



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

### Create a Disclosure

#### Introduction

This guide is to assist Responsible Persons and Assistants to manage the collection and reporting of political contributions. It contains information on how to submit a political contribution in the ODS.

Please note that if you have several contributions to disclose at once, consider using the bulk upload function which is detailed in the 'Bulk Upload – Disclosure' guide.

#### How to record a disclosure

The process for creating a disclosure can commence via two entry points. One is by clicking on the New Disclosure quick link on the dashboard, or via the Disclose a political contribution button on the ribbon at the top of the dashboard page.

The screenshot shows the ODS Portal dashboard. At the top, there is a dark blue navigation bar with the Western Australian Electoral Commission logo and name on the left. In the center of the navigation bar, the button 'Disclose a political contribution' is highlighted with a green box. To its right are buttons for 'Dashboard' and 'Andrew Main'. Below the navigation bar, the main content area has a light blue header with the title 'Dashboard - Online Disclosures'. A notification bar below the header states 'Annual returns for 2023-24 are due by 30 November 2024'. The main dashboard area is divided into two sections. On the left, a 'Welcome, Andrew Main' section shows 'You are currently viewing' with a dropdown menu set to 'All Political Entities'. On the right, a grid of four buttons is displayed: 'New Disclosure' (highlighted with a green box), 'Bulk Upload', 'New Donor', and 'New Return'.

After clicking through, the Disclose a political contribution screen will appear.

Dashboard / Disclose a political contribution

## Disclose a political contribution

Political Entity \*

Donor \*

Date received \*

Political contribution type \*

Amount \*

Description

Declaration of responsible entity \*  
The political entity has received one or more political contributions from this donor, the value of which is more than the specified amount.

I certify that the information is true, complete and accurate in every particular. The relevant records have been kept and can be inspected at any place in the State upon request. Records are kept in accordance with the requirements of the Electoral (Political Finance) Regulations 1996.

Lookup records

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Political Entity Name	Political Entity Type
<input type="checkbox"/>	Animal Justice Party	Associated Entity
<input type="checkbox"/>	The Showcase LC Group	Legislative Council Group
<input type="checkbox"/>	HEATHER MASCAL	Third Party Campaigner
<input type="checkbox"/>	UT - Candidate	Candidate

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- Search for the Political entity by clicking on the search icon.
- When the entity is selected, click the select button.

WAEC is responsible for linking political entities to your account. Contact the FAD team if an entity has not been linked.

Lookup records

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Donor Name	Donor Type	Street	Suburb	Postcode
<input type="checkbox"/>	John Smith	Person	45 Finders street	Wickham	8003
<input type="checkbox"/>	John Smith	Person	66 Adams street	Aldary	6569
<input type="checkbox"/>	John Smith	Trust Fund	19 Fith	Cannington	6090

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- Search for the donor by selecting the search icon.
- If there are many donors, multiple pages will show.
- Click on the donor's name.
- Click on the select button.

Note that if a donor is not already in the system, you can select the "add donor" to import into the system. Contact the FAD team if a donor has not been linked to your political entity.

Select the political contribution type.

- **Gift:** The transfer of property or a service without receiving something of equal or adequate value in return. It can include money or non-monetary gift.
- **Affiliate fee:** Payment for association with an entity or political party.
- **Compulsory party levy:** A mandatory charge by a political party.



**Disclose a political contribution**

Political Entity \*  
UT - Candidate

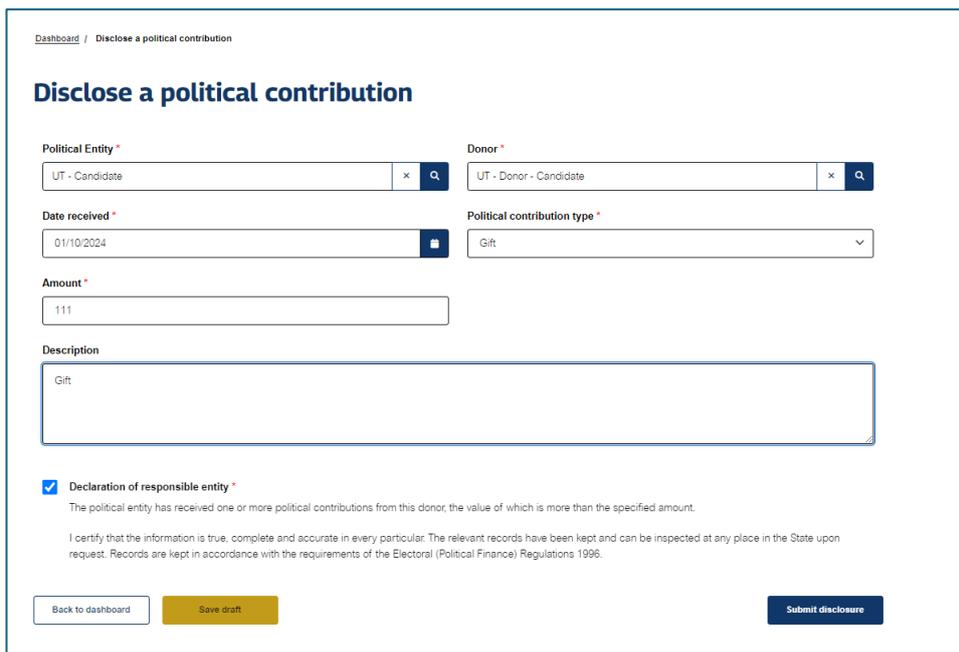
Donor \*  
UT - Donor - Candidate

Date received \*  
01/10/2024

Amount \*

Political contribution type \*  
 Gift  
 Select  
 Gift  
 Affiliate Fee  
 Compulsory Party Levy

- Select the date the contribution was received.
- Enter the value of the contribution in the amount field.
- The description is required when the Political contribution type is “Compulsory party levy”. Provide a description of the office held by the donor. For example, Member of Parliament.
- Click the declaration checkbox.
- Click the submit disclosure button to send the contribution disclosure to the WAEC for assessment.



Dashboard / Disclose a political contribution

**Disclose a political contribution**

Political Entity \*  
UT - Candidate

Donor \*  
UT - Donor - Candidate

Date received \*  
01/10/2024

Amount \*  
111

Political contribution type \*  
Gift

Description  
Gift

Declaration of responsible entity \*  
The political entity has received one or more political contributions from this donor, the value of which is more than the specified amount.

I certify that the information is true, complete and accurate in every particular. The relevant records have been kept and can be inspected at any place in the State upon request. Records are kept in accordance with the requirements of the Electoral (Political Finance) Regulations 1996.

Back to dashboard Save draft Submit disclosure

You may save the contribution as a draft at any time.

The WAEC will review the submitted disclosure. You can monitor its status from your dashboard. Refer to the 'ODS Portal Quick Reference Guide – Dashboards' for details.