

## 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.

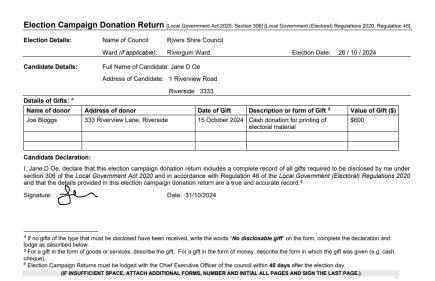
#### No disclosable gifts

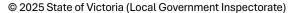
If candidates do not have any gifts of the type to disclose, their forms should be filled out as such:

Election Camp	aign Donation Return	[Local Gove	rnment Act 2020,	Section 306] [Local Governi	ment (Electoral) Re	gulations 2020, Regulation 4
Election Details:	Name of Council:	Rivers Sh	ire Council			
	Ward (if applicable):	Rivergum	Ward	EI	ection Date:	26 / 10 / 2024
Candidate Details:	Full Name of Candida	te: Jane D (	De			
	Address of Candidate:	1 Rivervie	ew Road			
		Riverside	3333			
Details of Gifts: 1						
Name of donor	Address of donor		Date of Gift	Description or form	of Gift <sup>2</sup>	Value of Gift (\$)
		NO	DISCLOSABLE	CIET		
		NOI	DISCLOSABLE	GIFT		
Candidate Declarati	ion:					
section 306 of the Lo	e that this election campaign d ocal Government Act 2020 and provided in this election campai	d in accorda ign donatior	ance with Regu n return are a tr	lation 46 of the Local	Government (El	
Signature:	^	Date: 3/1	1/2024			
odge as described beli						
cheque).	of goods or services, describe the	•		*		
	eturns must be lodged with the C					
(IF INSU	IFFICIENT SPACE, ATTACH ADDIT	HUNAL FORM	MS, NUMBER AN	JINITIAL ALL PAGES AN	D SIGN THE LAST	PAGE.)

### Disclosable gifts

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





Accessibility: For an accessible version, contact 1800 469 359 or <a href="mailto:media.comms@lgi.vic.gov.au">media.comms@lgi.vic.gov.au</a>



#### **Local Government Inspectorate**