

Ready for council elections in 2020?

Candidate checklist

This checklist provides a guide to help you to comply with Queensland electoral laws. This checklist does not include the campaigning activities you may wish to consider as part of running your campaign, such as running advertising or other promotion.

- Completed *So you want to be a councillor?* training.
- Downloaded copies of the candidate handbook and read other information available on the Electoral Commission of Queensland (ECQ) website at www.ecq.qld.gov.au.
- Viewed the 'How to stand for election' information on the Department of Local Government, Racing and Multicultural Affairs website at www.dlgrma.qld.gov.au/candidates.
- Know where to access a copy of the *Local Government Electoral Act 2011*.
- Set up dedicated bank account for your campaign.
- Established a recordkeeping system to keep a record of all your campaign expenditure and all donations you receive.
- Registered with the ECQ to make real-time donation and expenditure disclosures (or updated your details if you are already registered).
- Determined when your donation disclosure period starts.
- Disclosed any existing donations and expenditure in your 'transitional' summary returns by 3 February 2020. Note: Starting from 20 January 2020, all donations and expenditure must be disclosed within seven business days. From 19 March 2020, all donations and expenditure must be disclosed within one business day.
- Ensured anyone who is or will be donating to your campaign is aware of their obligations to also disclose donations to the ECQ.
- Contacted your local council to find out about any local laws or requirements (e.g. obtaining permits for signage or advertising).
- Determined if you are campaigning as part of a group and, if so, nominated an agent for your group and registered with the ECQ.
- Planned to make sure that any advertising or printed materials that will be distributed during the official election period (i.e. after the Notice of Election is published in early 2020) are appropriately authorised.
- Planned how you will notify the community of your obligation to disclose donations (e.g. website or on election flyers).
- Considered how you will meet all requirements for nominating as a candidate (e.g. collecting signatures, paying deposit, completing the register of interests on your nomination form).

