

Quick Reference Guide for Donor and Political Contributions

Submission via an Excel template submission to the WAEC

Introduction

This guide is designed to ensure that data capture is consistent and efficient, particularly in situations where the responsible person is unable to enter the information directly into the Online Disclosure System (ODS) portal promptly.

Follow the step-by-step instructions to maintain the integrity and accuracy of your data submissions.

To enter contributions in the ODS Portal, refer to guide “How and what to disclose”.

Overview of Act

This guide provides information on adhering to the financial requirements outlined in the *Electoral Act 1907* ([WALW - Electoral Act 1907 - Home Page \(legislation.wa.gov.au\)](http://www.walw.gov.au/legislation/walw-electoral-act-1907-home-page))

Disclose political contributions

FREQUENCY

- Political contributions over \$2,700 must be disclosed within seven days during non-election periods AND
- By the end of the next business day during election periods.

DISCLOSURE ELIGIBILITY

- Contributions equal to or less than \$2,700 require disclosure only when they cumulatively exceed \$2,700 from the same contributor for the financial year.
- Any contributions thereafter must be disclosed for the financial year.

DISCLOSURE DETAILS

- Disclosure details must include the contribution's amount, date received, contributor's name and address, and the position of the person who paid a compulsory party levy if applicable.

Please check for current updates to [Disclosure Requirements](#).

Donor Template

Please use the donor template to provide the donor's details. If this information has already been submitted to the WAEC, it is not necessary to repeat the donor's details.

Political Entity	Mandatory	Up to 100 characters.	Ensure that this name matches the one registered with the WAEC. Please contact the WAEC for confirmation if unsure. Ensure the political entity name will be identical to this each time a contribution is subsequently disclosed for the entity.
Donor Name	Mandatory	Up to 100 characters	Ensure the donor name will be identical to this each time a contribution is subsequently disclosed.
Street	Mandatory	Up to 100 characters.	First line of street address. Note: only the postcode of the Donor gets published.
Street 2	Optional	Up to 100 characters.	Second line of street address if applicable. Note: only the postcode of the Donor gets published.
Reference Number	Optional	Up to 100 characters.	Optional, may help with distinguishing between donors with same name.
Silent Elector	Mandatory	Dropdown selection	Select Yes or No. Select Yes to hide postcode for donor if they are registered as a Silent Elector or has advised that they are at risk of harm if their postcode is publicly displayed.
Description	Optional/ Mandatory	Up to 5000 characters.	This must be completed when the Donor type is an "Unincorporated body", a "Trust" or a "Foundation". See below.
Donor Type	Mandatory	Dropdown selection	Select one of three options: Person/Unincorporated body/Trust fund or foundation. Note that a company is to be identified as a 'person'. If the donor is an unincorporated body, the names and addresses of the executive committee are to be included in the description cell. If the donor is a trust, the names and addresses of the person/s for whose benefit the funds are held are to be placed in description cell If the donor is a foundation, the person or people for whose benefit the funds are held are to be recorded in description cell.
Suburb	Mandatory	Up to 100 characters.	Name of the suburb. Note: only the postcode of the Donor gets published.
Postcode	Mandatory		Four-digit post code.
ABN	Optional	Up to 100 characters.	Optional but may be handy to include for additional verification for donors who are incorporated.

Disclosure Template

Please use the disclosure template to provide the contribution details that must be disclosed.

Political Entity	Mandatory	Up to 100 characters.	Ensure that the name matches the one registered with WAEC. Please contact the WAEC for confirmation if unsure.
Date disclosure received	Mandatory	Date field	Must be present or past date.
Amount	Mandatory	Numeric	Numeric value of the contribution.
Donor	Mandatory	Up to 100 characters.	Ensure the name is the same as shown on the Donor template.
Political Contribution type	Mandatory	Dropdown selection	Select one of the following: Gift: The transfer of property or a service without receiving something of equal or adequate value in return. It can include money or a non-monetary gift. Affiliate fee: Payment for association with an entity or political party. Compulsory party levy: A mandatory charge by a political party.

Please send an email to fad@waec.wa.gov.au to establish a process to share files, which will enable your political party to securely submit donor and disclosure information.