

## Candidate checklist

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### Introduction

Candidacy in local government elections can be both stressful and rewarding – sometimes at the same time. We are providing this checklist in hopes that having an easily skimmed list of tasks and obligations will help you plan your time and fulfill your obligations as a candidate.

This checklist is divided into 3 time periods:

- before the election period – from the time you announce your candidacy until the day before the notice of election is issued
- the election period – the day the notice of election is issued through 6pm on election day
- after the election.

Each time period has a table with tasks and obligations. Not all items will apply to every candidacy. After each table, we've included a list of resources that may assist you during this period.

Most resources including fact sheets, handbooks, forms and user guides can be found at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets).

We tried to cover as much ground as possible in a short checklist, but this document may not contain all obligations for all candidates. Please be sure to review our comprehensive array of educational materials or contact us at [fad@ecq.qld.gov.au](mailto:fad@ecq.qld.gov.au) for additional information or questions.

### More information

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



## Before the election period

Your obligations for the election begin as soon as you announce or otherwise indicate your candidacy for the election.

Tasks and obligations	
Create an account in the <a href="#">Self Service Portal</a> (SSP)	<input type="checkbox"/>
Announce your candidacy in SSP (even if you've been a candidate previously)	<input type="checkbox"/>
Open a dedicated campaign bank account	<input type="checkbox"/>
Lodge your dedicated campaign bank account details with the ECQ via SSP	<input type="checkbox"/>
Access the <a href="#">Electronic Disclosure System</a> (EDS)	<input type="checkbox"/>
Appoint an agent (if desired)	<input type="checkbox"/>
Register as a group (if desired)	<input type="checkbox"/>
Complete ' <a href="#">So you want to be a councillor?</a> ' training*	<input type="checkbox"/>
Check your electoral expenditure cap amount on <a href="#">ECQ's website</a>	<input type="checkbox"/>
Use dedicated campaign bank account to receive all gifts or loans and pay all electoral expenditure (ongoing obligation)	<input type="checkbox"/>
Disclose electoral expenditure in real-time via EDS (ongoing obligation)	<input type="checkbox"/>
Disclose gifts or loans in real-time via EDS (ongoing obligation)	<input type="checkbox"/>
Notify donors of disclosure requirements (ongoing obligation)	<input type="checkbox"/>
Keep records of all gifts, loans, and electoral expenditure	<input type="checkbox"/>

\*Mandatory for all candidates who are not sitting councillors. The ECQ encourages incumbent councillors to complete the training as well.

Resources (available at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets)):

- Fact sheet 17 – Dedicated campaign bank accounts for candidates
- EDS user guide for candidates and their agents
- Form FAD3B – Appointment of an agent (candidate)
- Fact sheet 22 – Group registration process
- Fact sheet 19 – Expenditure caps for candidates
- Fact sheet 18 – Real-time disclosure of electoral expenditure for candidates, groups of candidates and registered political parties
- Fact sheet 20 – Real-time disclosure of gifts and loans by candidates
- Fact sheet 8 – Record keeping requirements

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## During the election period

The election period begins when the ECQ issues the Notice of Election and ends at 6pm on election day.

Tasks and obligations	
Officially nominate as a candidate	<input type="checkbox"/>
Authorise election material	<input type="checkbox"/>
Use dedicated campaign bank account to receive all gifts or loans and pay all electoral expenditure (ongoing obligation)	<input type="checkbox"/>
Disclose electoral expenditure in real-time via EDS (ongoing obligation)	<input type="checkbox"/>
Disclose gifts or loans in real-time via EDS (ongoing obligation)	<input type="checkbox"/>
Notify donors of disclosure requirements (ongoing obligation)	<input type="checkbox"/>
Monitor electoral expenditure with regards to expenditure caps	<input type="checkbox"/>
Monitor transactions in dedicated campaign bank account	<input type="checkbox"/>
Lodge how-to-vote cards for approval	<input type="checkbox"/>
Register as a group (if desired)	<input type="checkbox"/>
During the 7 business days before election day:	
Disclose electoral expenditure incurred within 24 hours	<input type="checkbox"/>
Disclose gifts and loans within 24 hours	<input type="checkbox"/>
Keep records of all gifts, loans, and electoral expenditure	<input type="checkbox"/>

Resources (available at [ecq.qld.gov.au/factsheets](https://ecq.qld.gov.au/factsheets))

- Fact sheet 2 – Nominating as a candidate for local government elections
- Fact sheet 3 – Authorisation of election material
- Fact sheet 5 – How-to-vote cards
- EDS User guide for candidates and their agents
- Fact sheet 22 – Group registration process
- Fact sheet 18 – Real-time disclosure of electoral expenditure for candidates, groups of candidates and registered political parties
- Fact sheet 20 – Real-time disclosure of gifts and loans by candidates
- Fact sheet 19 – Expenditure caps for candidates
- Fact sheet 17 – Dedicated campaign bank accounts for candidates
- Fact sheet 8 – Record keeping requirements

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## After election day

Even after the votes have counted, all candidates, whether they succeed in gaining an elected position or not, still have obligations to fulfill including lodging an election summary return and keeping or supplying records.

Tasks and obligations	
Lodge any outstanding returns	<input type="checkbox"/>
Obtain bank statements covering your entire campaign from your dedicated campaign bank account	<input type="checkbox"/>
Notify donors to disclose donations in EDS	<input type="checkbox"/>
Submit election summary return	<input type="checkbox"/>
Back up all records and keep for at least 5 years	<input type="checkbox"/>

Resources (available at [ecq.qld.gov.au/factsheets](http://ecq.qld.gov.au/factsheets))

- Fact sheet 14 – Election summary returns
- Fact sheet 8 – Record keeping requirements

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