



Electronic Disclosure System (EDS) for Registered Political Parties and their Agents

FOR LOCAL GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE



**Electoral
Commission**
QUEENSLAND



Contents

1.	Introduction	1
1.1	Overview of the Act and Regulation.....	1
1.2	Disclaimer	1
1.3	Contacting the ECQ	1
2.	Glossary	2
3.	Registering in EDS.....	6
4.	Logging into EDS	11
5.	Gifts, loans and periodic returns	12
6.	Disclosing electoral expenditure in EDS	13
6.1	Disclosing individual electoral expenditure	14
6.2	Disclosing electoral expenditure using a bulk upload spreadsheet...	18
7.	Submitting an election summary return.....	22
8.	Amending a return in EDS	29



1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for agents of registered political parties 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. Agents of registered political parties 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.

Agent

Registered political parties must appoint an agent for an election. The agent is responsible for, amongst other things, lodging returns on behalf of the party.

Refer to local government [Fact sheet 38 - Funding and disclosure overview for agents](#) for more information about agents.

Disclosure Due Date


Agents of registered political parties 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).

Agents of registered political parties that endorsed a candidate in a local government election must also lodge an election summary return within 15 weeks after the election, regardless of whether they received any gifts or loans, incurred any electoral expenditure or their candidate was successfully elected or not. 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](#) or state government [Fact Sheet 5 – Disclosure of gifts, loans and political donations received by registered political parties](#) for more information about disclosure due dates.

Disclosure Period

If a registered political party endorsed a candidate in the previous local government quadrennial election or a by-election and is endorsing a candidate in the current local government election, the disclosure period begins 30 days after election day for that election and ends 30 days after election day for the current election.



If a registered political party did not endorse a candidate in the most recent local government election, their disclosure period begins on the day the party first incurs electoral expenditure for the election.

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.

Gift

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](#) and state government [Fact sheet 5 – Disclosure of gifts and loans by RPPs](#) for more information.

Gifted Electoral Expenditure

You are taken to have incurred gifted electoral expenditure if:

- a person other than a candidate, registered political party or registered third party incurred electoral expenditure and the following 3 conditions apply:
 - the expenditure benefited you
 - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure
 - you did not receive an invoice or pay for the expenditure within 7 days of any of the above.

or

- a candidate, registered political party or registered third party incurred electoral expenditure and the following 3 conditions apply:
 - the expenditure benefited you
 - you authorised or consented to the expenditure or accepted any material that resulted from the expenditure
 - you received an invoice for payment of the expenditure.

Please refer to local government [Fact sheet 12 – Definition of electoral expenditure](#) for further information about gifted electoral expenditure.

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.

Reporting Period

Reporting periods cover 6 monthly periods, from 1 January – 30 June and from 1 July – 31 December each year.

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](#).

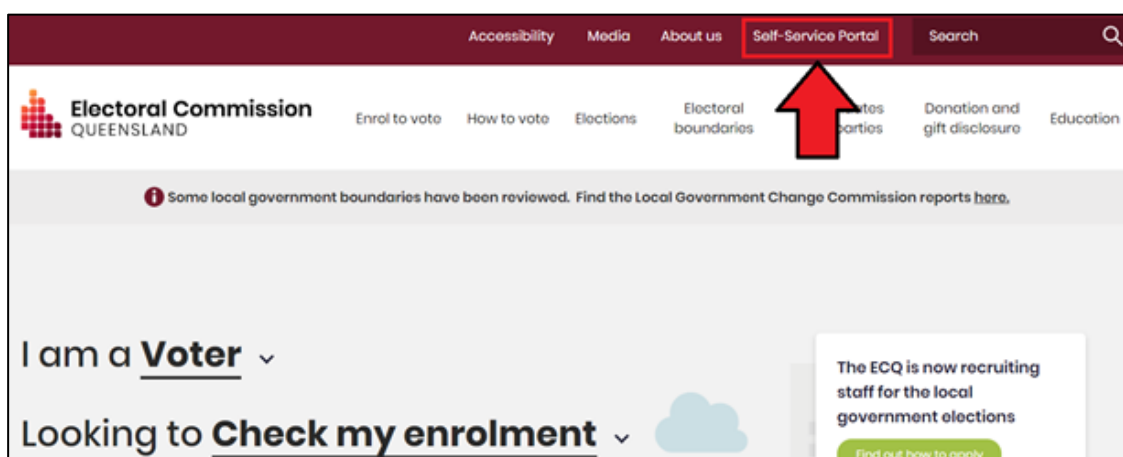
3. Registering in EDS

As the agent of a registered political party, you will need to register in the ECQ's Self Service Portal (SSP) to access EDS and lodge disclosure returns.

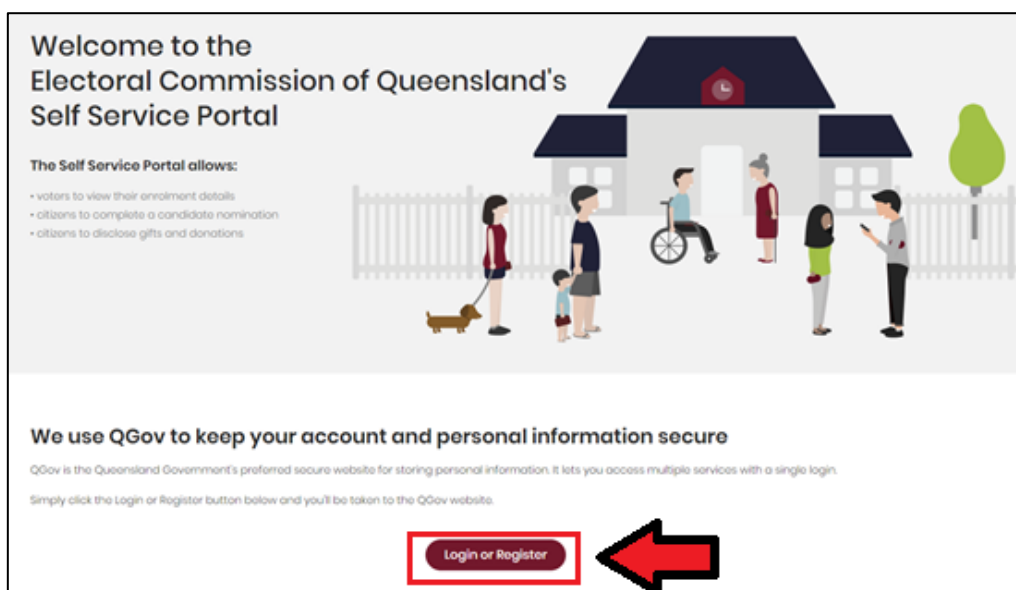
To do this, please use the following instructions.

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

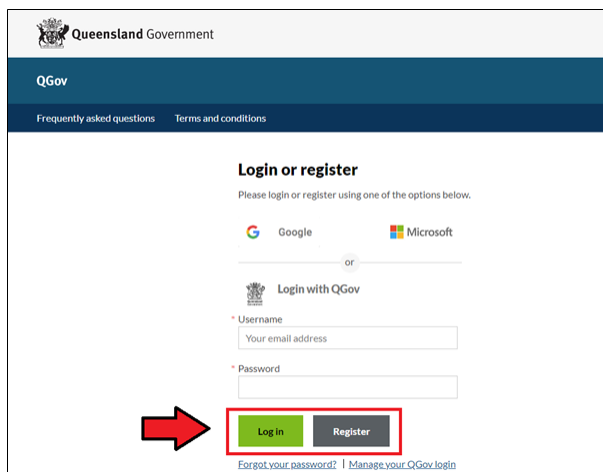
You can also access SSP directly at selfserv.elections.qld.gov.au/.



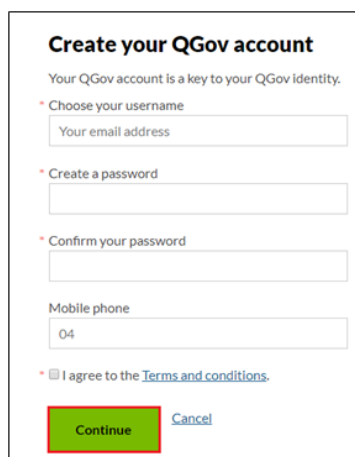
2. Choose the **Login or Register** button at the bottom of the page.



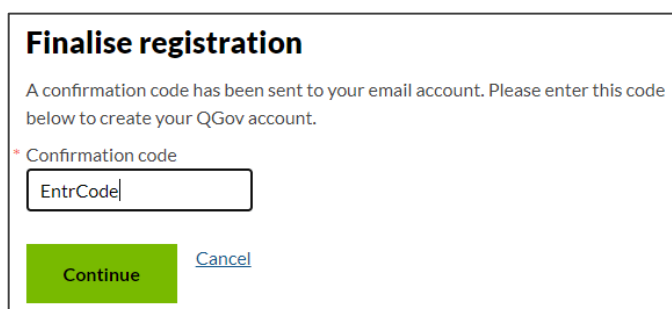
3. If you already have a QGov account, you can log in and skip to step 6. Otherwise select **Register**.



4. Enter your email as username, create a password and agree to the terms and conditions before choosing **Continue**.



5. Retrieve your **confirmation code** from your email and enter it where requested. If you didn't receive a confirmation code, please contact Shared Services Queensland on 13 74 68.



6. You will be directed to the log in screen. Enter your new username and password and select **Log in**.

After logging in, choose **Continue** to be redirected to SSP.

7. On the Identity page, enter your information into all mandatory fields then select **Search the Roll**.

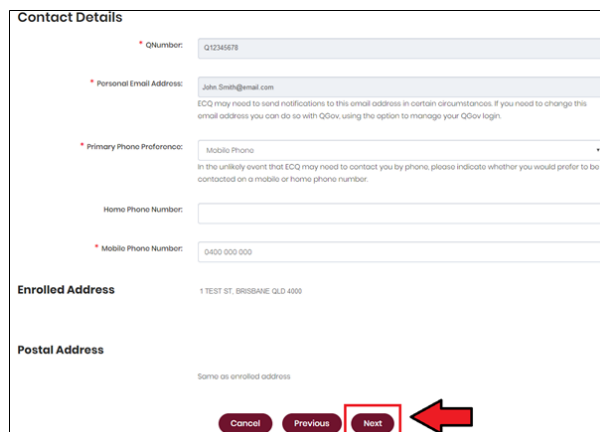
The screenshot shows the 'Identity' page of the Electronic Disclosure System. It contains several sections: 1. 'Are you on the Qld electoral roll?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a note about services available to individuals enrolled to vote in Queensland. 2. 'You are required to fill out surname or given names.' followed by three fields: 'Surname' (containing 'kotobi'), 'Given Names' (containing 'aric'), and 'Date of Birth' (containing '09/05/1988'). Each field has a red asterisk indicating it is mandatory. 3. 'Are you enrolled as a silent elector?' with radio buttons for 'Yes' and 'No' (selected). 4. 'Address Details (as recorded on the electoral roll)' section with three fields: 'Google Address Search' (containing 'Enter your address'), 'Locality' (containing 'algester'), and 'Street Name' (containing 'marybra'). The 'Street Name' field has a dropdown arrow. Below these fields are instructions and bullet points: 'e.g. if your enrolled address is "200 Mary Street" enter "Mary" only. Do not enter the number and do not enter "Street".', '• If you don't have a street address, please leave this field blank.', and '• If you are enrolled at a street address, you must enter the street name.' At the bottom are two buttons: 'Cancel' and 'Search the Roll'.

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

- Do not enter the street suffix in the Street Name field (no St, Ave, Ln, etc).
- If you receive the error message '*No entry was found on the Queensland electoral roll matching these details,*' please double check that everything has been entered correctly.
- If you continue to receive that error, visit the Australian Electoral Commission's 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*.

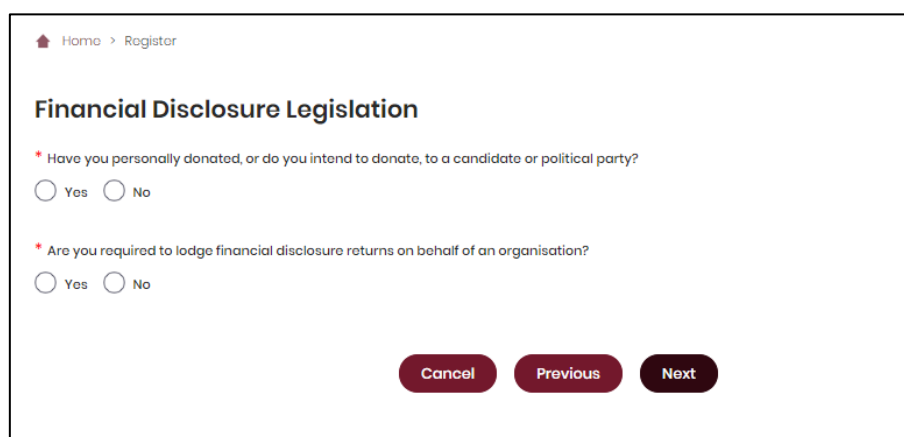
8. Enter your contact details and choose **Next**.

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.

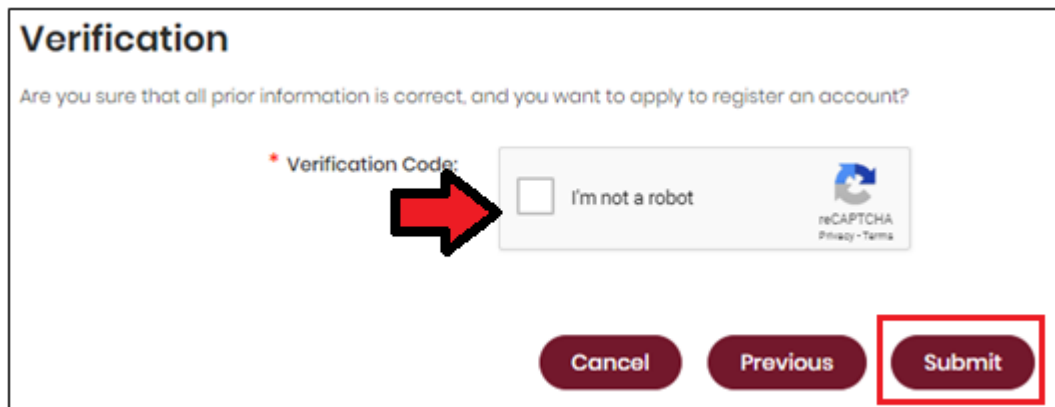


9. On the Financial Disclosure Legislation page, which options you choose depends upon your role in the elections.

- If you are only required to lodge returns as the agent of a registered political party, answer **No** to both these questions.
- If you are also required to lodge returns as an individual donor or third party, answer **Yes** to the first question.
- If you are also required to lodge returns on behalf of an organisation that is a donor, third party, publisher, broadcaster or associated entity, answer **Yes** to the second question. More information on using EDS for these roles can be found in user guides at ecq.qld.gov.au/factsheets.



10. If asked for verification, tick the box stating 'I'm not a robot.' If you are a robot, please close the browser. You will then be redirected to the **Self Service Portal**.



Verification

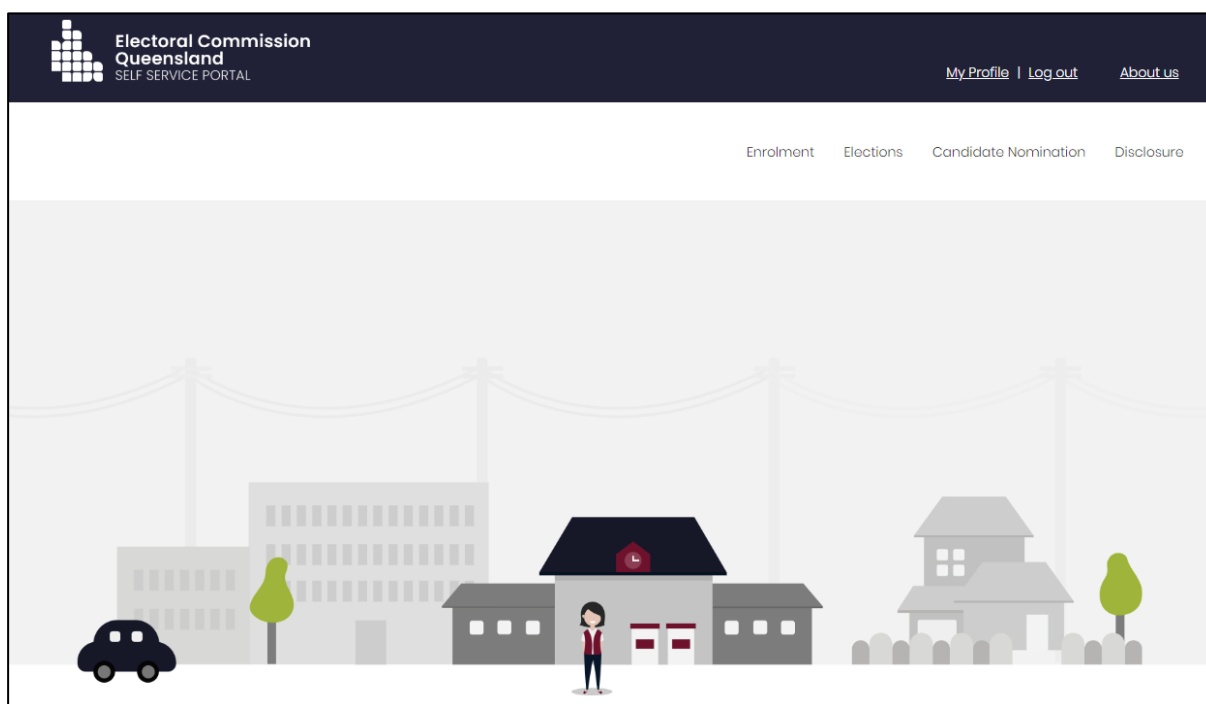
Are you sure that all prior information is correct, and you want to apply to register an account?

* Verification Code:

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Cancel Previous **Submit**



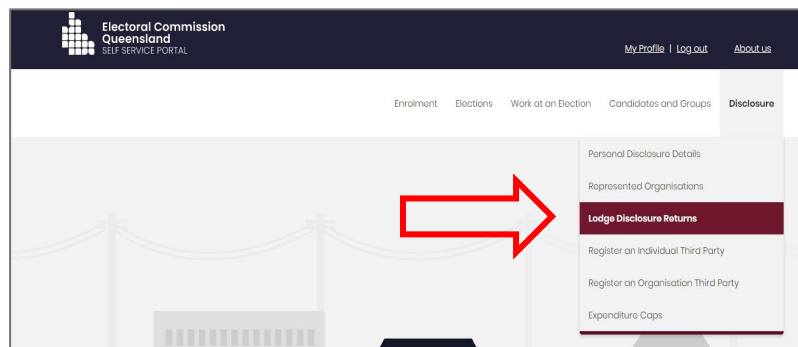
11. To finalise your registration as a party agent, please contact the ECQ on 1300 881 665 or by emailing fad@ecq.qld.gov.au.

The ECQ will need to confirm your appointment as the agent of a registered political party and link your accounts for you to lodge returns on the party's behalf.

4. Logging into EDS

Agents for registered political parties will need to access the Electronic Disclosure System (EDS) to lodge disclosure returns. You can access EDS in two ways.

1. When logged into SSP, choose the **Disclosure** dropdown menu in the upper right corner then select **Lodge Disclosure Returns**.



2. You can also access EDS directly by going to disclosures.ecq.qld.gov.au and choosing **Login/Register** in the upper right-hand corner.



3. The first time you access EDS, you will be asked to consent to share your details with ECQ. Choose **Continue**.

A screenshot of the Queensland Government QLD Digital Identity login consent screen. The header shows the Queensland Government logo and 'QLD Digital Identity login'. The main content area is titled 'Consent to share your details' and includes the text: 'To continue to use the Electoral Commission of Qld - Electronic Disclosure System (EDS) service we need your consent to share the following details.' Below this, there are two sections: 'Personal details' with a text input field for 'Email address' containing '3aAugust@gmail.com', and 'I consent to sharing these details:' with a radio button selected for 'Always with Electoral Commission of Qld - Electronic Disclosure System (EDS) service'. At the bottom, there are links for 'Terms of use' and 'Privacy statement', and two buttons: 'Cancel' and 'Continue'.

5. Gifts, loans and periodic returns

Agents of registered political parties have obligations 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).

Agents are also required to lodge a periodic return for the party not more than 8 weeks after the end of each reporting period.

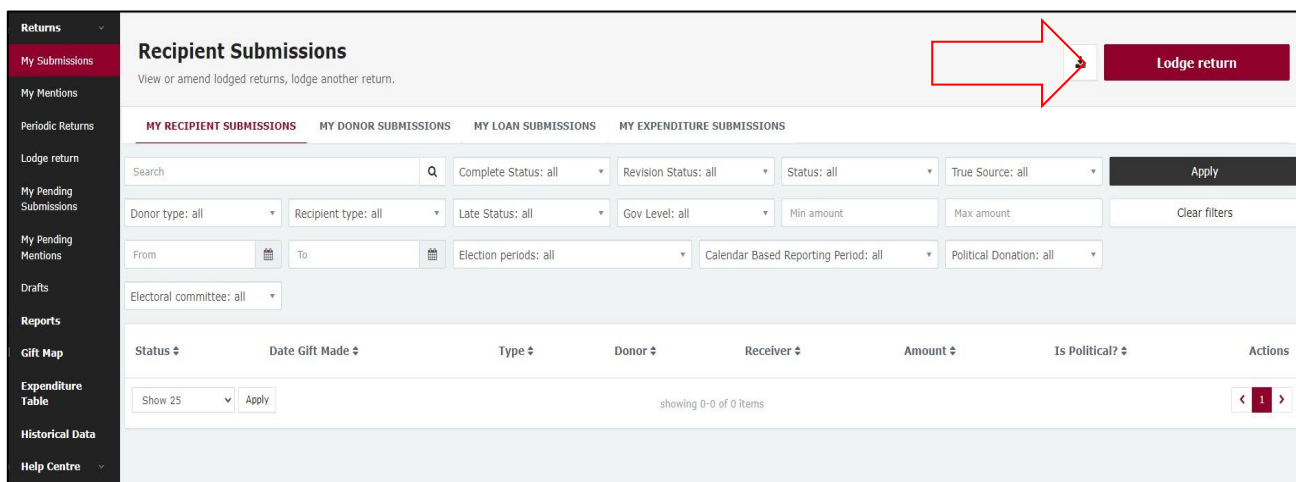
Please refer to the [EDS User Guide for Registered Political Parties – State](#) for instructions on how to lodge these types of returns.

6. Disclosing electoral expenditure in EDS

Agents of registered political parties 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 there are many expenditure items to disclose all at once.

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.



The screenshot shows the 'Recipient Submissions' page in the EDS. The page has a sidebar on the left with navigation links: Returns, My Submissions (highlighted), 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 is titled 'Recipient Submissions' with a subtitle 'View or amend lodged returns, lodge another return.' Below this are tabs for 'MY RECIPIENT SUBMISSIONS', 'MY DONOR SUBMISSIONS', 'MY LOAN SUBMISSIONS', and 'MY EXPENDITURE SUBMISSIONS'. The 'MY RECIPIENT SUBMISSIONS' tab is active, showing 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, and Electoral committee. An 'Apply' button is next to the search bar. Below the filters is 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'. A red arrow points to the 'Lodge return' button in the top right corner.

6.1 Disclosing individual electoral expenditure

To lodge a return for individual electoral expenditure items, 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 **Agent for Political Party** 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: AGENT FOR POLITICAL PARTY 3. LODGE A RETURN

Agent for Political Party

Donor/Third Party - Individual

3. Choose the **Lodge** button under Agent for a Registered Political Party: Reporting electoral expenditure incurred.

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

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT 2. LODGE AS: AGENT FOR POLITICAL PARTY 3. LODGE A RETURN

Agent for a Registered Political Party
Reporting electoral expenditure incurred

Lodge

Agent for a Registered Political Party
Submitting a transitional electoral expenditure return

Lodge

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



Agent for political party
Reporting electoral expenditure incurred
Local

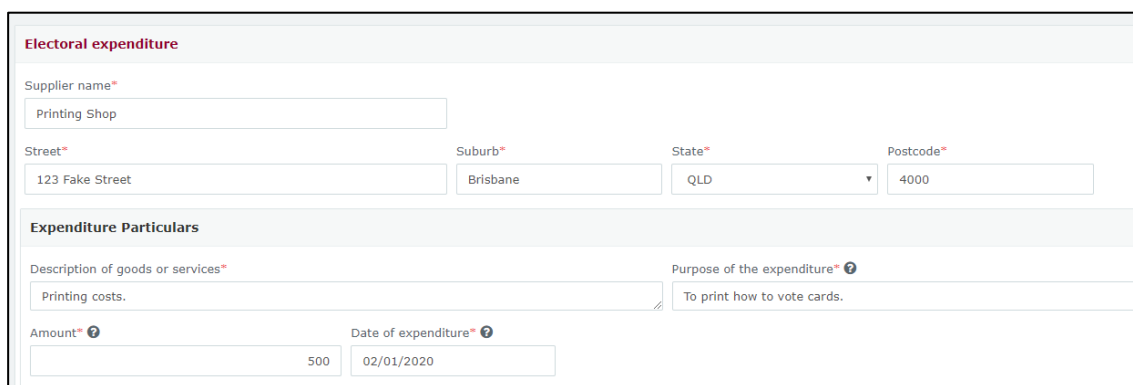
Registered political party details

Agent full name*
John Smith

Political party*
Registered Political Party A

+ Add new item -
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.



Electoral expenditure

Supplier name*
Printing Shop

Street*
123 Fake Street

Suburb*
Brisbane

State*
QLD

Postcode*
4000

Expenditure Particulars

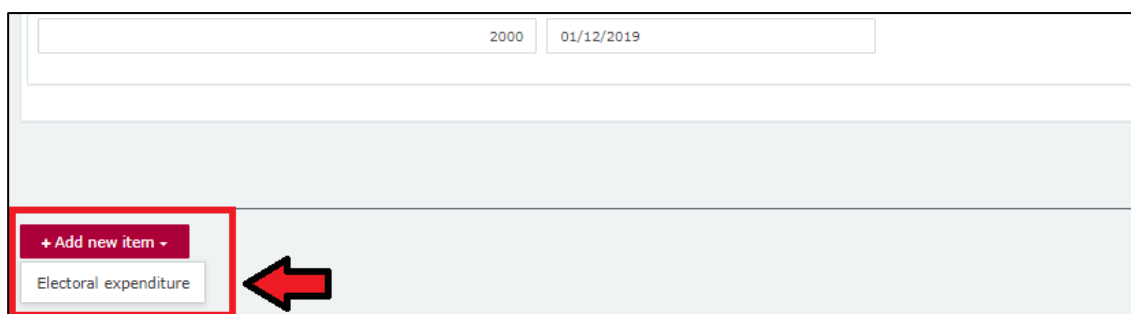
Description of goods or services*
Printing costs.

Purpose of the expenditure*
To print how to vote cards.

Amount*
500

Date of expenditure*
02/01/2020

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



2000
01/12/2019

+ Add new item -
Electoral expenditure

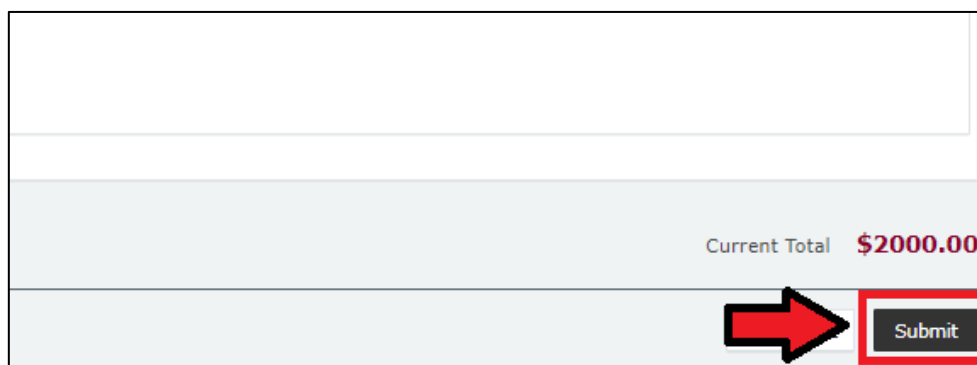
6. A draft copy of the return can be saved at any time by choosing the **Save Draft** button.

You can access your draft returns by selecting **Drafts** from the left-hand menu.



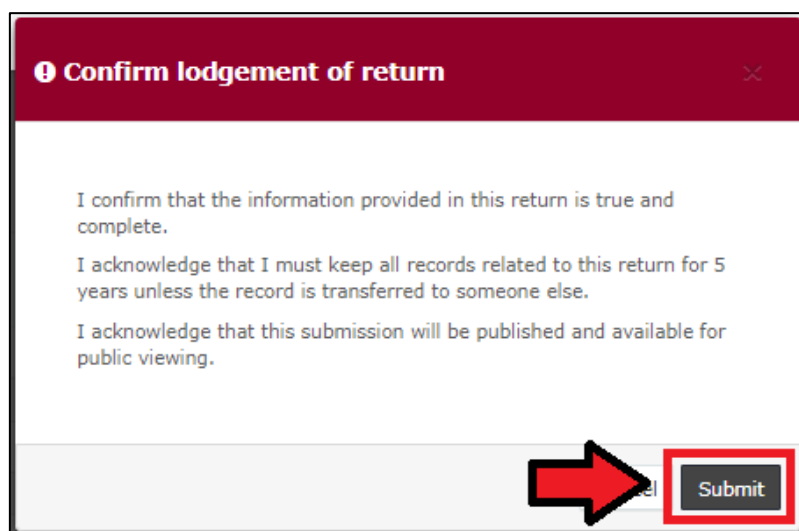
A screenshot of a form interface. At the top right, it says 'Current Total \$2000.00'. Below this, there are two buttons: 'Save Draft' and 'Submit'. A red arrow points to the 'Save Draft' button, which is also highlighted with a red rectangular border.

7. When finished, choose **Submit** to complete the return.



A screenshot of a form interface. At the top right, it says 'Current Total \$2000.00'. Below this, there is a 'Submit' button. A red arrow points to the 'Submit' button, which is also highlighted with a red rectangular border.

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



A screenshot of a dialog box titled 'Confirm lodgement of return'. The dialog box contains the following 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.

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

At the bottom right of the dialog box, there is a 'Submit' button. A red arrow points to the 'Submit' button, which is also highlighted with a red rectangular border.

- 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.

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

The screenshot shows the ECQ (Electronic Disclosure System) interface. The user is logged in as John Smith with a balance of 123,456.78.90. The main heading is "Expenditure Submissions" with a sub-note "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" (which is selected). A search bar and several filter dropdowns (Complete Status, Revision Status, Status, Participant, Late Status, Min/Max amount, From/To) are present, along with an "Apply" button and a "Clear filters" link. The table below has columns: Status, Submitted, Date Expenditure Incurred, Participant, Incurred by, Amount, and Actions. A single row is displayed, highlighted with a red border, showing a status of "EXP", submitted on 19-12-2019, incurred on 02-01-2020, for a "Registered Political Party" by "UAT EDS - Political Party 2", with an amount of \$500.00. The Actions column has a dropdown menu. At the bottom, there is a "Show 25" dropdown, an "Apply" button, and a pagination indicator "showing 1-1 of 1 items".

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	19-12-2019	02-01-2020 John Smith	Registered Political Party	UAT EDS - Political Party 2	\$500.00	Actions

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**.

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 **Agent for Political Party** 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: AGENT FOR POLITICAL PARTY 3. LODGE A RETURN

Donor/Third Party - Individual **Agent for Political Party**

3. Choose the **Lodge** button under Agent for a Registered Political Party: Reporting electoral expenditure incurred.

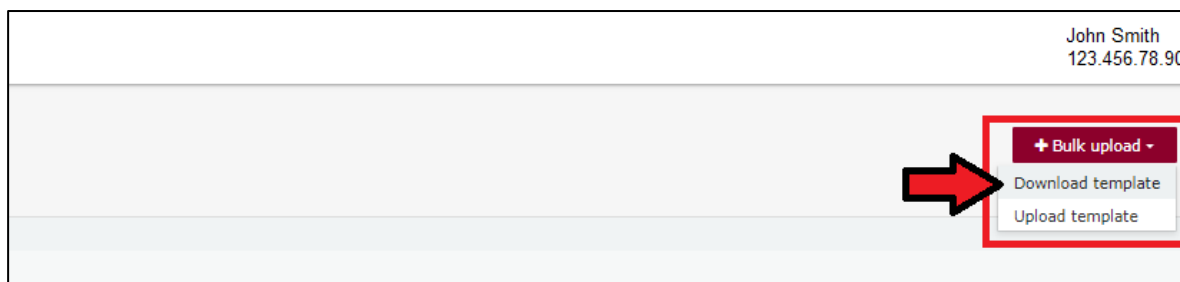
Lodge a return
Choose the type of return you would like to lodge

1. TYPE OF OBLIGATION: LOCAL GOVERNMENT 2. LODGE AS: AGENT FOR POLITICAL PARTY 3. LODGE A RETURN

Agent for a Registered Political Party
Reporting electoral expenditure incurred
Lodge
[Learn more](#)

Agent for a Registered Political Party
Submitting a transitional electoral expenditure return
Lodge
[Learn more](#)

- To enter multiple expenditure items at once choose **+Bulk Upload** then select **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 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.

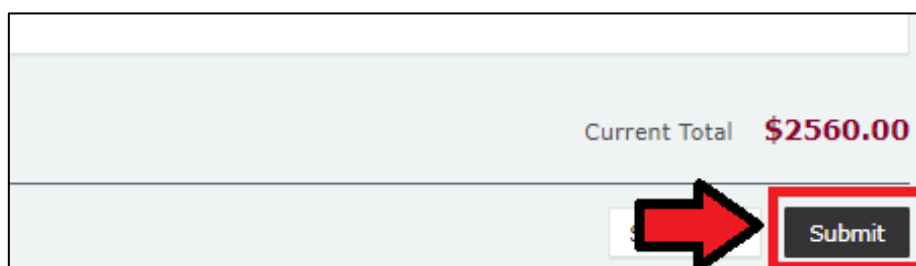
	A	B	C	D	E	F	G	H	I	J
1	Supplier						Date of expenditure	Amount	Description	Purpose
2	Name	Street	Suburb	State	Postcode	Country				
3	Printers R Us	1 Supplier St	Brisbane	QLD	4000		1/12/2019	2000.00	Printing of 10,000 x DL flyers	To promote my candidacy and my
4	Visage Folio	1 Auckland St	Auckland CBD, Auckland	Overseas	1010	New Zealand	15/12/2019	500.00	Social media promotion	To boost posts on my Visage Folio
5	Tee Central	1 Central St	Brisbane	QLD	4000		16/12/2019	60.00	Production of 2 x t-shirts displaying	To produce t-shirts to be worn by d
6										
7										
8										
9										
10										
11										
12										

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**.

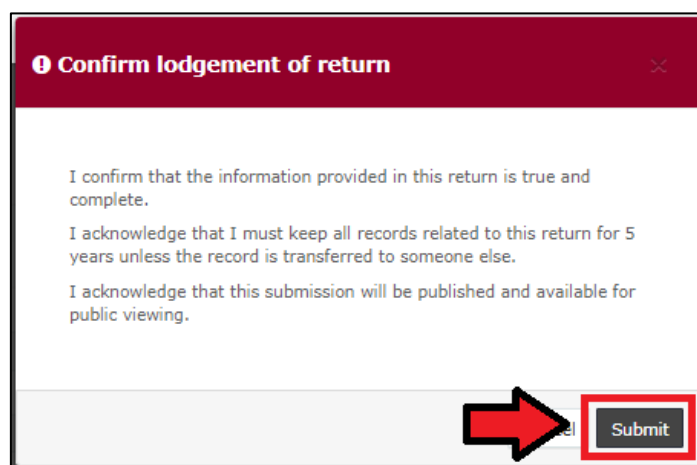


Select the bulk upload spreadsheet from where it is saved on your device to upload the expenditure items to EDS.

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

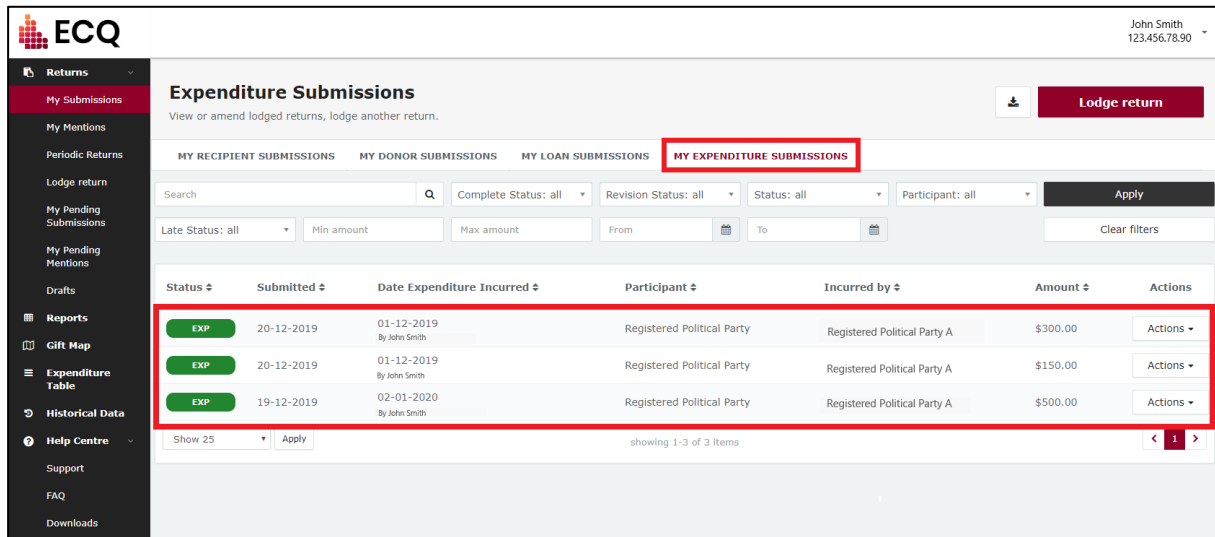


10. Choose **Submit** again to confirm the information you provided is accurate.



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



The screenshot shows the ECQ (Electronic Disclosure System) interface. The user is logged in as John Smith (123.456.78.90). The main heading is "Expenditure Submissions" with a sub-note: "View or amend lodged returns, lodge another return." There is a "Lodge return" button. The navigation menu on the left includes: Returns, My Submissions (selected), 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 tabs for MY RECIPIENT SUBMISSIONS, MY DONOR SUBMISSIONS, MY LOAN SUBMISSIONS, and MY EXPENDITURE SUBMISSIONS (highlighted with a red box). Below the tabs are search and filter options. A table displays the expenditure items, with the first three rows highlighted by a red box. Each row shows a green "EXP" status, a submission date, an expenditure date, the participant, the incurred party, and the amount. The "Actions" column has a dropdown menu for each row. At the bottom, there is a "Show 25" dropdown, an "Apply" button, and a pagination indicator showing "1" of 3 items.

Status	Submitted	Date Expenditure Incurred	Participant	Incurred by	Amount	Actions
EXP	20-12-2019	01-12-2019 By John Smith	Registered Political Party	Registered Political Party A	\$300.00	Actions
EXP	20-12-2019	01-12-2019 By John Smith	Registered Political Party	Registered Political Party A	\$150.00	Actions
EXP	19-12-2019	02-01-2020 By John Smith	Registered Political Party	Registered Political Party A	\$500.00	Actions

7. Submitting an election summary return

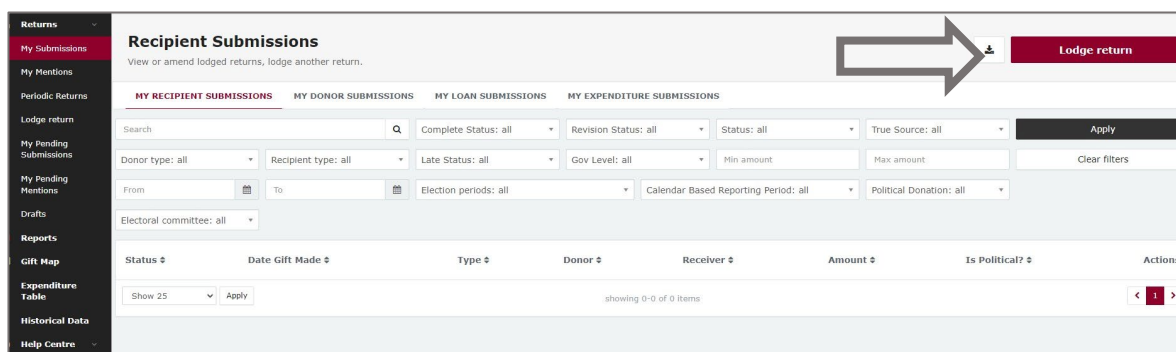
Agents of registered political parties that have endorsed a candidate in a local government election are required to lodge an election summary return for the party within 15 weeks of election day.

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

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

To lodge your election summary return, please use the following instructions.

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 **Agent for Political Party** on the Lodge As screen.

The screenshot shows the 'Lodge a return' screen with the heading 'Choose the type of return you would like to lodge'. There are three tabs: '1. TYPE OF OBLIGATION: LOCAL GOVERNMENT', '2. LODGE AS: AGENT FOR POLITICAL PARTY' (which is selected and highlighted in red), and '3. LODGE A RETURN'. Below the tabs, there are two options: 'Donor/Third Party - Individual' with a single person icon, and 'Agent for Political Party' with a group of people icon. The 'Agent for Political Party' option is highlighted with a red box, and a red arrow points from the 'Donor/Third Party - Individual' option to it.

3. Choose the **Lodge** button under Agent for a Registered Political Party:
Submitting an election summary return

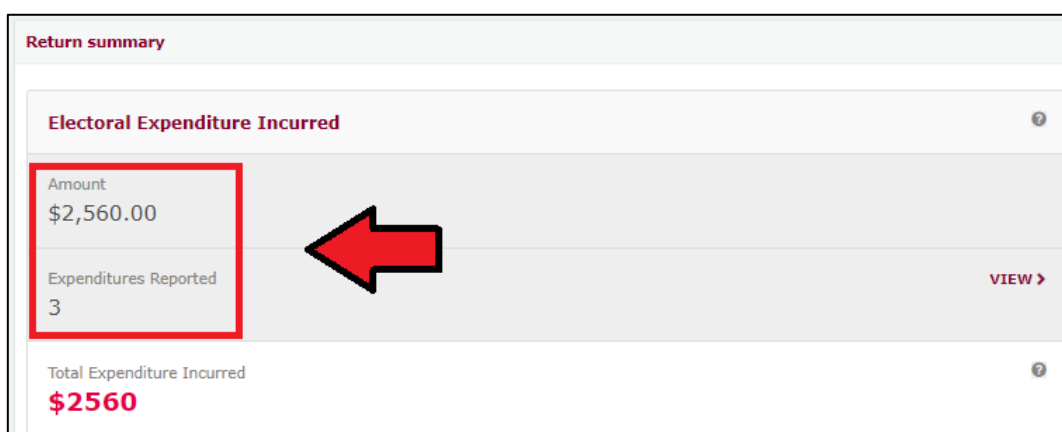
The screenshot shows the 'Agent for a Registered Political Party' screen with the heading 'Submitting an election summary return'. There is a red 'Lodge' button and a 'Learn more' link below it. The entire content area is enclosed in a red border.

4. Select the correct election from the **Disclosure period** dropdown box. This will automatically populate the dates for the return.

The screenshot shows the 'Agent for political party' form with the heading 'Submitting an election summary return' and the sub-heading 'Local'. The form is divided into two main sections: 'Registered political party details' and 'Disclosure period'. The 'Registered political party details' section has two fields: 'Agent full name*' with the value 'John Smith' and 'Political party*' with a dropdown menu showing 'Registered Political Party A'. The 'Disclosure period' section has three fields: 'Disclosure period *' with a dropdown menu showing '28/03/2020 - 2020 Local Government Quadrennial Elections', 'Return period commences' with the value '26/04/2016', and 'Return period concludes' with the value '18/04/2020'. The 'Disclosure period' section is highlighted with a red border.

5. If the party did not incur any electoral expenditure during the disclosure period, go to Step 7. Otherwise, continue to Step 6.
6. The Return Summary is a summary of all electoral expenditure that the party has incurred during the disclosure period.

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](#).



Return summary

Electoral Expenditure Incurred ⓘ

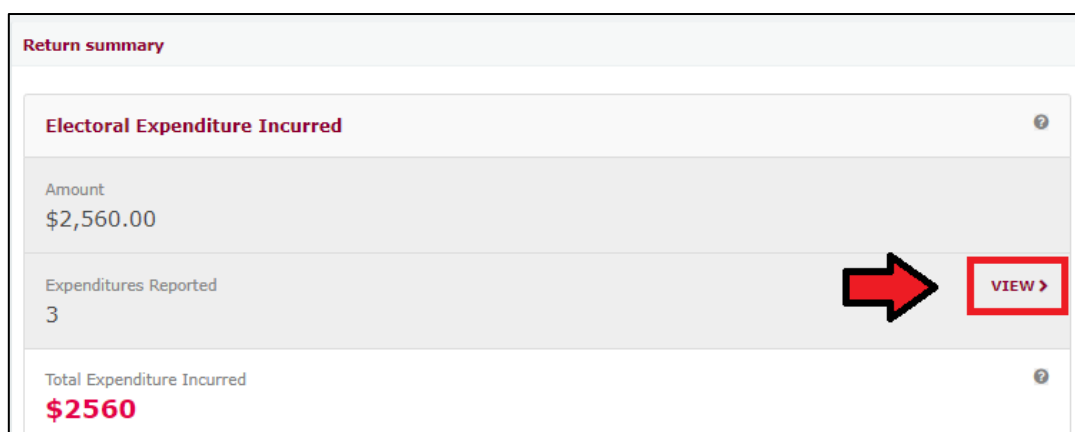
Amount	\$2,560.00
Expenditures Reported	3

VIEW >

Total Expenditure Incurred ⓘ

\$2560

You can review any expenditure that you have already reported in the EDS by selecting the **View** button.



Return summary

Electoral Expenditure Incurred ⓘ

Amount	\$2,560.00
Expenditures Reported	3

VIEW >

Total Expenditure Incurred ⓘ

\$2560

The **Total Expenditure Incurred** field should reflect the total amount of electoral expenditure that the party incurred during the disclosure period.

Return summary

Electoral Expenditure Incurred

Amount

\$2,560.00

Expenditures Reported

3

Total Expenditure Incurred

\$2560

VIEW >

If the party incurred less than \$500 in total electoral expenditure during the disclosure period, you must update the **Total Expenditure Incurred** field with the total value of the party's expenditure.

7. If the party did not incur any electoral expenditure during the disclosure period, select the **No Expenditure Incurred** box.

Return summary

Electoral Expenditure Incurred

Amount

\$0.00

Expenditures Reported

0

Total Expenditure Incurred

\$0

VIEW >

No Expenditure Incurred

☒ I confirm that I incurred no electoral expenditure during the disclosure period for this election

8. Under the **Bank Statement** section, select **Upload Files** to upload the bank statement for the party's dedicated campaign bank account. Multiple files can be uploaded by holding down your **Ctrl** button or by selecting **Upload Files** for successive files.

The screenshot shows a section titled "Bank Statement" with a maroon header. Below the header, there is a text box containing instructions: "You are required to upload a bank statement for your dedicated local government election account. The bank statement must cover the entire capped expenditure period, or any other time from which electoral expenditure was incurred, up to the day before you submit this return. Your return is not complete until you submit a bank statement." Below the text box is a large empty rectangular area for file uploads. At the bottom of this area is a maroon button labeled "Upload Files".

9. An audit certificate must be submitted with your election summary return. You can attach the certificate by choosing the **Attach Audit Certificate** maroon button and selecting the audit certificate file on your device. A **template** for the certificate can also be downloaded.

The screenshot shows a section titled "Audit Certificate" with a maroon header. In the top right corner of the header is a maroon button labeled "Template". Below the header, there are two buttons: a maroon button labeled "Attach Audit Certificate" and a grey button labeled "Request Audit Waiver". Below these buttons is a checkbox labeled "Defer Audit Certificate Attachment". Below the checkbox is a text box containing instructions: "By selecting this option, you are indicating that you still need to acquire an audit certificate for this periodic return. After submission, you will have 14 days to either attach an audit certificate or request an audit waiver. Your return is not complete until you attach an audit certificate or request an audit waiver."

If you don't have an audit certificate when lodging the return, you can choose the **Defer Audit Certificate Attachment** box. This box allows you 14 days to either send ECQ the audit certificate or to request an audit waiver.

Important: This 14 days is not an extension of the election summary return due date. The election summary return is not considered submitted until an audit certificate is received or an audit waiver request has been approved by the ECQ. Please allow enough time before the due date for the return to organise your audit certificate.

Registered political parties can request an audit waiver by selecting the grey **Request Audit Waiver** box. If this is done, you will be asked to give a

justification for the request. The ECQ will consider your request, but if the request is rejected, you must provide an audit certificate to complete the election summary return.

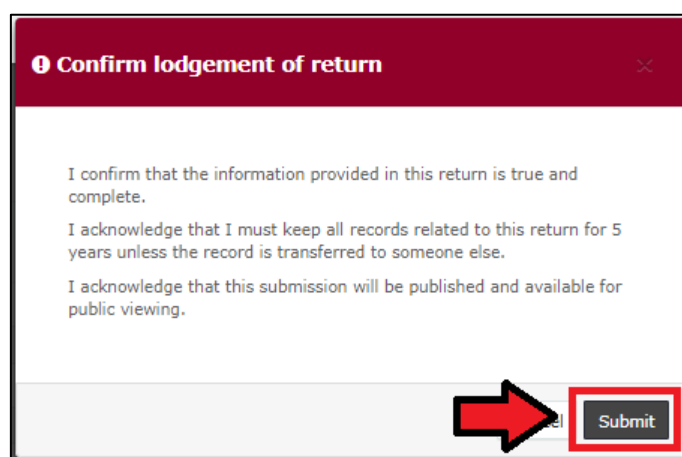
10. A draft copy of the election summary return can be saved at any time by choosing the **Save Draft** button.



11. Select **Submit** to send your return to ECQ. If no expenditure was incurred, the button will appear as **Submit Nil Return**.



12. Choose **Submit** again to confirm the information contained in the return is correct.



13. Your return will appear in your Periodic Returns page, as well as on the public Reports page.

ECQ John Smith 123456.78.90

Periodic Returns Summary
View or amend lodged periodic returns, lodge another periodic return. [Lodge return](#)

SUMMARY

Search Complete Status: all Type: all Late Status: all From [Apply](#)

To Audit Status: All Gov Level: all Min amount Max amount [Clear filters](#)

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

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount	Actions
REC	Transitional Return	Registered Political Party	Registered Political Party A By John Smith	14-07-2019	20/12/2019	1/05/2019 - 30/06/2019 Transitional Reporting Period	\$0.00	Actions

Show 25 [Apply](#) showing 1-1 of 1 items

8. Amending a return in EDS

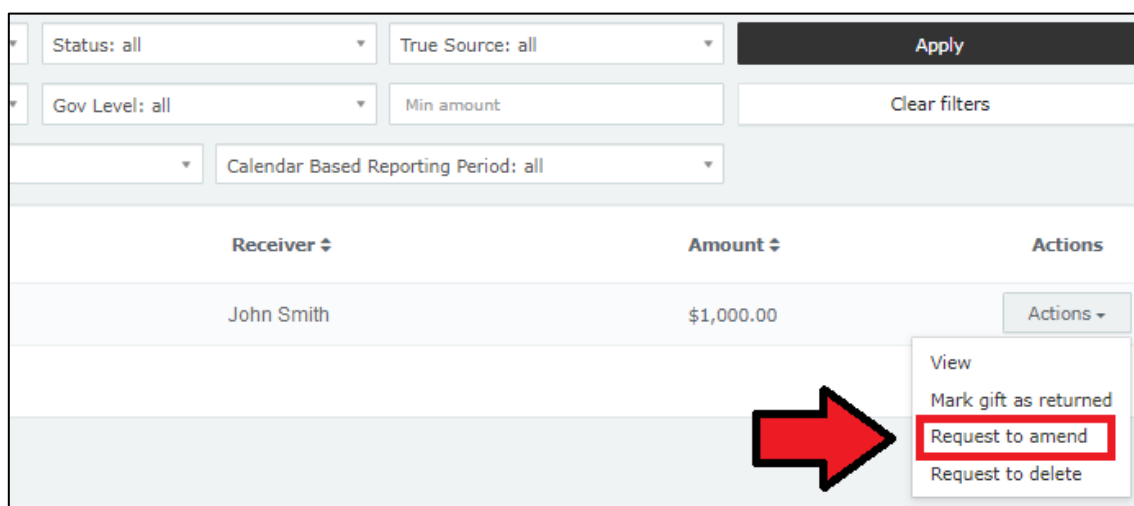
If you have lodged a return in EDS then realised you've made an error or omission, the ECQ can amend the return upon your request.

Existing returns are found under the side menu options:

- **My Submissions** displays the party's existing gifts, loans and expenditure.
- **Periodic Returns** displays party's existing election summary returns and periodic returns.

To request an amended return in EDS, please use the following instructions. You can access EDS by 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 QGov username (email address) and password as you use for SSP.

1. Locate the return that you wish to amend from the My Submissions page or the Periodic Returns page of the EDS.
2. Using the Actions dropdown menu, select **Request to Amend**.



The screenshot shows the EDS interface with a table of returns. The table has columns for 'Receiver', 'Amount', and 'Actions'. A red arrow points to the 'Actions' dropdown menu for the first row, which is highlighted. The dropdown menu is open, showing options: 'View', 'Mark gift as returned', 'Request to amend' (highlighted with a red box), and 'Request to delete'.

Receiver	Amount	Actions
John Smith	\$1,000.00	<div>Actions</div> <div><div>View</div><div>Mark gift as returned</div><div>Request to amend</div><div>Request to delete</div></div>

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 17/07/2023 to 15/07/2023').
 - 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 17/07/2023 to 15/07/2023

Attachments

[Choose files](#) 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.

[Cancel](#) [Request to amend](#)

4. On the 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.

Status		Date Gift Made	Type	Donor
PENDING		17-07-2023 By INARI JAYNES	Gift	GI Joe
UNREC		20-07-2023 By INARI JAYNES	Fundraising Contribution	Barbie Jackson
Show 25		Apply	showing 1-2 of 2 items	

5. Once the amendment has been processed by ECQ, you will receive an email.