Electronic Disclosure System (EDS) for Broadcasters and Publishers
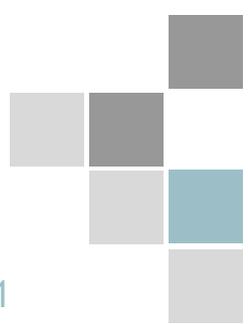
FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE

Electoral Commission QUEENSLAND

Contents

1. Introduction

1.1   Overview of the Act and Regulation

This user guide is intended for broadcasters and publishers 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. Entities are advised to obtain a copy of the Act and Regulation, and if necessary, seek independent legal advice. The Act and Regulation are available online at www.legislation.qld.gov.au.

1.3   Contacting the ECQ

Please contact the ECQ's Funding and Disclosure Unit for general enquiries and assistance. Our details are set out below:
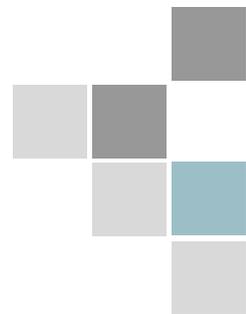
Postal address:	GPO Box 1393
	BRISBANE QLD 4001
Office location:	Level 20, 1 Eagle Street, Brisbane, Queensland
Telephone:	1300 881 665
Email:	fad@ecq.qld.gov.au
Internet:	www.ecq.qld.gov.au

2.   Who are broadcasters and publishers?

The LGEA defines a **broadcaster** for local government election purposes as:

- The Australian Broadcasting Corporation (ABC)
- The Special Broadcasting Service Corporation (SBS)
- The holder of a licence under the *Broadcasting Services Act 1992* (Cth), or
- The provider of a broadcasting service under a class licence under the *Broadcasting Services Act 1992* (Cth).

A **publisher** is anyone who publishes a journal – meaning a newspaper, magazine or other periodical, whether published for sale or for distribution with no charge.

Further information about key terms and definitions can also be found in the *Local Government Electoral Act 2011* and the Local Government Electoral Regulation 2023.
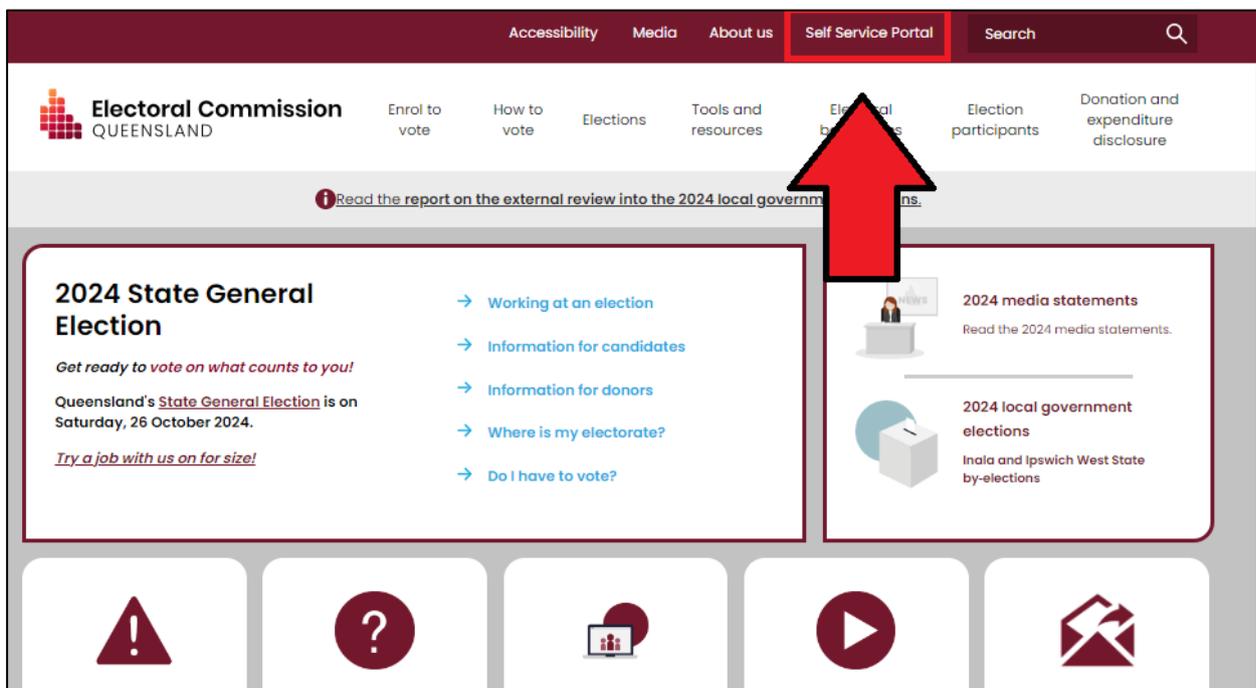
3.   Accessing the Self Service Portal

A person who needs to lodge returns on behalf of a broadcaster or publisher will first need to access and set up a profile in the ECQ's Self Service Portal (SSP).

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

Note: If you already have an SSP account, you can skip to <u>section 4 of this user guide</u>.

1.   Visit the ECQ's website at <u>www.ecq.qld.gov.au</u> and select the **Self Service Portal** button at the top of the page.

- Alternatively, you can access the SSP directly at <u>selfserv.elections.qld.gov.au</u>.

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

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

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

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

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

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

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

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

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

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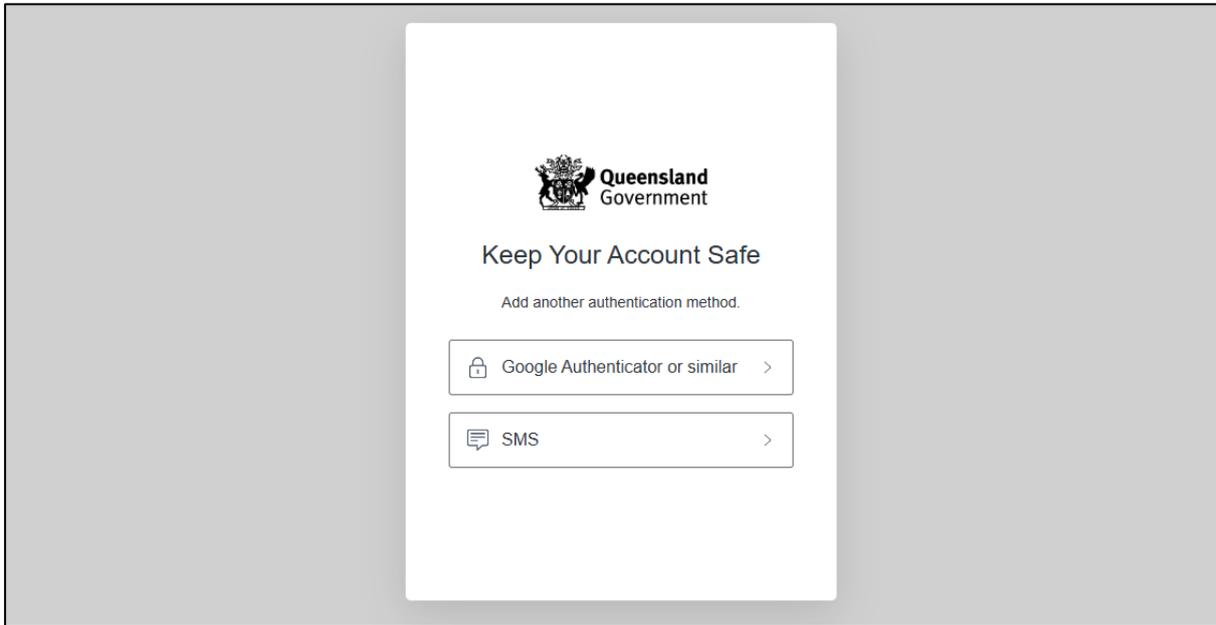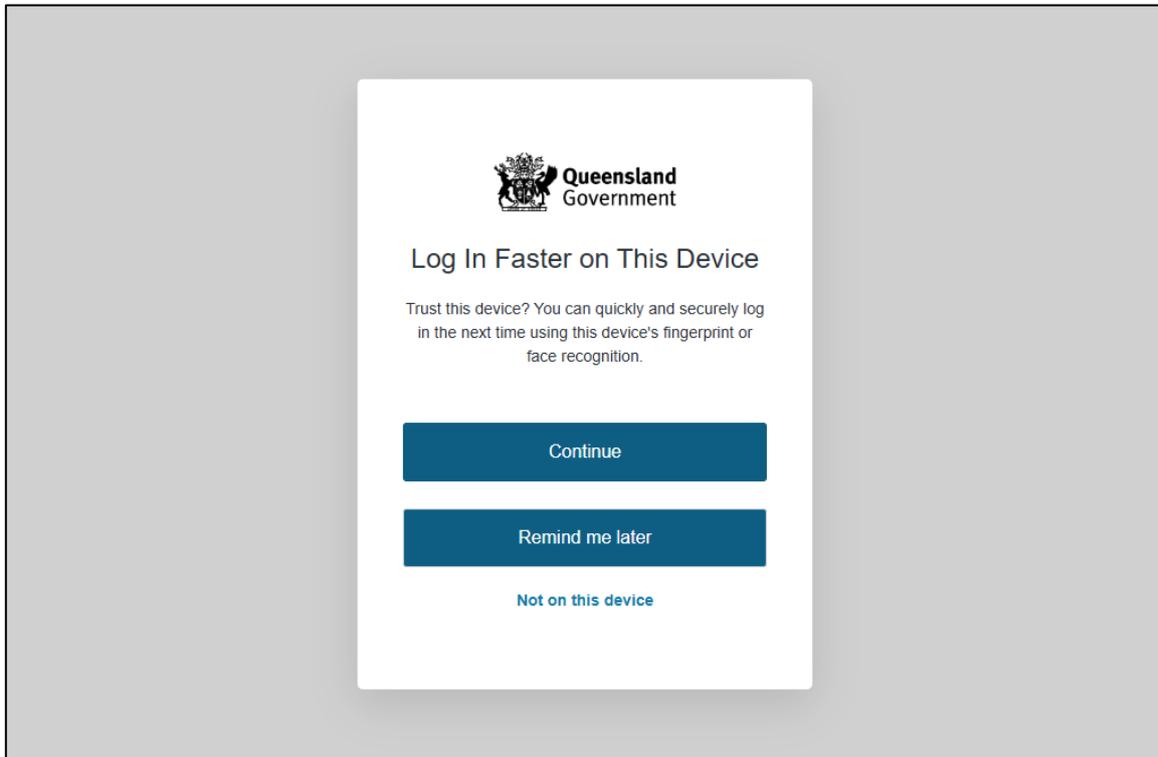

9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue.**
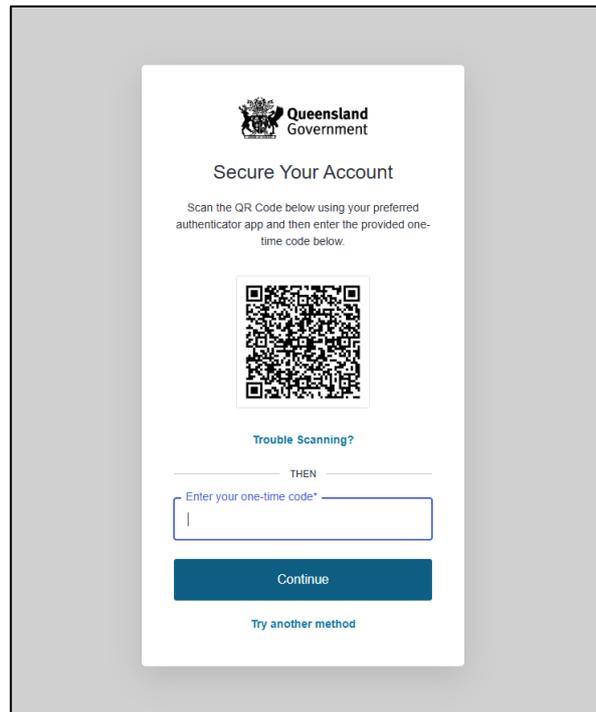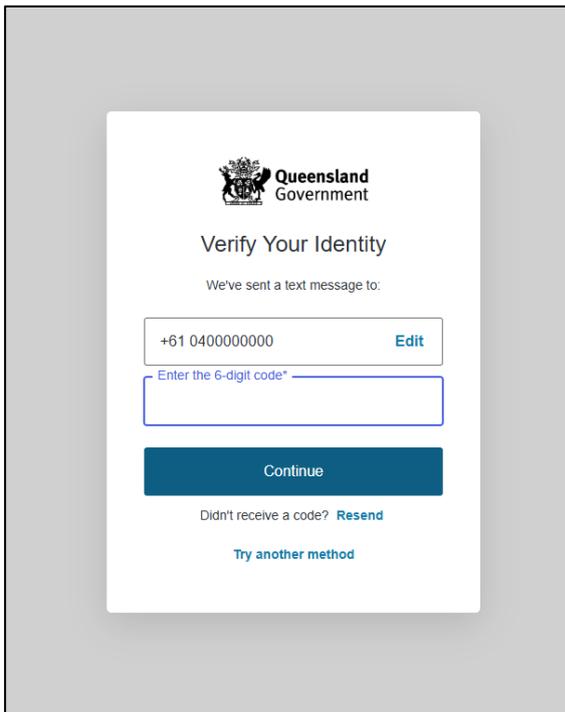
10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.
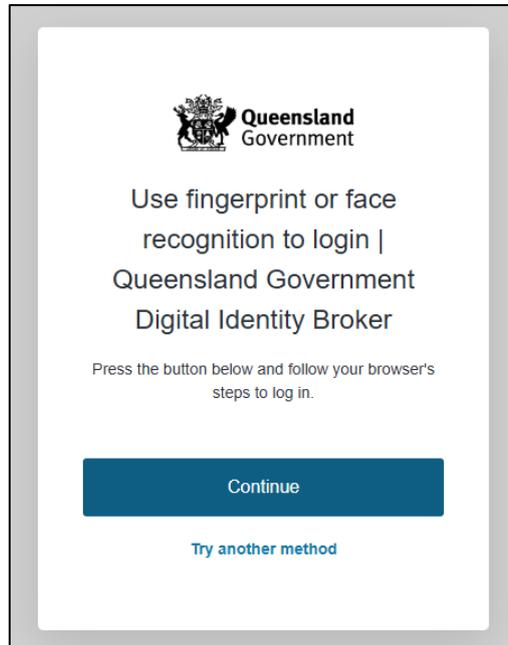
If you are not on a trusted device, click **Not on this device.**


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

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

Otherwise, retrieve the 6-digit code from your mobile device or authenticator app to verify your identity. Enter the code in the box provided then click **Continue.**
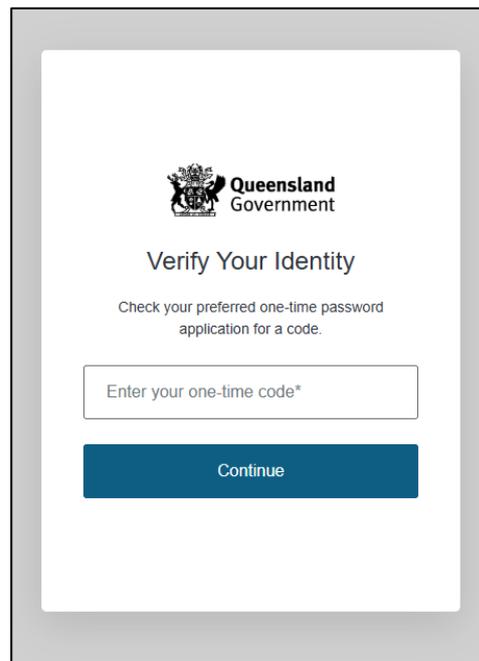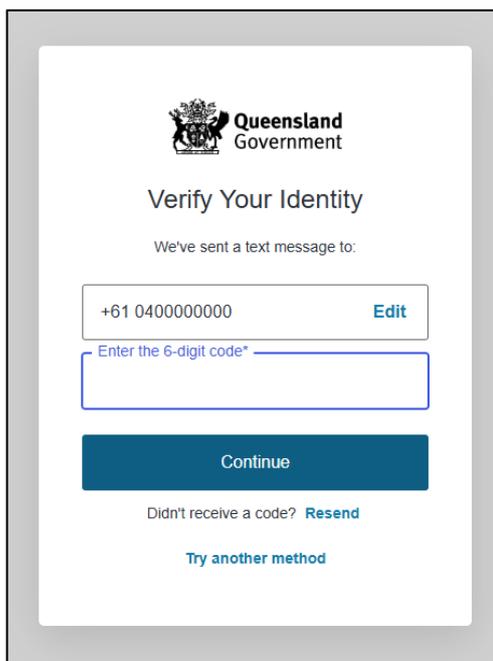
13. The first time you access SSP, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue.**

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

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

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

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

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

16. On the Financial Disclosure Legislation page, choose **Yes** to the second question **Are you required to lodge financial disclosure returns on behalf of an organisation?**. Then click Next.

- If you are also required to lodge returns as an **individual donor** or **third party**, select **Yes** for the first question as well.

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

18. You will then be asked to supply the details of the broadcaster or publisher that you represent. Agree to the privacy policy and terms of use and select the tick box indicating your understanding about [prohibited donations](#).

19. If the broadcaster/publisher has an ACN or ABN, please choose **Yes** and validate the relevant number.

20. Choose the type of organisation you are representing and complete the required fields. In the Financial Disclosure Category, choose either **Broadcaster** or **Publisher**.

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

22. 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.**

- 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.

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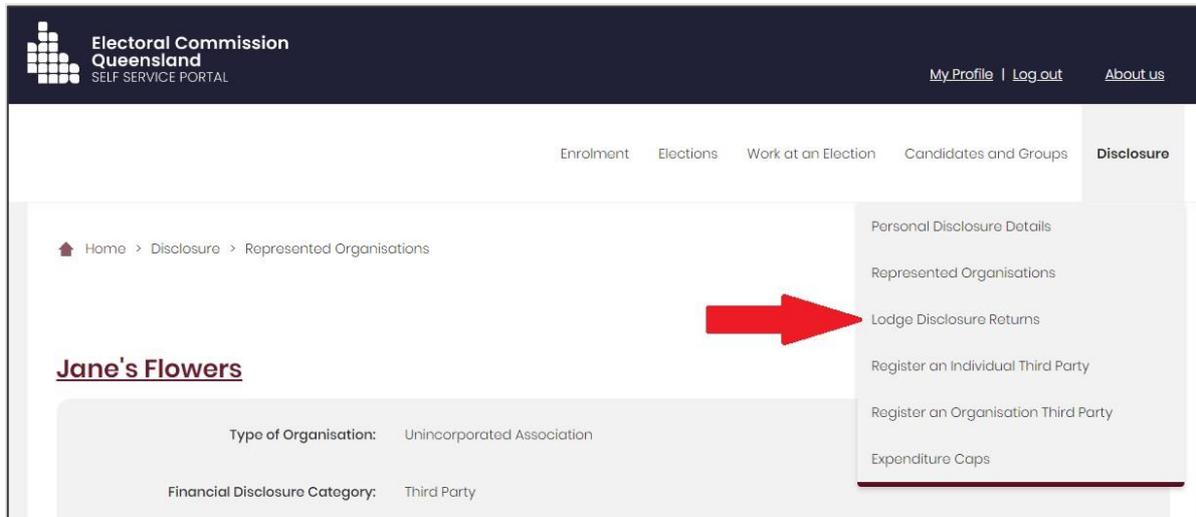
4.   Logging into EDS

Once you have registered in the Self Service Portal (SSP) (see section 3), you can log into the Electronic Disclosure System (EDS) at any time by using the following instructions.

1. When logged into SSP (selfserv.elections.qld.gov.au), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.
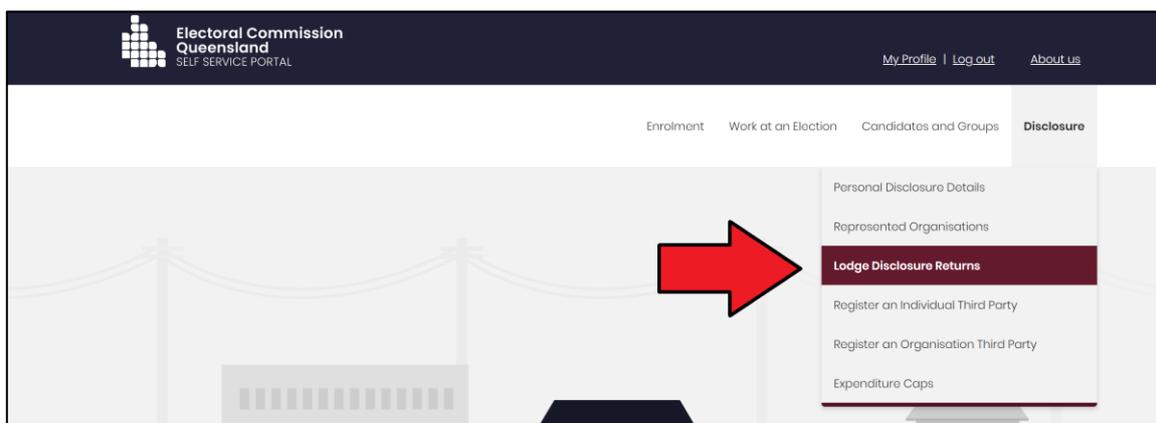
2. The first time you access EDS, you will be asked to consent to share your details with the ECQ. Tick the box and click **Continue**.

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

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

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

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

5. Submitting an election summary return

All broadcasters and publishers who run election advertisements relating to a local government election during the election's capped expenditure period are required to lodge an election summary return within 8 weeks of election day.
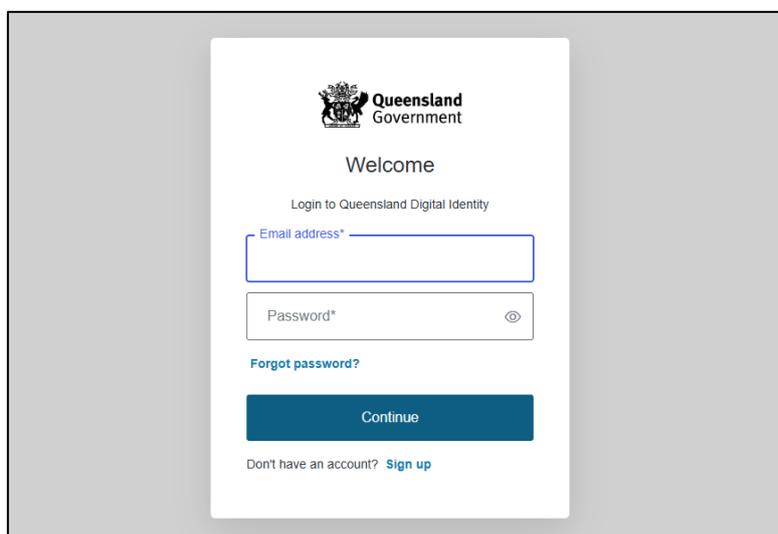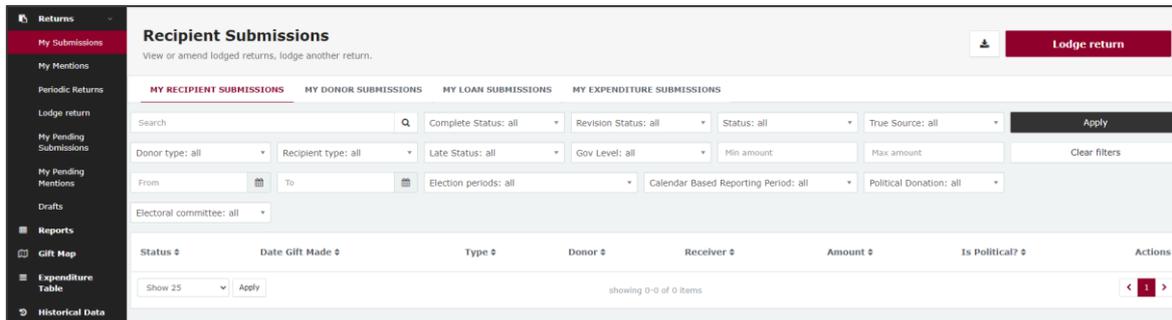
All advertising related to the election should be included in the election summary return. It is not restricted to advertising that advocates a vote for or against a particular candidate or party. Advertisements raising awareness of issues related to an election without directly advocating for or against a candidate or party are also considered election advertising.

It also does not matter whether the broadcaster or publisher was inside or outside Queensland when the advertisement was run.

To submit an election summary return as a publisher, continue to section 5.1.
To submit an election summary return as a broadcaster, skip to .

5.1   Submitting an election summary return as a publisher

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

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

2. Select **Publisher** on the Lodge As screen.

3. Choose the **Lodge** button under Publisher: Submitting an election summary return.

4. Select the correct local government election from the dropdown menu under **Event**. If you are lodging a return for the 2024 local government elections, choose **16/03/2024 – 2024 Local Government Elections**

5. Under the **Event**, choose the red box **+ Add new entry**.
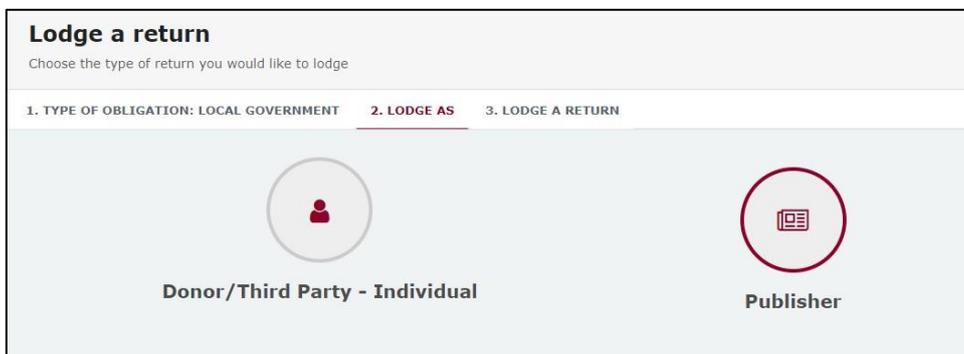   **Note:** If you have many advertisements to disclose, skip to step 7 for instructions.

6. In the **Advertisement** section, enter mandatory fields such as publication name or website, who requested the advertisement, publication date, etc. Then select **Yes** or **No** to indicate if the commercial rate was charged.

Note: If you select **No** to 'Commercial rate charged?' a message displays reminding the publisher to report any difference above $500 for local elections and by-elections as a gift.

Choose **Understood** to continue and refer to the [EDS User Guide - Donors & Unregistered Third Parties](#) for more information about how to lodge a gift.

You can select **+ Add new entry** to enter additional items.
At any time, you can choose **Save Draft** to save a draft of your return.

7. To enter multiple advertisements at once, choose **+ Bulk upload** then choose **Download template** from the dropdown menu.

8. 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.

9. When you have the excel file open, be sure to **Enable Editing** then enter all mandatory fields such as publication name or website, date, journal page, who requested, who authorised the advertisement and more.
   - 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. Advertisement).

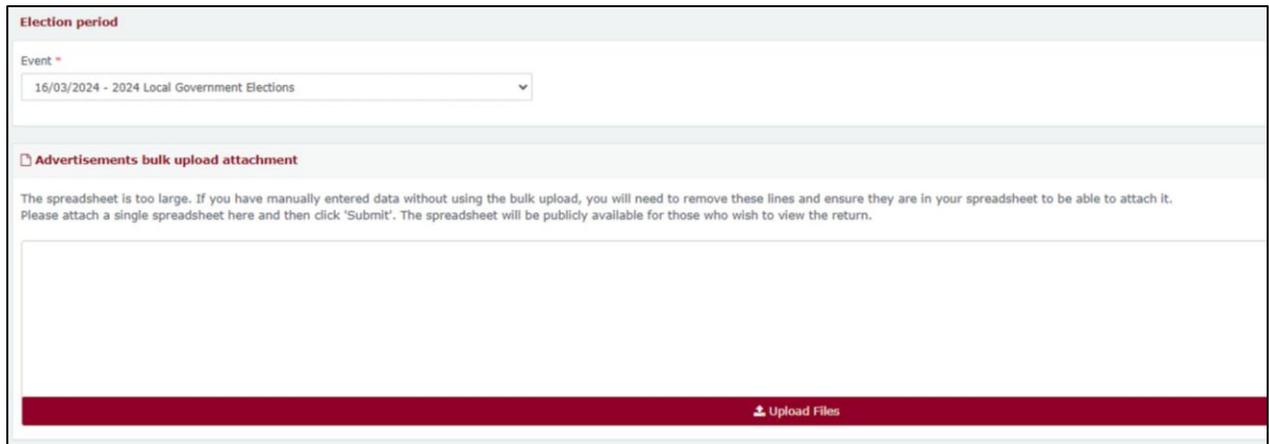|	A	B	C	D	E	F	G	H
	Type	Publication name or website	Publication date	Journal page and space	Who requested advertisement	Who authorised advertisement	Amount	Commercial rate charged?
	Advertisement	It's a Dog's Life	10/03/2024	Page 2, bottom quarter	Coco Poodle	Coco Poodle	$125.00	Yes
	Advertisement	Dog Fancy	11/03/2024	Page 10, full page	Honey Beagle	Honey Beagle	$500	Yes
	Advertisement	It's a Dog's Life	11/03/2024	front cover	Winton Bulldog	Honey Beagle	$1,000	Yes

10. Save the file to a safe location on your device.

11. When you're ready to upload the spreadsheet, navigate back to lodge your return and choose **+ Bulk upload** using the dropdown menu. You can then select **Upload template**.

John Smith
123.456.78.90

+ Bulk upload ▾
Download template
Upload template

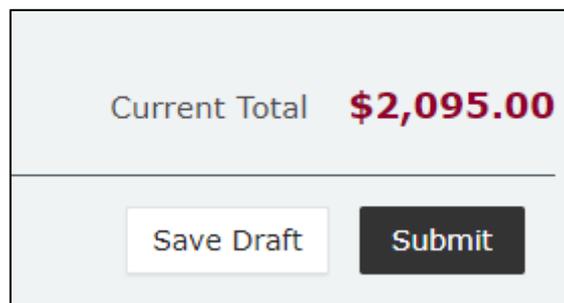Select the bulk upload spreadsheet from where it is saved on your device to upload the advertisements to EDS.

12. If your spreadsheet is very large, when you try to upload it, you may receive a message asking you to attach the spreadsheet instead.
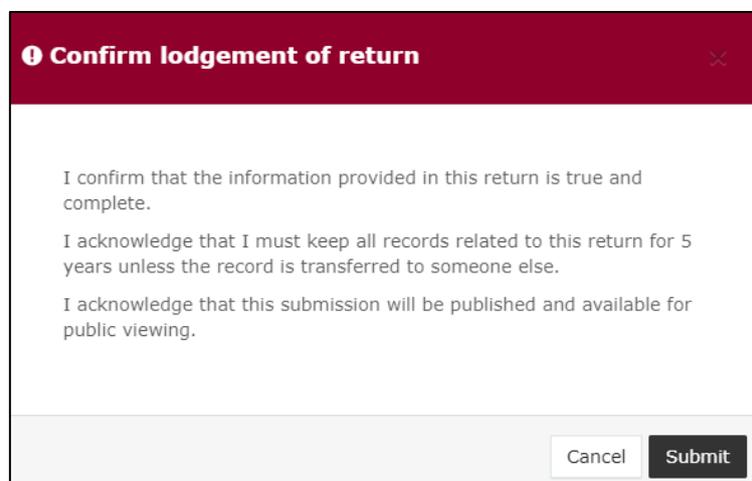

13. Select the bulk upload spreadsheet from where it is saved on your device and upload the file as an attachment.

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

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

16. Once submitted, the election summary return displays in the **Periodic returns** menu and on the public reports page.

    Note: once submitted, election summary returns can only be amended by selecting **Request to amend** from the **Actions** dropdown menu.

5.2   Submitting an election summary return as a broadcaster

When you are logged into EDS, you will see the below screen. To begin lodging your election summary return, choose the maroon **Lodge return** button in the upper right corner.
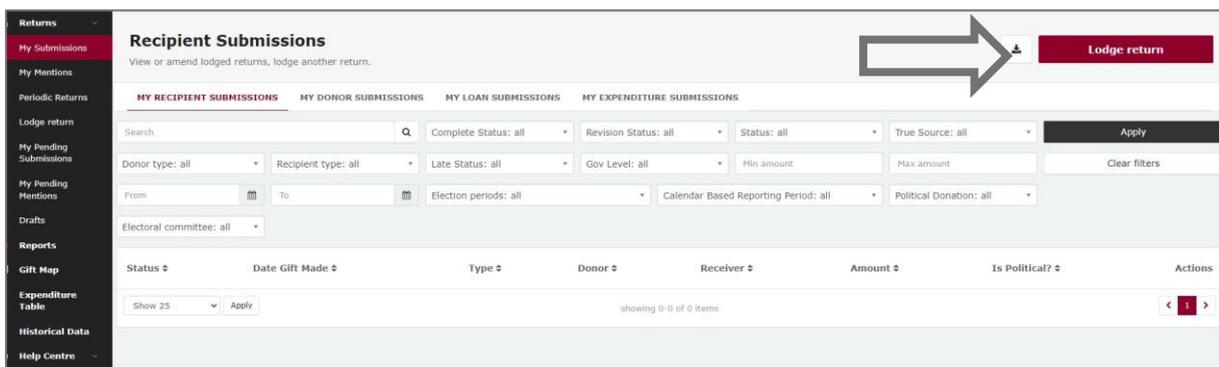
1. Under Type of Obligation, select **Local Government**.
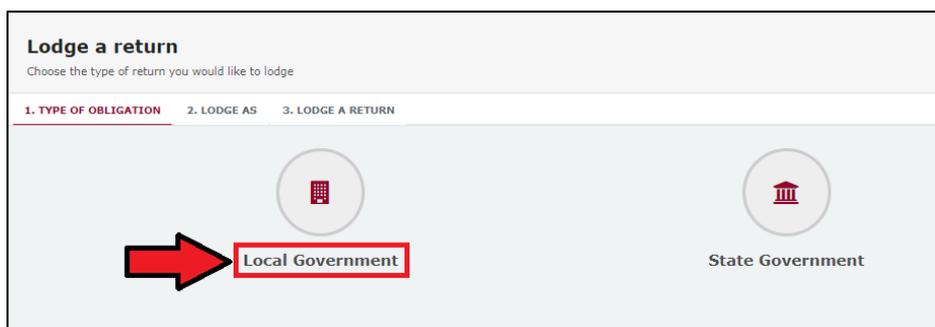
2. Select **Broadcaster** on the Lodge As screen.
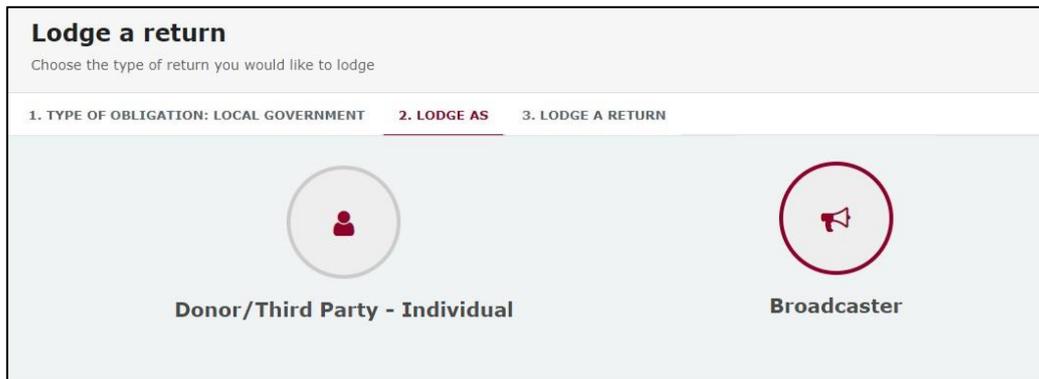
3. Choose the **Lodge** button under Broadcaster: Submitting an election summary return.

4. Select the correct local government election from the dropdown menu under **Event**. If you are lodging a return for the 2024 local government elections, choose **16/03/2024 – 2024 Local Government Elections**

5. Under the **Event**, choose the red box **+ Add new entry**.

   Note: If you have many advertisements to disclose, skip to step 7 for instructions.

6. In the **Broadcaster** section, enter mandatory fields such as radio or television station, who requested broadcast, broadcast date, broadcast time, etc. Then select **Yes** or **No** to indicate if the commercial rate was charged.
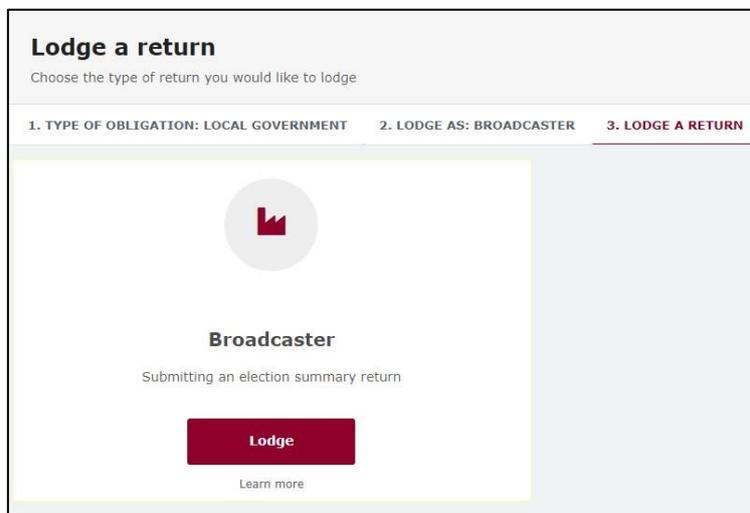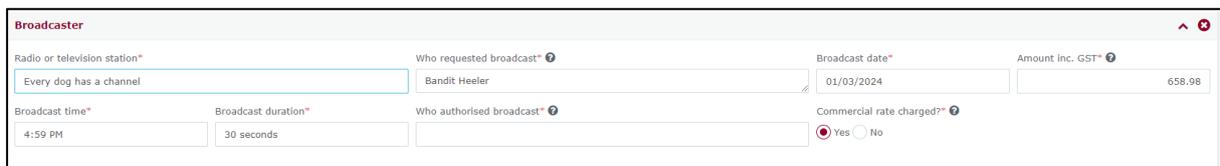

   Note: If you select **No** to 'Commercial rate charged?', a message displays reminding the broadcaster to report any difference above $500 for local elections and by-elections as a gift.

   Choose **Understood** to continue and refer to the EDS User Guide - Donors & Unregistered Third Parties for more information about how to lodge a gift.

You can select **+ Add new entry** to enter additional items.

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7. To enter multiple advertisements at once choose **+ Bulk upload** then choose **Download template** from the dropdown menu.

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- 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. Type).
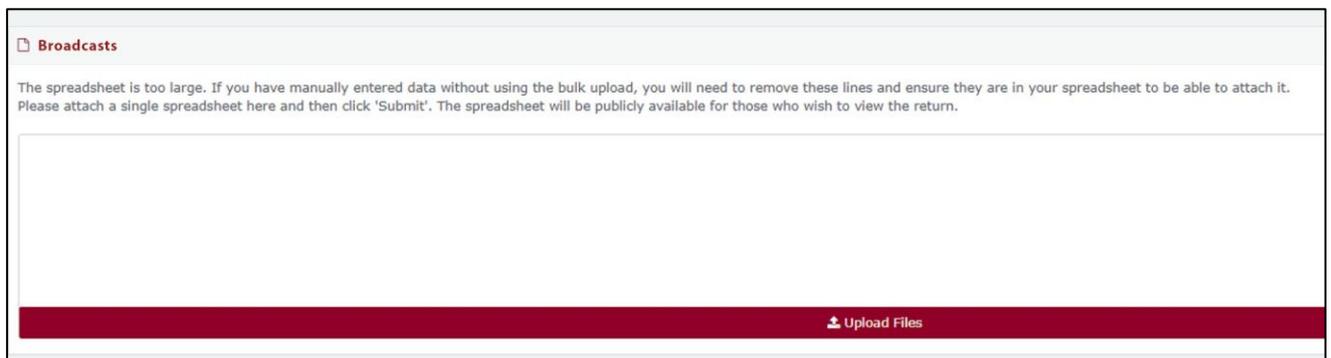
	A	B	C	D	E	F	G	H	I
1	Type	Radio or television station	Broadcast date	Broadcast time	Broadcast duration	Who requested broadcast	Who authorised broadcast	Amount	Commercial rate charged?
2	Broadcaster	DOGX 98.1	11/03/2024	4:54:00 PM	30 seconds	Bob the Builder	Bob the Builder	658.69	Yes
3	Broadcaster	DOGZZ 88.9	1/03/2024	7:52:00 AM	1 minutes	Thomas the Tank Engine	Thomas the Tank Engine	$3,234	Yes
4									
5									
6									

10. Save the file to a safe location on your device.

11. When you're ready to upload the spreadsheet, navigate back to lodge your return and choose **+ Bulk upload** using the dropdown menu. You can then select **Upload template**.
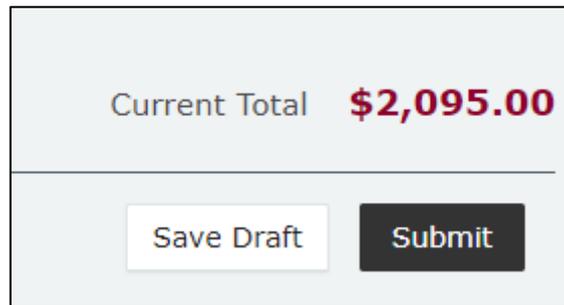

Select the bulk upload spreadsheet from where it is saved on your device to upload the advertisements to EDS.

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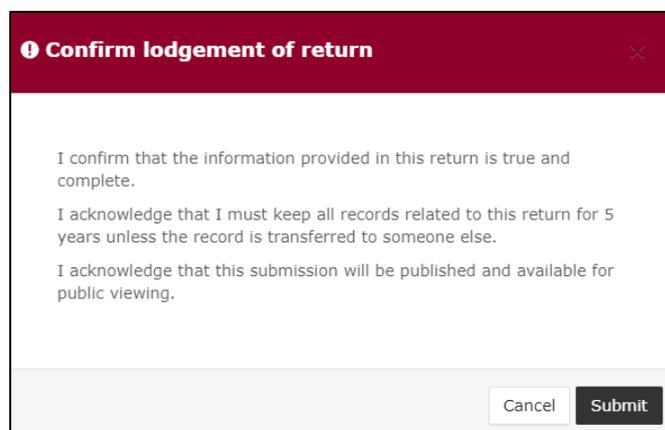
14. Choose **Submit** to finish the return.

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