



# Electronic Disclosure System (EDS) for Broadcasters and Publishers

FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

**USER GUIDE**

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# 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](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. 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](#).

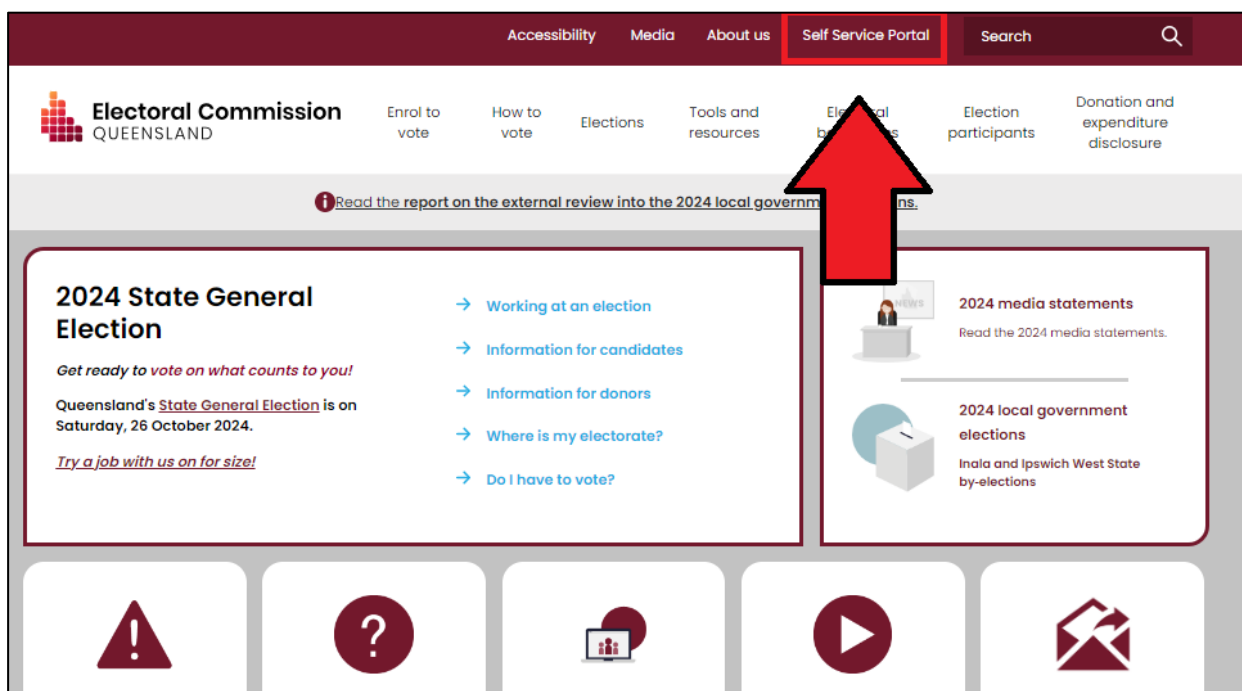
### 3. Accessing the Self Service Portal

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 [section 4 of this user guide](#).

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



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

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

**Electoral Commission Queensland**  
SELF SERVICE PORTAL

[About us](#)

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

**The Self Service Portal allows:**

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

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

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

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

**Login or Register**

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

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

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

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

### Login to continue

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

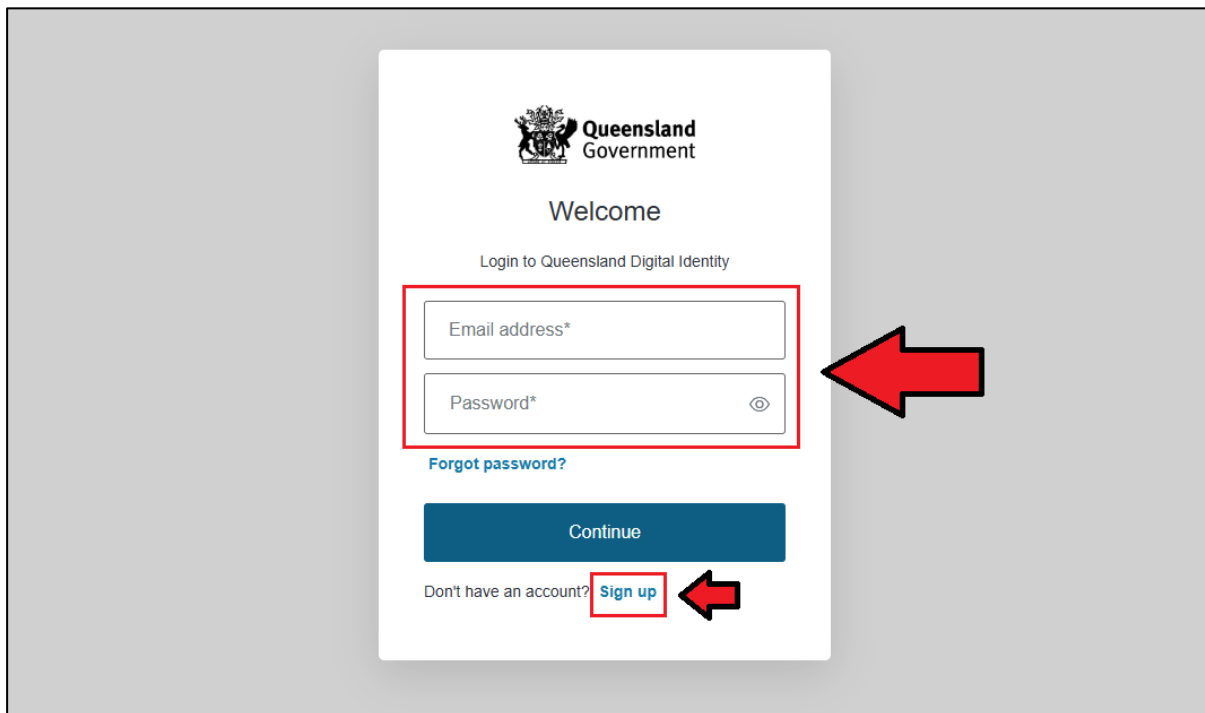
**Continue with QDI (formerly known as QGOV)**

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

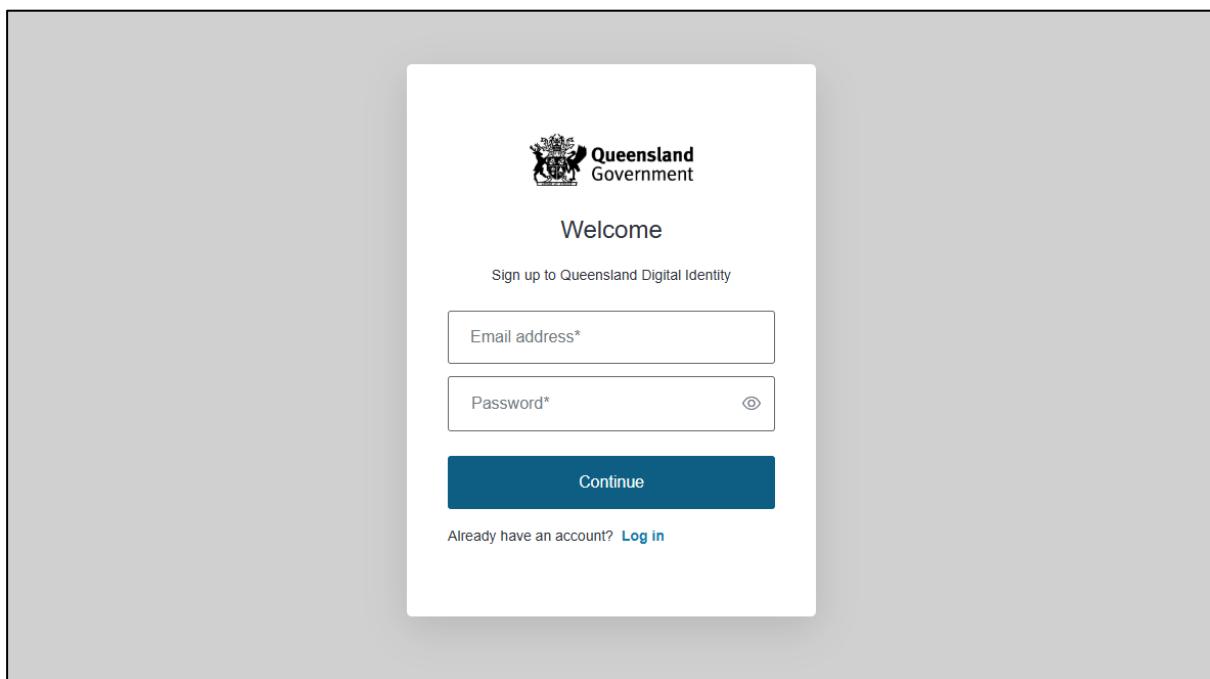
You can use any of these digital identity options to access this service.

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

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



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



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

The screenshot shows the 'Terms and Conditions' page of the Queensland Government. The header includes the Queensland Government logo, a search bar, and links for 'For Queenslanders' and 'Contact us'. The main content area is titled 'Terms and Conditions' and explains that private information is protected under the law. It states that users must agree to the 'Queensland Digital Identity Terms and Conditions'. There are two checkboxes for agreement: the first is for the 'Terms and Conditions' and the second is for the 'Privacy Policy', 'Privacy Notice', and the provision of private information for the 'Queensland Digital Identity'. At the bottom, there are 'Accept' and 'Decline' buttons. A 'Need help?' sidebar on the right provides a link to the 'Queensland Digital Identity webpage' for more information and troubleshooting.

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

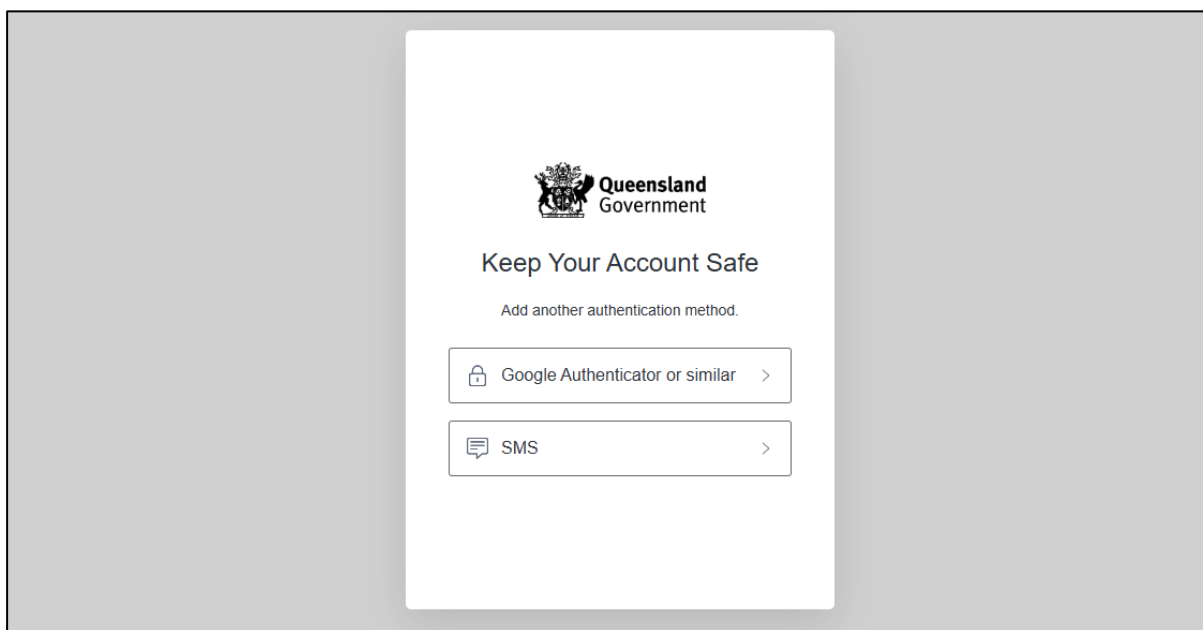
The screenshot shows the 'Enter your email verification code' page of the Queensland Government. The header is identical to the previous page. The main content area is titled 'Enter your email verification code' and states that a 'Digital Identity verification code' has been sent to the email 'rleigh.bamba@ecq.qld.gov.au'. There is a text input field for the verification code. Below the field, an information icon and text advise users to check their Junk/Spam folders if the email does not appear in their inbox and to provide a link to 'resend the email'. At the bottom, there are 'Continue' and 'Cancel' buttons. A 'Need help?' sidebar on the right provides a link to the 'Queensland Digital Identity webpage' for more information and troubleshooting.

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

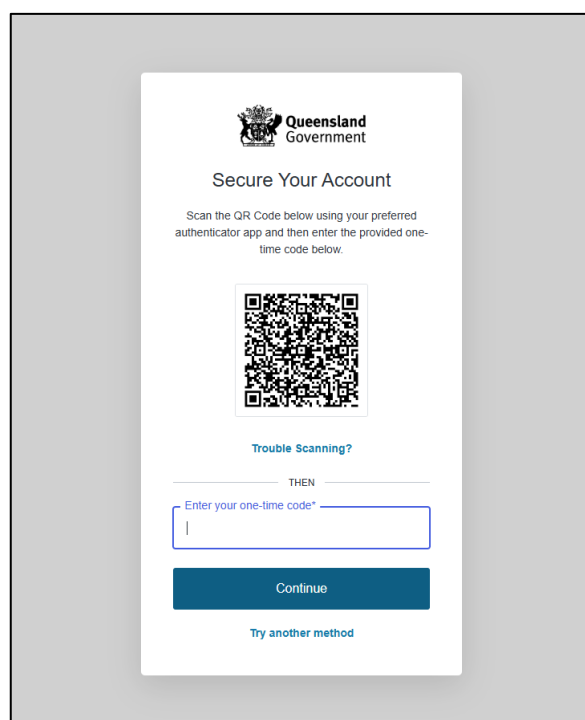
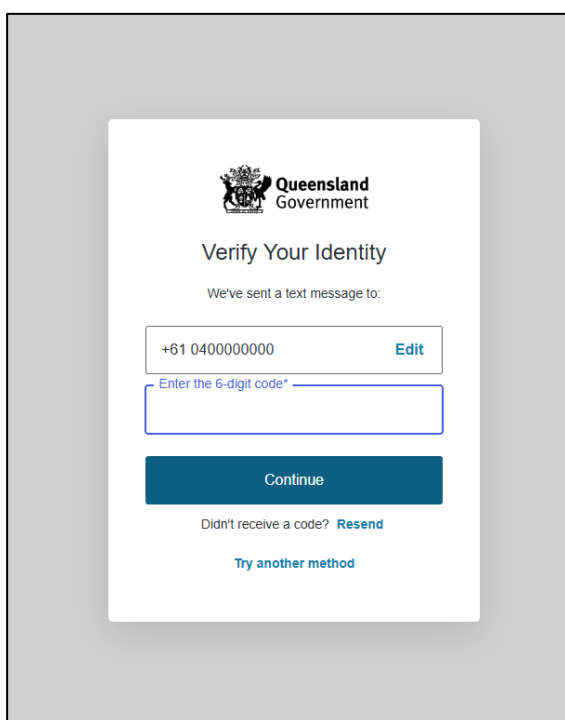


8. Choose an **authentication method** to secure your account.

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

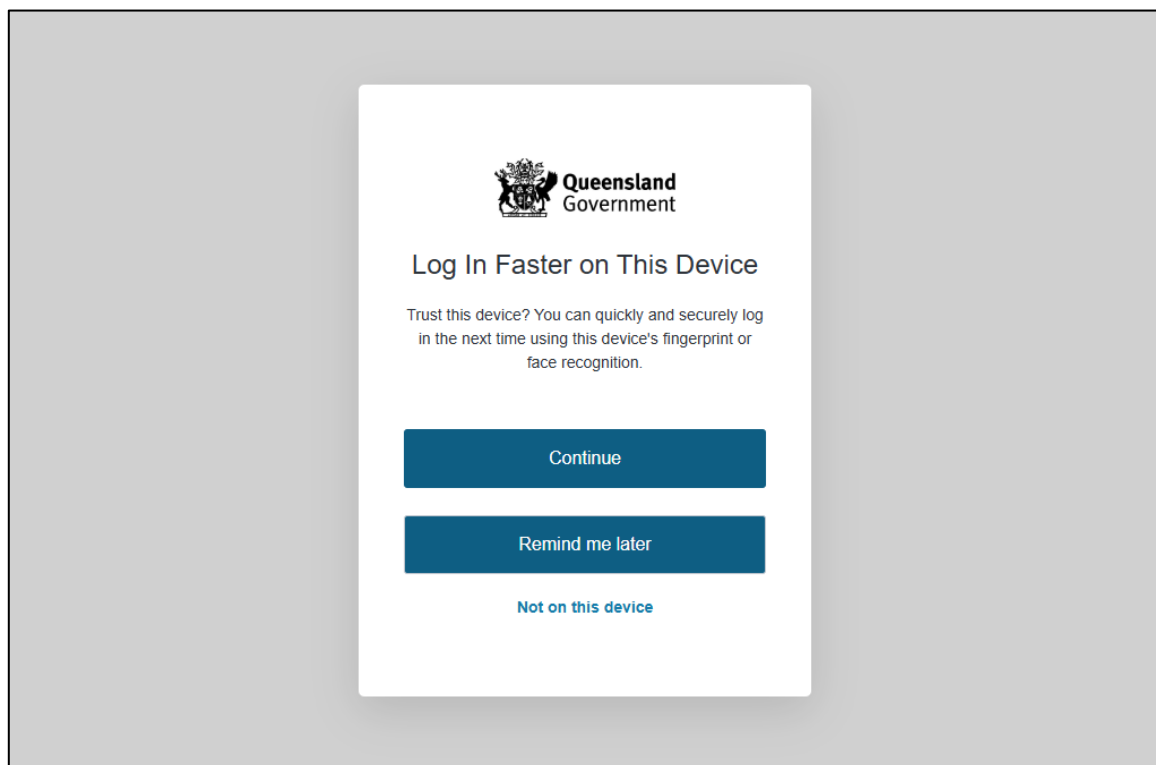


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.

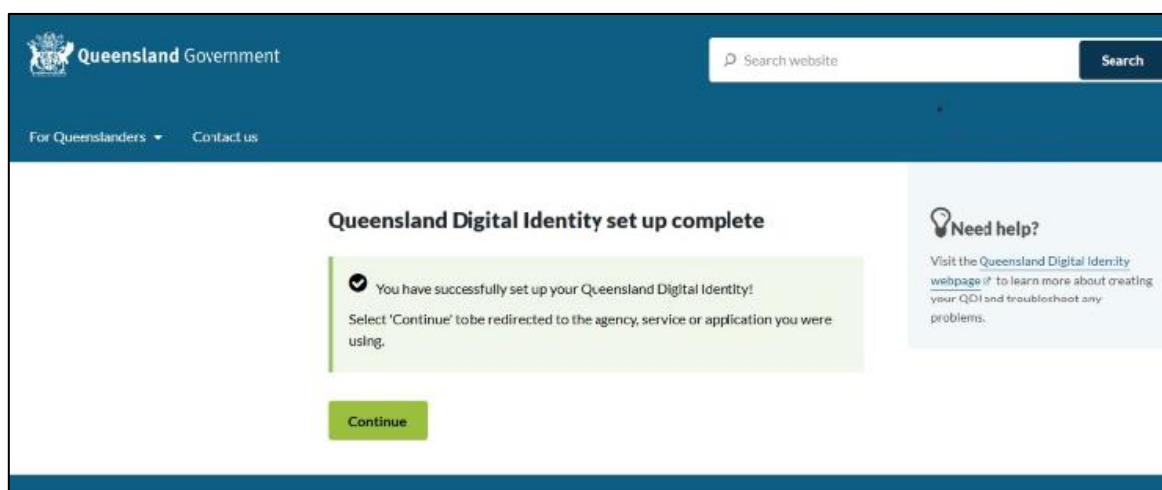


10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.

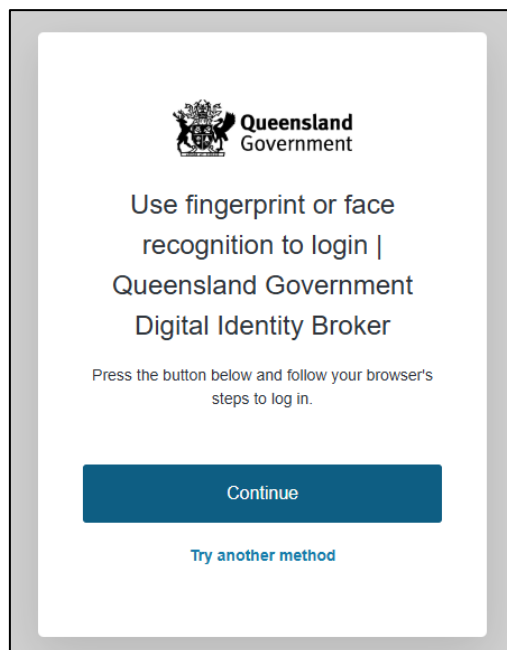
If you are not on a trusted device, click **Not on this device**.



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

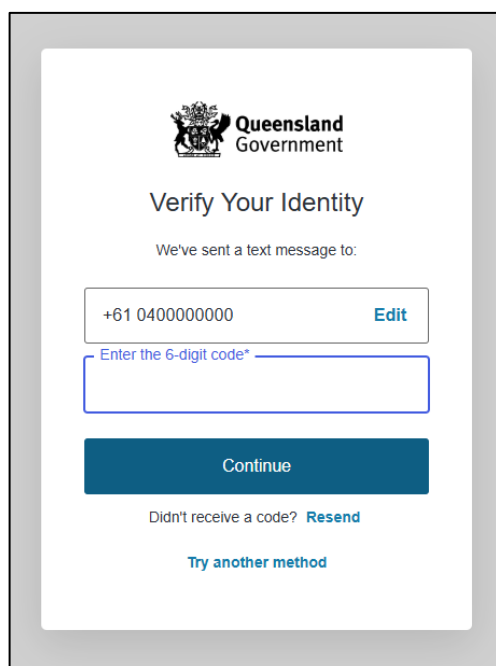


12. If your device is registered with QDI, you will be prompted to use facial or fingerprint recognition or another sign-in option on your trusted device to log in. Then click **Continue**.

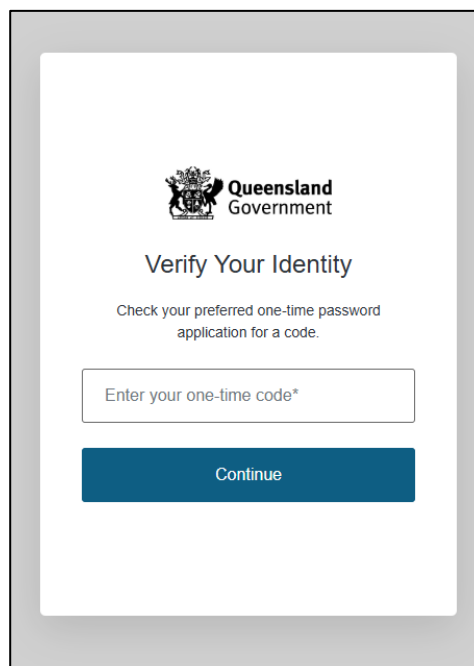


The screenshot shows the Queensland Government Digital Identity Broker login screen. At the top is the Queensland Government crest and logo. Below it, the text reads: "Use fingerprint or face recognition to login | Queensland Government Digital Identity Broker". A smaller line of text says: "Press the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

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

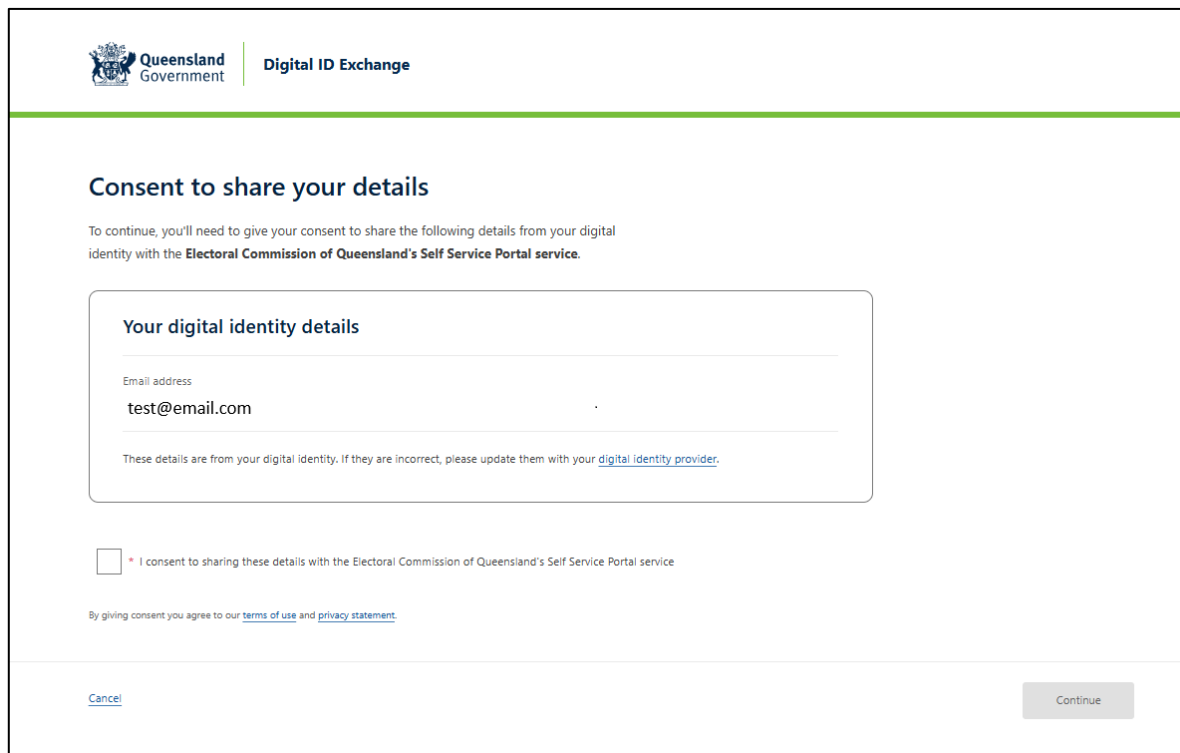


The screenshot shows the "Verify Your Identity" screen for text message verification. It features the Queensland Government crest and logo. The title is "Verify Your Identity". Below it, it says "We've sent a text message to:". There is a text input field containing "+61 0400000000" with an "Edit" link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



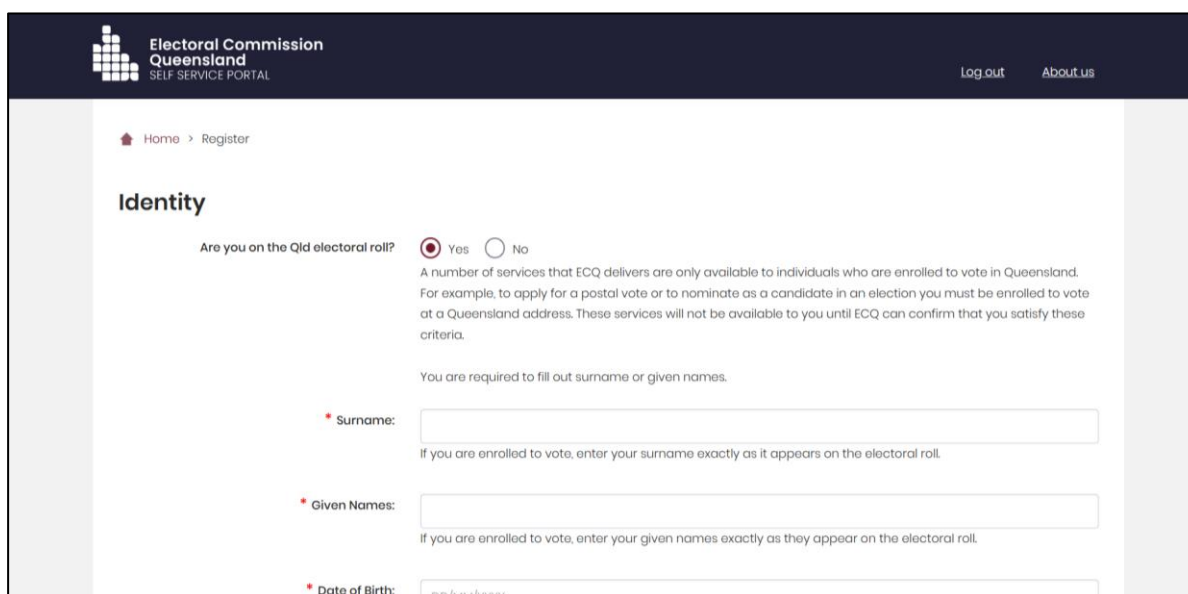
The screenshot shows the "Verify Your Identity" screen for one-time password verification. It features the Queensland Government crest and logo. The title is "Verify Your Identity". Below it, it says "Check your preferred one-time password application for a code.". There is a text input field with the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

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



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

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



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

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

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

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

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

**Contact Details**

\* QNumber:

\* Personal Email Address:   
ECQ may need to send notifications to this email address in certain circumstances. If you need to change this email address you can do so with QCov, using the option to manage your QCov login.

\* Primary Phone Preference:   
In the unlikely event that ECQ may need to contact you by phone, please indicate whether you would prefer to be contacted on a mobile or home phone number.

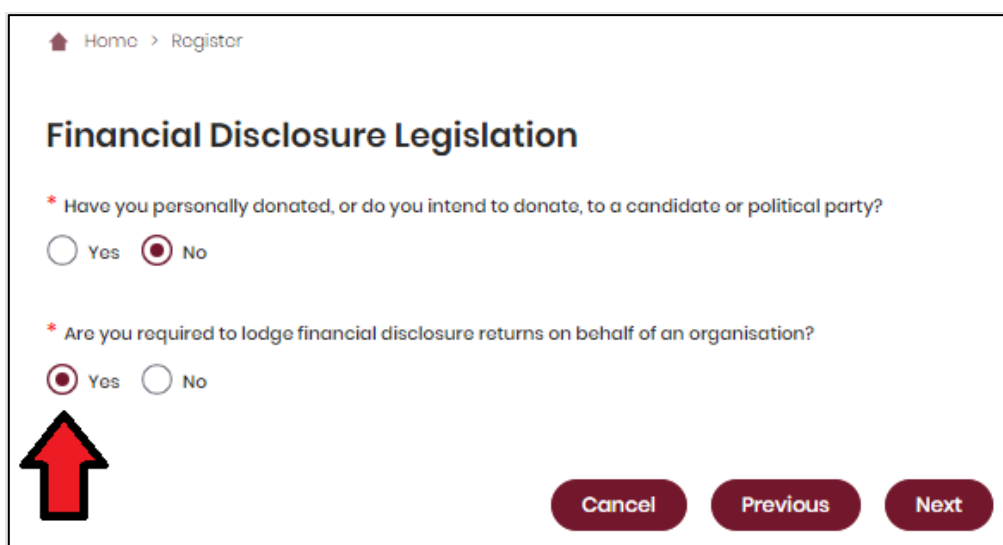
Home Phone Number:

Mobile Phone Number:

**Enrolled Address**  
123 FAKE ST, BRISBANE QLD 4000

**Postal Address**  
Same as enrolled address.

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.



Home > Register


### Financial Disclosure Legislation

\* Have you personally donated, or do you intend to donate, to a candidate or political party?

☐ Yes ☒ No

\* Are you required to lodge financial disclosure returns on behalf of an organisation?

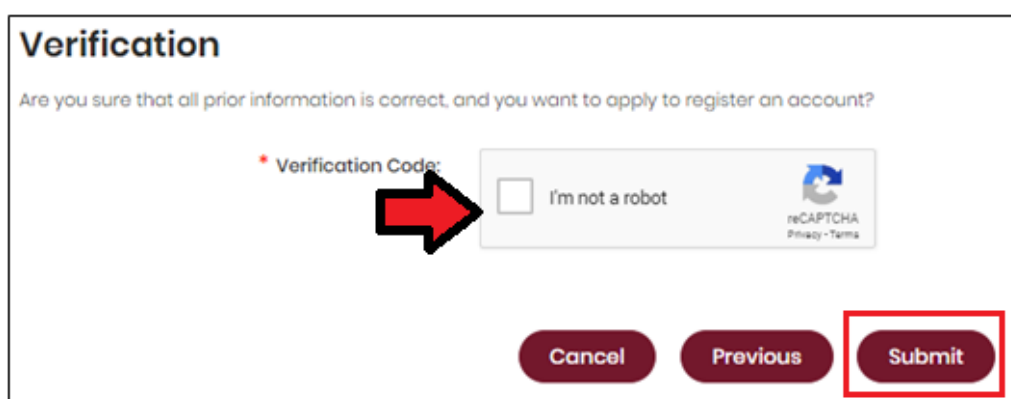
☒ Yes ☐ No



Cancel Previous 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.




### Verification

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

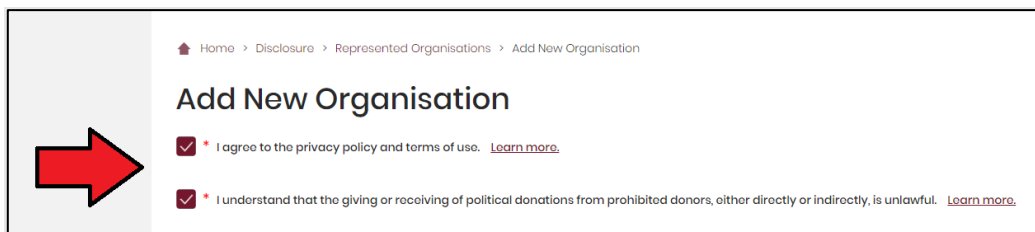
\* Verification Code:

 ☐ I'm not a robot

  
reCAPTCHA  
Privacy - Terms

Cancel Previous **Submit**

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 of the [Prohibited Donors Scheme](#).



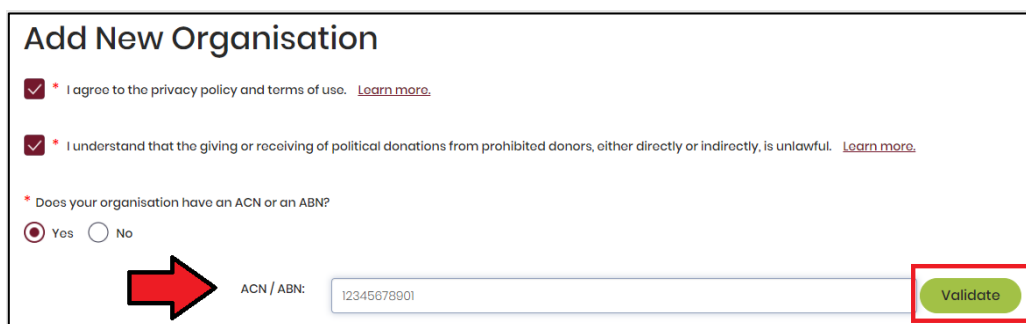
Home > Disclosure > Represented Organisations > Add New Organisation

### 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.](#)

19. If the broadcaster/publisher 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.](#)

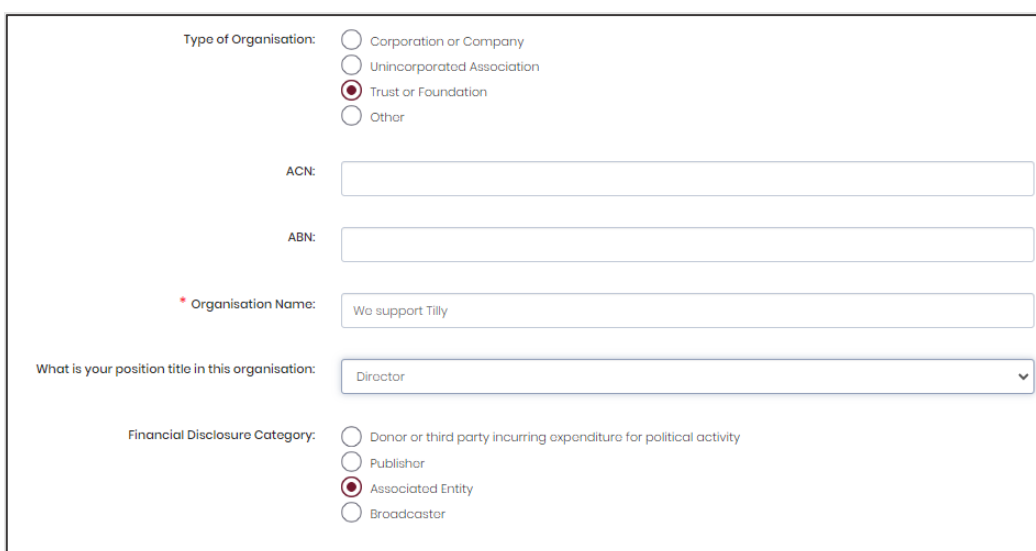
☒ \* I understand that the giving or receiving of political donations from prohibited donors, either directly or indirectly, is unlawful. [Learn more.](#)

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

☒ Yes ☐ No

ACN / ABN:

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



Type of Organisation:

☐ Corporation or Company

☐ Unincorporated Association

☒ Trust or Foundation

☐ Other

ACN:

ABN:

\* Organisation Name:

What is your position title in this organisation:

Financial Disclosure Category:

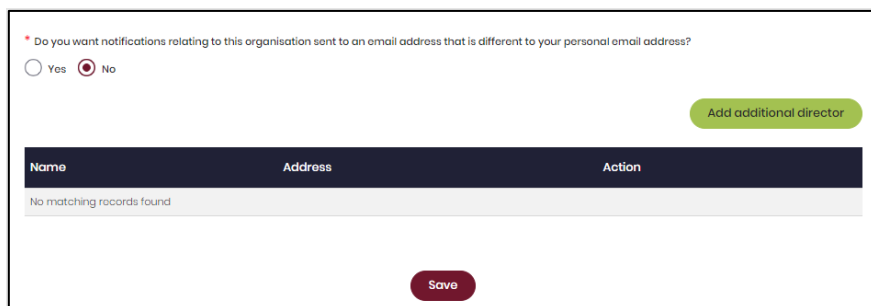
☐ Donor or third party incurring expenditure for political activity

☐ Publisher

☒ Associated Entity

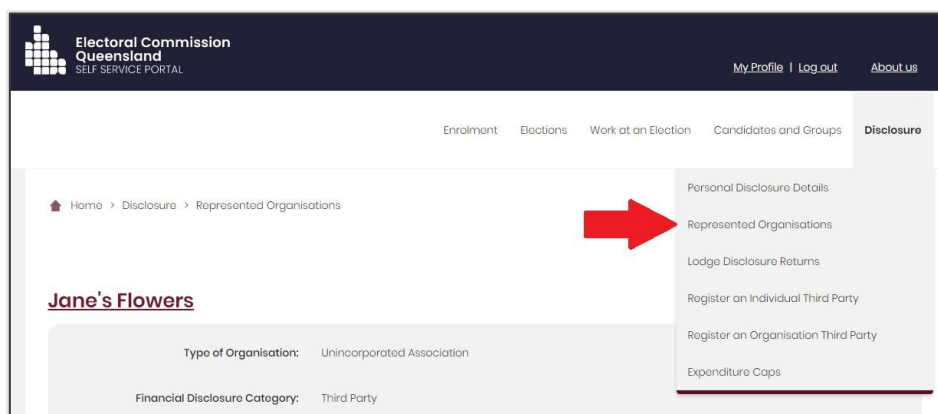
☐ Broadcaster

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



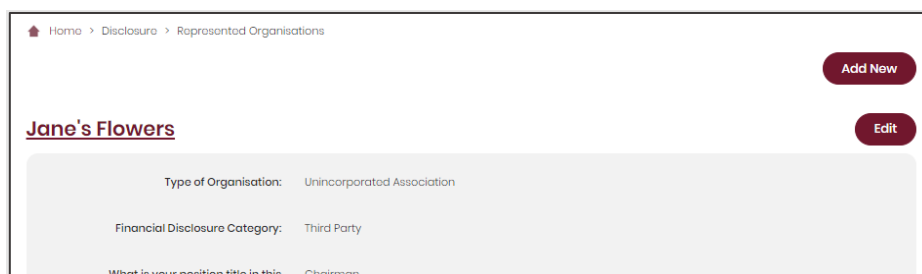
A screenshot of a web form titled "Add additional director". At the top, there is a question: "Do you want notifications relating to this organisation sent to an email address that is different to your personal email address?". Below this question are two radio buttons: "Yes" (unselected) and "No" (selected). To the right of the radio buttons is a green button labeled "Add additional director". Below this is a table with three columns: "Name", "Address", and "Action". The table is currently empty, with the text "No matching records found" displayed below the header. At the bottom of the form is a red button labeled "Save".

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**.



A screenshot of the Electoral Commission Queensland Self Service Portal. The top navigation bar includes the logo, "Electoral Commission Queensland SELF SERVICE PORTAL", and links for "My Profile", "Log out", and "About us". Below the navigation bar is a horizontal menu with options: "Enrolment", "Elections", "Work at an Election", "Candidates and Groups", and "Disclosure". The "Disclosure" menu is open, showing a dropdown list with options: "Personal Disclosure Details", "Represented Organisations", "Lodge Disclosure Returns", "Register an Individual Third Party", "Register an Organisation Third Party", and "Expenditure Caps". A red arrow points to the "Represented Organisations" option. The main content area shows a breadcrumb trail: "Home > Disclosure > Represented Organisations". Below this is a section titled "Jane's Flowers" with details: "Type of Organisation: Unincorporated Association" and "Financial Disclosure Category: Third Party".

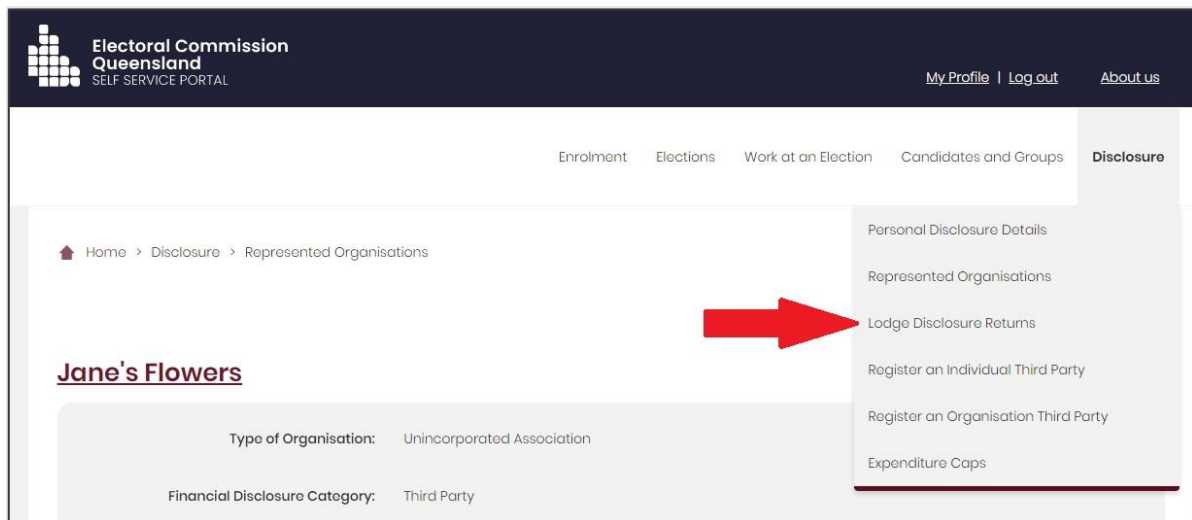
- New organisations can be added by choosing the **Add New** button at the top right.
- To edit an existing organisation's details, choose the **Edit** button opposite the organisation's name or select the organisation's name to see the full details and choose **Edit** at the bottom of the screen.



A screenshot of the "Jane's Flowers" organisation details page. The breadcrumb trail is "Home > Disclosure > Represented Organisations". At the top right is a red button labeled "Add New". Below this is the organisation name "Jane's Flowers" with a red button labeled "Edit" to its right. The details section shows: "Type of Organisation: Unincorporated Association" and "Financial Disclosure Category: Third Party". At the bottom, there is a field labeled "What is your position title in this" with the value "Chairman".



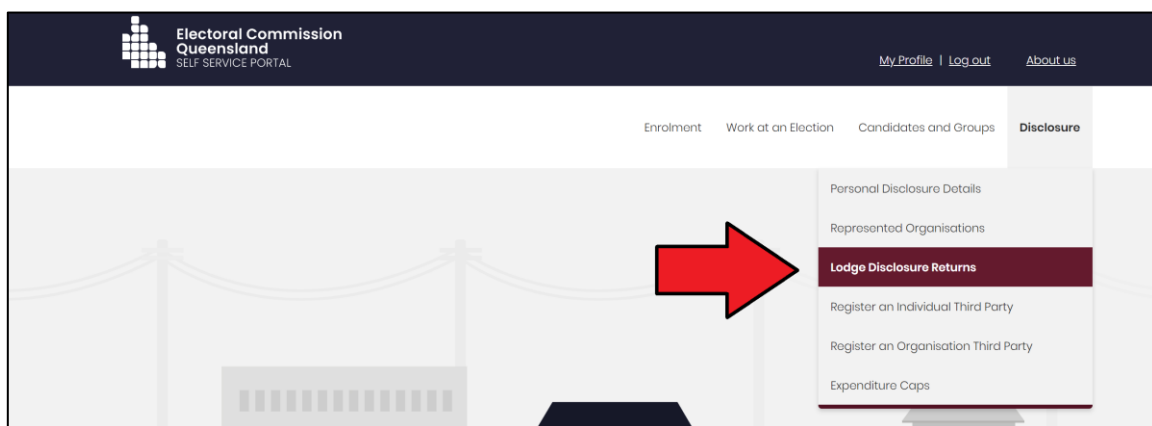
23. You can now lodge returns in EDS by opening the **Disclosure** dropdown menu in the top right then choosing **Lodge Disclosure Returns**.



## 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](http://selfserv.elections.qld.gov.au)), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



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

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

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

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

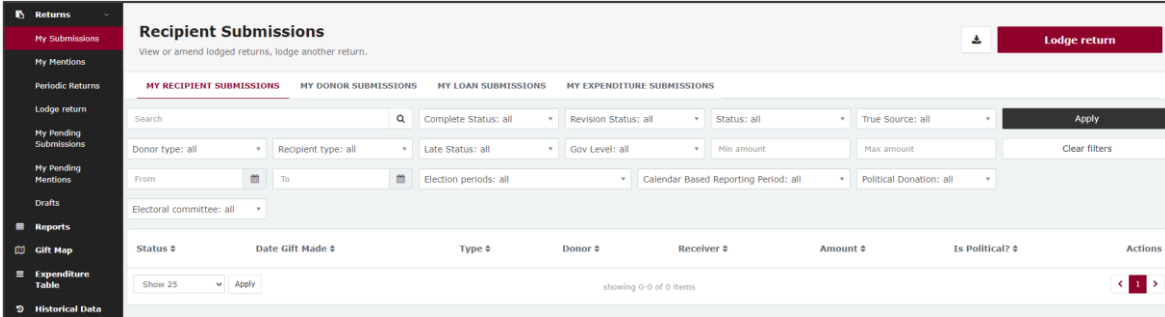
4. You can also access EDS directly at [disclosures.ecq.qld.gov.au](https://disclosures.ecq.qld.gov.au). Choose **Login/Register** in the top right-hand corner.



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

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

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.



The screenshot displays the 'Recipient Submissions' page within the Electronic Disclosure System (EDS). The page is divided into a left sidebar, a top header, and a main content area.

**Left Sidebar:** Contains navigation links for 'Returns', 'My Submissions', 'My Mentions', 'Periodic Returns', 'Lodge return', 'My Pending Submissions', 'My Pending Mentions', 'Drafts', 'Reports', 'Gift Map', 'Expenditure Table', and 'Historical Data'.

**Top Header:** Features the title 'Recipient Submissions', a subtitle 'View or amend lodged returns, lodge another return.', a user profile icon, and a red 'Lodge return' button.

**Main Content Area:** Includes tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. Below the tabs are several filter sections:

- Search:** A search bar with a magnifying glass icon.
- Complete Status:** A dropdown menu set to 'all'.
- Revision Status:** A dropdown menu set to 'all'.
- Status:** A dropdown menu set to 'all'.
- True Source:** A dropdown menu set to 'all'.
- Apply:** A button to apply the filters.
- Donor type:** A dropdown menu set to 'all'.
- Recipient type:** A dropdown menu set to 'all'.
- Late Status:** A dropdown menu set to 'all'.
- Gov Level:** A dropdown menu set to 'all'.
- Min amount:** A text input field.
- Max amount:** A text input field.
- Clear filters:** A button to clear the filters.
- From:** A date picker.
- To:** A date picker.
- Election periods:** A dropdown menu set to 'all'.
- Calendar Based Reporting Period:** A dropdown menu set to 'all'.
- Political Donation:** A dropdown menu set to 'all'.
- Electoral committee:** A dropdown menu set to 'all'.

**Table:** A table with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. The table is currently empty, showing '0-0 of 0 items'.

## 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 [section 5.2](#).

### 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.

The screenshot displays the 'Recipient Submissions' interface in the Electronic Disclosure System (EDS). On the left is a dark sidebar with a menu containing '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 has a header 'Recipient Submissions' with the subtitle 'View or amend lodged returns, lodge another return.' Below this is a tabbed interface with 'MY RECIPIENT SUBMISSIONS' selected. The interface includes a search bar and 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. At the bottom, there is a table header with columns: Status, Date Gift Made, Type, Donor, Receiver, Amount, Is Political?, and Actions. Below the header, it says 'Show 25' and 'Apply'. At the bottom right, it says 'showing 0-0 of 0 items' and has a red button with a white '1'.

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

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

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

**Local Government**

State Government

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

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

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

**Donor/Third Party - Individual**

**Publisher**

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

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

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

**Publisher**  
Submitting an election summary return

**Lodge**

[Learn more](#)

- 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**

**Publisher** + Bulk upload

Submitting an election summary return

Local

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**Submitter details**

Full Name*	Business name*	Street*
Bluey Heeler	Doggo Gazette	1 Heeler Terrace
Suburb*	State*	Postcode*
South Brisbane	QLD	4000

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**Election period**

Event \*

16/03/2024 - 2024 Local Government Elections

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

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

**Election period**

Event \*

16/03/2024 - 2024 Local Government Elections

+ Add new entry

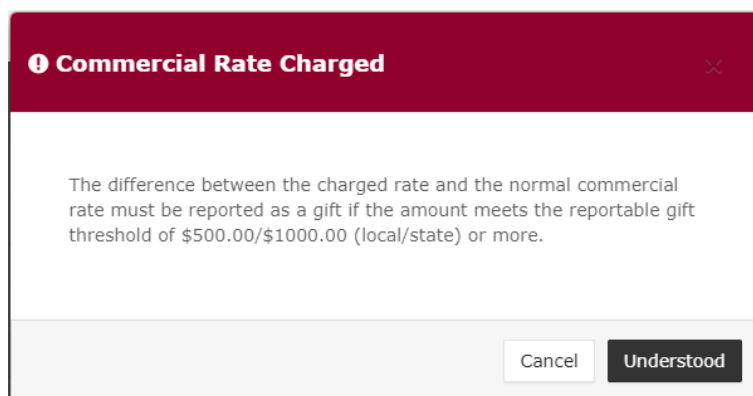
- In the **Advertisement** section, enter mandatory fields such as publication name or website, who requested the advertisement, publication date, etc. Then select **Yes** or **No** to indicate if the commercial rate was charged.

**Advertisement**

Publication name or website*	Who requested advertisement*	Publication date*	Amount*
It's a Dog's Life	Coco Poodle	06/03/2024	295.00
Journal page and space*	Who authorised advertisement*	Commercial rate charged*	
page 14, bottom half of page	Coco Poodle	<input checked="" type="radio"/> Yes <input type="radio"/> No	

**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.

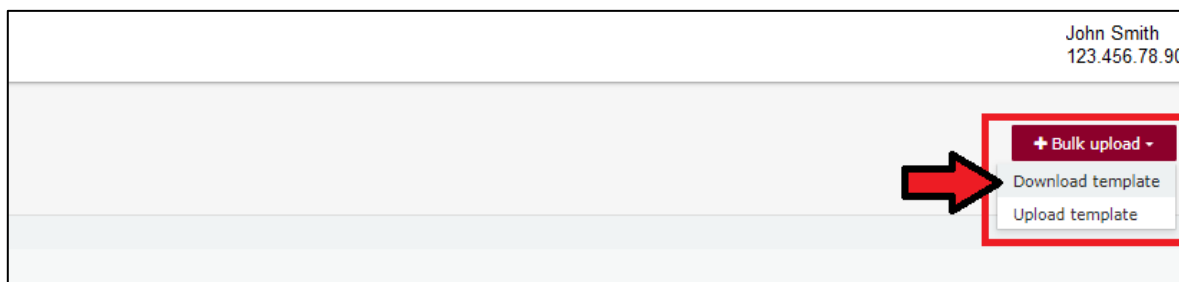
Choose **Understood** to continue and refer to the [EDS User Guide - Donors & Unregistered Third Parties](#) for more information about how to lodge a gift.



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).

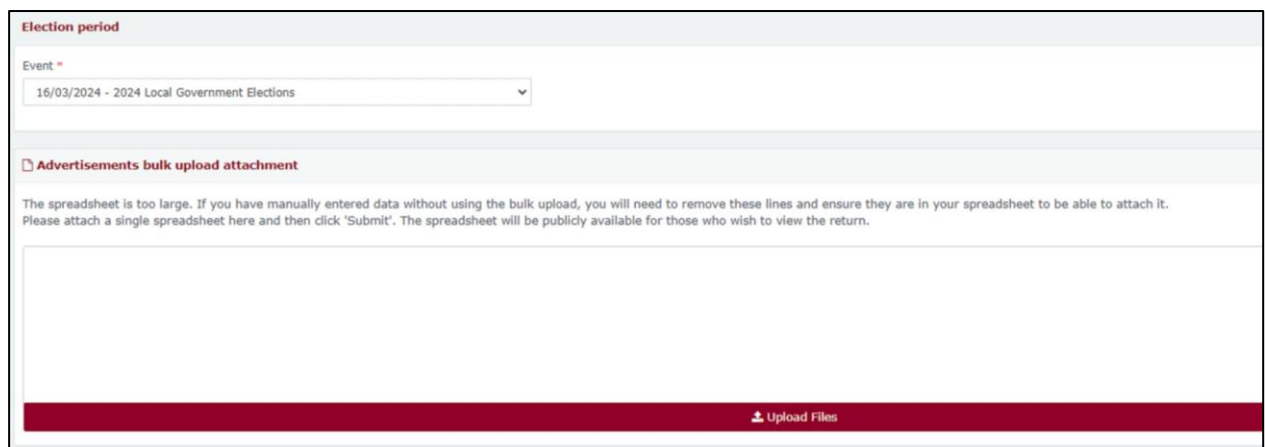
A	B	C	D	E	F	G	H
Type	Publication name or website	Publication date	Journal page and space	Who requested advertisement	Who authorised advertisement	Amount	Commercial rate charged?
Advertisement	It's a Dog's Life	10/03/2024	Page 2, bottom quarter	Coco Poodle	Coco Poodle	\$125.00	Yes
Advertisement	Dog Fancy	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**.



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

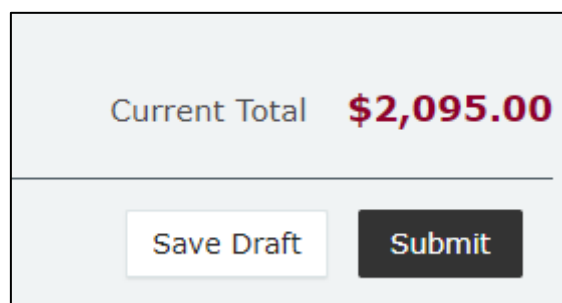
12. If your spreadsheet is very large, when you try to upload it, you may receive a message asking you to attach the spreadsheet instead.



The screenshot shows a web form titled "Election period". It has a dropdown menu for "Event" with the selected option "16/03/2024 - 2024 Local Government Elections". Below this is a section titled "Advertisements bulk upload attachment" with a red icon. A message states: "The spreadsheet is too large. If you have manually entered data without using the bulk upload, you will need to remove these lines and ensure they are in your spreadsheet to be able to attach it. Please attach a single spreadsheet here and then click 'Submit'. The spreadsheet will be publicly available for those who wish to view the return." At the bottom of the form is a red bar with the text "Upload Files" and a small upload icon.

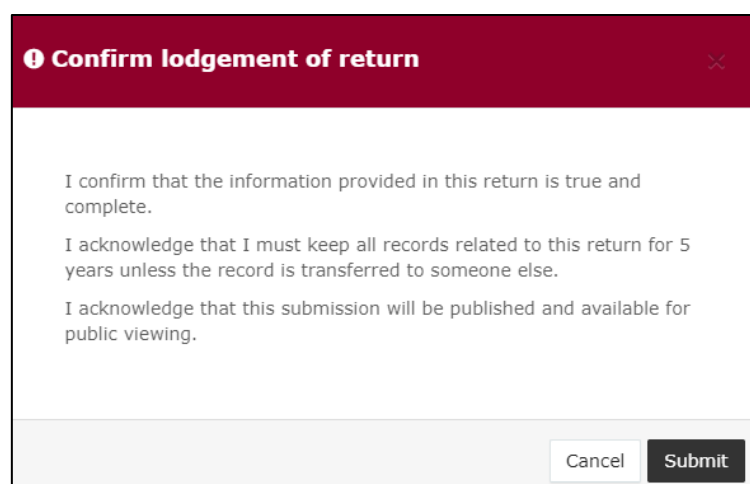
13. Select the bulk upload spreadsheet from where it is saved on your device and upload the file as an attachment.

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



The screenshot shows a summary section with the text "Current Total" followed by "\$2,095.00" in a large, bold, red font. Below this, there are two buttons: "Save Draft" in a light gray box and "Submit" in a dark gray box.

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



The screenshot shows a dialog box titled "Confirm lodgement of return" with a red header bar. The body of the dialog contains three lines of text: "I confirm that the information provided in this return is true and complete.", "I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.", and "I acknowledge that this submission will be published and available for public viewing." At the bottom right of the dialog are two buttons: "Cancel" in a light gray box and "Submit" in a dark gray box.

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.

**Periodic Returns Summary**  
View or amend lodged periodic returns, lodge another periodic return.

**SUMMARY**

Search [ ] Complete Status: all Type: all Late Status: all From: [ ] To: [ ] Apply Clear filters

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

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

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Broadcaster / Publisher	FAKE COMPANY PTY LTD By SHAGGONTE WYNDAH	03-07-2020	30/10/2020	EDS SG 2017 State General Event	\$4,553.75	—	Actions
PENDING	Election Summary Return	Broadcaster / Publisher	FAKE COMPANY PTY LTD By SHAGGONTE WYNDAH	26-12-2020	12/10/2020	EDS SG 2020 State General Event	\$1,000.00	—	Actions

Show 25 Apply showing 1-2 of 2 items

## 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.

**Recipient Submissions**  
View or amend lodged returns, lodge another return.

**MY RECIPIENT SUBMISSIONS** MY DONOR SUBMISSIONS MY LOAN SUBMISSIONS MY EXPENDITURE SUBMISSIONS

Search [ ] Complete Status: all Revision Status: all Status: all True Source: all 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
Show 25	Apply	showing 0-0 of 0 items					< 1 >

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

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


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


**Local Government** State Government

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

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

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


 **Donor/Third Party - Individual**

 **Broadcaster**

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

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

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

 **Broadcaster**  
Submitting an election summary return

**Lodge**

[Learn more](#)

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**

**Broadcaster**  
Submitting an election summary return  
Local

[+ Bulk upload +](#)

**Submitter details**

Full Name\*  
Bluey Heeler

Business name\*  
Doggo Gazette

Street\*  
1 Heeler Terrace

Suburb\*  
South Brisbane

State\*  
QLD

Postcode\*  
4000

**Election period**

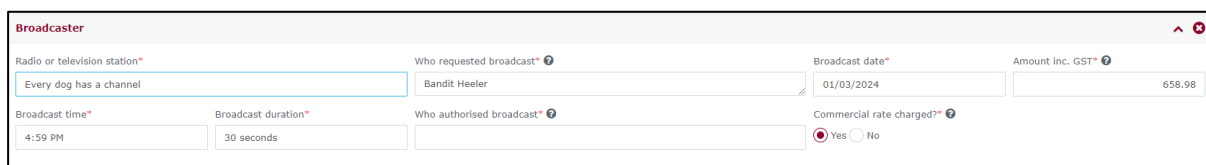
Event \*  
16/03/2024 - 2024 Local Government Elections

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.

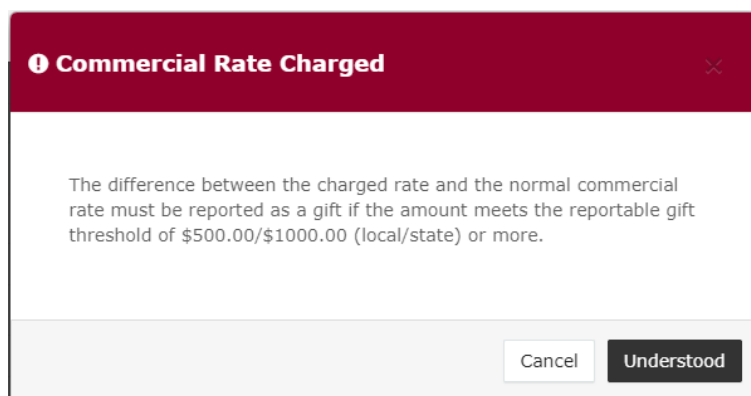


6. In the **Broadcaster** section, enter mandatory fields such as radio or television station, who requested broadcast, broadcast date, broadcast time, etc. Then select **Yes** or **No** to indicate if the commercial rate was charged.



**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.

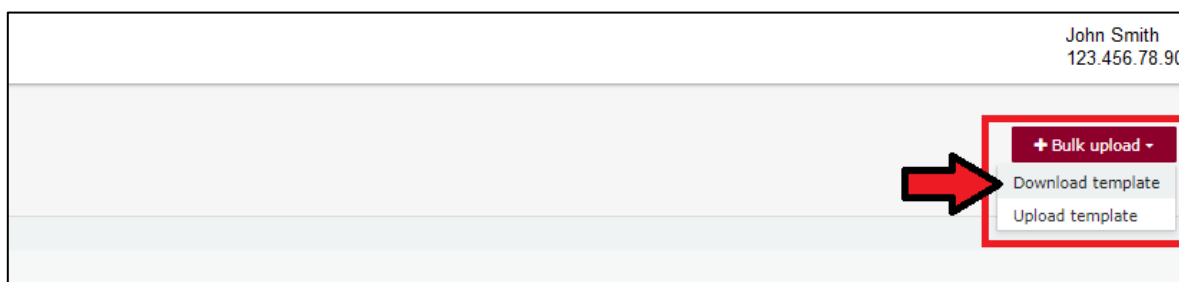
Choose **Understood** to continue and refer to the [EDS User Guide - Donors & Unregistered Third Parties](#) for more information about how to lodge a gift.



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

At any time, you can choose **Save Draft** to save a draft of your return.

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



- Once downloaded, open the Excel file.

**Note:**

- Google Chrome downloads generally appear in the lower left of the page.
  - Internet Explorer downloads generally appear in a pop-up box.
  - Apple Safari downloads are available in the download icon in the lower right of the screen.
- When you have the excel file open, be sure to **Enable Editing** then enter all mandatory fields such as radio or television station, broadcast date, broadcast duration, who requested and who authorised the broadcast 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. Type).

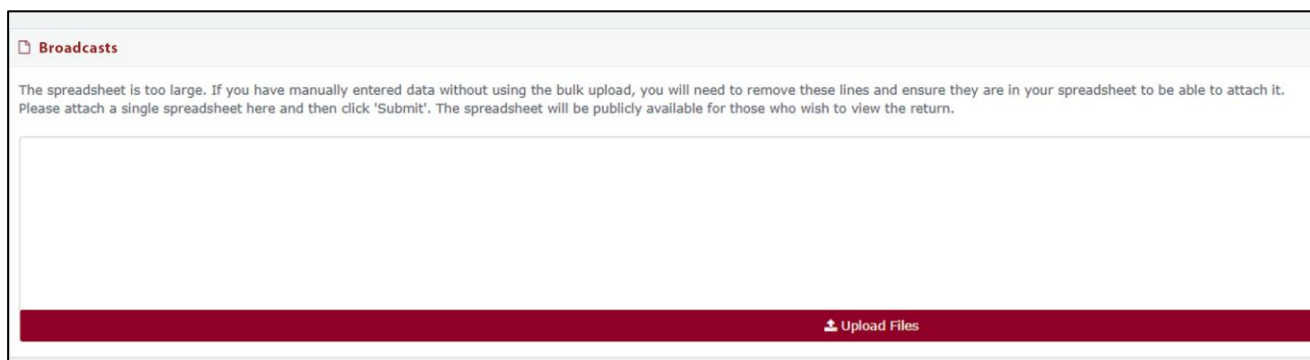
	A	B	C	D	E	F	G	H	I
1	Type	Radio or television station	Broadcast date	Broadcast time	Broadcast duration	Who requested broadcast	Who authorised broadcast	Amount	Commercial rate charged?
2	Broadcaster	DOGX 98.1	11/03/2024	4:54:00 PM	30 seconds	Bob the Builder	Bob the Builder	658.69	Yes
3	Broadcaster	DOGZZ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

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**.



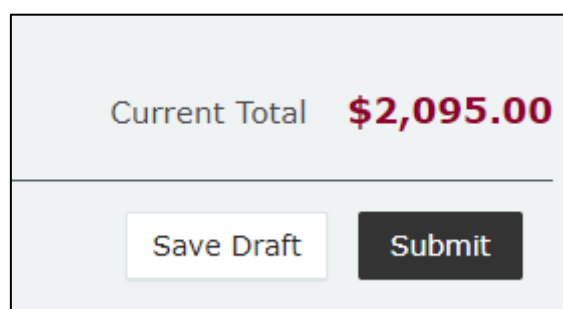
Select the bulk upload spreadsheet from where it is saved on your device to upload the advertisements to EDS.

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.

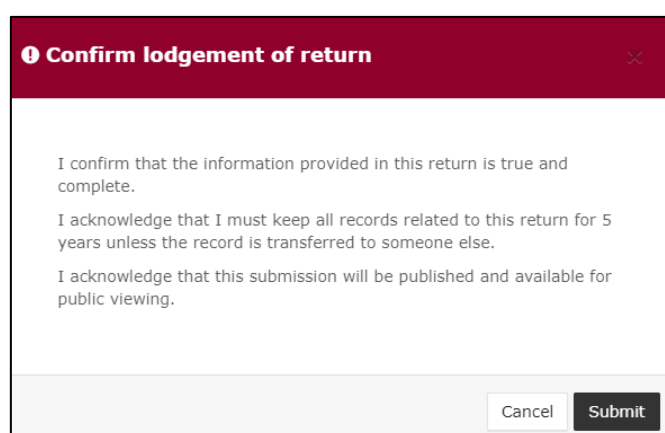
14. Choose **Submit** to finish the return.



Current Total **\$2,095.00**

Save Draft Submit

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



**Confirm lodgement of return**

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

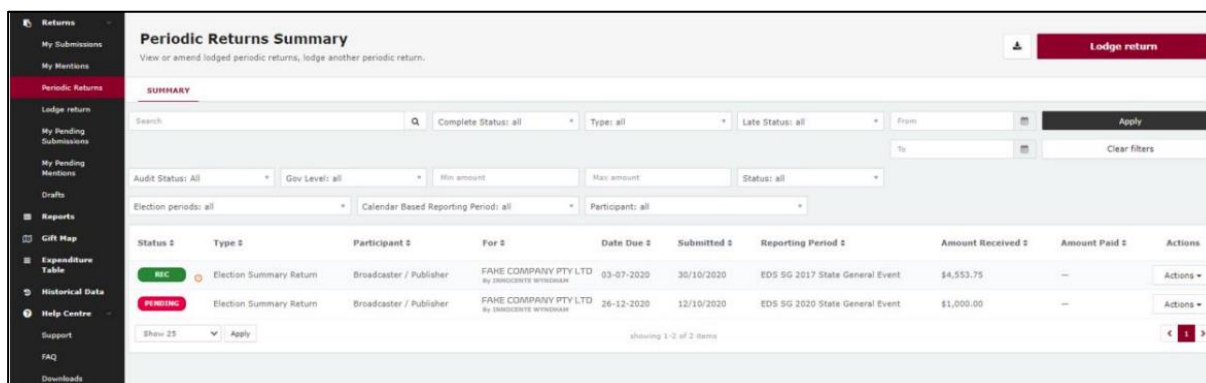
I acknowledge that I must keep all records related to this return for 5 years unless the record is transferred to someone else.

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

Cancel Submit

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.



**Periodic Returns Summary**  
View or amend lodged periodic returns, lodge another periodic return.

Search [ ] Complete Status: all Type: all Late Status: all From [ ] To [ ] Apply Clear filters

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

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

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Broadcaster / Publisher	FAWE COMPANY PTY LTD By SHARONCATE WYNDHAM	03-07-2020	30/10/2020	EOS SG 2017 State General Event	\$4,553.75	—	Actions
PENDING	Election Summary Return	Broadcaster / Publisher	FAWE COMPANY PTY LTD By SHARONCATE WYNDHAM	26-12-2020	12/10/2020	EOS SG 2020 State General Event	\$1,000.00	—	Actions

Show 25 Apply showing 1-2 of 2 items