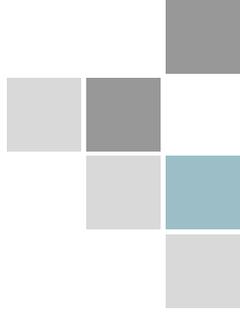




Electronic Disclosure System (EDS) for Associated Entities and their Financial Controllers

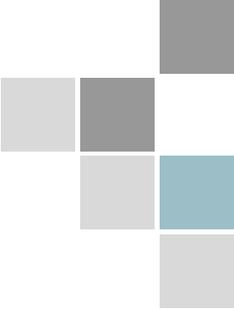
FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE



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1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for financial controllers of associated entities 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. Users 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. Glossary

Please see below for key terms used throughout this user guide and their definitions.

Associated Entity

An associated entity:

- is controlled by a registered party (or candidates endorsed by the party), candidate, or group of candidates
- operates wholly or to a significant extent for the benefit of a registered political party, candidate, or group of candidates
- operates for the dominant purpose of promoting a registered political party, candidate, or group of candidates.

For registered political parties, an associated entity is not:

- a candidate endorsed by the party for the election
- a related political party
- a federal or interstate branch or division of the party.

For individual candidates, an associated entity is not:

- another candidate who is endorsed by the same registered political party
- the associated entity of a registered political party who endorsed the candidate
- the associated entity of a group of candidates of which the candidate is a member
- an electoral committee formed to help the candidate's election campaign.

For groups of candidates, an associated entity is not:

- a candidate who is a member of the group
- a committee formed to help the election campaign of members of the group in the election.

Disclosure Due Date

The financial controller of all associated entities 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).

If expenditure is incurred, during the last 7 business days before an election day, the expenditure must be disclosed within 24 hours.

All financial controllers of associated entities must also lodge an election summary return within 15 weeks after the election, regardless of whether they incurred any electoral expenditure. This return must state the total value of all electoral expenditure incurred during the relevant disclosure period.

Refer to local government [Fact sheet 18 - Real-time disclosure of electoral expenditure](#) for more information about disclosure due dates.

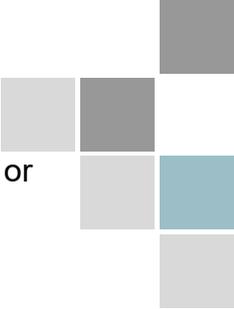
Disclosure Period

The disclosure period for an associated entity begins on the earlier of 1) the day the entity first incurs electoral expenditure for the election or 2) the day the capped expenditure period for the election begins. The disclosure period ends 30 days after election day.

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.

Financial controller

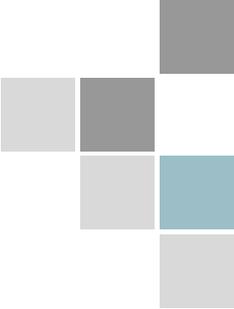
The financial controller of an associated entity of a registered political party, a candidate or a group of candidates for an election means:

- if the entity is a corporation, including a corporation that is the trustee of a trust, the secretary of the corporation
- if the entity is the trustee of a trust but not a corporation, the trustee
- otherwise the person responsible for keeping the financial records of the entity.

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:

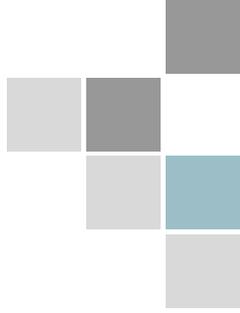
- an amount transferred from an individual's own funds (e.g., from a personal bank account) to the individual's own dedicated campaign bank account
- an amount contributed from an account an individual holds jointly with their spouse to the individual's own dedicated campaign bank account
- volunteer 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 10 – Definition of gifts and loans](#), [Fact sheet 20 – Real-time disclosure of gifts and loans for candidates](#) and [Fact sheet 25 – Real-time disclosure of gifts and loans by agents of groups of candidates](#) 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](#).

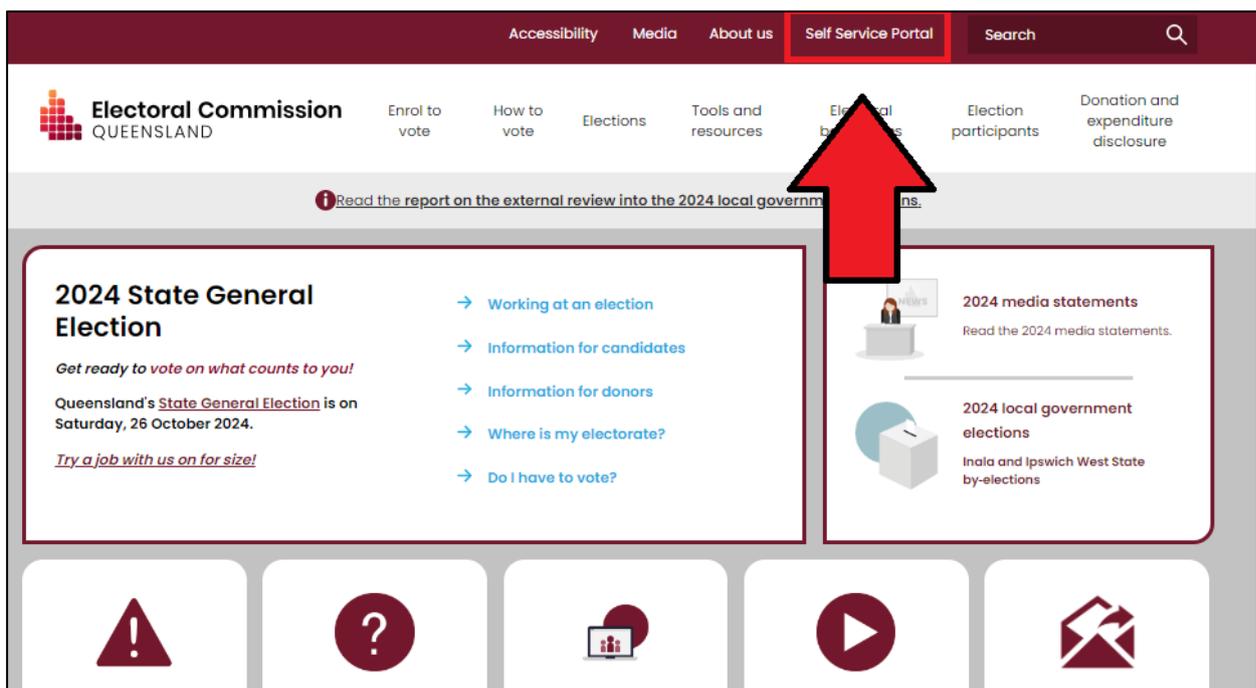
3. Accessing the Self Service Portal

A person who needs to lodge returns as the financial controller of an associated entity 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.

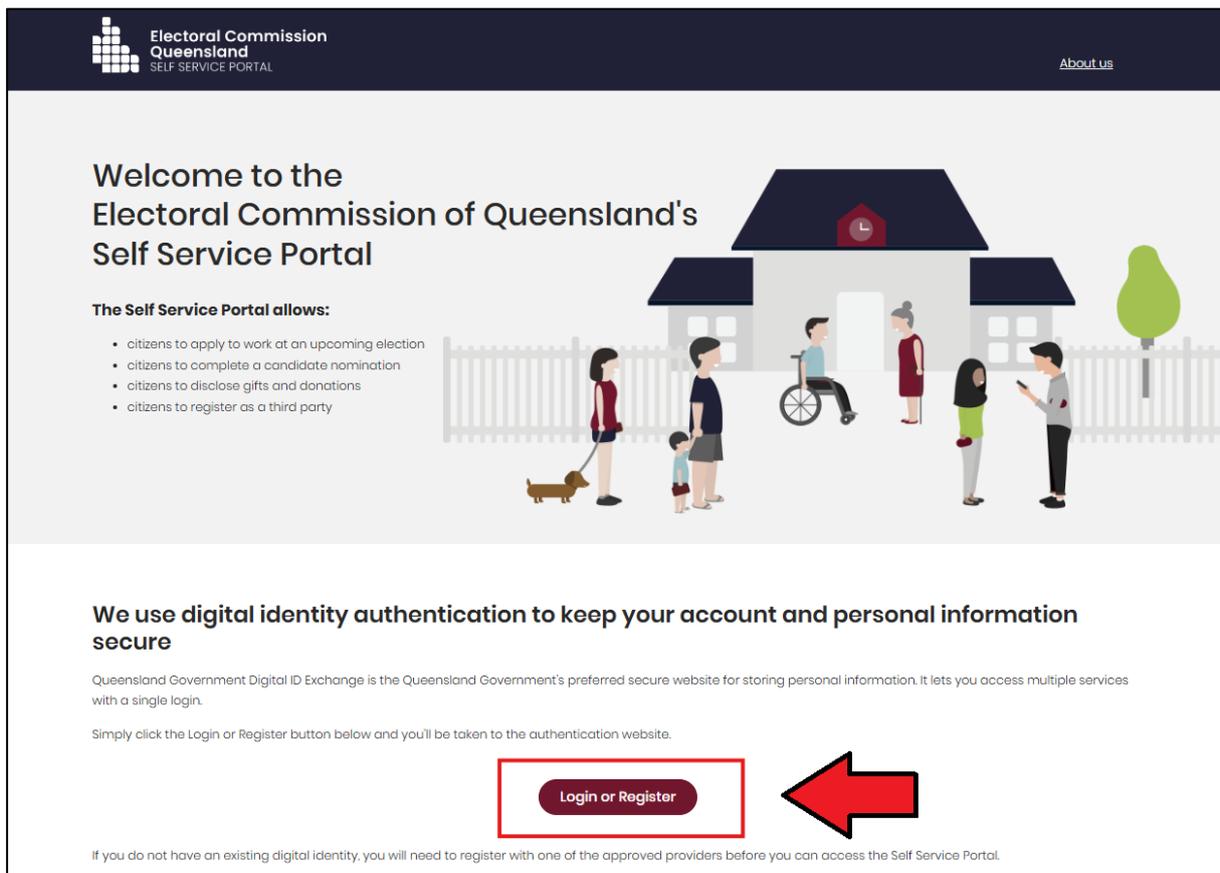
Note: If you already have an SSP account, you can skip to [section 4 of this user guide](#).

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



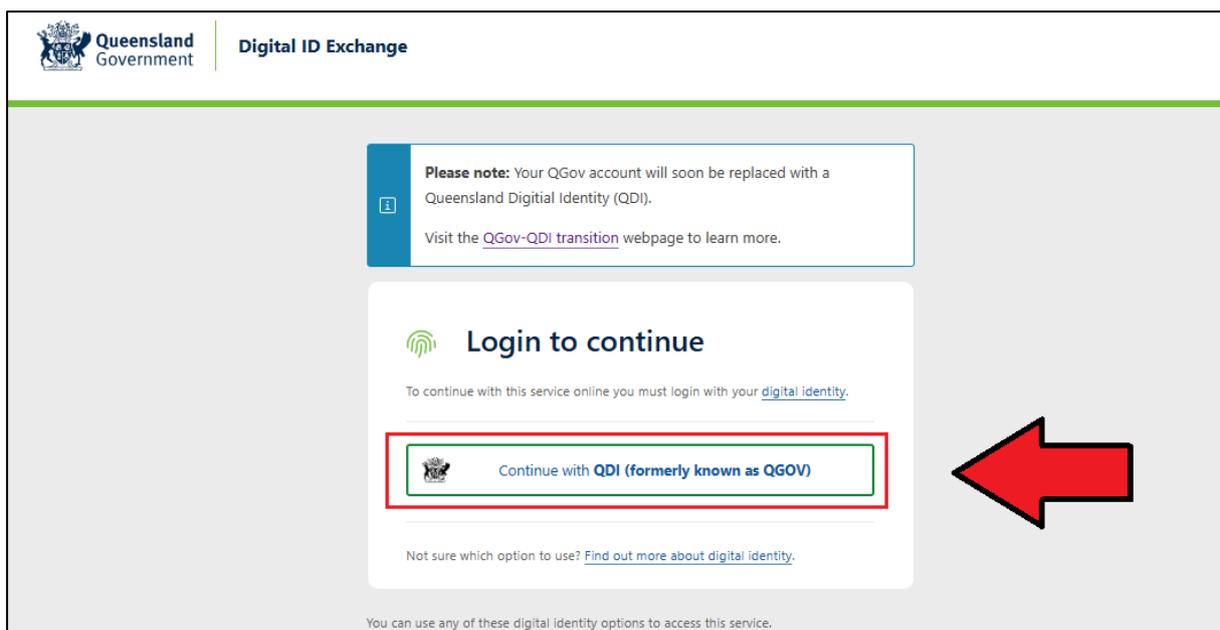
- Alternatively, you can access the SSP directly at selfserv.elections.qld.gov.au.

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



The screenshot shows the homepage of the Electoral Commission of Queensland Self Service Portal. At the top left is the logo for the Electoral Commission of Queensland Self Service Portal, and at the top right is a link for 'About us'. The main heading reads 'Welcome to the Electoral Commission of Queensland's Self Service Portal'. Below this, a section titled 'The Self Service Portal allows:' lists four bullet points: citizens applying to work at an upcoming election, completing a candidate nomination, disclosing gifts and donations, and registering as a third party. To the right of the text is an illustration of a diverse group of people (a woman with a dog, a man with a child, a person in a wheelchair, a woman, and a man with a phone) standing in front of a house. Below the illustration, a section titled 'We use digital identity authentication to keep your account and personal information secure' explains that the Queensland Government Digital ID Exchange is used for secure storage and access. It instructs users to click the 'Login or Register' button, which is highlighted with a red box and a red arrow pointing to it. A note at the bottom states that users without an existing digital identity will need to register with an approved provider.

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



The screenshot shows the login screen of the Queensland Government Digital ID Exchange. At the top left is the Queensland Government logo, and at the top right is the text 'Digital ID Exchange'. A blue box contains a 'Please note' message: 'Your QGov account will soon be replaced with a Queensland Digital Identity (QDI). Visit the QGov-QDI transition webpage to learn more.' Below this is a white box with a fingerprint icon and the heading 'Login to continue'. It states 'To continue with this service online you must login with your digital identity.' A button labeled 'Continue with QDI (formerly known as QGOV)' is highlighted with a red box and a red arrow pointing to it. At the bottom of the white box, there is a link: 'Not sure which option to use? Find out more about digital identity.' A footer note says '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**.

Queensland Government

Welcome

Login to Queensland Digital Identity

Email address*

Password*

[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

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

Queensland Government

Welcome

Sign up to Queensland Digital Identity

Email address*

Password*

Continue

Already have an account? [Log in](#)

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

The screenshot shows the Queensland Government website header with the logo and navigation links. The main content area is titled "Terms and Conditions" and contains the following text: "The safety and security of your private information are our top priority. Your private information is protected under the law - to find out more, you can read our privacy notice. To continue you must agree to the [Queensland Digital Identity Terms and Conditions](#)." Below this are two checkboxes: the first is for "I have read and agree to the [Terms and Conditions](#)" and the second is for "I have read and agree to the [Privacy Policy](#), [Privacy Notice](#), and the provision of my private information to be used for the Queensland Digital Identity". At the bottom are "Accept" and "Decline" buttons. A "Need help?" sidebar is on the right.

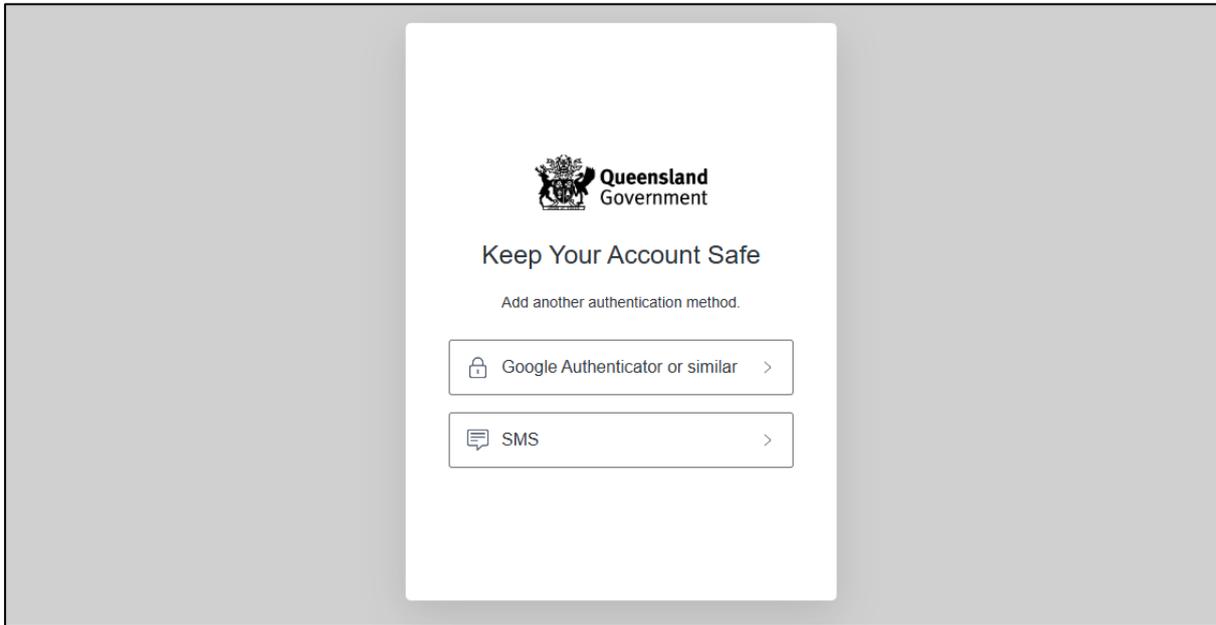
7. Retrieve your **verification code** from your email and enter it in the box provided. Then click **Continue**.

The screenshot shows the "Enter your email verification code" page. It displays the email address "rleigh.bamba@ecq.qld.gov.au" in a text box. Below it is a label "* Digital Identity verification code" followed by an empty input field. An information box states: "Check your Junk/Spam folders if the email does not appear in your inbox. You can [resend the email](#), if you did not receive it." At the bottom are "Continue" and "Cancel" buttons. A "Need help?" sidebar is on the right.

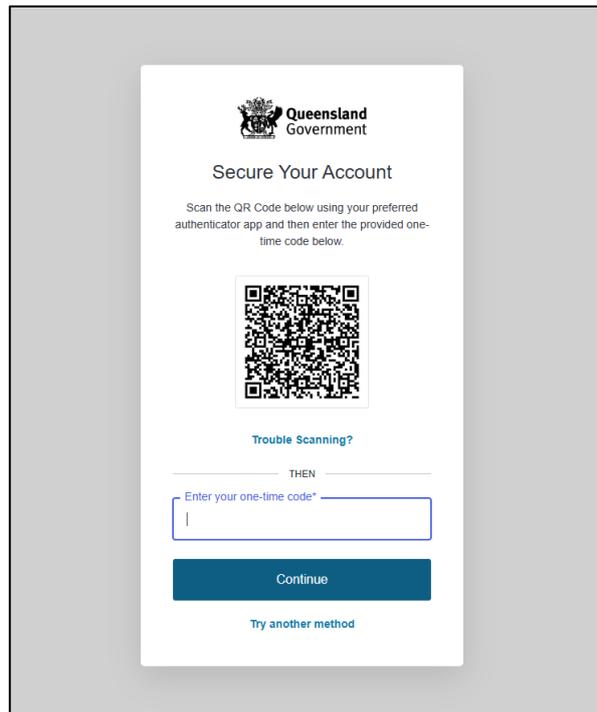
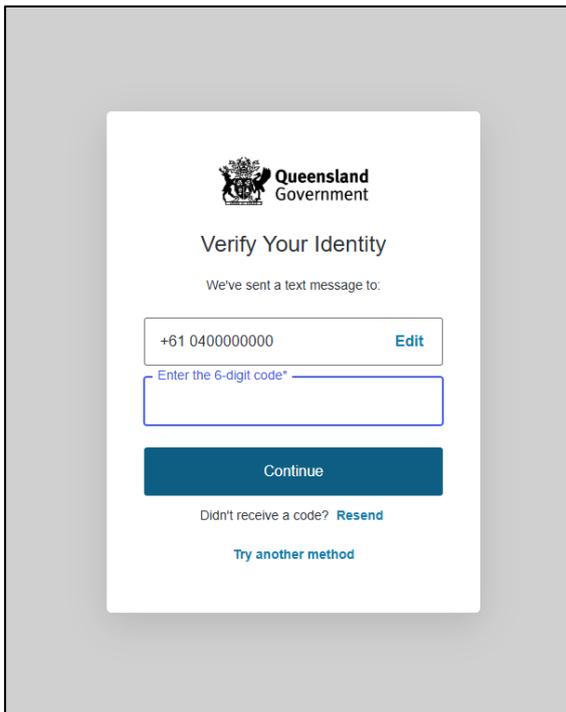
- If you do not receive a confirmation code, please contact Shared Services Queensland on 13 74 68.

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.

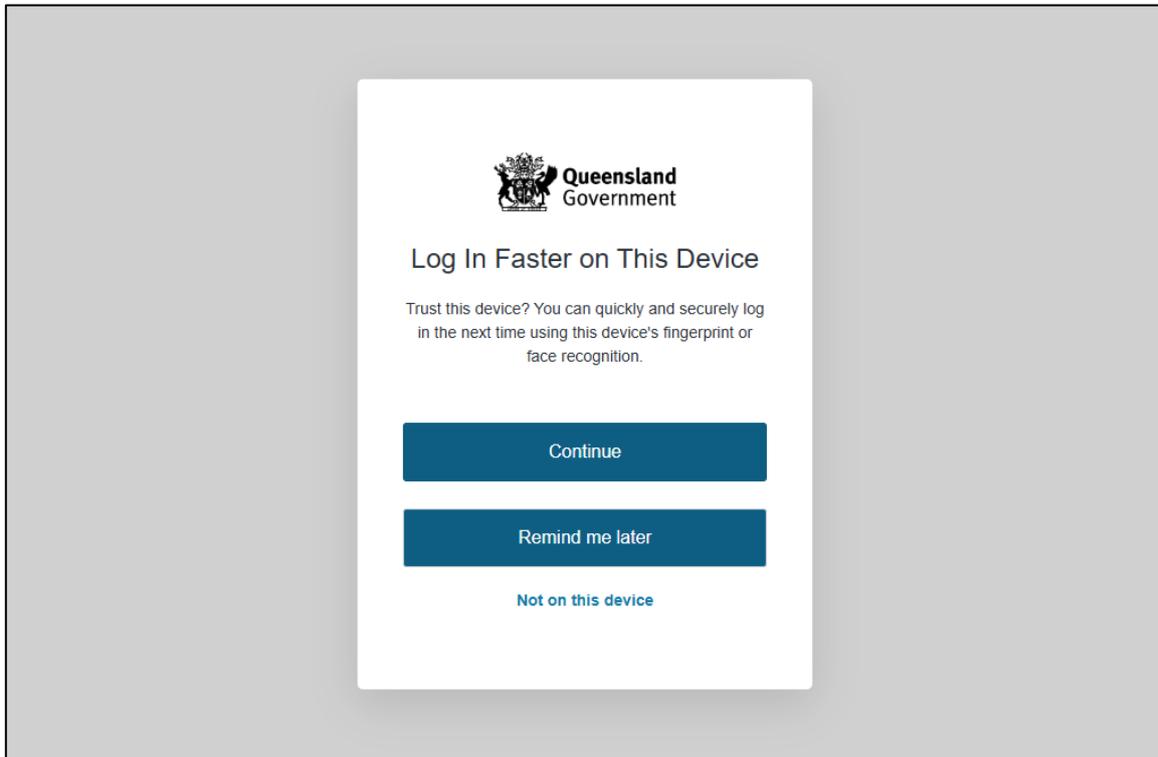


9. Retrieve your **one-time code** from your mobile device or authenticator app and enter it in the box provided. Then click **Continue**.

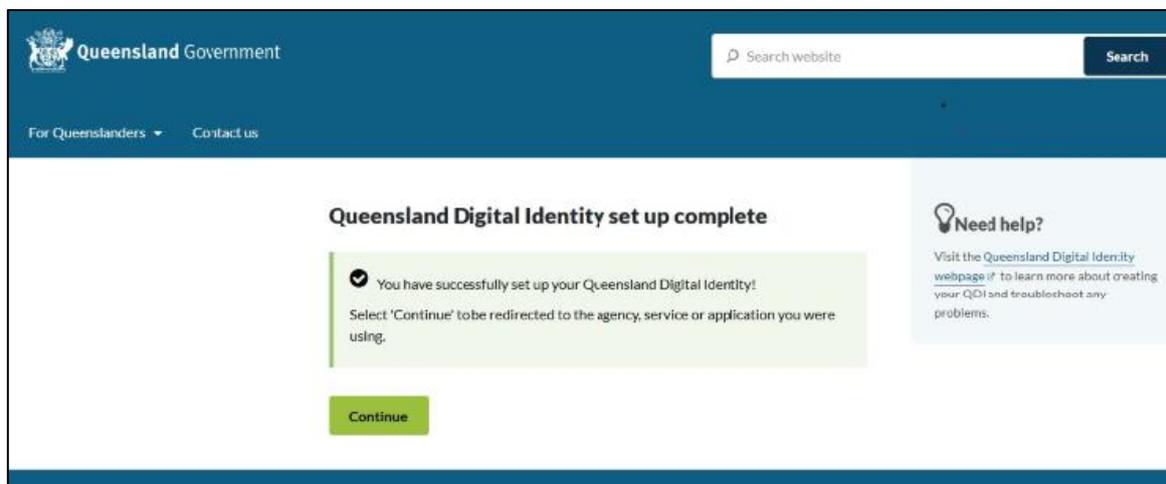


10. If you are using a trusted device, you can click **Continue** to register the device with QDI. This will allow you to quickly log in the next time using the sign-in options on your device rather than receiving a verification code.

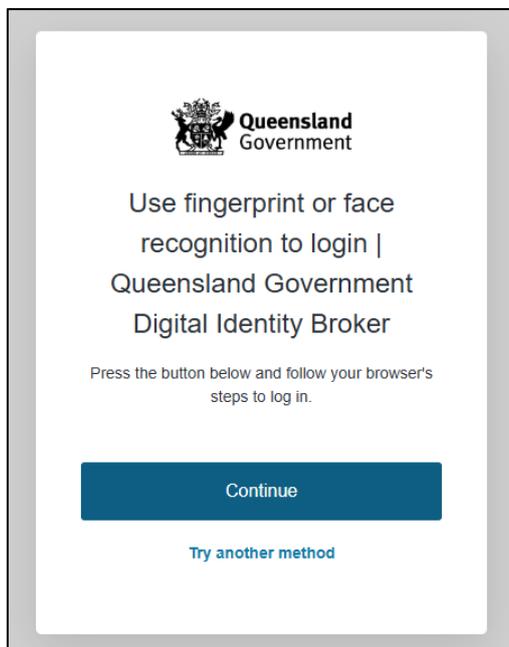
If you are not on a trusted device, click **Not on this device**.



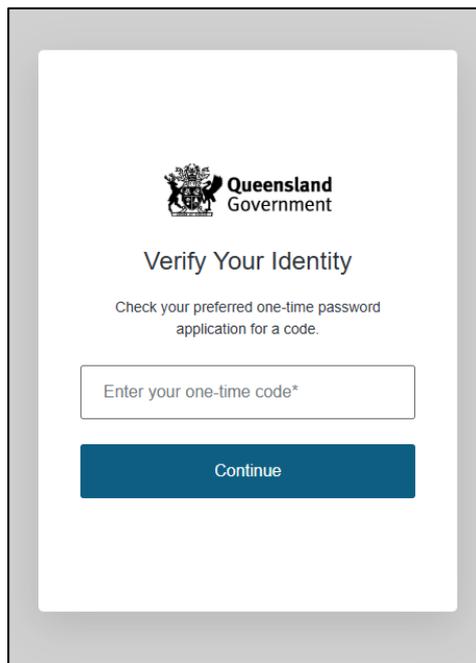
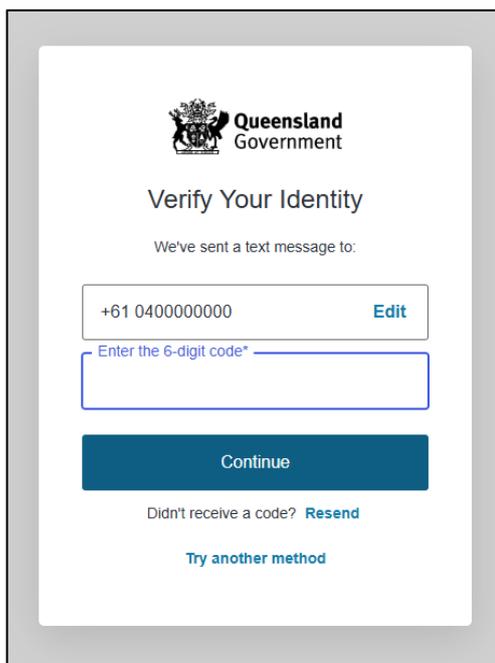
11. After successfully setting up your account, click **Continue**.



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**.

The screenshot shows the 'Digital ID Exchange' interface. At the top left is the Queensland Government logo. The page title is 'Consent to share your details'. Below the title, it 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'. 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 is a 'Cancel' link, and at the bottom right is a 'Continue' button. A small note at the bottom left says '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 in the 'Electoral Commission Queensland SELF SERVICE PORTAL'. The top navigation bar includes 'Log out' and 'About Us'. The breadcrumb trail is 'Home > Register'. The main heading is 'Identity'. The first question is 'Are you on the Qld electoral roll?' with radio buttons for 'Yes' (selected) and 'No'. Below this is explanatory text: '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.' 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:'. The 'Date of Birth' field has a placeholder 'dd/mm/yyyy'. Below the 'Surname' field, there is additional text: 'If you are enrolled to vote, enter your surname exactly as it appears on the electoral 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 pre-filled and so not able to be edited. If you need to change these details, please visit the AEC at aec.gov.au.

The screenshot shows a 'Contact Details' form with the following fields and options:

- QNumber:** A text input field containing 'Q123456789'.
- Personal Email Address:** A text input field containing 'test@email.com'. Below it, a note states: '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 QGov, using the option to manage your QGov login.'
- Primary Phone Preference:** A dropdown menu with a downward arrow. Below it, a note states: '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:** An empty text input field.
- Mobile Phone Number:** An empty text input field.
- Enrolled Address:** A text input field containing '123 FAKE ST, BRISBANE QLD 4000'.
- Postal Address:** A text input field containing 'Same as enrolled address'.

At the bottom of the form, there are three buttons: 'Cancel', 'Previous', and 'Next'.

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 associated entity that you represent. Agree to the privacy policy and terms of use and select the tick box indicating your understanding about [prohibited donations](#).

Home > Disclosure > Represented Organisations > Add New Organisation

Add New Organisation

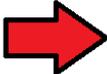
* I agree to the privacy policy and terms of use.

* I understand that the giving or receiving of political donations from prohibited donors for local government elections is unlawful. [Learn more.](#)

19. If your associated entity has an ACN or ABN, please choose **Yes** and validate the relevant number.

* 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 **Associated Entity**.

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.

* Do you want notifications relating to this organisation sent to an email address that is different to your personal email address?

Yes No

[Add additional director](#)

Name	Address	Action
No matching records found		

[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**.

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](#)

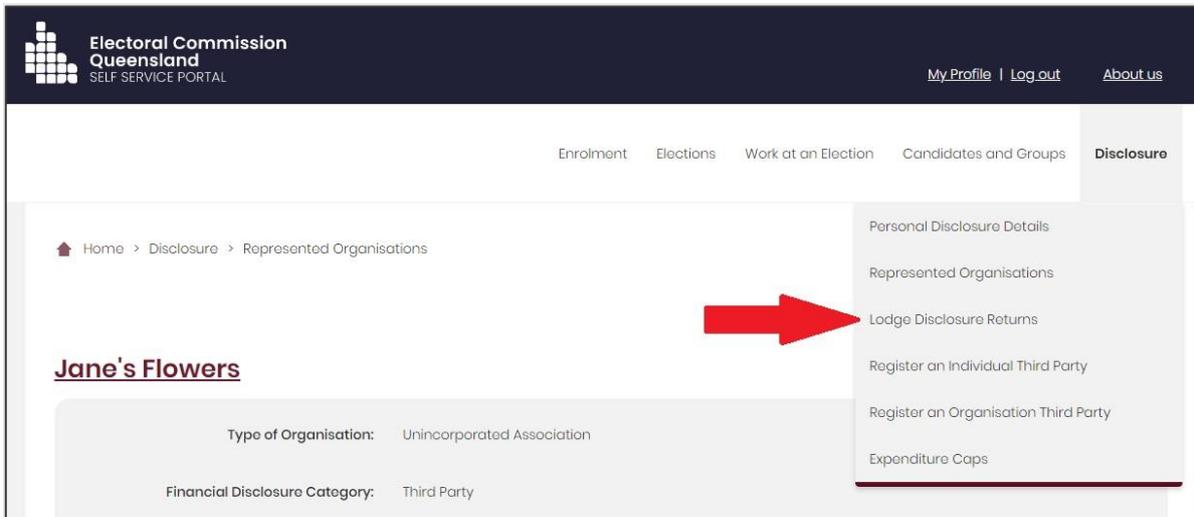
Jane's Flowers [Edit](#)

Type of Organisation: Unincorporated Association

Financial Disclosure Category: Third Party

What is your position title in this: Chairman

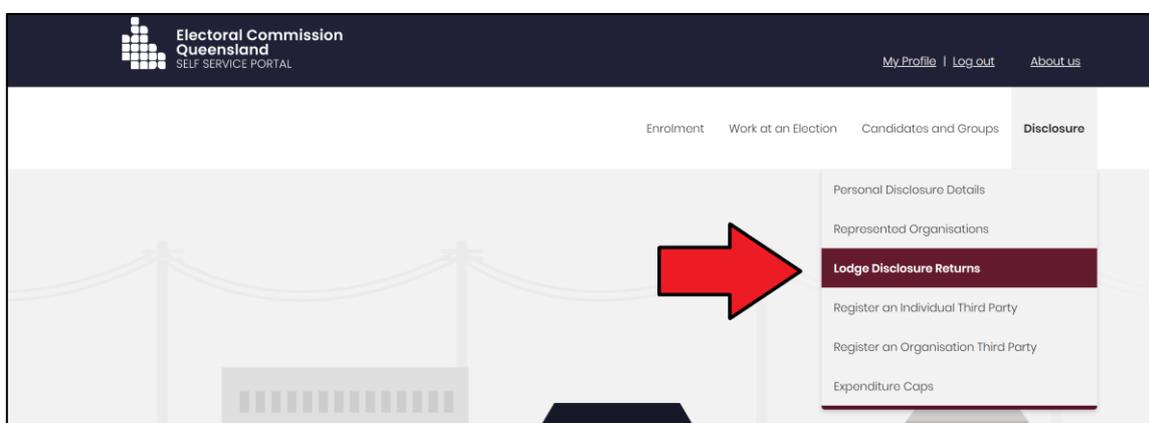
23. You can now lodge returns in EDS by opening the **Disclosure** dropdown menu in the top right then choosing **Lodge Disclosure Returns**.



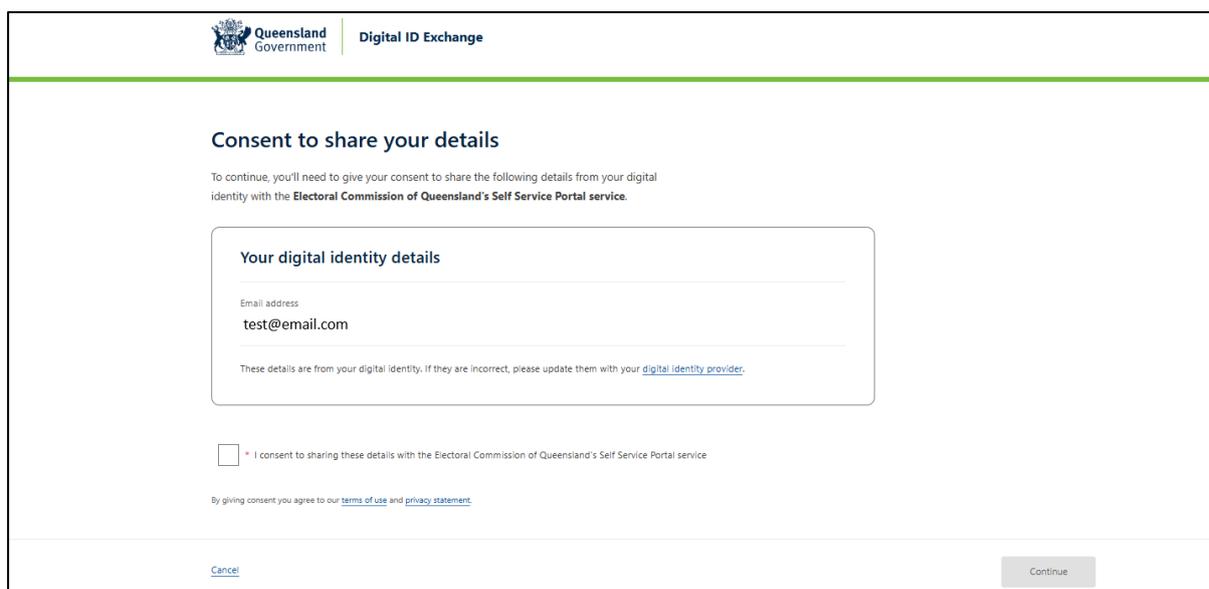
4. Logging into EDS

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.

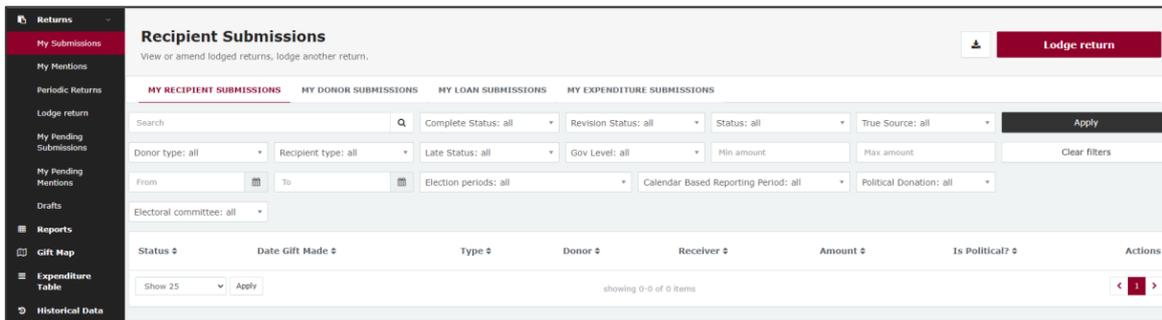
1. When logged into SSP (selfserv.elections.qld.gov.au), choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



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**.

A screenshot of the 'Consent to share your details' form. The header shows the Queensland Government logo and 'Digital ID Exchange'. The main heading is 'Consent to share your details'. Below it, text reads: '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 the 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 on the left and a 'Continue' button on the right. A small note at the bottom left says: 'By giving consent you agree to our [terms of use](#) and [privacy statement](#).'

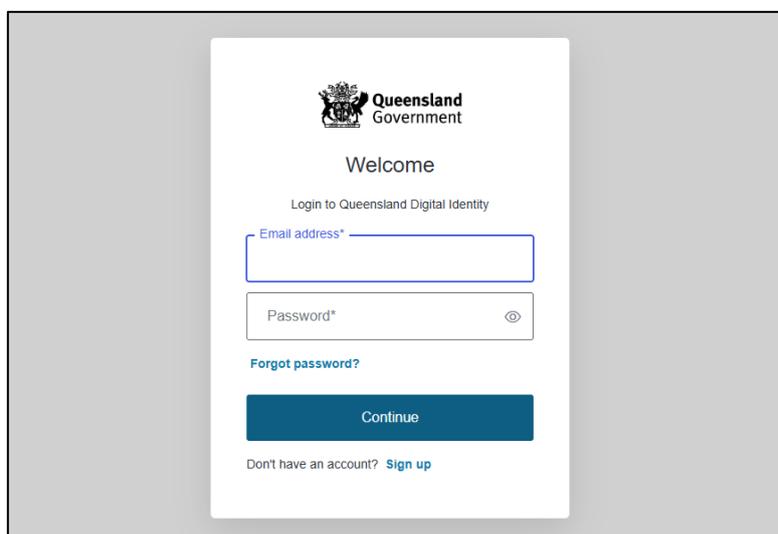
3. You will now see the main page of EDS.



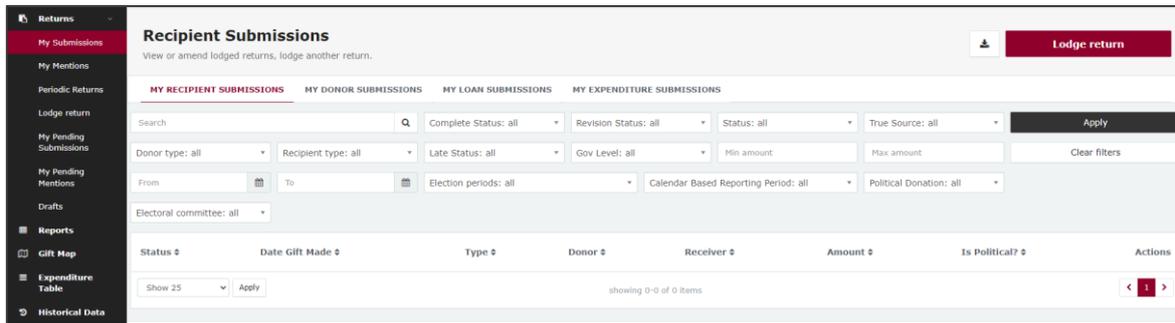
4. You can also access EDS directly at disclosures.ecq.qld.gov.au. Choose **Login/Register** in the top right-hand corner.



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.





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

5. Gifts, loans and periodic returns

Financial controllers of associated entities of candidates and groups of candidates must disclose all gifts and loans of \$500 or more received during their disclosure period. Returns for gifts and loans must be lodged by the disclosure due date.

Financial controllers of associated entities of registered political parties must continue to comply with all requirements under the *Electoral Act 1992* and the Electoral Regulation 2013 to lodge returns for gifts and loans received during a calendar-based reporting period (1 January to 30 June, or 1 July to 31 December, of each year).

Financial controllers of all associated entities are also required to lodge a periodic return for the associated entity not more than 8 weeks after the end of each reporting period.

Please refer to the EDS User Guide for Associated Entities – State for instructions on how to lodge periodic returns in EDS and how associated entities of registered political parties should disclose gifts and loans.

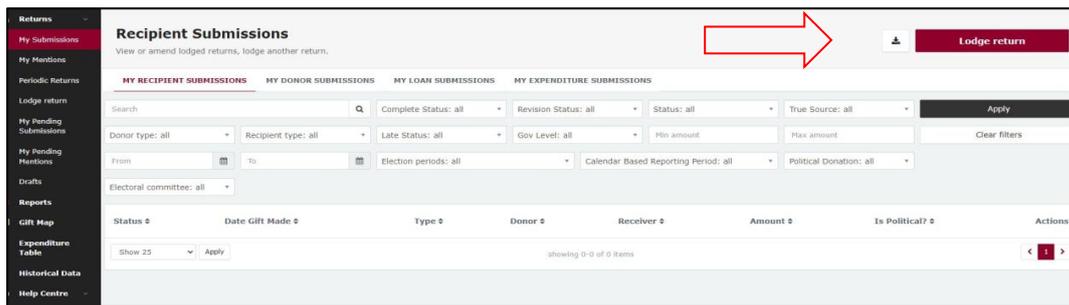
Instructions for the disclosure of gifts and loans by associated entities of candidates and groups of candidates are below.

5.1 Disclosing a gift received in EDS

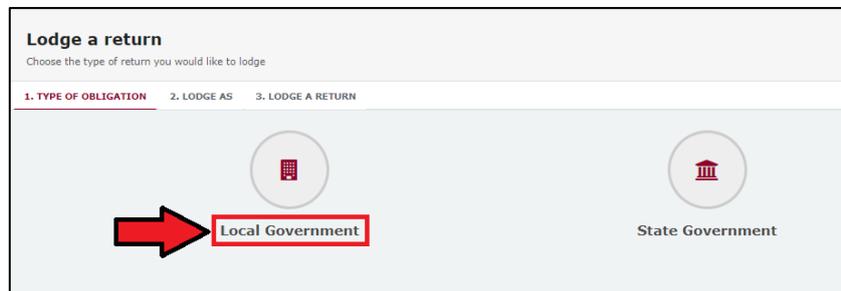
Financial controllers of associated entities of candidates and groups of candidates that receive gifts of \$500 or more (cumulative) must lodge returns in EDS by the disclosure due date.

Note: refer to the [Glossary](#) for key terms and definitions.

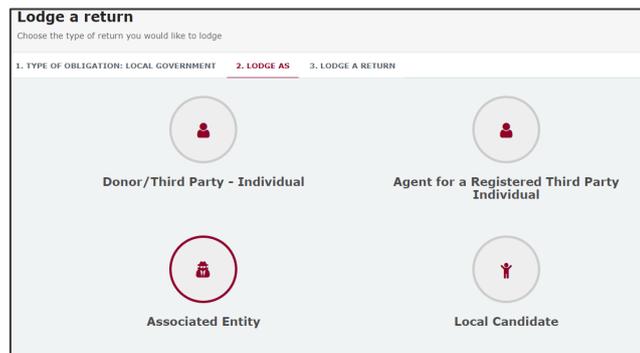
When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.



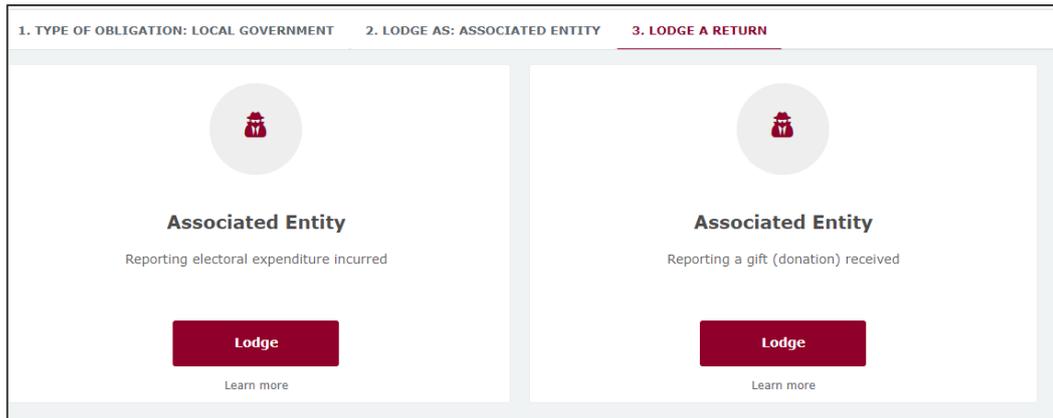
1. Under Type of Obligation, select **Local Government**.



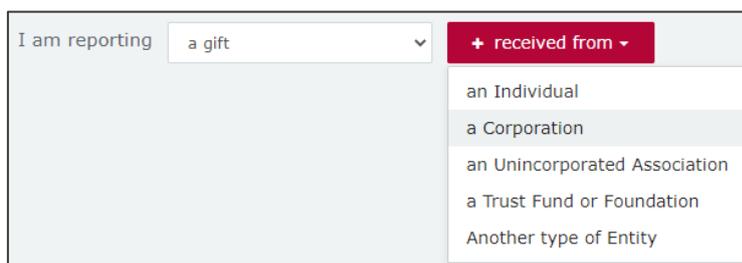
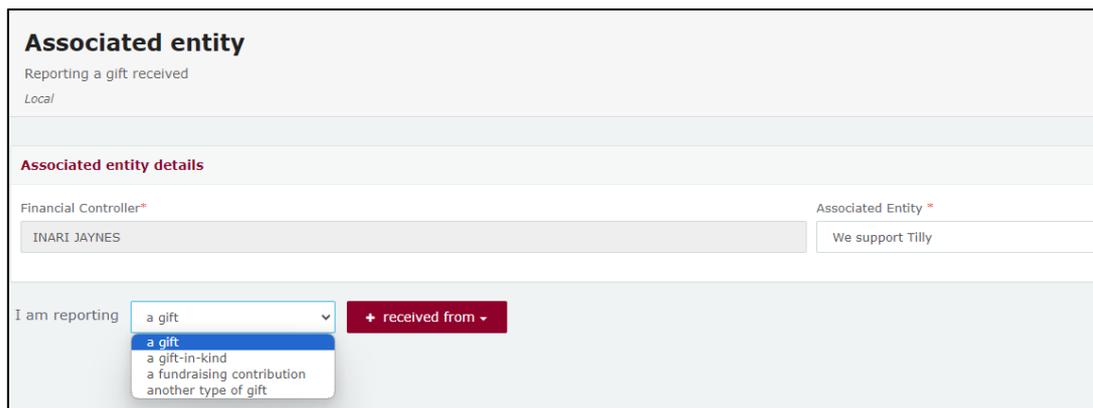
2. Select **Associated Entity** on the Lodge As screen.



3. Choose the **Lodge** button under Associated Entity: Reporting a gift (donation) received.



4. The details of your associated entity will be pre-filled. Select gift type using the **I am reporting** dropdown menu (e.g., a gift).



5. Choose donor type from the **+ received from** dropdown menu (e.g., an Individual or a Corporation).

6. 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.

Reporting a Gift received from a corporation

Name*
Fake corporation

Street*
1 Fake St

Suburb*
Faketown

State*
QLD

Postcode*
4000

Gift Particulars

Description of Gift Received*
How to vote card printing

Amount*
550

Date made*
12/02/2020

Type of business conducted by corporation*
Town Planning

Names and residential or business addresses of the directors or members of the executive committee of the corporation*

Committee member / Director

Name*
Tony Townplanner

Address*
1 Fake St, Faketown QLD 4000

+ Member

Does the Corporation have an interest in a local government matter that is greater than that of other persons in the local government area?*

Yes No

Does the corporation have a holding company?*

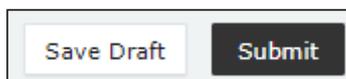
Yes No

Is this Corporation the source of the Gift?*

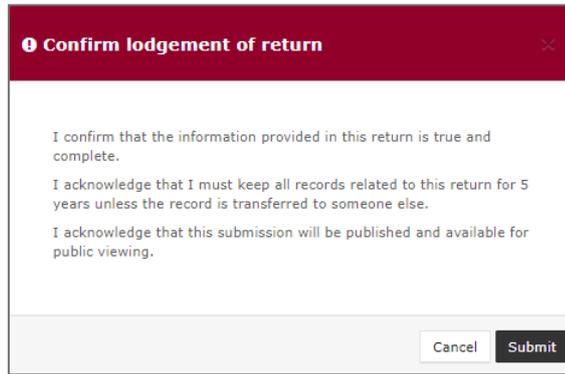
Yes No

I am reporting

- 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.
7. 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.



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



Confirm lodgement of return

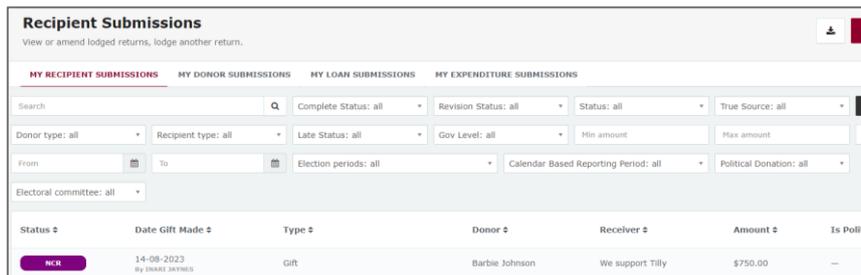
I confirm that the information provided in this return is true and complete.

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.

9. The gift received will display on the Recipient Submissions page under the My Recipient Submissions tab. The return will also display on the public Gift Map and Reports pages.

Note: The gift received Status will display as NCR (no corresponding return) to signify that a corresponding return from the donor is not required.



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

Donor type: all Recipient type: all Late Status: all Gov Level: all Min amount Max amount

From [] To [] Election periods: all Calendar Based Reporting Period: all Political Donation: all

Electoral committee: all

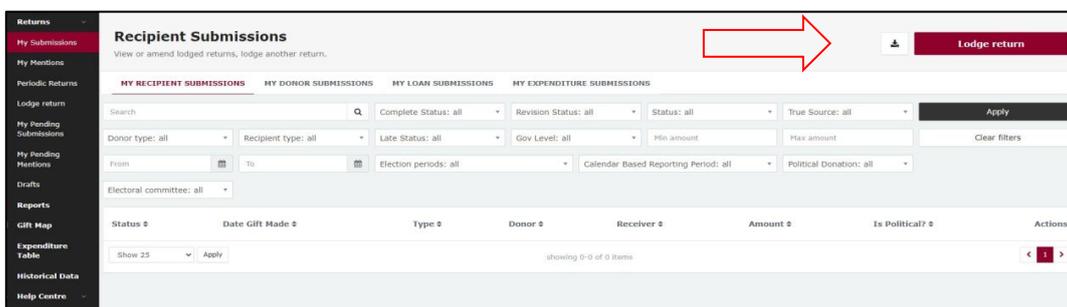
Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political
NCR	14-08-2023 <small>By SMART PAYMENTS</small>	Gift	Barbie Johnson	We support Tilly	\$750.00	—

5.2 Disclosing a loan received in EDS

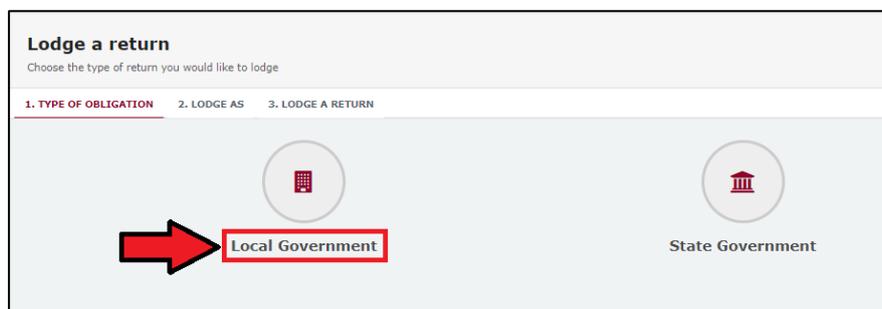
Financial controllers of associated entities of candidates and groups of candidates that receive loans of \$500 or more are required to disclose the details of the loan in a return by the disclosure due date.

Note: refer to the [Glossary](#) for key terms and definitions.

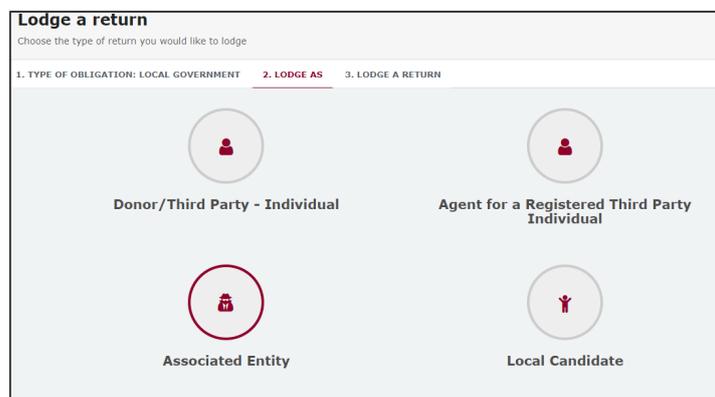
To lodge a return for loans received in EDS, please use the following instructions. When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.



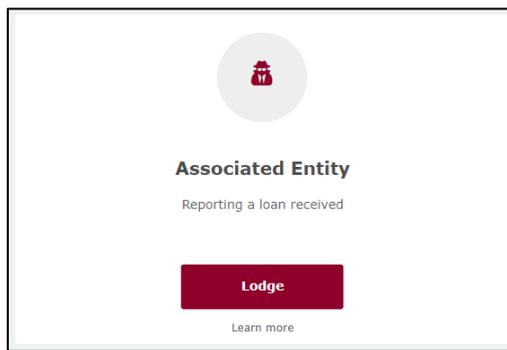
1. Under Type of Obligation, select **Local Government**.



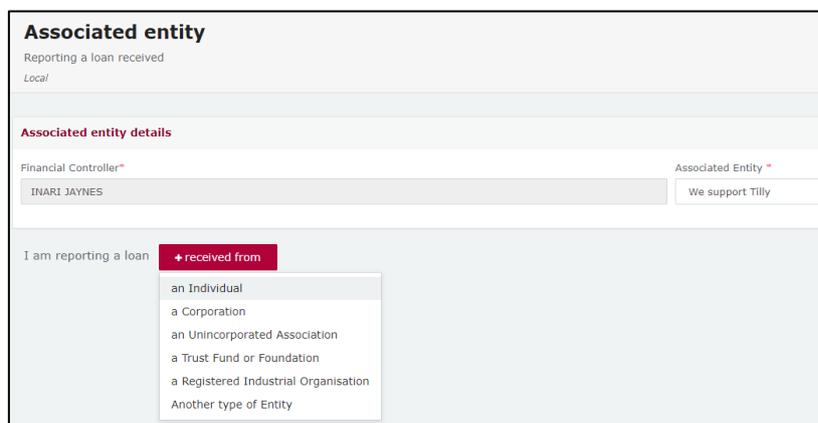
2. Select **Associated Entity** on the Lodge As screen.



- Choose the **Lodge** button under Associated Entity: Reporting a loan received.

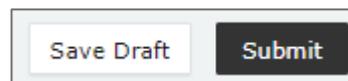


- Select the type of entity that provided the loan from the **+ received from** dropdown menu.

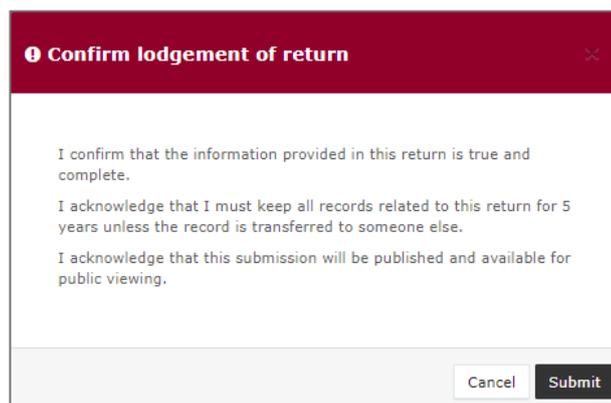


- Enter all requested loan reporting information, such as name and address of the entity giving the loan, terms and conditions of loan, amount and date loan received, date loan due and date paid back (if applicable).

- Depending on the type of entity selected in step 5, you may also be asked additional questions about the corporation, individual, etc. who provided the loan. [Fact sheet 11 – Relevant details of gifts and loans](#) has further information about what may be required.
- 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.



- Select **Submit** to confirm the information in the return is correct.



- The loan received will display on the Recipient Submissions page under the My Loan Submissions tab. The return will also display on the public Reports page. **Note:** Loan received status will display as **NCR** standing for 'no corresponding return.' This means a corresponding return from the loan provider is not required.

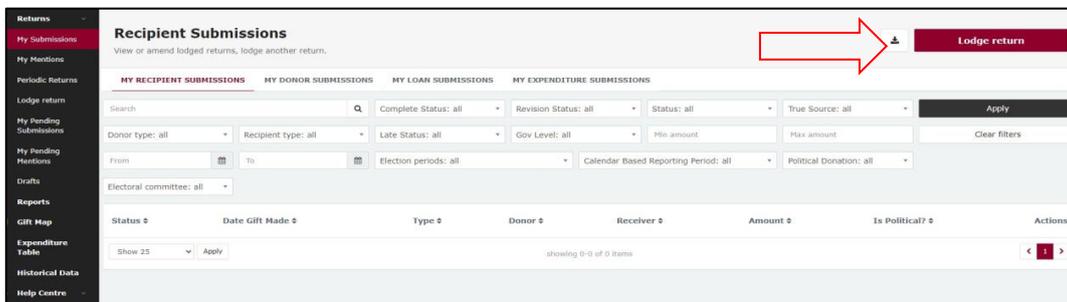
Loan Submissions						
View or amend lodged returns, lodge another return.						Lodge return
MY RECIPIENT SUBMISSIONS		MY DONOR SUBMISSIONS		MY LOAN SUBMISSIONS		MY EXPENDITURE SUBMISSIONS
Search	Complete Status: all	Revision Status: all	Status: all	True Source: all	Apply	
Donor type: all	Recipient type: all	Late Status: all	Gov Level: all	Clear filters		
Min amount	Max amount	From	To	Election periods: all	Calendar Based Reporting Period: all	
Status	Date Received	Type	Provider	Receiver	Amount	Actions
NCR	22-01-2020 By COSTINE ACHA	Loan	Corporation A	COSTINE ACHA	\$700.00	Actions
Show 25	Apply	showing 1-1 of 1 items				< 1 >

6. Disclosing electoral expenditure in EDS

Financial controllers of associated entities that incur electoral expenditure of \$500 or more for a local government election are required to disclose the details of the expenditure in a return.

Items of electoral expenditure can be disclosed individually (see [Section 6.1](#)) or by using a bulk upload spreadsheet (see [Section 6.2](#)). The bulk upload spreadsheet is recommended when disclosing many expenditure items in one transaction.

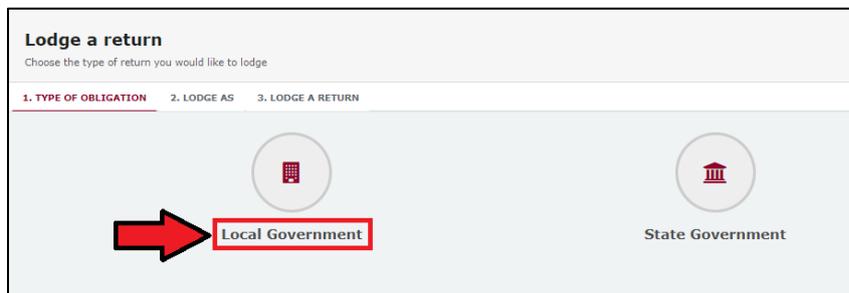
When you are logged into EDS, you will see the below screen. To begin lodging a return, choose the maroon **Lodge return** button in the upper right corner.



6.1 Disclosing electoral expenditure

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

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

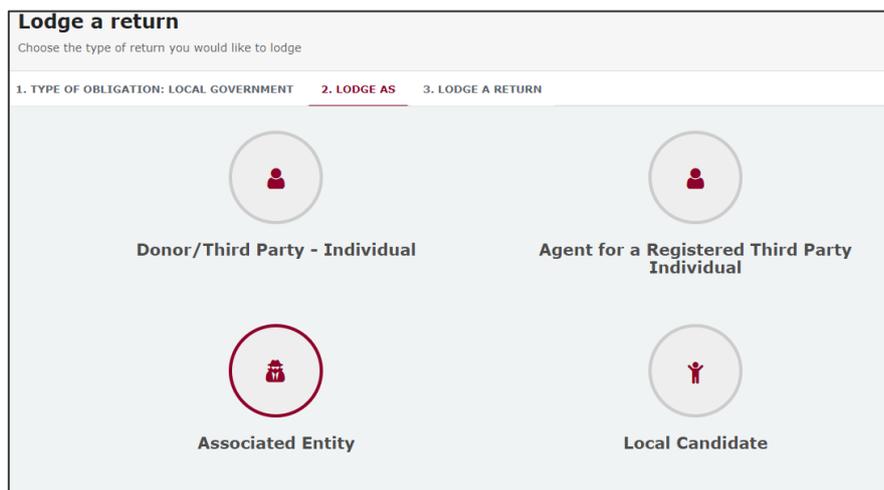


Lodge a return
Choose the type of return you would like to lodge

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

Local Government State Government

2. Select **Associated Entity** on the Lodge As screen.



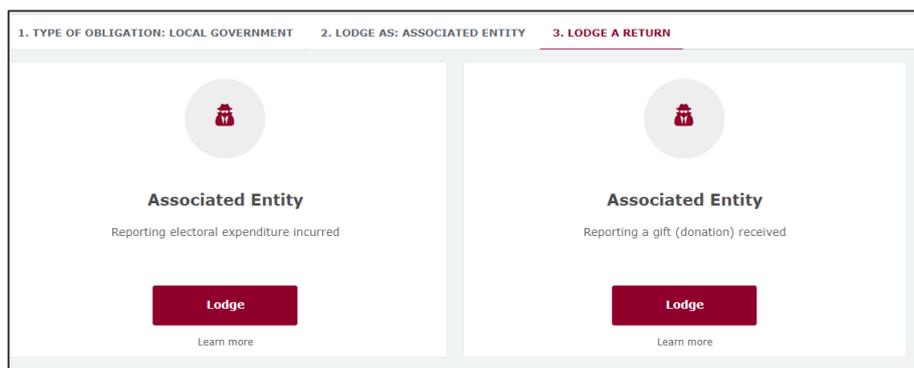
Lodge a return
Choose the type of return you would like to lodge

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

Donor/Third Party - Individual Agent for a Registered Third Party Individual

Associated Entity Local Candidate

3. Choose the **Lodge** button under Associated Entity: Reporting electoral expenditure incurred.



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

Associated Entity Reporting electoral expenditure incurred

Lodge Learn more

Associated Entity Reporting a gift (donation) received

Lodge Learn more

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

Associated Entity
Reporting electoral expenditure incurred
Local

Associated entity details

Financial Controller*
INARI JAYNES

Associated Entity **
We support Tilly

+ Add new Item v
Electoral expenditure

5. Enter all mandatory electoral expenditure information, such as supplier name and address, description of goods or services, purpose of expenditure, amount and date.

Additional electoral expenditure items can be disclosed by selecting **+ add new item** and repeating the steps above.

Electoral expenditure

Supplier name*
Printers R Us

Street*
1 Supplier St

Suburb*
Brisbane

State*
QLD

Postcode*
4000

Expenditure Particulars

Description of goods or services*
Printing of 10,000 x A5 Flyers

Purpose of the expenditure*
To promote my candidacy and policies as part of a council-wide mail out

Amount*
2000

Date of expenditure*
20/02/2020

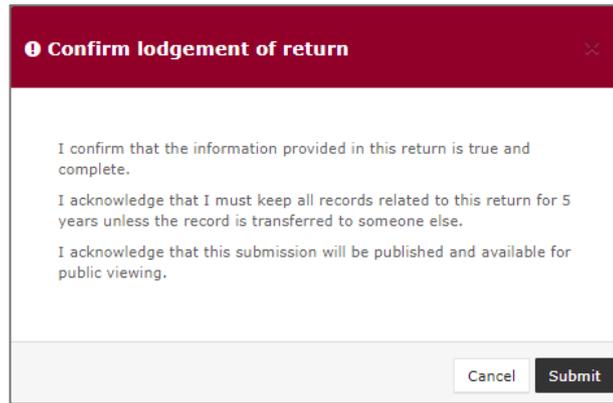
Current Total **\$2000.00**

+ Add new item v
Save Draft Submit

6. 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.

Save Draft Submit

7. Select **Submit** again to confirm the information 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.

8. 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.



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

Search Complete Status: all Revision Status: all Status: all Participant: all

Late Status: all Min amount Max amount From To

Status <input type="button" value="v"/>	Submitted <input type="button" value="v"/>	Date Expenditure Incurred <input type="button" value="v"/>	Participant <input type="button" value="v"/>	Incurred by <input type="button" value="v"/>	Amount <input type="button" value="v"/>	Actions
EXP	14-08-2023	14-08-2023 By INARE JAYNES	Associated Entity	We support Tilly	\$750.00	<input type="button" value="Actions v"/>

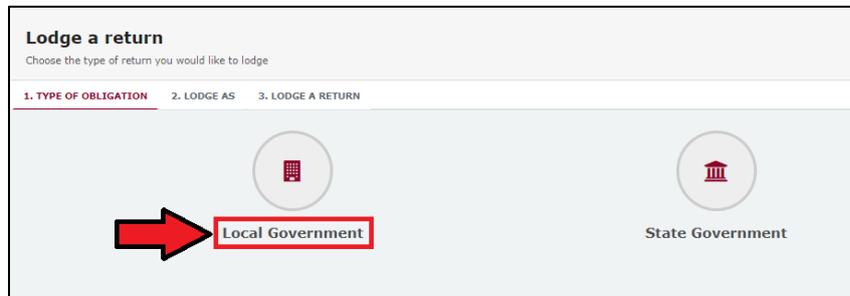
Show 25 showing 1-1 of 1 items

Electoral expenditure **Status** will display as **EXP** (expenditure) to signify that electoral expenditure has been disclosed.

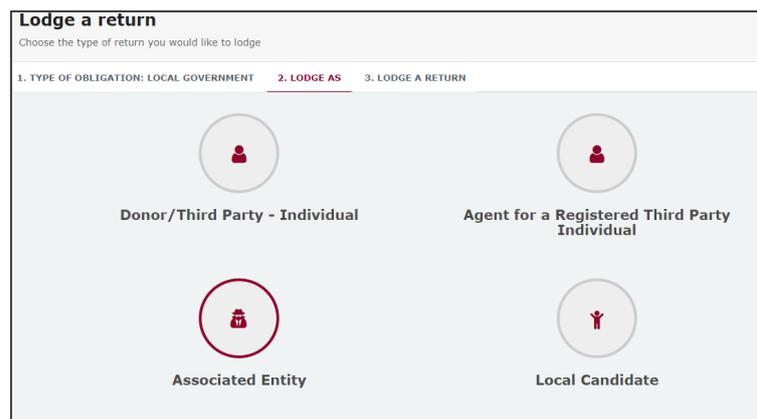
6.2 Disclosing electoral expenditure using a bulk upload spreadsheet

To lodge a return for multiple items of electoral expenditure using a bulk upload spreadsheet, please use the following instructions.

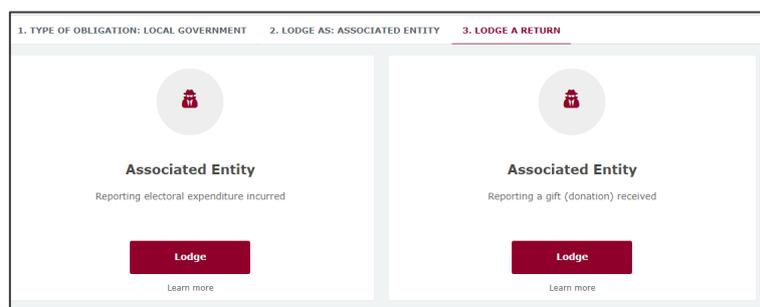
1. Under Type of Obligation, select **Local Government**.



2. Select **Associated Entity** on the Lodge As screen.



3. Choose the **Lodge** button under Associated Entity: Reporting electoral expenditure incurred.



- To enter multiple expenditure items at once choose the **+Bulk Upload** dropdown menu in the upper righthand corner then select **Download template**.

- Once downloaded, open the Excel file.

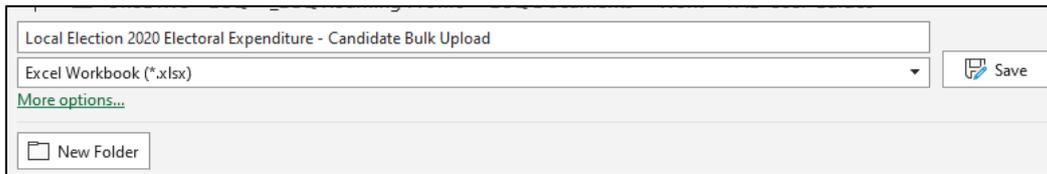


Note:

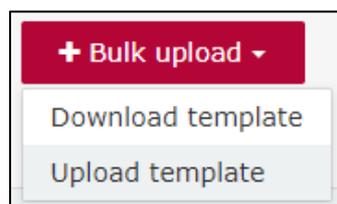
- Google Chrome downloads generally appear in the lower left of the page.
 - Internet Explorer downloads generally appear in a pop-up box.
 - Apple Safari downloads are available in the download icon in the lower right of the screen.
- When you have the excel file open, be sure to **Enable Editing** 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.

Supplier						Date of expenditure	Amount	Description	Purpose
Name	Street	Suburb	State	Postcode	Country				
Printers R Us	1 Supplier St	Brisbane	QLD	4000		15/02/2020	2000.00	Printing of 10,000 x A5 Flyers	To promote my candidacy and po
Visage Folio	1 Auckland St	Auckland	Overseas	1010	New Zealand	17/02/2020	500.00	Social media promotion	To boost posts on my Visage Folio
Tee Central	1 Central St	Brisbane	QLD	4000		2/02/2020	60.00	Production of 2 x t-shirts promoti	To produce t-shirts worn by voters

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

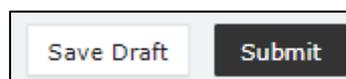


8. When you're ready to upload the spreadsheet, navigate back to lodge your return and choose **+Bulk upload** using the dropdown menu. You can then select **Upload template**.

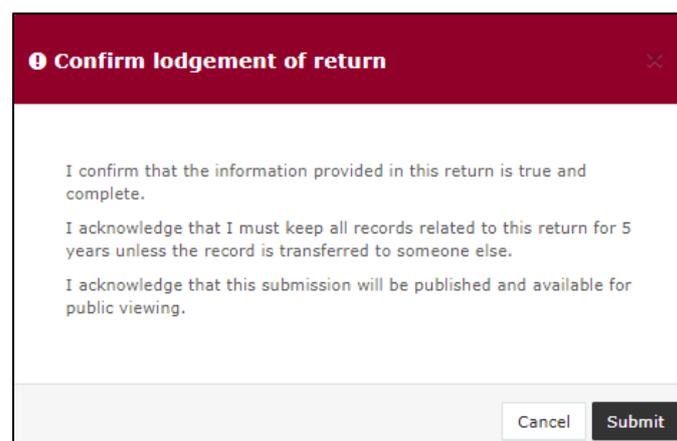


9. Select the file to upload and then select **Next**.

10. Select **Submit**.



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



12. The electoral expenditure items will display on the Recipient Submissions page under the My Expenditure Submission 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.

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	14-08-2023	11-08-2023 By INARI JAYNES	Associated Entity	We support Tilly	\$500.00	Actions
EXP	14-08-2023	10-08-2023 By INARI JAYNES	Associated Entity	We support Tilly	\$850.00	Actions
EXP	14-08-2023	14-08-2023 By INARI JAYNES	Associated Entity	We support Tilly	\$665.00	Actions
EXP	14-08-2023	14-08-2023 By INARI JAYNES	Associated Entity	We support Tilly	\$985.00	Actions
EXP	14-08-2023	14-08-2023 By INARI JAYNES	Associated Entity	We support Tilly	\$750.00	Actions

Show 25 showing 1-5 of 5 items < 1 >

7. Submitting an election summary return

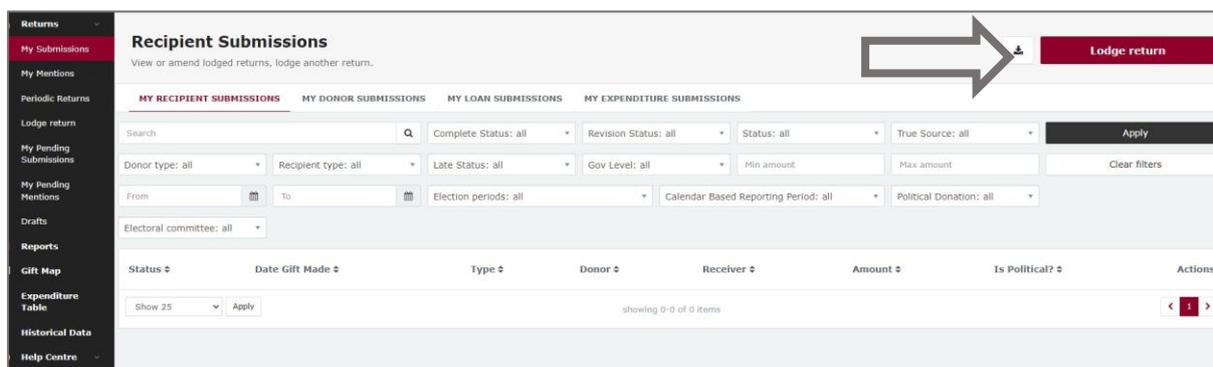
Financial controllers of associated entities are required to lodge an election summary return for the entity within 15 weeks of election day.

Note: refer to the [Glossary](#) for key terms and definitions.

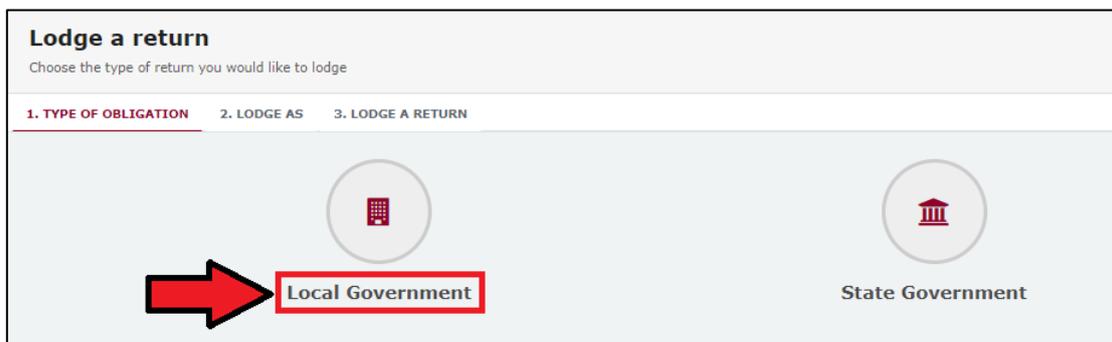
In this return, you are required to disclose the total amount of electoral expenditure that the associated entity incurred during the disclosure period for the election.

If you incurred electoral expenditure totalling \$500 or more during your disclosure period, you must lodge a separate return in EDS for each item of expenditure prior to submitting your election summary return. See [Section 6](#) for instructions on how to lodge these returns.

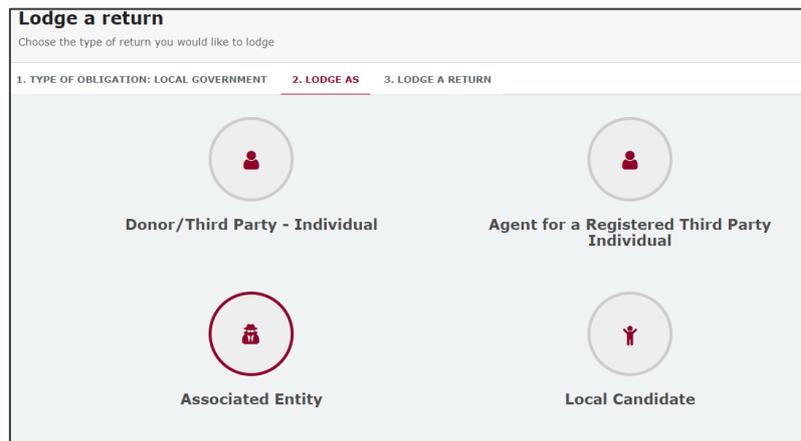
When you are logged into EDS, you will see the below screen. To begin lodging your election summary return, choose the maroon 'Lodge return' button in the upper right corner.



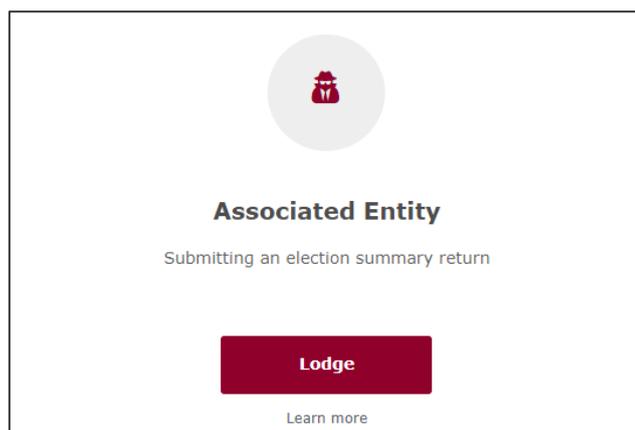
1. Under Type of Obligation, select **Local Government**.



2. Select **Associated Entity** on the Lodge As screen.



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

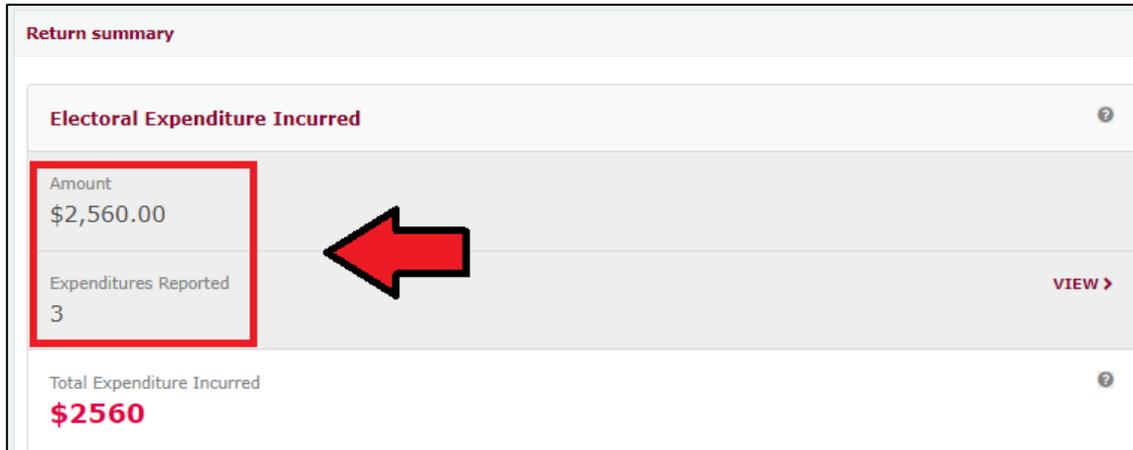


4. Select the correct local government election from the **Disclosure period** dropdown box. The dates for the return period commencement and conclusion will automatically fill.

The screenshot shows a form titled "Associated entity" with the subtitle "Submitting an election summary return" and "Local" below it. The form is divided into sections: "Associated entity details" and "Disclosure period". Under "Associated entity details", there are two input fields: "Financial Controller*" with the value "INARI JAYNES" and "Associated Entity*" with the value "We support Tilly". Under "Disclosure period", there is a dropdown menu for "Disclosure period*" with the value "Please select", and two input fields for "Return period commences" and "Return period".

5. The **Return Summary** is a summary of all electoral expenditure disclosed.

The **Amount** and **Expenditures Reported** fields will display the total amount and number of any items of electoral expenditure that you have already reported in EDS using the instructions in [Section 6](#).

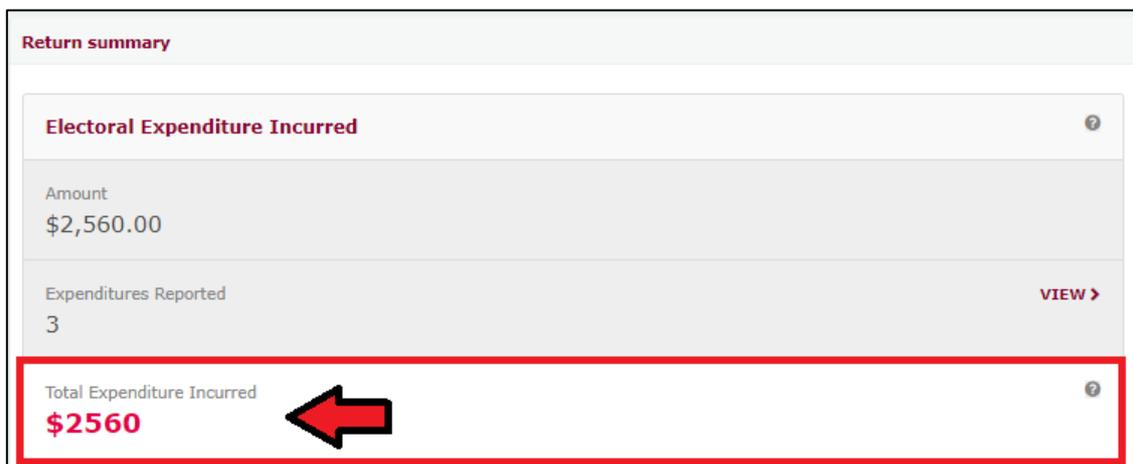


The screenshot shows a 'Return summary' page. Under the heading 'Electoral Expenditure Incurred', there are three rows of data. The first row is 'Amount' with a value of '\$2,560.00'. The second row is 'Expenditures Reported' with a value of '3'. The third row is 'Total Expenditure Incurred' with a value of '\$2560'. A red box highlights the 'Amount' and 'Expenditures Reported' rows, and a red arrow points from this box towards the 'Total Expenditure Incurred' row. A 'VIEW >' link is visible next to the 'Expenditures Reported' row.

Electoral Expenditure Incurred	
Amount	\$2,560.00
Expenditures Reported	3
Total Expenditure Incurred	\$2560

You can review expenditure already reported in the EDS by choosing **View**.

The **Total Expenditure Incurred** field should reflect the total amount of electoral expenditure incurred by the associated entity during the disclosure period.

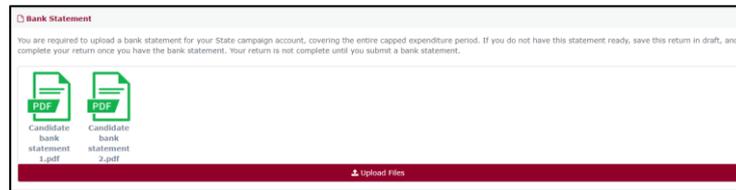


This screenshot is similar to the previous one, but it highlights the 'Total Expenditure Incurred' row with a red box and a red arrow pointing to it. The 'Amount' and 'Expenditures Reported' rows are no longer highlighted.

Electoral Expenditure Incurred	
Amount	\$2,560.00
Expenditures Reported	3
Total Expenditure Incurred	\$2560

This field is not editable as all items of electoral expenditure should already have been reported using the instructions in [Section 6](#).

6. Under the **Bank Statement** section, select **Upload Files** to upload the bank statement for your candidate, group of candidates or registered political party's dedicated campaign bank account. Multiple files can be uploaded by holding down your **Ctrl** button or by selecting **Upload Files** for each file.



7. A draft of your election summary return can be saved at any time by choosing the **Save Draft** button at the bottom of the page. You can access your draft returns by selecting Drafts from the left-hand menu.



8. Select **Submit** to send your return to ECQ.



- Review the message in the **Confirm lodgement of return** box and then select **Submit**.

Confirm lodgement of return

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

I certify that all gifts, loans, 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.

- Once submitted, the election summary return will display under the Periodic Returns menu and on the public Reports page.

The screenshot shows the ECQ 'Periodic Returns Summary' page. The page includes a sidebar with navigation options like 'Returns', 'My Submissions', and 'Reports'. The main content area features a search bar, filter options for 'Complete Status', 'Type', 'Late Status', 'From', 'Audit Status', 'Gov Level', 'Min amount', 'Max amount', 'Election periods', 'Calendar Based Reporting Period', and 'Participant'. Below the filters is a table with columns: Status, Type, Participant, For, Date Due, Submitted, Reporting Period, Amount, and Actions. Two rows are visible: 'Election Summary Return' and 'Transitional Return'. The 'Election Summary Return' row is highlighted with a red border.

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount	Actions
REC	Election Summary Return	Associated Entity	Association One By Associated Bob	21-02-2020	03/01/2020	28/03/2020 - 2020 Local Government Quadrennial Election	\$2,000.00	Actions
REC	Transitional Return	Associated Entity	Association One By Associated Bob	14-07-2019	03/01/2020	1/05/2019 - 30/05/2019 Transitional Reporting Period	\$2,350.00	Actions

8. 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:

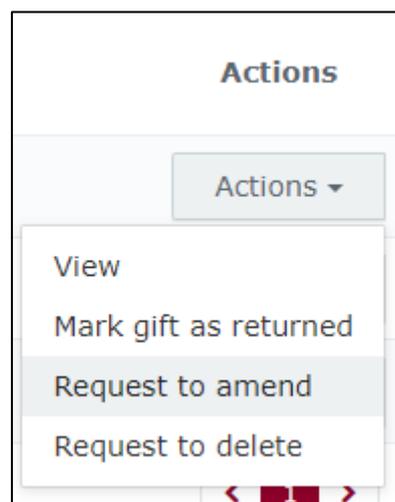
- **My Submissions** – displays existing gifts, loans and expenditure.
- **Periodic Returns** – displays existing election summary returns.

To request to amend a return in EDS, please use the following instructions. You can access EDS by following logging into SSP as above or by visiting disclosures.ecq.qld.gov.au and choosing login in the upper righthand corner. You will use the same QDI username (email address) and password as you use for SSP.

1. Find the return you wish to amend from the My Submissions or My Periodic Returns menu. We will be demonstrating on this gift from Barbie Johnson.

Status	Date Gift Made	Type	Donor	Receiver	Amount	Is Political?	Actions
NCR	14-08-2023 By INARE JAYNES	Gift	Barbie Johnson	We support Tilly	\$750.00	—	Actions

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



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 14/8/23 to 10/8/23'.)
 - 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 14/8/23 to 10/8/23.

Attachments

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.

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
PENDING	14-08-2023 By INARI JAYNES	Gift	Barbie Johnson	We support Tilly