# Electronic Disclosure System (EDS) for Broadcasters and Publishers

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

## **USER GUIDE**



## Contents

1.	Introduction	1
1.1	Overview of the Act and Regulation	1
1.2	Disclaimer	1
1.3	Contacting the ECQ	1
2.	Logging into the EDS	2
3.	Submitting an Election Summary Return	3
3.1	Submitting an Election Summary Return for a Broadcaster	4
4.2	Submitting an Election Summary Return for a Publisher	11

## 1. Introduction

#### 1.1 Overview of the Act and Regulation

This user guide is intended for broadcasters and publishers that broadcast or publish advertisements in relation to state government elections and are required to comply with the financial disclosure provisions of the *Electoral Act 1992* (the Act) and the Electoral Regulation 2013 (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 <u>www.legislation.qld.gov.au</u>.

### 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. Logging into the EDS

Once you have completed your registration in the self service portal, you can log into the EDS by using the following instructions.

	Queensland	Government				
QGov						
Frequer	ntly asked question	ns Terms and cond	litions			
		I	Logiı	n or regist	er	
		1	Please I	ogin or register ι	using one	of the options belo
			G	Google		Microsoft
					or	
			*	Login with Q	Gov	
		* (	Usernar	me		
			Candi	date101@test.co	om	
		• •	Passwo	rd		
		l	••••	•••••		
			Log	; in R	egister	
		I	Forgot y	our password?	Manag	<u>e your QGov login</u>
				<u>My Profile</u>   <u>Lo</u>	<u>g out</u>	<u>About us</u>
olment	Elections W	ork at an Election	Can	didates and G	roups	Disclosure

Personal Disclosure Details

Represented Organisations Lodge Disclosure Returns Register an Individual Third Party Register an Organisation Third Party

Expenditure Caps

 Click <u>here</u> to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

> *Note:* select *Forgot your password* and follow the prompts if you have forgotten your password.

 In the self service portal, select
 Disclosure from the dropdown menu and then select Lodge
 Disclosure Returns.

## 3. Submitting an Election Summary Return

During the election period, broadcasters or publishers who broadcast or publish an advertisement relating to a state government election or by-election, with the authority of an election participant, are required to lodge an election summary return within 8 weeks of election day.

In this return, broadcasters or publishers are required to disclose the particulars of the advertisement, including:

#### For a broadcaster:

- The broadcasting service as part of which the advertisement was broadcast.
- The person at whose request the advertisement was broadcast.
- The participant in the election with whose authority the advertisement was broadcast.
- The date on which, and the times between which, the advertisement was broadcast.
- Whether or not, on each occasion when the advertisement was broadcast, a charge was made by the broadcaster for the broadcasting of the advertisement and, if a charge was made, stating the amount of the charge.

#### For a publisher:

- The journal in which the advertisement was published.
- The person at whose request the advertisement was published.
- The participant in the election with whose authority the advertisement was published.
- The date on which the advertisement was published.
- The page in the journal on which the advertisement was published and the space in the journal occupied by the advertisement.
- Whether or not a charge was made by the publisher for the publication of the advertisement and, if a charge was made, stating the amount of the charge.

Refer to Submitting an Election Summary Return for a Broadcaster for more information on how to lodge an Election Summary Return on behalf of a broadcaster.

Refer to Submitting an Election Summary Return for a Publisher for more information on how to lodge an Election Summary Return on behalf of a publisher.

#### 3.1 Submitting an Election Summary Return for a Broadcaster

To lodge an Election Summary Return on behalf of a **broadcaster**, please use the following instructions:

QGov	
Frequently asked questions	Terms and conditions
	Login or register
	Please login or register using one of the options be
	G Google Hicrosof
	or
	Login with QGov
	" Username
	Candidate101@test.com
	* Password
	••••••
	Log in Register
	Forgot your password?   Manage your QGov log

 Click <u>here</u> to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.
 Note: select Forgot your password? and follow the prompts if you have forgotten your password.



 Select My
 Submissions in the EDS menu.

KATCHIA KAT, 131.242.18.1	AJISTO 7		5.	Select Lodge return.
Lodge return				
Lodge a return Choose the type of return you would like to lodge 2. TYPE OF OBLIGATION 2. LODGE AS 3. LODGE A RETURN ELOCAL GOVERNMENT	State Government	Conter purpose	6.	Under <b>Type of</b> <b>Obligation</b> , select <b>State Government</b> .
Lodge a return Choses the type of return you would like to indge 1. TYPE OF ORLIGATION, STATE GOVERNMENT 2. LODGE A. 8. 2. LODGE A. RETURN Case Donor/Third Party - Individual	Donor/Third Party - Organisation	Broadcaster	7.	Under <b>Lodge As</b> , select <b>Broadcaster</b> .
Lodge a return Choose the type of return you would like to lodge 1. TYPE OF OBLIGATION: STATE GOVERNMENT	2. LODGE AS: BROADCASTER	3. LODGE A RETURN	8.	Under Lodge a Return, select Lodge for Broadcaster: Submitting an election summary
Broadcaster Submitting an election summa Lodge Learn more	iry return			return.

 Select the election from Event dropdown menu (e.g. EDS 2017 State Government Elections).

Broadcaster Submitting an election summary return State		+ Bulk upload -
Submitter details		
Full Name*	Address*	Business name <sup>#</sup>
KATCHIA KATAIISTO	1 Fake St, Bundaberg QLD 4670	FAKE BROADCASTERS PTY LTD
Election period		
Event *		
EDS 2017 State Government Elections		
Please select EDS 2017 State Government Elections		



 Select + Add new entry.
 Note: to disclose numerous expenditure items, skip to step 12.

- 11. Under the Broadcaster section, enter mandatory fields, such as radio or television station, who authorised broadcast, broadcast time, date and duration and amount. Then select Yes or No to indicate if Commercial rate charged? Note:
  - Select + Add new entry to enter additional items.
  - Select **Save Draft** to save a draft of your return at any time (drafts are accessed in the **Drafts** side menu).

Broadcaster						^ <b>O</b>
Radio or television station*		Who requested br	adcast* 0	Broade	ast date*	Amount inc. GST* 0
Channel 15		John Requester		08/1	0/2020	1000
Broadcast time*	Broadcast duration*	Who authorised b	adcast* 🛛	Comm	ercial rate charged?* 🕜	
2:00 PM	60 seconds	Roger Authorise		• Yes	i () No	
						Current Total \$1,000.00
◆ Add new entry • Ø						Save Draft Submit
+ Bulk uploa	ad 🕶			12.	To enter r	numerous
Download ter	mplate				expenditu	re items,
Upload temp	late				select + E	ulk upload
					using the	dropdown
					menu and	l then select
					Downloa	d template.
				13.	Select to	open the file,
😰 Electi	on Summaryxlsx	^			once dow	nloaded.
Note:						
•						
• Goo	gie Chrome dow	nload	s appear in the			
1-						
lowe	er left of the page	<u>).</u>				

- Internet Explorer downloads appear in a popup box.
- Apple Safari downloads are available in the download icon in the lower right of the screen.
- 14. Select Enable Editing and enter mandatory fields, such as radio or television station, who authorised broadcast, broadcast time, date and duration and amount. Then select Yes or No to indicate if Commercial rate charged? Note:
  - Ensure you 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 headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.

Туре	Radio or television station	Broadcast date	Broadcast time	Broadcast duration	Who requested broadcast	Who authorised broadcast	Amount	Commercial rate charged?
Broadcaster	ECQ TV	8/10/2020	6:00:00 PM	30 seconds	John Requester	Roger Authoriser	1600	Yes
Broadcaster	ECQ TV	9/10/2020	6:00:00 PM	60 seconds	John Requester	Roger Authoriser	2500	Yes
Broadcaster	ECQ TV	10/10/2020	6:00:00 PM	30 seconds	John Requester	Roger Authoriser	1600	No

State Election 2020 Election Summary Return - Broadcaster Bulk Upload			
Excel Workbook (*.xlsx)	P	Save	
More options			
New Folder			

+ Bulk upload -

Upload template

Download template

- 15. Save file to a safe location on your computer.
- 16. Select + Bulk uploadusing the dropdownmenu and then selectUpload template.
- Select file to upload and confirm all items entered are correct.
   Note: if you selected No to Commercial rate charged?, a message displays for

the broadcaster to report any difference above \$1,000 for state elections as a

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

File name: State Election 20	020 Election Summary Return	n - Broadcaster Bulk Upload 🗸 🗸 All	Files	$\sim$	
			<u>O</u> pen Cancel		
Broadcaster					^ <b>0</b>
Radio or talevision station*		Who requested broadcast* 0	Broadcast date*	Amount inc. GST: 0	-
ECQ TV		John Requester	8/10/2020		1600.0
Broadcast time*	Broadcast duration*	Who authorised broadcast* 0	Commercial rate charged?* 0		
6:00 PM	30 seconds	Roger Authoriser	Yes No		
Broadcaster					^ <b>O</b>
Radio or television station*		Who requested broadcast* 🛛	Broadcast date*	Amount inc. GST* 🔞	
ECQ TV		John Requester	9/10/2020		2500.0
Broadcast time*	Broadcast duration*	Who authorised broadcast* 🚱	Commercial rate charged?* 0		
6:00 PM	60 seconds	Roger Authoriser	• Yes No		
Broadcaster					. 0
broudcuster					~ •
Radio or television station*		Who requested broadcast* 🚱	Broadcast date*	Amount inc. GST* 🕜	
ECQ TV		John Requester	10/10/2020		1600.0
Broadcast time*	Broadcast duration*	Who authorised broadcast* 🚱	Commercial rate charged?* 0		
6:00 PM	30 seconds	Koger Authonser			
				Current Total	\$6,700.00
+ Add new entry -				Save Draft	Submit

Commercial Rate Charged	×
The difference between the charged rate and the normal commercial rate must be reported as a gift if the amount meets the reportable gift threshold of \$500.00/\$1000.00 (local/state) or more.	
Cancel Understoo	od

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

Broadcasts
The spreadsheet is too large. If you have manually entered data without using the bulk upload, you will need to remove these lines and ensure they are in your spreadsheet to be able to attach it. Please attach a single spreadsheet here and then click 'Submit'. The spreadsheet will be publicly available for those who wish to view the return.
Lupload Files

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



22. Once submitted, the Election Summary Return displays under the Periodic Returns menu and the public Reports page.
Note: once submitted, election summary returns can only be amended by selecting Request to amend from the Actions dropdown menu.

6	Returns v My Submissions My Mentions	Period View or ame	eriodic Returns Summary									÷	Lodge retur	n					
	Periodic Returns	SUMMARY	SUMMARY																
	Lodge return	Search				0	Complete Status: all	Trees	7		Intel	te Staturu all		From			Anoly		
	My Pending Submissions						-		i) pur e			Lote	ototoor on						
	My Pending Mentions	Audit Status:	All	* Gov Lev	el: all		Ŧ	Min amount	Max an	nount		Statu	is: all		То			Clear hiter	
	Drafts																		
	Reports	Election period	ds: all		*	Calendar B	ased F	Reporting Period: all *	Particip	ant: all			*						
	Gift Map	Status \$	Type \$		Partie	cipant \$		For \$		Date Due \$	Submi	itted ¢	Reporting	Period \$		Amount Re	ceived \$	Amount Paid \$	Actions
=	Expenditure Table	REC	Election Sum	mary Return	Broad	lcaster / Publi	isher	FAKE BROADCASTER PTY LTD		27-06-2020	30/10/	2020	EDS 2017 5	State Governm	ent Elections	\$6,700.00		-	Actions -
	Historical Data							By Katchia Katajisto											
0	Help Centre	REC	Election Sum	mary Return	Broad	Icaster / Publi	sner	By Katchia Katajisto		03-07-2020	16/10/	2020	EDS SG 20	17 State Gener	al Event	\$1,000.00		-	Actions -
	Support	REC	Election Sum	mary Return	Broad	lcaster / Publi	sher	FAKE BROADCASTER PTY LTD By Katchia Katajisto		26-12-2020	12/10/	2020	EDS SG 20	20 State Gener	al Event	\$1,000.00		-	Actions -
	FAQ Downloads	Show 25	✓ Apply							showing 1-3 of 3	items								< 1 >

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## 4.2 Submitting an Election Summary Return for a Publisher

To lodge an Election Summary Return on behalf of a **publisher**, please use the following instructions:

`` 	<u></u>	
F	Frequently asked questions	Terms and conditions
		Login or register
		Please login or register using one of the options belo
		G Google Microsoft
		or
		Login with QGov
		* Username
		Candidate101@test.com
		* Password
		•••••
		Log in Register
		Forgot your password?   Manage your QGov login
	FCO	

- Click <u>here</u> to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.
   Note: select Forgot your password and follow the prompts if you have forgotten your password.
- Select My
   Submissions in the EDS menu.



My Submissions	
My Mentions	
Periodic Returns	
Lodge return	
My Pending Submissions	
M . D	
My Pending Mentions	
Drafts	
Diales	
Reports	
	INNOCENTE WYNDHAM
	131.242.18.17

\*

Lodge return

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	Other purpose
Lodge a return Choose the type of return you would like to lodge		
1. TYPE OF OBLIGATIONI STATE GOVERNMENT 2. LODGE AS 3. LODGE A RETURN		
•		
Donor/Third Party - Individual	Donor/Third Party - Organisation	Publisher
Lodge a return Choose the type of return you would like to lodge		
1. TYPE OF OBLIGATION: STATE GOVERNMENT	2. LODGE AS: PUBLISHER	3. LODGE A RETURN
Publisher		
Submitting an election summ	ary return	
Lodge Learn more		

- 4. Under Type ofObligation, selectState Government.
- 5. Under Lodge As, select Publisher.
- Under Lodge a Return, select Lodge for
   Publisher: Submitting an election summary return.

7. Select the election from **Event** dropdown menu (e.g. EDS SG 2017 State General Event).

Publisher Submitting an election summary return State		+ Bulk uplead -
Submitter details		
Full Name* INNOCENTE WYNDHAM	Business Address* 1 Fake St, Faketown QLD 4000	Business name* FWE REDRESS PTY LTD V
Election period Event * Plass select Researcher Bos 2007 State General Event • Add new entry • • Add new entry • • Add new entry •		8. Select <b>+ Add new</b> entry. Note: to disclose
		items, skip to step 10.

9. Under the Advertiser section, enter mandatory fields, such as publication name or website, who authorised advertisement, journal page and space, publication date and amount. Then select Yes or No to indicate if Commercial rate charged?

Note:

- Select + Add new entry to enter additional items.
- Select **Save Draft** to save a draft of your return at any time (drafts are accessed in the **Drafts** side menu).

Advertisement			^ <b>O</b>
Publication name or website*	Who requested advertisement* 0	Publication date*	Amount* 🔒
Fake website	Fake Party	07/10/2020	1000
Journal page and space* 🚱	Who authorised advertisement* 🚱	Commercial rate charged*	0
10 days online	Fake Company D	• Yes No	
♦Add new entry • 0			Current Total \$1,000.01 Save Draft Submit
+ Bulk upload -		10. To er	nter numerous
Download template		expe	nditure items,
Upload template		selec	t + Bulk upload
		using	the dropdown
		meni	and then select
		mone	
		Dow	nload template.
		11. Selec	ct to open the file,
Election Summaryxlsx	^	once	downloaded.
Note:			
Google Chrome dow	nloads appear in the		
lower left of the page			

 Internet Explorer downloads appear in a popup box.

- Apple Safari downloads are available in the download icon in the lower right of the screen.
- 12. Select Enable Editing and enter mandatory fields, such as publication name or website, who authorised advertisement, journal page and space, publication date and amount. Then select Yes or No to indicate if Commercial rate charged? *Note:* 
  - Ensure you 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 headings or columns, otherwise the template will not upload properly. This includes any wording copied and pasted from another document – it must match the options displayed.

Type	Publication name or website	Publication date	Journal page and space	Who requested advertisement	Who authorised advertisement	Amount	Commercial rate charged?
Advertisement	ECQ Times	20/10/2020	Page 5 - 3x6	Fake Party A	Fake Company A	453	No
Advertisement	ECQ Times	21/10/2020	Saturday ad 1/4 page. Page 5	Fake Party B	Fake Company B	1200.75	Yes
Advertisement	ECQ Times	24/10/2020	14 days online	Fake Party C	Fake Company C	1900	Yes
State Election . Excel Workboo More options	2020 Election Summary Return - Publia ok (*xlsx) er	sher Bulk upload		▼ Save	13. Save file location o compute	to a on yc r.	safe our
<b>+</b> B(	ulk upload 🗸				14. Select +	Bulk	upload
Dowr	nload template				using the	ulo	Juowii
Uplo	ad template				menu an	d the	en select
					Upload t	emp	late.

15. Select file to upload and confirm all items entered are correct.

**Note:** if you selected **No** to **Commercial rate charged?**, a message displays for the publisher to report any difference above \$1,000 for state elections as a gift. Select **Understood** to continue and refer to the <u>EDS User Guide - Donors &</u> <u>Unregistered Third Parties</u> for more information about how to lodge a gift.

Advertisement				~ <b>O</b>			
Publication name or website*	Who requested advertisement* 🚱	Publication date*	Amount* 🕜				
ECQ Times	Fake Party A	// 20/10/2020	453				
Journal page and space* 🛛	Who authorised advertisement* 🚱	Commercial rate charged* 🕢					
Page 5 - 3x6	Fake Company A	Ves 🖲 No					
Advertisement				^ <b>O</b>			
Publication name or website*	Who requested advertisement" 🕢	Publication date*	Amount" 🕢				
ECQ Times	Fake Party B	21/10/2020	1200.75				
Journal page and space* 🛛	Who authorised advertisement* 🕢	Commercial rate charged* 🕖					
Saturday ad 1/4 page. Page 5	Surday ad 1/4 page. Page 5						
Advertisement				× 0			
Publication name or website*	Who requested advertisement" 🚱	Publication date*	Amount* 🕜				
ECQ Times	Fake Party C	24/10/2020	1900				
Journal page and space* 🛛	Who authorised advertisement* 🚱	Commercial rate charged* 🕑					
14 days online	Fake Company C	• Yes No					
			Current Tab	e 64 552 7			
			Current lota	a 94,003.70			
+ Add new entry -			Save Draf	ft Submit			

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Ommercial Rate Charged	×
The difference between the charged rate and the normal comme rate must be reported as a gift if the amount meets the reportal threshold of \$500.00/\$1000.00 (local/state) or more.	ercial ble gift
Cancel	nderstood

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

Election period								
Event *								
16/03/2024 - 2024 Local Government Elections	▼							
Advertisements bulk upload attachment								
e spreadsheet is too large. If you have manually entered data without using the bulk upload, you will need to remove these lines and ensure they are in your spreadsheet to be able to attach it. ase attach a single spreadsheet here and then click 'Submit'. The spreadsheet will be publicly available for those who wish to view the return.								
	🕹 Upload Files							

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

Save Draft Submit	<ol> <li>Select Submit.</li> <li>Note: select Save Draft to save a draft of your return at any time (drafts are accessed in the Drafts side menu).</li> </ol>
• 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. I acknowledge that this submission will be published and available for public viewing.	19. Review the <b>Confirm</b> <b>lodgement of return</b> message and then select <b>Submit</b> .
Cancel Submit	

20. Once submitted, the **Election Summary Return** displays under the **Periodic Returns** menu and the public **Reports** page.

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

•	Returns v My Submissions My Mentions	Periodic View or amend	Periodic Returns Summary View or amend lodged periodic returns, lodge another periodic return.								٤	Lodge retur	n
	Periodic Returns	SUMMARY	SUHNARY										
	Lodge return	Search			Q Com	nolete Status: all	Tropy all		Late Status: all	From	m	tophy	
	My Pending Submissions			- Com	prece oracion on	Type: all			- Tom - W				
	My Pending Mentions	Audit Status: All	II * Min an		amount	Max amount		Status: all *	То		Clear filter	5	
	Drafts												
	Reports	Election periods:	all *	Calendar B	ased Reporti	ting Period: all *	Participant: all		•				
۵	Gift Map	Status \$	Type \$	Participant		For ¢	Date Due \$	Submitted \$	Reporting Period \$		Amount Received \$	Amount Paid \$	Actions
	Expenditure Table	REC O	Election Summary Return	Broadcaster	Publisher	FAKE COMPANY PTY LTI	D 03-07-2020	30/10/2020	EDS SG 2017 State General E	vent	\$4,553.75	-	Actions -
9	Historical Data	BENDING Election Summany Deturn Broadcaster			Publisher	FAKE COMPANY PTY LTI	TP 25 12 2020 12 (20/2)		0/2020 EDS SC 2020 State Coneral Fue		\$1.000.00		Actions -
0	Help Centre 🗸					By INNOCENTE WYNDHAM							metrolla -
	Support	Show 25	showing 1-2 of 2 items							< 1 >			
	FAQ												
	Downloads												