

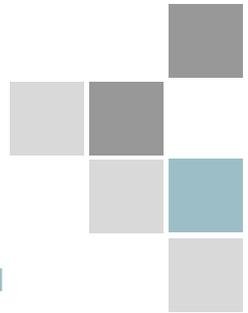


Electronic Disclosure System (EDS) for Broadcasters and Publishers

FOR STATE GOVERNMENT ELECTIONS AND BY-ELECTIONS

USER GUIDE

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1. Introduction

1.1 Overview of the Act and Regulation

This user guide is intended for broadcasters and publishers 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 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

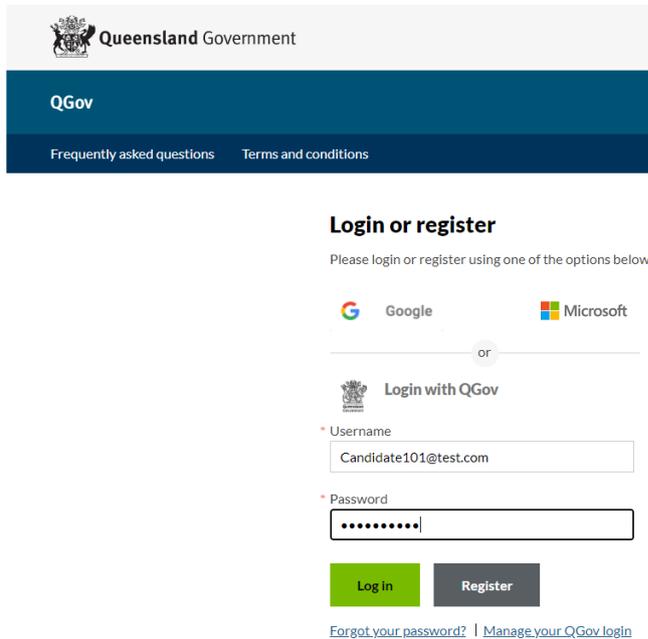
Telephone: 1300 881 665

Email: fad@ecq.qld.gov.au

Internet: www.ecq.qld.gov.au

2. Logging into the EDS

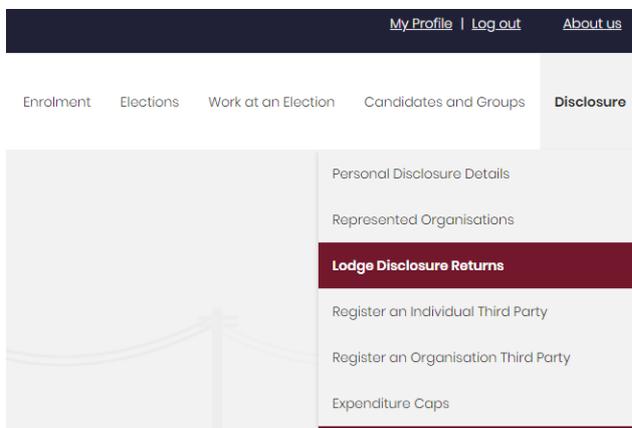
Once you have completed your registration in the self service portal, you can log into the EDS by using the following instructions.



The screenshot shows the Queensland Government QGov login page. At the top, there is the Queensland Government logo and the text 'Queensland Government'. Below that is a dark blue header with 'QGov' in white. Underneath the header are two links: 'Frequently asked questions' and 'Terms and conditions'. The main content area is titled 'Login or register' and includes the instruction 'Please login or register using one of the options below.' There are three login options: 'Google', 'Microsoft', and 'Login with QGov'. The 'Login with QGov' option is selected. Below this, there are two input fields: 'Username' with the value 'Candidate101@test.com' and 'Password' with masked characters. At the bottom of the form are two buttons: 'Log in' (green) and 'Register' (grey). Below the buttons are two links: 'Forgot your password?' and 'Manage your QGov login'.

1. Click [here](#) 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.



The screenshot shows the self-service portal disclosure menu. At the top, there is a dark blue header with 'My Profile | Log out | About us'. Below the header is a navigation bar with 'Enrolment', 'Elections', 'Work at an Election', 'Candidates and Groups', and 'Disclosure'. The 'Disclosure' menu is open, showing a list of options: 'Personal Disclosure Details', 'Represented Organisations', 'Lodge Disclosure Returns' (highlighted in red), 'Register an Individual Third Party', 'Register an Organisation Third Party', and 'Expenditure Caps'.

2. 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:

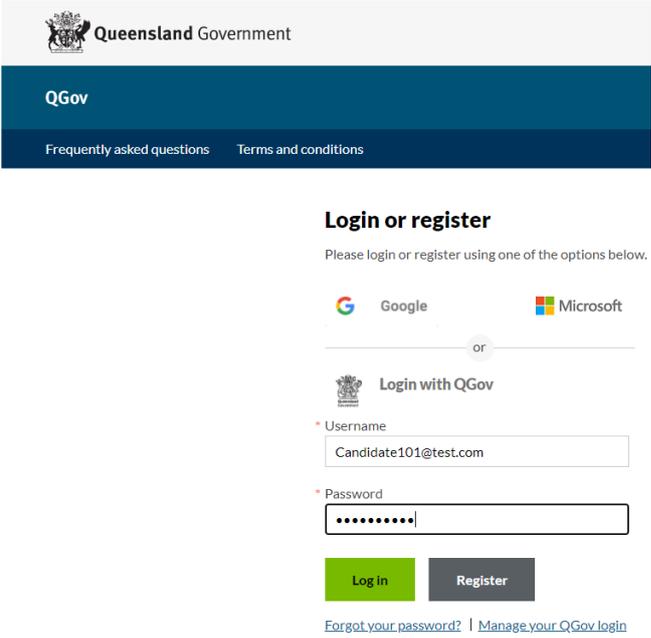
- The journal in which the advertisement was published.
- The person at whose request the advertisement was published.
- The participant in the election with whose authority the advertisement was published.
- The date on which the advertisement was published.
- The page in the journal on which the advertisement 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.

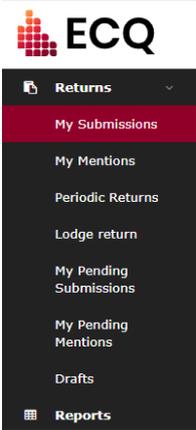
3.1 Submitting an Election Summary Return for a Broadcaster

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



3. Click [here](#) 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.*



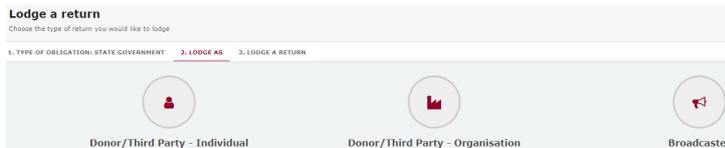
4. Select **My Submissions** in the EDS menu.



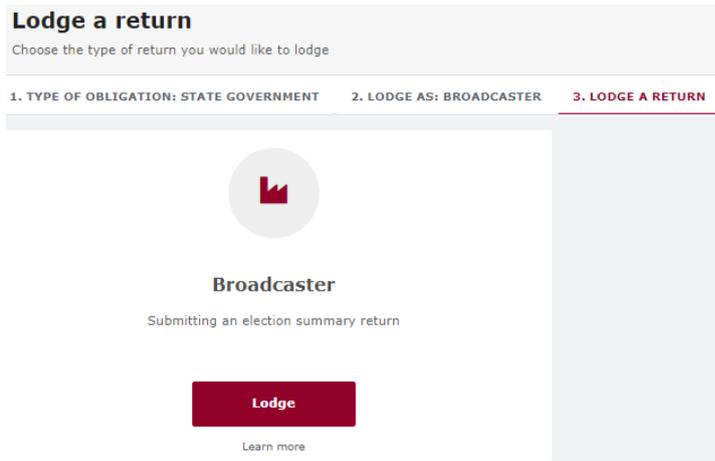
5. Select **Lodge return**.



6. Under **Type of Obligation**, select **State Government**.



7. Under **Lodge As**, select **Broadcaster**.



8. Under **Lodge a Return**, select **Lodge for Broadcaster: Submitting an election summary return**.

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



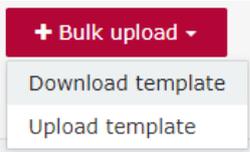
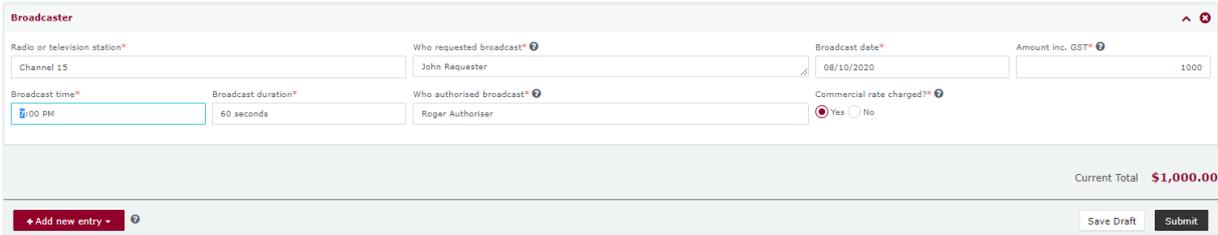
10. Select **+ Add new entry**.

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).



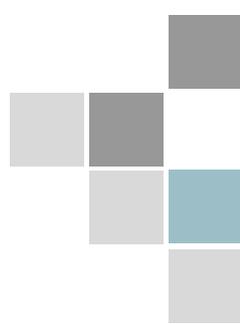
12. To enter numerous expenditure items, select **+ Bulk upload** using the dropdown menu and then select **Download template**.



13. Select to open the file, once downloaded.

Note:

- Google Chrome downloads appear in the lower left of the page.



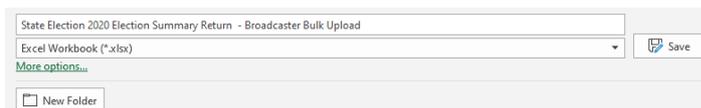
- *Internet Explorer downloads appear in a pop-up box.*
- *Apple Safari downloads are available in the download icon in the lower right of the screen.*

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?**

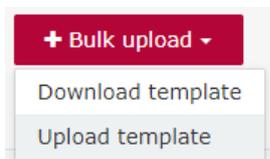
Note:

- *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.*

Type	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



15. Save file to a safe location on your computer.



16. Select **+ Bulk upload** using the dropdown menu and then select **Upload template**.

17. 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 [EDS User Guide - Donors & Unregistered Third Parties](#) for more information about how to lodge a gift.

File name: State Election 2020 Election Summary Return - Broadcaster Bulk Upload All Files
Open Cancel

Broadcaster			
Radio or television station*	Who requested broadcast*	Broadcast date*	Amount inc. GST*
ECQ TV	John Requester	8/10/2020	1600.0
Broadcast time*	Broadcast duration*	Who authorised broadcast*	Commercial rate charged?*
6:00 PM	30 seconds	Roger Authoriser	<input checked="" type="radio"/> Yes <input type="radio"/> No
Broadcaster			
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?*
6:00 PM	60 seconds	Roger Authoriser	<input checked="" type="radio"/> Yes <input type="radio"/> No
Broadcaster			
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?*
6:00 PM	30 seconds	Roger Authoriser	<input type="radio"/> Yes <input checked="" type="radio"/> No

Current Total **\$6,700.00**

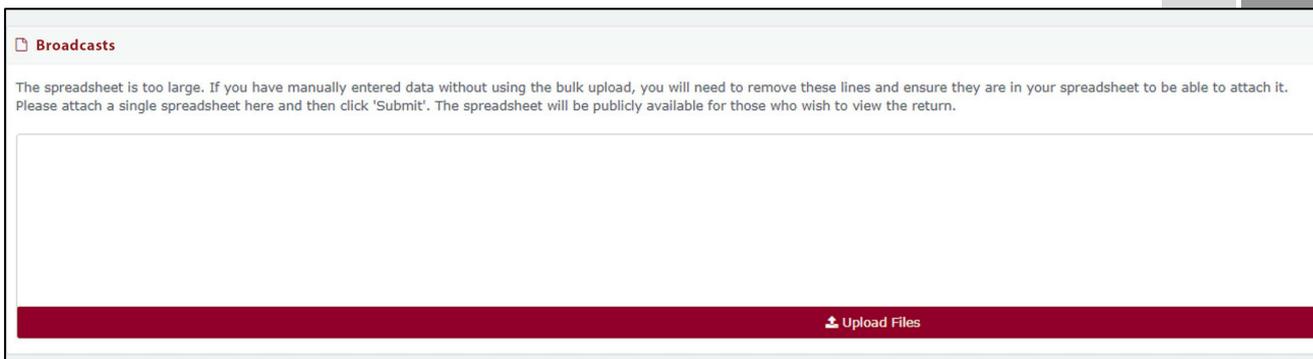
+ Add new entry - Save Draft Submit

Commercial Rate Charged

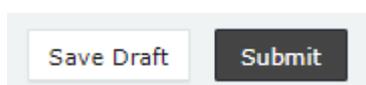
The difference between the charged rate and the normal commercial rate must be reported as a gift if the amount meets the reportable gift threshold of \$500.00/\$1000.00 (local/state) or more.

Cancel Understood

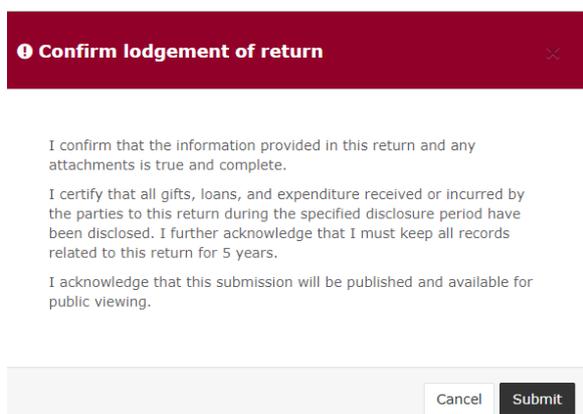
18. If your spreadsheet is very large, when you try to upload it, you may receive a message asking you to attach the spreadsheet instead.



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



20. Select **Submit**.
*Note: select **Save Draft** to save a draft of your return at any time (drafts are accessed in the **Drafts** side menu).*



21. Review the **Confirm lodgement of return** message and then select **Submit**.

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.*

- Returns
- My Submissions
- My Mentions
- Periodic Returns
- Lodge return
- My Pending Submissions
- My Pending Mentions
- Drafts
- Reports
- Gift Map
- Expenditure Table
- Historical Data
- Help Centre
- Support
- FAQ
- Downloads

Periodic Returns Summary

View or amend lodged periodic returns, lodge another periodic return.

Lodge return

SUMMARY

Complete Status: all

Type: all

Late Status: all

From

To

Apply

Audit Status: All

Gov Level: all

Min amount

Max amount

Status: all

Election periods: all

Calendar Based Reporting Period: all

Participant: all

Status	Type	Participant	For	Date Due	Submitted	Reporting Period	Amount Received	Amount Paid	Actions
REC	Election Summary Return	Broadcaster / Publisher	FAKE BROADCASTER PTY LTD <small>By Katchia Katakajisto</small>	27-06-2020	30/10/2020	EDS 2017 State Government Elections	\$6,700.00	—	Actions
REC	Election Summary Return	Broadcaster / Publisher	FAKE BROADCASTER PTY LTD <small>By Katchia Katakajisto</small>	03-07-2020	16/10/2020	EDS SG 2017 State General Event	\$1,000.00	—	Actions
REC	Election Summary Return	Broadcaster / Publisher	FAKE BROADCASTER PTY LTD <small>By Katchia Katakajisto</small>	26-12-2020	12/10/2020	EDS SG 2020 State General Event	\$1,000.00	—	Actions

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:



Login or register

Please login or register using one of the options below.



or
Login with QGov

* Username

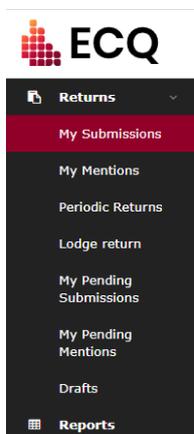
* Password



[Forgot your password?](#) | [Manage your QGov login](#)

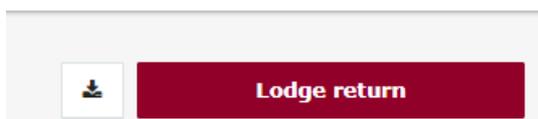
1. Click [here](#) to access the Self Service Portal and enter QGov Username and Password, if required. If not required, go to step 2.

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



2. Select **My Submissions** in the EDS menu.

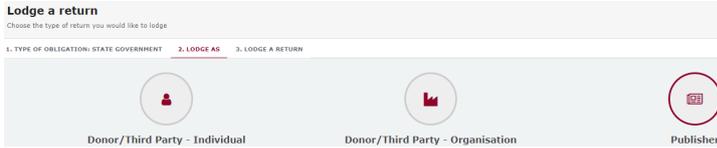
INNOCENTE WYNDHAM
131.242.18.17



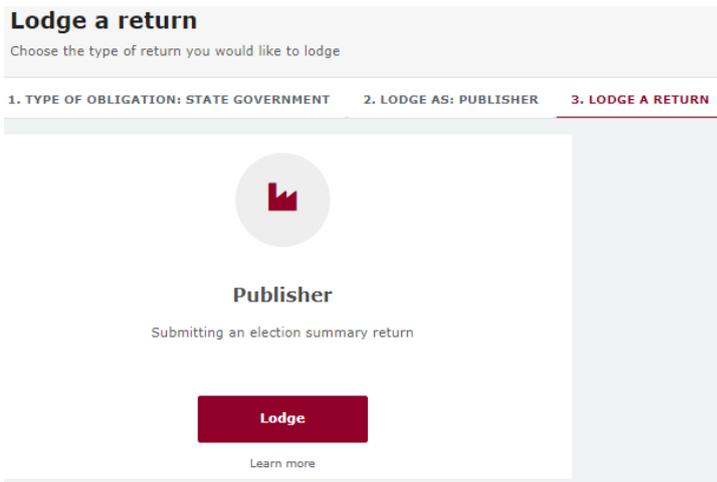
3. Select **Lodge return**.



4. Under **Type of Obligation**, select **State Government**.



5. Under **Lodge As**, select **Publisher**.



6. 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).



8. Select **+ Add new entry**.

Note: to disclose numerous expenditure items, skip to step 10.

- 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).

- To enter numerous expenditure items, select **+ Bulk upload** using the dropdown menu and then select **Download template**.



- Select to open the file, once downloaded.

Note:

- Google Chrome downloads appear in the lower left of the page.
- Internet Explorer downloads appear in a pop-up box.

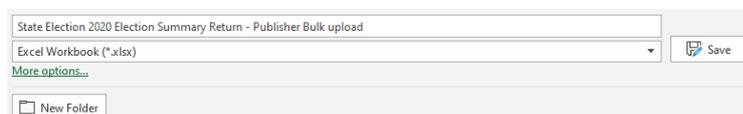
- *Apple Safari downloads are available in the download icon in the lower right of the screen.*

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?**

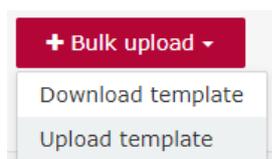
Note:

- *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



13. Save file to a safe location on your computer.



14. Select **+ Bulk upload** using the dropdown menu and then select **Upload template**.

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

Advertisement			
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	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Advertisement			
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	Fake Company B	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Advertisement			
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	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Current Total **\$4,553.75**

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.

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

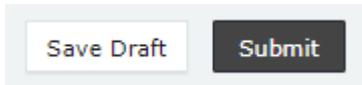
Event *

16/03/2024 - 2024 Local Government Elections

Advertisements bulk upload attachment

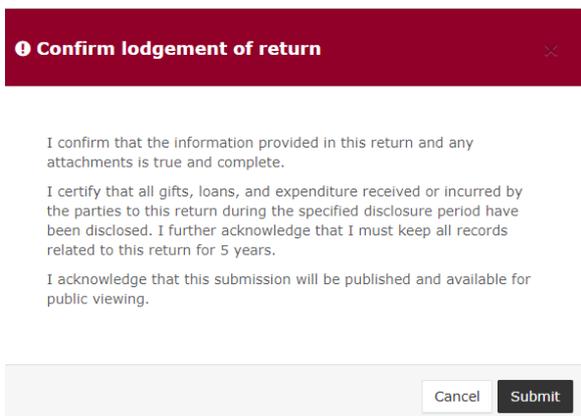
The spreadsheet is too large. If you have manually entered data without using the bulk upload, you will need to remove these lines and ensure they are in your spreadsheet to be able to attach it. Please attach a single spreadsheet here and then click 'Submit'. The spreadsheet will be publicly available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

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



18. Select **Submit**.

*Note: select **Save Draft** to save a draft of your return at any time (drafts are accessed in the **Drafts** side menu).*



19. Review the **Confirm lodgement of return** message and then select **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.*

