local government election; or
- A person who has otherwise indicated the person's intention to be a candidate in the election (e.g. by accepting a gift made for the purpose of the election).

**Disclosure period for candidates and councillors** starts on the earliest of the following days:

- If the person has contested an election in the last 5 years – the day that is 30 days after election day for that election; or
- If the person has not contested an election in the last 5 years – the day that the candidate announced or otherwise indicated an intention to nominate as a candidate in the election.

**Fundraising contribution** means an amount paid by a person as a contribution, entry fee, or other payment to entitle the person or another person to participate in, or otherwise obtain a benefit from, a fundraising venture or function.

**Gift** means the disposition of property or the provision of a service, for no consideration or for inadequate consideration. A gift includes uncharged interest on a loan and any part of a fundraising contribution that exceeds \$200.

A gift does not include:

- the disposition of property under a will;
- a fundraising contribution of \$200 or less, or the first \$200 of a fundraising contribution that exceeds \$200;
- an amount paid to a political party as a subscription for a person's membership of, or affiliation with, the party;
- the provision of voluntary labour;
- the incidental or ancillary use of a volunteer's vehicle or equipment; or
- a gift made in a private capacity to an individual for their personal use, so long as the gift is not used or intended to be used solely or substantially for a purpose related to an election.

**Gift-in-kind** means a gift of any good or service other than money.

## Enquiries and lodgements

Please direct all enquiries and lodgements to the Funding and Disclosure Unit by:

Email: [fad@ecq.qld.gov.au](mailto:fad@ecq.qld.gov.au)

Telephone: 1300 881 665

Post: GPO Box 1393

BRISBANE QLD 4001

## Part A: Councillor / candidate details

Name of Councillor / Candidate

Name of Council

Name of Division / Ward /  
Mayoralty (if applicable)

## Part B: Gifts received

List the details of any gifts of \$500 or more received from an entity. The details of any trust funds/foundations or unincorporated associations must be disclosed in **Part D**. A separate section must be completed for each unique gift. Returns will be deemed 'incomplete' unless all information for each gift is provided.

Donor's name  
(name of entity that made gift)

Address  
(residential or business)

Date made

/ /

Amount \$

Gift type (please tick)

Gift

Gift in kind

Fundraising contribution

Other

Description

Donor's name  
(name of entity that made gift)

Address  
(residential or business)

Date made

/ /

Amount \$

Gift type (please tick)

Gift

Gift in kind

Fundraising contribution

Other

Description

Donor's name  
(name of entity that made gift)

Address  
(residential or business)

Date made  /  /  Amount \$

Gift type (please tick)  Gift  Gift in kind  Fundraising contribution  Other

Description

Donor's name  
(name of entity that made gift)

Address  
(residential or business)

Date made  /  /  Amount \$

Gift type (please tick)  Gift  Gift in kind  Fundraising contribution  Other

Description

Donor's name  
(name of entity that made gift)

Address  
(residential or business)

Date made  /  /  Amount \$

Gift type (please tick)  Gift  Gift in kind  Fundraising contribution  Other

Description

Donor's name  
(name of entity that made gift)

Address  
(residential or business)

Date made  /  /  Amount \$

Gift type (please tick)  Gift  Gift in kind  Fundraising contribution  Other

Description

Please attach additional pages in the same format if there is insufficient space on this form.

## Part C: Loans received

List the details of any loans of \$500 or more received from an entity, other than a financial institution. The details of any trust funds/foundations or unincorporated associations must be disclosed in **Part D**. A separate section must be completed for each unique loan. Returns will be deemed 'incomplete' unless all information for each loan is provided.

Name of loan provider	<input type="text"/>			
Address (residential or business)	<input type="text"/>			
Date loan received (date loan funds provided)	<input type="text"/> / <input type="text"/> / <input type="text"/>	Date loan due (date loan to be paid back)	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Date loan paid back (date the final payment made)	<input type="text"/> / <input type="text"/> / <input type="text"/>	Amount \$	<input type="text"/>	
Market rate charged? (please tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Terms and conditions of the loan	<input type="text"/>			

Name of loan provider	<input type="text"/>			
Address (residential or business)	<input type="text"/>			
Date loan received (date loan funds provided)	<input type="text"/> / <input type="text"/> / <input type="text"/>	Date loan due (date loan to be paid back)	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Date loan paid back (date the final payment made)	<input type="text"/> / <input type="text"/> / <input type="text"/>	Amount \$	<input type="text"/>	
Market rate charged? (please tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Terms and conditions of the loan	<input type="text"/>			

Name of loan provider	<input type="text"/>			
Address (residential or business)	<input type="text"/>			
Date loan received (date loan funds provided)	<input type="text"/> / <input type="text"/> / <input type="text"/>	Date loan due (date loan to be paid back)	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Date loan paid back (date the final payment made)	<input type="text"/> / <input type="text"/> / <input type="text"/>	Amount \$	<input type="text"/>	
Market rate charged? (please tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Terms and conditions of the loan	<input type="text"/>			

Please attach additional pages in the same format if there is insufficient space on this form.

## Part D: Relevant details of trust fund/foundation or unincorporated association

List the relevant details of any gifts or loans received from a trust fund/foundation or unincorporated association. A separate section must be completed for each fund/foundation or association. Returns will be deemed 'incomplete' unless all information is provided.

Entity name\*

Responsible persons†

Address  
(residential or business)



Entity name\*

Responsible persons†

Address  
(residential or business)



Entity name\*

Responsible persons†

Address  
(residential or business)



Entity name\*

Responsible persons†

Address  
(residential or business)



\* Entity name is the name of the trust fund/foundation or unincorporated association.

† Responsible persons are the trustees/persons responsible for the foundation or members of the executive committee.

## Certification and declaration

Name of councillor/ candidate	<input type="text"/>
Postal address	<input type="text"/> <input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Please tick one box only and complete appropriate details:

**I certify that the information contained in this return is true and complete; OR**

**This return is incomplete, and I state the following:**

▶ **The nature and type of the particulars which are unable to be obtained:**

▶ **Why these particulars have not been obtained:**

▶ **If another person is able to provide the missing particulars, please provide their contact details, and the reason you believe they can provide the particulars:**

Signature of councillor or candidate

Date

/ /

(dd/mm/yyyy)

It is an offence to give a return that contains particulars which are, to the knowledge of the person required to give the return, false or misleading. Such an offence carries a penalty of 100 penalty units (valued at \$13,345 as at 1 July 2019), as per section 195(2) of the *Local Government Electoral Act 2011* (LGEA).

The Electoral Commission of Queensland (the ECQ) is collecting this information for the purposes of administering Part 6 of the LGEA. Unless otherwise indicated, all information provided in this form will be published in the ECQ's Electronic Disclosure System (available at [www.ecq.qld.gov.au](http://www.ecq.qld.gov.au)), as required by section 129 of the LGEA.