

THIRD PARTIES

Third party registration process

Unless otherwise stated, all references to legislation are to the *Local Government Electoral Act 2011* (LGEA). The information in this fact sheet does not replace legislation. If you are concerned about your obligations, you should seek independent legal advice.

This fact sheet outlines the registration process for third parties that are required to register with the ECQ for a local government election.

Refer to [Fact sheet 31 – Funding and disclosure overview for third parties](#) for general information about how third parties are regulated in Queensland local government elections.

Who needs to register as a third party?

A third party that incurs, or intends to incur, more than \$6,000 (either as a single amount, or cumulatively) in electoral expenditure during the capped expenditure period for an election, must be registered with the ECQ for the election.

See [Fact sheet 12 – Definition of electoral expenditure](#) for information, definitions, and examples about what electoral expenditure may include.

See [Fact sheet 36 – Expenditure caps for third parties](#) for information about the capped expenditure period and specific expenditure caps for third parties.

The third party registration process can be completed via the ECQ's [Self Service Portal](#) and more detail about the registration process can be found below.

When to register as a third party

Applications for registration must be submitted to the ECQ **before** election day for an election. The ECQ encourages early registration where possible.

Appointment of an agent for a third party

If a registered third party is an organisation, an agent for the third party **must** be appointed. The agent is responsible for ensuring that the dedicated campaign bank account is used correctly. The agent also ensures all disclosure, expenditure and reporting obligations are met.

If a third party is an individual, an agent may be appointed. Where no agent is appointed, the individual is taken to be their own agent.

Should a third party organisation not have an agent appointed at any time, all obligations under electoral legislation default to the members of the organisation's executive committee.

For more information about agents, see [Fact sheet 38 – Funding and disclosure overview for agents](#).

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More information

If you need more information relating to Funding, Disclosure and Compliance, please contact ECQ on 1300 881 665 or by emailing fad@ecq.qld.gov.au.



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Operating a dedicated campaign bank account

A registered third party **must** establish a dedicated campaign bank account and use it to pay for all electoral expenditure for a local government election.

For more information, see [Fact sheet 33 – Dedicated campaign bank accounts for third parties](#).

How to register as a third party

Registration applications can be lodged via the ECQ's [Self Service Portal](#) (SSP).

The following information will be required:

- the election to which the registration relates
- if the third party is an individual:
 - name
 - date of birth
 - address (as shown on the electoral roll)
 - contact details (phone number and email address)
- if the third party is not an individual:
 - name
 - ABN or ACN
 - business address
 - contact details (phone number and email address)
 - details of their agent's registration
- dedicated campaign bank account details (these can be provided to the ECQ separately within 5 business days if not available at the time of registration).

Upon acceptance of an application by the ECQ, the third party will be added to the Register of Third Parties for that election. The Register of Third Parties will be made available for the public to view on the ECQ's website.

Changes to registration and cancellation of registration

Third party registrations are for a specific election event. Third parties must register for each individual election they intend to participate in.

The third party must notify the ECQ of any changes to the appointment of an agent or any other details relating to the third party's registration **within 30 days**.

The agent of a third party may apply to the ECQ to cancel their registration for an election once all of their obligations for the election have ended.

Registration details can be amended or cancelled via the SSP.

For further information

This fact sheet mainly refers to sections 127D-127K of the LGEA. It also refers to section 10 of the Local Government Electoral Regulation 2023. Both are available in full at legislation.qld.gov.au. Participants in the electoral process should ensure they understand their obligations under the LGEA.

More information

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RELATED FACT SHEETS

- Fact sheet 12 – Definition of electoral expenditure
- Fact sheet 31 – Funding and disclosure overview for third parties
- Fact sheet 33 – Dedicated campaign bank accounts for third parties
- Fact sheet 34 – Real-time disclosure of electoral expenditure by third parties
- Fact sheet 35 – Real-time disclosure of gifts received by third parties
- Fact sheet 36 – Expenditure caps for third parties
- Fact sheet 38 – Funding and disclosure overview for agents

Fact sheets are available on the [ECQ website](#).

More information

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