

## Quick Reference Guide for the Online Disclosure System (ODS) Portal

### Dashboards

#### Introduction

This guide provides instructions for Responsible Persons and Assistants on how to navigate and interact with the ODS portal dashboards.

#### Overview

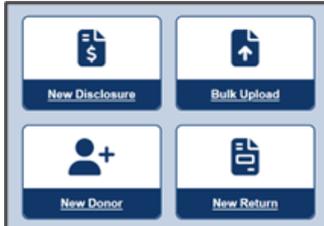
- After signing into the ODS portal, the dashboards will be visible on the Home page.
- Displayed information includes all contribution disclosures recorded under your profile.
- Following additional features were added to ODS Dashboard as part of MVP2
  - **Metadata filtering:** Filtering options to enable user to select a political entity and filter the data on dashboard as per the selection.
  - **Quick links:** Quick navigation menu to guide user to most used section
    - New Disclosure
    - New Donor
    - New Return
    - Bulk Upload
  - **Action Required Table:** Actions that require Responsible Person approval
    - Disclosures
    - Election Returns
    - Annual Returns
  - **Tabs:** Records are now visible under new tabs
    - Disclosures
    - Returns
    - Bulk

#### Metadata Filtering



User can select the 'Political Entity' to filter the dashboard with selected entity.

## Quick Links



'Quick Links' section to navigate to your desired section from ODS Dashboard.

You can navigate to:

- New Disclosure
- New Donor
- New Return
- Bulk Upload

## Action Required Table

This table contains all actions that are awaiting for approval or response from a Responsible Person. This includes draft disclosures or returns prepared by an Assistant, or queries submitted through the portal by a WAEC officer.

### Action Required

**Disclosures** Election Returns Annual Returns

Disclosures which have received feedback from a WAEC officer. **Note:** A delay in responding to a request for information will delay review of the disclosure. Please ensure it is done promptly to avoid penalties.

Q Export New

Donor	Political entity	Date received	Type	Amount	Financial year	Version
There are no records to display.						

## Tabs - Disclosures, Election Returns, Annual Returns, Bulk Uploads



You can make use of tabs on the Dashboard to navigate to:

1. Disclosures
2. Election returns
3. Annual returns
4. Bulk uploads

## 1. Disclosures

- Dashboard visibility varies based on the status of contribution disclosures:
  - **Draft disclosures:** Information entered but not yet submitted to the WAEC.
  - **All disclosures:** A record of all submissions made to the WAEC.
  - **Published disclosures:** Political contributions that exceed the \$2,700 threshold during a financial year are made public. The donors listed in this section have met this criteria.

**Disclosures**

[Election Returns](#)
[Annual Returns](#)
[Bulk uploads](#)

### Disclosures

#### Draft disclosures

Disclosures which have not been submitted yet. If you would like any of the drafts deleted, please contact WAEC team on [fed@waec.wa.gov.au](mailto:fed@waec.wa.gov.au)

**Note:** Ensure that all disclosures are submitted by the required lodgement time from the date you received it.

Political Entity Donor

Type Financial Year Version Status

Donor	Political Entity	Type	Amount	Financial Year	Version	Checked On	Overdue
There are no records to display							

#### All disclosures

Disclosures which have been submitted

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

Political Entity Donor

Type Financial Year Version Status Reason

Donor	Political entity	Date received	Submitted date	Type	Amount	Financial year	Version	Status
There are no records to display								

#### Donors which have published disclosures

When a donor exceeds the \$2,600 threshold with one or more donations, all of that donor's disclosures made during this financial year are made public. The donors listed below have met this criteria.

Political Entity Type Silent Donor

Donor?	Political entity	Donor type	Street	Suburb	Postcode	Silent donor
There are no records to display						

The status of disclosures varies for several reasons. Here's an explanation for each status reason.

- **Draft:** Record saved in the Portal
- **Submitted:** Record submitted to the WAEC.
- **Under Assessment:** Currently being assessed by the WAEC.
- **Awaiting information:** Additional information requested by WAEC.
- **Approved:** Record has received WAEC approval.
- **Rejected:** Record not approved by WAEC (This could be due to duplicate contributions being made or amendments requested after the disclosure has been published.)
- **Published:** The record is now public on the WAEC website

## 2. Election Returns

**Draft election returns:** Election returns that have not been submitted to the WAEC. It is not possible for Users to delete draft returns. If you would like any of the drafts deleted, please contact the FAD team: [fad@waec.wa.gov.au](mailto:fad@waec.wa.gov.au)

**All election returns:** Election returns that have been submitted to the WAEC. The current status of assessment by the WAEC will be displayed.

Disclosures
Election Returns
Annual Returns
Bulk uploads

### Election returns

#### Draft election returns

Election Returns which have not been submitted yet. Returns can now be updated after they are created. If you would like any of the drafts deleted, please contact WAEC team on [fad@waec.wa.gov.au](mailto:fad@waec.wa.gov.au).

**Note:** Ensure that all returns are submitted within the required lodgement time.

Political Entity

▼ ABC Group

Electorate

▼

Financial Year

▼

Version

▼

Apply

Q
Export
New

Political entity	Number of gifts	Value or amount	Total expenditure district	Total expenditure election	Disclosure period	Financial year	Version	Created On ↓	Responsible person
There are no records to display.									

#### All election returns

Election 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

▼ ABC Group

Electorate

▼

Financial Year

▼

Version

▼

Apply

Q
Export
New

Political entity	Number of gifts	Value or amount	Total expenditure district	Total expenditure election	Disclosure period	Financial year	Version	Submitted Date ↓	Responsible person	Status
There are no records to display.										

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### 3. Annual Returns

**Draft annual returns:** Annual returns that have not been submitted to the WAEC. It is not possible for Users to delete draft returns. If you would like any of the drafts deleted, please contact the FAD team: [fad@waec.wa.gov.au](mailto:fad@waec.wa.gov.au).

**All annual returns:** Annual returns that have been submitted to the WAEC. The current status of assessment by the WAEC will be displayed.

Disclosures
Election Returns
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## Annual returns

### Draft annual returns

Annual Returns which have not been submitted yet. Returns can be updated after they are created. If you would like any of the drafts deleted, please contact WAEC team on [fad@waec.wa.gov.au](mailto:fad@waec.wa.gov.au).

**Note:** Ensure that all annual returns are submitted within the required lodgement time.

Political Entity

▼

▼

Electorate

▼

▼

Financial Year

▼

▼

Version

▼

▼

Apply

Q
Export
New

Political entity	Total number of disclosures	Total amount of disclosures	Financial year	Type	Created date ↓	Responsible person
There are no records to display.						

### All annual returns

Annual Returns which have been submitted.

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

Political Entity

▼

▼

Electorate

▼

▼

Financial Year

▼

▼

Version

▼

▼

Apply

Q
Export
New

Political entity	Total Number of Disclosures	Total Amount of Disclosures	Financial year	Type	Submitted date ↓	Responsible person	Status
There are no records to display.							

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## 4. Bulk Uploads

**Draft bulk upload:** Bulk uploads which have been started but do not have data in them for processing yet. (If you would like any of the drafts deleted, please contact the FAD team: [fad@waec.wa.gov.au](mailto:fad@waec.wa.gov.au)).

**In-Progress bulk upload:** Bulk uploads which are in progress and have not been submitted yet. Status field will display either success or processing.

**All bulk uploads:** Bulk uploads which have status abandoned or submitted. Please note that the WAEC can delete abandoned uploads so they do not appear on your portal.

Disclosures
Election Returns
Annual Returns
Bulk uploads

### Bulk uploads

#### Draft bulk upload

Bulk uploads which have been started but do not have data uploaded to them for processing yet. If you would like any of the drafts deleted, please contact WAEC team on [fad@waec.wa.gov.au](mailto:fad@waec.wa.gov.au).

**Note:** Ensure that all disclosures are submitted by the required lodgement time.

Political Entity

▼ ABC Group

Responsible Person

▼

Type

▼

Apply

Q
Export
New

<a href="#">Political entity</a>	<a href="#">Bulk upload name</a>	<a href="#">Type</a>	<a href="#">Responsible person</a>	<a href="#">Created on</a>
There are no records to display.				

#### In-Progress bulk upload

Bulk uploads which are in progress and have not been submitted yet.

Political Entity

▼ ABC Group

Responsible Person

▼

Type

▼

Apply

Q
New

<a href="#">Political entity</a>	<a href="#">Bulk upload name</a>	<a href="#">Type</a>	<a href="#">Responsible person</a>	<a href="#">Created on</a>	<a href="#">Status</a>
There are no records to display.					

#### All bulk uploads

Bulk uploads which have been abandoned or submitted.

Political Entity

▼ ABC Group

Responsible Person

▼

Type

▼

Apply

Q
Export
New

<a href="#">Political entity</a>	<a href="#">Bulk upload name</a>	<a href="#">Type</a>	<a href="#">Responsible person</a>	<a href="#">Submitted date</a>	<a href="#">Status</a>
There are no records to display.					

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