



Quick Reference Guide for the Online Disclosure System (ODS) Portal Create Election Return

Introduction

This guide is to assist Agents of political entities to create returns for Political Parties. For further information about the completion of Election Returns, please contact the Funding and Disclosure team at the WAEC fad@waec.wa.gov.au and read through [Funding and Disclosure in Western Australia Guide](#)

Part 1: Create Return – Political Party

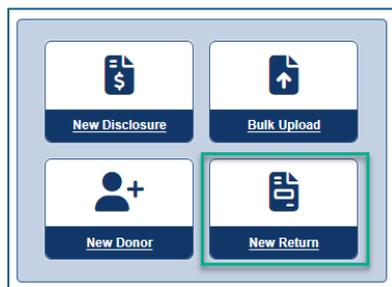
Step 1: Select New Return option on ODS Dashboard

Step 2: Select Election Return from drop down menu

Step 3: Search Political Entity by clicking the magnifying glass icon

Step 4: Once the correct political entity is selected, press “Start return” to initiate the return process

Please note: Once the create return button is pressed a return will be created and cannot be deleted. Similarly, once initiated, there is no option to change the Political Entity. The process will need to be restarted to create a return for another entity.



Dashboard / Create Return

Create Return

Political Entity *
Green Bay Party

Return Type *
Select
Election Return
Annual Return

Start return

Dashboard / Create Return

Create Return

Political Entity *
Green Bay Party

Return Type *
Election Return

Back to dashboard

Start return



[Dashboard](#) / [Edit election return](#)

Edit election return

Political Entity *

Green Bay Party

Summary of electoral expenditure

Total Broadcasting an Advertisement *

Broadcasting an advertisement

Total Producing any Material *

Producing any material, other than above, which requires authorisation and which is used for advertising during the election period

Total Publishing an Advertisement *

Publishing an advertisement in a journal

Total Producing and Distributing *

Producing and distributing electoral matter addressed to particular persons or organisations

Total Displaying an Election Related *

Displaying an election related- advertisement at theatre or other place of entertainment

Total Advertising or Consultant Fees *

An advertising or consultant's fees in relation to the provision of material or services relating to a political purpose

Total Production of Any Advertisement *

The production of any advertisement which is broadcast, published or displayed as above

Total Carrying Out an Opinion Poll *

Carrying out an opinion poll, or other research, for a political purpose

Total Expenditure Election

0.00

Step 5: The “Edit election return” screen will appear once the start return process is commenced.

The top section (shown on the left of this page), is the ‘Summary of electoral expenditure’ which provides fields that match the legislative data requirements for a political party election return. That is, the total amount of expenditure by a party for all seats and districts it has contested in the election.

- Broadcasting an advertisement
- Publishing an advertisement
- Displaying an election related advertisement at a place of entertainment
- Production of any advertisement
- Producing any material
- Producing and distributing electoral matter
- Advertising or consultant fees
- Carrying out an opinion poll

All fields require manual entry with data that has been recorded by political parties during the applicable disclosure period.



Summary of electoral expenditure - district

Note: If you are reporting for only ONE district, please enter the details below. If you are reporting for multiple districts, please download the Excel template available below and attach the completed file.



Download electoral expenditure - district return template

Type	Description
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There are no records to display.

District

Total District Broadcasting an Advertisement *

Broadcasting an advertisement

Total District Publishing an Advertisement *

Publishing an advertisement in a journal

Total District Displaying an Election Related *

Displaying an election related- advertisement at theatre or other place of entertainment

Total District Production of Any Advertisement *

The production of any advertisement which is broadcast, published or displayed as above

Total Expenditure District

0.00

Total District Producing and Distributing *

Producing and distributing electoral matter addressed to particular persons or organisations

Total District Producing any Material *

Producing any material, other than above, which requires authorisation and which is used for advertising during the election period

Total District Advertising or Consultant Fees *

An advertising or consultant's fees in relation to the provision of material or services relating to a political purpose

Total District Carrying Out an Opinion Poll *

Carrying out an opinion poll, or other research, for a political purpose

The lower section of the “Edit election return” screen is the ‘Summary of electoral expenditure – district’ (screenshot on the left). This provides for the electoral expenditure in a single district to be entered. This is available for both the Legislative Assembly and Legislative Council. If a party has contested multiple districts, the excel template prepared by the WA Electoral Commission is to be used. See step 6b below.

Step 6a: If entering data for one district, the District is selected using the lookup tool.

Lookup records

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	District Name	Created On
<input type="checkbox"/>	Albany	20/06/2024 3:29 PM
<input type="checkbox"/>	Armadale	20/06/2024 3:29 PM
<input type="checkbox"/>	Balcatta	20/06/2024 3:29 PM
<input type="checkbox"/>	Baldivis	20/06/2024 3:29 PM

Once the district is selected, the data fields can be completed. These fields are identical to those in the upper section of the table as described on the previous page.



Step 6b: As stated above, if a party has contested multiple districts a dedicated spreadsheet is to be used to provide district expenditure for the election return. This has been emailed to political parties, but can also be requested from FAD@waec.wa.gov.au. Note that the 'summary of electoral expenditure' section must still be completed. Please see the next step for how to attach the completed spreadsheet.

Step 7: Any files relevant to the return including the district expenditure spreadsheet, can be attached by using the 'Add file' button at the bottom of the window.

- Click on the button,
- Choose file when prompted,
- Select file from your device, and
- Confirm by clicking on the 'Add file' button again.

Step 8: Once all data has been entered and any files attached, the declaration box is to be checked.

Step 9: The return can now be saved as a draft, submitted to the WAEC by the Responsible Person or submitted by an Assistant for Responsible Person approval.

The return will appear on the dashboard in the 'Action required' table (if prepared by an Assistant and requiring approval by a Responsible Person) or on either the 'draft' or 'all' election returns tables on the Dashboard.

Note that if you require any draft returns to be deleted, please contact the FAD team at the WAEC.



Returns are available under the Returns section on ODS Dashboard

Disclosures **Returns** Bulk

Election returns

All returns
Returns which have been submitted.

Note: You can track progress of your return via the status reason column. View the return detail for more information.

Political Entity: UT - Candidate | Period: | Electorate: | Financial Year: | Version: | Apply

Search returns: [] [Q] [Export] [New]

Political entity	Number of gifts	Value or amount	Total expenditure district	Total expenditure election	Disclosure period	Financial year	Version	Responsible person	Status
UT - Candidate	1	800.00	0.00	0.00		2024-2025	Original	Jitendra Bhogwat	Submitted
UT - Candidate	3	10,200.00	0.00	0.00	Election March 2025	2024-2025	Original	Jitendra Bhogwat	Under Assessment
UT - Candidate	1	500.00	100.00	0.00		2024-2025	Amendment	Jitendra Bhogwat	Processed
UT - Candidate	0	0.00	0.00	0.00		2024-2025	Original	Jitendra Bhogwat	Processed
UT - Candidate	8	2,800.00	200.00	0.00		2024-2025	Original	Jitendra Bhogwat	Submitted
UT - Candidate	3	2,000.00	0.00	0.00		2024-2025	Original	Jitendra Bhogwat	Submitted
UT - Candidate	15	10,860.00	0.00	0.00	Election March 2025	2024-2025	Original	Jitendra Bhogwat	Processed
UT - Candidate	1	800.00	100.00	0.00		2024-2025	Amendment	Jitendra Bhogwat	Submitted

All returns will show all the returns with their respective status