



WESTERN AUSTRALIAN
Electoral Commission

User Guideline 1:

Compliance of registered political parties with disclosure obligations under the Electoral Act 1907

This information is designed to help you understand your responsibilities under changes to the legislation.

What does a registered political party need to provide to the Commission to satisfy its immediate disclosure obligations?

- Find the online form FD18 on the Commission's website to notify the Commission of your State Campaign Account details by 8 July 2024 (or for newly registered parties within five business days of becoming registered).
- Send an email to fad@waec.wa.gov.au advising of the best email to use on an ongoing basis about the disclosure process.
- From 1 July 2024, start using the Online Disclosure System (ODS) to log the amount of each donation, date of donation and in some cases the name of the donor.

How do I provide notice to the WAEC about political contributions?

There are different options to achieve this:

Firstly, by completing the relevant screens in the ODS, operational from 1 July 2024.

Secondly by sending your notice and any accompanying data directly to the WAEC. This can be done in four ways:

1. By completing the *FD8 – Disclosure of political contributions* form and emailing it to fad@waec.wa.gov.au
2. Via an Excel template spreadsheet containing fields matching the required details specified in the legislation, with accompanying a completed *FD9 – Political contributions notice*. This notice and attached spreadsheet can be emailed to fad@waec.wa.gov.au.
3. Via a downloaded file from the registered party's electronic accounting system and accompanying a completed *FD9 – Political contributions notice*. The download

would need to be in csv format. The notice and accompanying file can be emailed to fad@waec.wa.gov.au.

4. Via electronic data files comprising the notice (completed *FD9 – Political contributions notice*) and the required details in a separate file uploaded to the WAEC through a secure online file sharing arrangement.

How do I send electronic data files through online file share?

If you would like to use number 4 above, please provide the email address that will be used to access the shared folder. This email address should be hosted by the organisation that has the data sharing agreement with WAEC, and not a personal email address or an email address from an unrelated organisation.

You may supply a shared mailbox email address, however you should ensure that the same people that have access to that shared mailbox are the same people that will be allowed access to the folder (and files) shared by WAEC.

WAEC staff will send you an email with a link to the shared folder on SharePoint Online.

When you click to open this folder, you may be prompted to enter the email address that you supplied, or it may be pre-filled.

You will be prompted to enter an access code, which SharePoint will send to your email address.

Once the Account verification code has been entered, you will be able to access the folder and files.

What makes us compliant?

Having provided the Commission with details of a State Campaign Account, a notice and donation information within the required timeframe, a registered political party has complied with its immediate obligations of disclosure under the legislation and is not required to do anything else at that time.

Publication of information

When you submit notices to the Commission, they will be published on the Commission's website as per the legislation. The Commission looks forward to continuing to work with the parties in coming months to implement the changes and thanks you for your cooperation.

Further information

For further information, contact the Commission:

Phone: 9214 0400

Email: fad@waec.wa.gov.au

This User Guideline contains general information only. It is not, nor is it intended to be, a substitute or replacement for the legislation. It is your obligation to comply with the legislation. The Commission can provide general guidance on matters, but it is not able to offer legal advice. If you are in doubt as to your obligations, please seek your own independent legal advice.

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PHONE (08) 9214 0400 or 13 63 06

EMAIL waec@waec.wa.gov.au

WEBSITE www.elections.wa.gov.au

Translating and Interpreting Service (TIS)
13 14 50 and then ask for (08) 9214 0400

National Relay Service

Speak and Listen number 1300 555 727

SMS Relay number 0423 677 767



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