



By-election fact sheet: Campaign donation returns

What is a campaign donation return?

A campaign donation return is a record of donations or gifts, including in-kind support, during the donation period (section 3 of the Local Government Act 2020).

The return is supplied to candidates as a form, enabling candidates to fill in details of donations or gifts they have received above the \$500 threshold, as applicable under section 306 of the Act.

Candidates must also disclose if they have not received any donations or gifts.

You can download an Election Campaign Donation Return form [here](#).

Examples of completed Campaign Donation Return forms can be found on the following page of this fact sheet.

Submitting a return

Candidates must submit their completed return to the council's Chief Executive Officer **within 40 days after election day**, even if they were not elected and/or did not receive gifts.

You should receive a blank form and submission instructions before Election Day, and also receive a reminder to submit your return during the 40-day submission period.

Each individual candidate **must** submit a campaign donation return.

What happens if I don't submit a return?

Submitting a return is a legal requirement and your responsibility as a candidate.

Should you fail to submit your return by the above date, you may be issued with an infringement notice, where a fine of 6 penalty units (\$1,221.06) can be applied, or you may face prosecution for breaching the provisions of the Act. A guilty finding may result in a fine of up to 60 penalty units (\$12,210.60) as of 1 July 2025.

What details must my return contain?

All fields must be filled out and the declaration signed by **you**.

If you received no gifts, you can indicate this in the "Details of Gifts" section by writing "No disclosable gifts" in the table provided.

What is the Local Government Inspectorate?

The Inspectorate, led by the Chief Municipal Inspector, is the integrity agency for local government in Victoria and investigates alleged offences under the Local Government Act 2020, including the enforcement of electoral offences.

The Inspectorate will be monitoring the submission of campaign donation returns by candidates and may prosecute any candidate who fails to comply with section 306 of the Act.

Examples of Campaign Donation Return forms

When completing their own Campaign Donation Return forms, candidates should refer to the below examples of correctly completed forms for assistance. **Please note that candidates must include their own personal information in all sections and sign and date the forms themselves.**

No disclosable gifts

If candidates **do not** have any gifts of the type to disclose, their forms should be filled out as such:

Election Campaign Donation Return [Local Government Act 2020, Section 306] [Local Government (Electoral) Regulations 2020, Regulation 46]

Election Details: Name of Council: Rivers Shire Council
Ward (if applicable): Rivergum Ward Election Date: 26 / 10 / 2024

Candidate Details: Full Name of Candidate: Jane D Oe
Address of Candidate: 1 Riverview Road
Riverside 3333

Details of Gifts: ¹

Name of donor	Address of donor	Date of Gift	Description or form of Gift ²	Value of Gift (\$)
NO DISCLOSABLE GIFT				

Candidate Declaration:
I, Jane D Oe, declare that this election campaign donation return includes a complete record of all gifts required to be disclosed by me under section 306 of the *Local Government Act 2020* and in accordance with Regulation 46 of the *Local Government (Electoral) Regulations 2020* and that the details provided in this election campaign donation return are a true and accurate record.³
Signature:  Date: 3/11/2024

¹ If no gifts of the type that must be disclosed have been received, write the words "**No disclosable gift**" on the form, complete the declaration and lodge as described below.
² For a gift in the form of goods or services, describe the gift. For a gift in the form of money, describe the form in which the gift was given (e.g. cash, cheque).
³ Election Campaign Returns must be lodged with the Chief Executive Officer of the council within **40 days** after the election day.
(IF INSUFFICIENT SPACE, ATTACH ADDITIONAL FORMS, NUMBER AND INITIAL ALL PAGES AND SIGN THE LAST PAGE.)

Disclosable gifts

If candidates **do** have gifts of the type to disclose, their forms should be filled out as such:

Election Campaign Donation Return [Local Government Act 2020, Section 306] [Local Government (Electoral) Regulations 2020, Regulation 46]

Election Details: Name of Council: Rivers Shire Council
Ward (if applicable): Rivergum Ward Election Date: 26 / 10 / 2024

Candidate Details: Full Name of Candidate: Jane D Oe
Address of Candidate: 1 Riverview Road
Riverside 3333

Details of Gifts: ⁴

Name of donor	Address of donor	Date of Gift	Description or form of Gift ⁵	Value of Gift (\$)
Joe Bloggs	333 Riverview Lane, Riverside	15 October 2024	Cash donation for printing of electoral material	\$600

Candidate Declaration:
I, Jane D Oe, declare that this election campaign donation return includes a complete record of all gifts required to be disclosed by me under section 306 of the *Local Government Act 2020* and in accordance with Regulation 46 of the *Local Government (Electoral) Regulations 2020* and that the details provided in this election campaign donation return are a true and accurate record.⁶
Signature:  Date: 31/10/2024

⁴ If no gifts of the type that must be disclosed have been received, write the words "**No disclosable gift**" on the form, complete the declaration and lodge as described below.
⁵ For a gift in the form of goods or services, describe the gift. For a gift in the form of money, describe the form in which the gift was given (e.g. cash, cheque).
⁶ Election Campaign Returns must be lodged with the Chief Executive Officer of the council within **40 days** after the election day.
(IF INSUFFICIENT SPACE, ATTACH ADDITIONAL FORMS, NUMBER AND INITIAL ALL PAGES AND SIGN THE LAST PAGE.)

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Local Government Inspectorate

Encouraging higher standards of integrity, accountability and transparency in local government

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