



Electoral Commission
QUEENSLAND

Election summary return

How to tell us about the money you spent or received
during the election

Easy Read version



'Honouring our past,
together shaping our future.'
Artwork by David Williams
of Gilimbaa.





How to use this form



The Electoral Commission of Queensland wrote this form. When you see the word 'we', it means the Electoral Commission of Queensland.



We wrote this form in an easy to read way.

We use pictures to explain some ideas.

Bold

We wrote some important words in **bold**.

Not bold

This means the letters are thicker and darker.



We explain what these bold words mean.

There is a list of these words on page 27.



This is an Easy Read summary of another form.

This means it only includes the most important ideas.



You can find the other form on our website.

disclosures.ecq.qld.gov.au



You can ask for help to fill out this form.

A friend, family member or support person may be able to help you.



You can also contact us if you need help.

Our contact details are on page 28.

What is an Election summary return?



We have a law in Queensland called the *Local Government Electoral Act 2011* (the Act).



The Act explains the rules that everyone must follow in a local government election in Queensland.



The Act says that all **candidates** must fill out an Election summary return.

A candidate is a person that people can vote for in an election.



You need to fill out an Election summary return so we know how much money you:



- received from other people



- borrowed – we use the word loan



- spent.

This also includes telling us about any **gifts**.

A gift is when someone gives you something without wanting anything in return.



For example:

- money
- services.

Who needs to fill out an Election summary return?



All candidates need to fill out an Election summary return.

This includes candidates who did not win the election.

You need to fill out the Election summary return even if you did not:



- receive any money or loans



- spend any money.



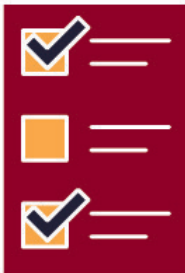
How to fill out the Election summary return



The Election summary return has 5 different parts.



In each part we will ask you some questions.



We might ask you to tick a box that has the best answer for you.



We might ask you to fill out an answer in a box.



You will need to sign the Election summary return after you have answered the questions.



There are different ways you can send your finished Election summary return to us.



You can use our Self Service Portal.

<https://selfserv.elections.qld.gov.au>



You can email it to us.

fad@ecq.qld.gov.au



You can send it to us.

GPO Box 1393

Brisbane

QLD 4001



If you need support to do this, you can contact us.

Our contact details are on page 28.

When is the Election summary return due?



You need to send us your Election summary return within 15 weeks after the day of the election.



Part A – the name of the election

We need to know which election you took part in.



For example:

- a local council by-election
- an event – like the 2024 local government elections.



What is the name of the election you were a candidate in?



Please share your answer in the box below.



Part B – your name



We need to know your name.



Your name must be the same as what you wrote on your nomination form.

This is the form you filled out to become a candidate.

Name



My name is:



Part C – the disclosure period



You need to tell us about any money you spent or received during a certain period of time.

We call this the **disclosure period**.



A disclosure period has a:

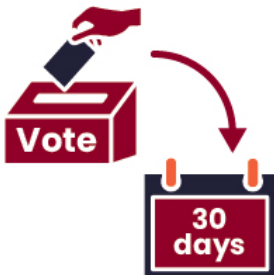
- start date
- end date.



Were you a candidate in any local election in the last 5 years?

Yes

No



If you were, your start date is 30 days after the date of the last election you took part in.



If you haven't been a candidate in the last 5 years, we have some questions that can help you work out the start date:



When did you start doing activities for this election?
This is called campaigning.



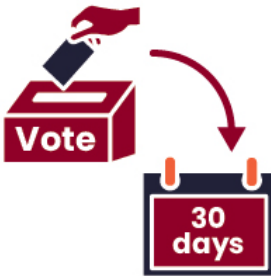
What date did you fill out your nomination form?



What date did you first receive or spend money on this election?



The earliest date will be the start date of your disclosure period.



Your end date is 30 days after the day of the election you just took part in.



What is the start date of your disclosure period?



Please share your answer in the box below.



What is the end date of your disclosure period?



Please share your answer in the box below.



Part D – the money you spent or received



You need to tell us how much money you spent on the election.



This includes any money you spent to tell people:

- you are a candidate
- why they should vote for you.

We call this advertising.



For example, advertising on:

- TV or radio
- the internet – like social media.



Advertising can also include:

- posters
- flyers on community noticeboards.



It also includes any money you spent on research.

For example, asking people what they think.

We sometimes call this an opinion poll.



We need to know about any money you:

- received – like gifts
- borrowed – like loans.



We also need to know how many people gave you money.



If you didn't spend or receive any money, you should write '0' on the form.



If you spent or received more than \$500, please call us.

1300 881 665



How much money you spent or received



How much money did you receive during the disclosure period?

\$



How many people gave you money during the disclosure period?



How much money did you borrow during the disclosure period?

\$



How many people or organisations let you borrow money during the disclosure period?



How much money did you spend during the disclosure period?



Part E – your bank account statement



When you became a candidate, you set up a bank account.

This bank account was only for money you spent or received during the election.



You need to include a copy of your bank statement when you send us this form.



The bank statement should show all the money you spent and received during the disclosure period.



If you do not have your bank statement, you should still send your Election summary return to us.



Please tick the box that is true for you.



I have attached a copy of my bank statement.



I do not have a copy of my bank statement.



Your contact details

Name



What is your name?



What is your postal address?



What is your phone number?



What is your email address?

Your signature



When you sign this form, you are agreeing that the information in it is:

- true
- correct.



It is important that you tell us if any information is missing.



If there is information missing from the form, please tell us:

- what is missing
- why you do not have the information
- if someone else can give us the information.



Please tick the box that is true for you.



The information in this form is true.

I have answered all the questions.

And I have included a copy of my
bank statement.



There is information missing from this form.



If there is information missing, you can tell us on
the next page.

This will help us understand why it is missing.



What information is missing?

For example, your bank statement.



Why do you not have this information?



Can someone else give us the missing information?

If someone can, please share their contact details in the box below.



To finish the form, please sign in the box below.

Or you can ask the person who helped you with the form to sign for you.



Please write today's date in the box below.



Word list

This list explains what the **bold** words in this document mean.



Candidate

A candidate is a person that people can vote for in an election.



Disclosure period

You need to tell us about any money you spent or received during a certain period of time.

This is called a disclosure period.



Gifts

A gift is when someone gives you something without wanting anything in return.

For example:

- money
- services.



Contact us



If you need more information about this form,
you can contact us.



You can call us.

1300 881 665



You can send us an email.

fad@ecq.qld.gov.au



You can write to us.

GPO Box 1393

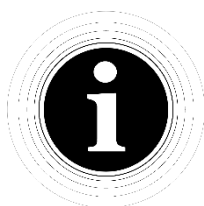
Brisbane

QLD 4001



You can visit our website.

www.ecq.qld.gov.au



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