

## Candidate checklist

### 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 version of the checklist only covers the time before the notice of election is issued. A full version will be released at the end of October.

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 mandatory training ' <a href="#">So you want to be a councillor?</a> '	<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"/>

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 requirement

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