

Queensland Lobbying Register User Guide

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Office of the Queensland Integrity Commissioner

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1 Introduction

This manual describes how you can:

- register a company and lobbyists in the Queensland Lobbying register
- update the company's details and lobbyists within the register
- comply with the requirements of the Lobbyists' Code of Conduct by recording meetings with government or opposition representatives.

Using this manual should enable you to do everything you need to do on the register.

However, if you are still experiencing difficulties with using the website after reading this document, please contact the Office of the Queensland Integrity Commissioner on (07) 3003 2888 or send an email to lobbyist@integrity.qld.gov.au.

2 Registration

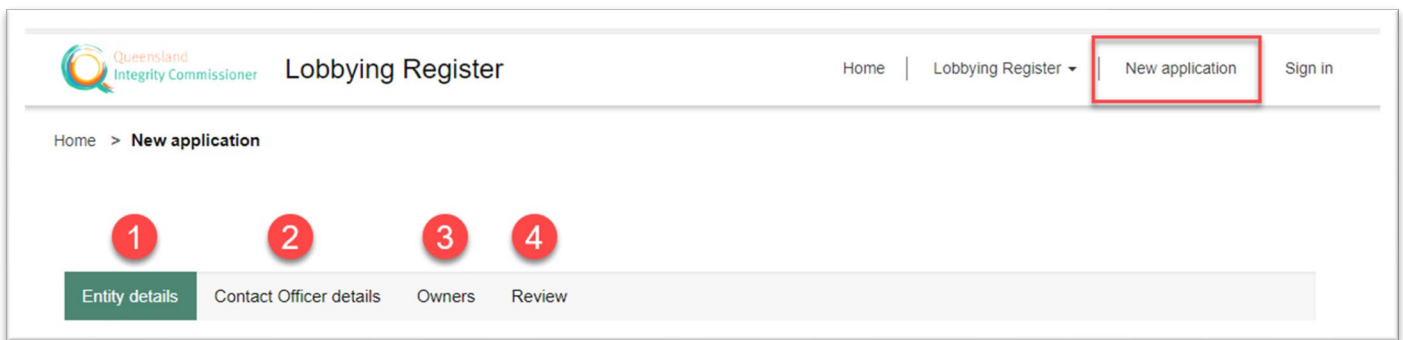
2.1 Before you register

Before registering on the Queensland Lobbying register, we recommend that you read the [Lobbyists Code of Conduct](#) and the [Integrity Act 2009 \(Qld\)](#) (the Act), which can be found on the Queensland Integrity Commissioner's website: <https://www.integrity.qld.gov.au/>

Please note that chapter 4 of the Act regulates lobbying activities and we advise anyone who will be conducting lobbying activities to read this chapter.

To register your organisation, select **New application** and complete the four steps in the application process.

Note that a field with a red asterisk must be completed to continue.



2.2 Registration of company

Enter the business name and the trading name of your company, an email address for the company and its ABN or ACN number.

The screenshot shows the 'New application' page in the Queensland Lobbying Register. The page header includes the Queensland Integrity Commissioner logo, the title 'Lobbying Register', and navigation links for 'Home', 'Lobbying Register', 'New application', and 'Sign in'. Below the header, a breadcrumb trail shows 'Home > New application'. A tabbed interface is present with four tabs: 'Entity details' (selected), 'Contact Officer details', 'Owners', and 'Review'. The 'Entity information' section contains several input fields: 'Registered business name *' (a large text box), 'ABN/ACN *' (a text box), 'Trading Name *' (a text box), 'Email *' (a text box), 'Business Phone *' (a text box with the placeholder 'Provide a telephone number'), and 'Website' (a text box).

Enter the street and postal address of the company, then click **Next**.

The screenshot shows the address input section of the form. It is divided into two main sections: 'Street address' and 'Postal address'. Each section contains four input fields: 'Street 1 *', 'Street 2', 'City *', and 'Post Code *'. The 'State *' field is a dropdown menu. At the bottom left of the section, there is a black button labeled 'Next'.

2.3 Registration of contact officer

The contact officer is the main point of contact for your company and will be able to manage lobbyist's details on the register.

You will need to complete a [statutory declaration](#) saved as a PDF, JPG or PNG file to upload.

The statutory declarations provided have information required pre-filled, and you need to:

- print the declaration that is relevant for where you operate
- fill in your details
- sign the hard copy in the presence of an appropriate witness, and have the witness sign
- scan and upload the completed form via the link provided at the bottom of the page.

Enter the contact officer details and upload the statutory declaration, then click **Next**.

Entity details ✓ **Contact Officer details** Owners Review

[Click here to Download Forms](#)

Contact Officer

Company Contact Officer

Given Name *

Middle Name

Family Name *

Position *

Email *

Phone Number *

Please upload your Statutory Declaration as a PDF *

No file chosen

2.4 Registration of company owners

The names of company owners also need to be entered as part of the registration process. At least one company owner must be added before being able to continue. Company owners can be individuals or companies.

Click **Create** and select the owner type (Company or Individual), enter the relevant details and click **Submit**.

Repeat for additional owners, then click **Next**.

Entity details ✓ Contact Officer details ✓ Owners Review

Select the Create button to add the owner/s details for the entity you are registering

Owners

Company Owners

Create

Name ↑	Owner Type
--------	------------

There are no records to display.

Previous Next

Create x

Owner Type *
Individual

Salutation

Given name *

Middle name

Family name *

Submit

2.5 Review

Check all the information provided is accurate, complete the captcha and click **Submit**.
Click **Previous** to update any details.

Entity details ✓ Contact Officer details ✓ Owners ✓ **Review**

Review

Entity Details

Trading Name *

ABN/ACN *

Business Name *


Email *

Business Phone *

Website

Street Address

Street 1 **Street 2**



Generate a new image
Play the audio code

Enter the code from the image

Your application has been submitted and will be reviewed by a QIC administrator. If further information is required a QIC administrator will be in contact.

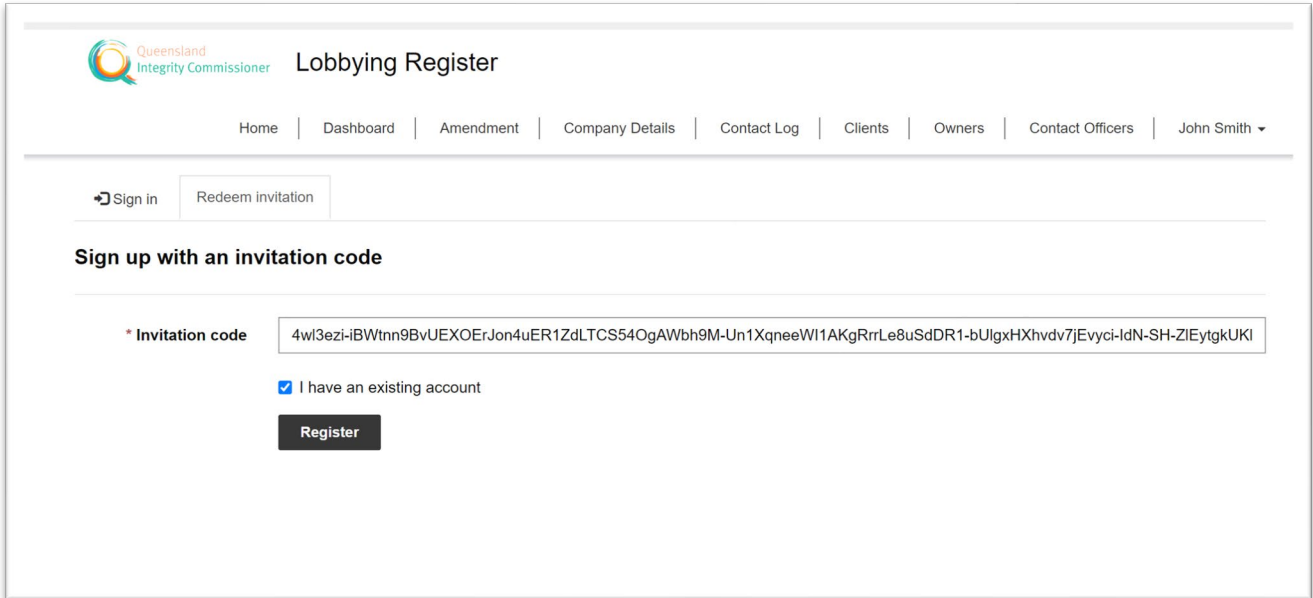
A confirmation email will be sent with further details.

3 Signing in

3.1 Initial sign up

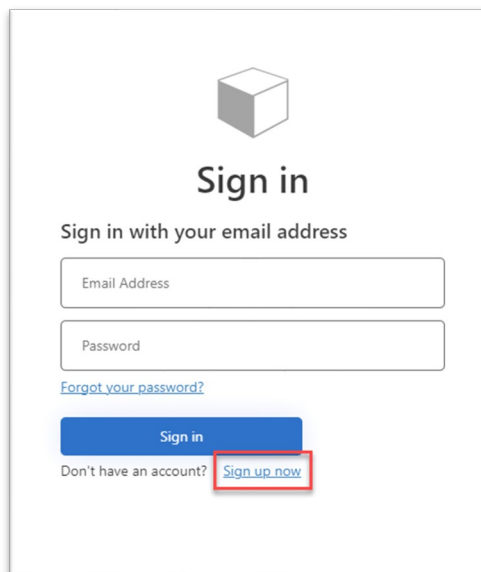
If your registration application has been approved, you will receive an email confirmation containing a link to finalise your registration.

Click the link in the email to sign up with your unique invitation code and click **Register**.



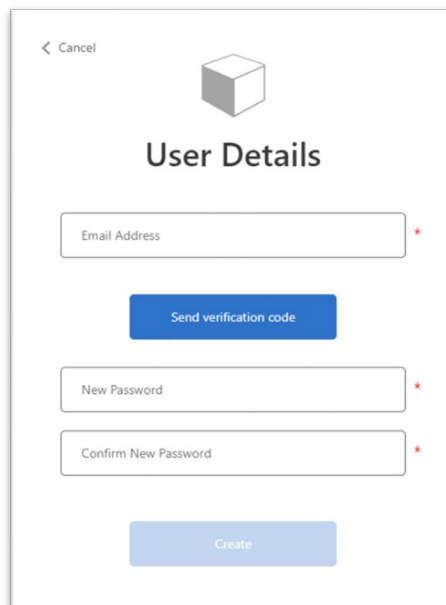
The screenshot shows the 'Lobbying Register' interface. At the top left is the Queensland Integrity Commissioner logo. The navigation menu includes Home, Dashboard, Amendment, Company Details, Contact Log, Clients, Owners, Contact Officers, and John Smith. Below the navigation, there are tabs for 'Sign in' and 'Redeem invitation'. The main heading is 'Sign up with an invitation code'. A text input field labeled '* Invitation code' contains the alphanumeric string '4w/3ezi-iBWtnn9BvUEXOEerJon4uER1ZdLTCS54OgAWbh9M-Un1XqneeWI1AKgRrrLe8uSdDR1-bUlgxHXhvdv7JEvyci-IdN-SH-ZIEytgkUKI'. Below the input field is a checked checkbox labeled 'I have an existing account' and a dark grey 'Register' button.

If you are a first-time user, select **Sign up now**.



The screenshot shows a 'Sign in' page with a 3D cube icon at the top. The heading is 'Sign in' followed by the sub-heading 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the 'Password' field is a blue link 'Forgot your password?'. At the bottom, there is a blue 'Sign in' button and the text 'Don't have an account?' followed by a blue link 'Sign up now' which is highlighted with a red rectangular box.

Enter your contact officer email address and click **Send verification code**.



The image shows a mobile-style registration form titled "User Details". At the top left is a back arrow and the word "Cancel". Below that is a 3D cube icon. The title "User Details" is centered. The form contains four input fields: "Email Address" (with a red asterisk), "New Password" (with a red asterisk), and "Confirm New Password" (with a red asterisk). Between the "Email Address" and "New Password" fields is a blue button labeled "Send verification code". Below the "Confirm New Password" field is a light blue button labeled "Create".

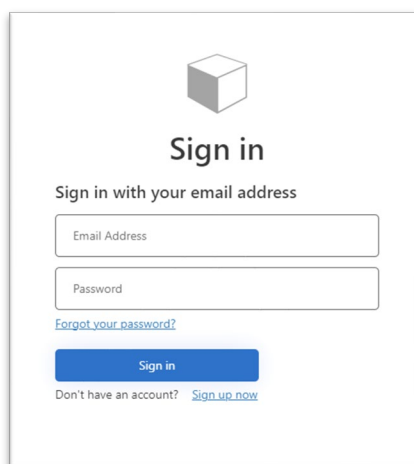
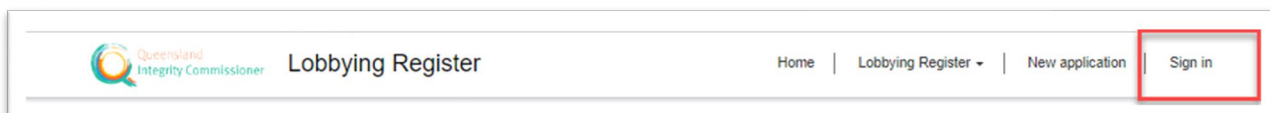
Enter the 6-digit verification code, enter your password, retype the password to confirm and click **Create**.

Your password must be between 8 and 64 characters and contain at least three of the following:

1. a lowercase letter
2. an uppercase letter
3. a number
4. a symbol.

3.2 Sign in

Once registered, select **Sign In**. Enter your email address, password and click **Sign in**.



The image shows a "Sign in" form. At the top is a 3D cube icon. Below it is the title "Sign in" and the instruction "Sign in with your email address". The form has two input fields: "Email Address" and "Password". Below the "Password" field is a blue link "Forgot your password?". At the bottom is a blue button labeled "Sign in". Below the button is the text "Don't have an account? [Sign up now](#)".

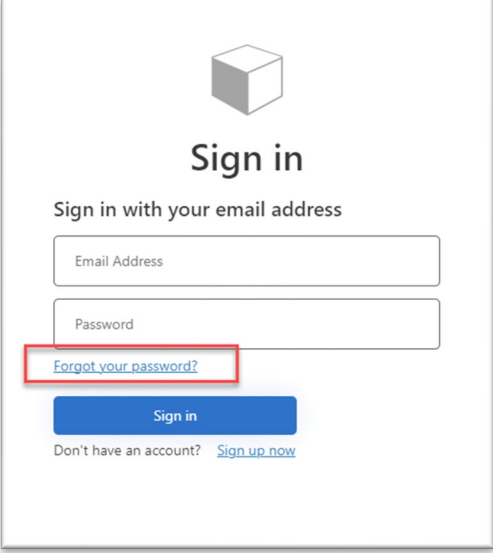
3.3 What to do if you forget your password

If you forget your password, go to the sign-in screen and click **Forgot your password?**

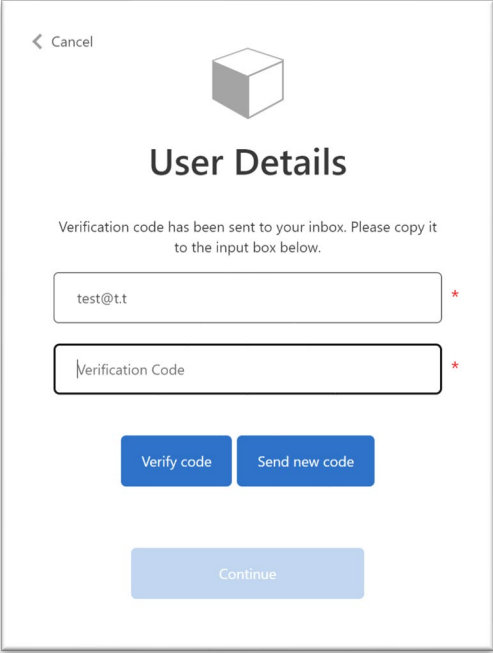
Enter your email address (the email address of the contact officer) and **click Verify code**. Enter the verification code that is emailed to you and **click Continue**. If you do not receive the verification code click **Send new code**.

Enter your new password, retype the password to confirm and **click Continue**.

To change the contact officer email address, contact the Office of the QIC.



The screenshot shows the 'Sign in' screen. At the top is a 3D cube icon. Below it is the title 'Sign in' and the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. A red box highlights the link 'Forgot your password?' located below the password field. At the bottom, there is a blue 'Sign in' button and a link 'Don't have an account? Sign up now'.

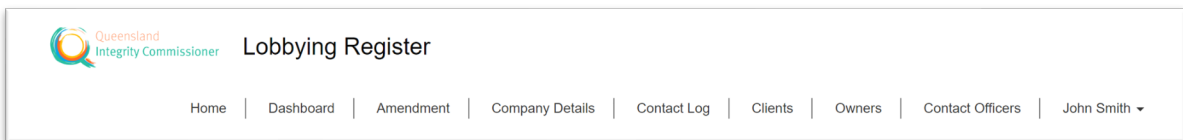


The screenshot shows the 'User Details' screen. At the top left is a '< Cancel' link. In the center is a 3D cube icon and the title 'User Details'. Below the title is the instruction: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first contains 'test@tt' and the second is labeled 'Verification Code'. Both fields have a red asterisk to their right. Below the input fields are two blue buttons: 'Verify code' and 'Send new code'. At the bottom is a light blue 'Continue' button.

4 Navigation bar

A navigation bar provides you with easy navigation to all sections in the register, including:

- Dashboard (refer to section 5)
- Amendment (refer to section 13)
- Company details (refer to section 9)
- Contact log (refer to section 12)
- Clients (refer to section 7)
- Owners (refer to section 8)
- Contact Officers (refer to section 10)
- Name of contact officer currently logged in.



5 Dashboard

5.1 What is the dashboard?

The Dashboard is the home page for your account and includes:

- a company summary
- contact logs (refer to section 5.2)
- list of current and previous clients (refer to section 5.3)
- lobbyists (refer to section 5.4)
- owners (refer to section 5.5), and
- contact officers (refer to section 5.6).

From the Dashboard you can view more details or create new records.

The screenshot shows the 'Lobbying Register' dashboard. At the top, there is a navigation menu with links for Home, Dashboard, Amendment, Company Details, Contact Log, Clients, Owners, Contact Officers, and John Smith. Below the navigation is a 'Dashboard' header with two buttons: 'Request an Amendment' and 'Edit Company Details'. The main content area is divided into three sections:

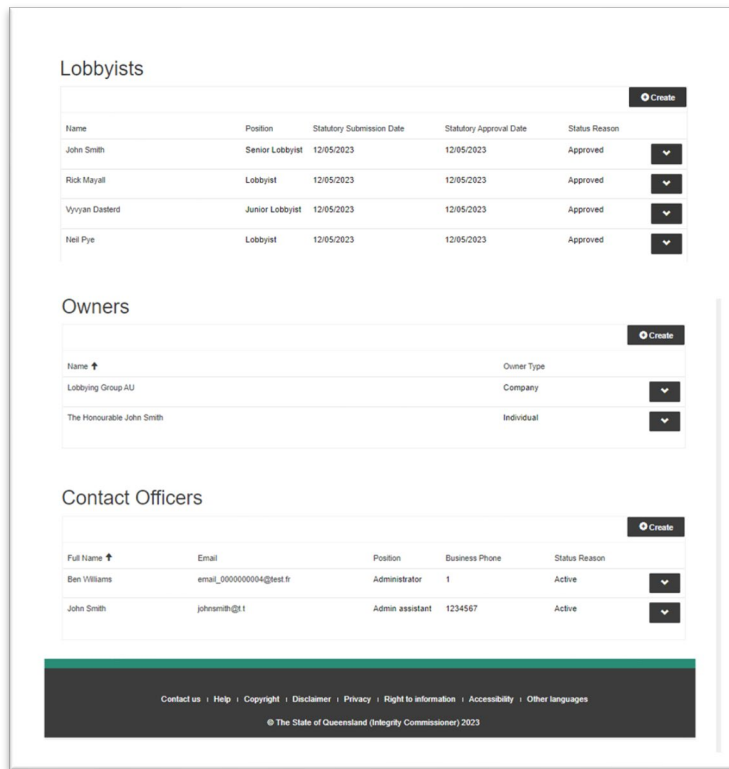
- Entity Details:** A table showing company information:

Name *	Test Company	ABN/ACN *	1234567
Registration Date	12/05/2023	Phone No:	1234567
- Contact Logs:** A table with columns: Date, Client, Government Representative, Contact Mode, Contact Purpose, and Policy/Portfolio. It contains three rows of contact records, each with a 'Create' button and a dropdown arrow.

Date	Client	Government Representative	Contact Mode	Contact Purpose	Policy/Portfolio
09/05/2023	Australia Zoo - CPR Group; BMR Group - CPR Group		Telephone	Arranging meetings and events	Children; Corrective Services
30/04/2023	Samsung Electronics Australia	Mike Norman	Telephone	Introduction	Innovation; Procurement
30/04/2023	Google; Samsung Electronics Australia	Jeremy Balowski	Email	Arranging meetings and events	Education
- Current Clients:** A table with columns: Client, Using Paid Services?, and Client Added. It contains three rows, each with a 'Create' button and a dropdown arrow.

Client	Using Paid Services?	Client Added
Google	Yes	12/05/2023
Apple	Yes	12/05/2023
Samsung Electronics Australia	Yes	12/05/2023
- Previous Clients:** A table with columns: Client, Using Paid Services?, Client Added, and Made Previous. It contains one row with a 'Create' button and a dropdown arrow.

Client	Using Paid Services?	Client Added	Made Previous
Telstra	No	12/05/2023	12/05/2023

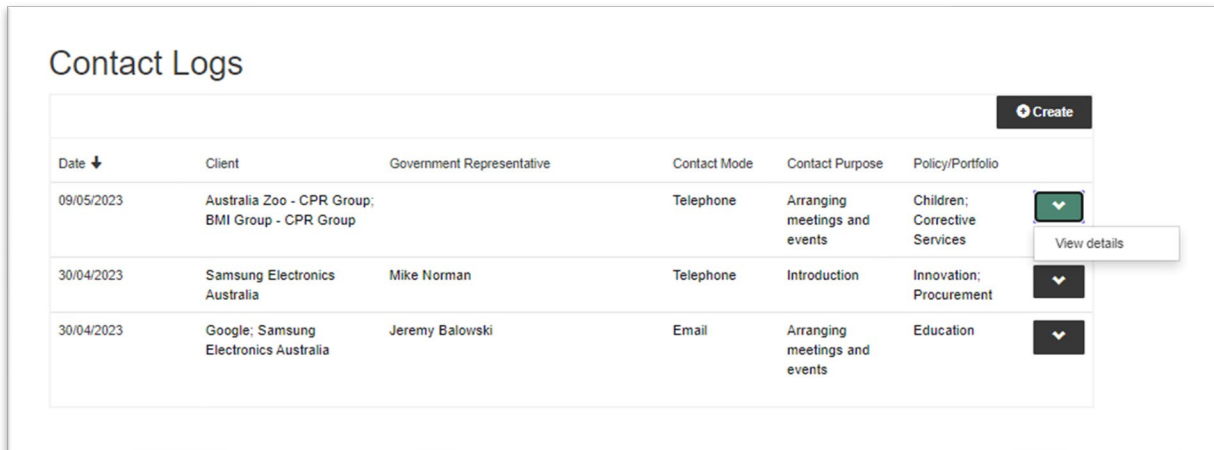


5.2 Contact Logs

The contact log lists the contact information of companies for which registered lobbyists have lobbied for the past 10 years.

Your actions on this list:

- To view more details on an item, click the dropdown and select **View details**.
- To create a new contact log entry, click **Create**. Refer to section 12 for further information.



5.3 Current and Previous Clients

The Current Clients and Previous Clients sections list your company's registered clients. Each entry includes:

- the name of the client
- whether or not the client provides paid services
- when the client was added.

Your actions on this list:

- To view more details on an item, click the *dropdown* and select **View details**.
- To update an item, click the *dropdown* and select **Edit**.
- To change the current client to a previous client, click the *dropdown* and select **Set as Previous Client**.

To create a new client entry, click **Create**. Refer to section 7 for further information.

To remove a previous client from the register, click the dropdown and select **Archive**.

The screenshot displays two tables: 'Current Clients' and 'Previous Clients'. The 'Current Clients' table has columns for Client, Using Paid Services?, and Client Added. It lists Google, Apple, and Samsung Electronics Australia, all added on 12/05/2023. A dropdown menu is open for the Google entry, showing options: View Client, Edit, and Set as Previous Client. The 'Previous Clients' table has columns for Client, Using Paid Services?, Client Added, and Made Previous. It lists Telstra, added on 12/05/2023 and made previous on 12/05/2023. A 'Create' button is visible in the top right of the Current Clients section.

Client	Using Paid Services?	Client Added
Google	Yes	12/05/2023
Apple	Yes	12/05/2023
Samsung Electronics Australia	Yes	12/05/2023

Client	Using Paid Services?	Client Added	Made Previous ↓
Telstra	No	12/05/2023	12/05/2023

5.4 Lobbyist list

The lobbyist list shows the lobbyists registered to your company.

Your actions on this list:

- To view more details on an item, click the *dropdown* and select **View**.
- To update an item, click the *dropdown* and select **Edit**.
- To declare that a lobbyist is no longer working for your company, click the *dropdown* and select **Deregister lobbyist**.

To create a new lobbyist entry, click **Create**. Refer to section 6 for further information.

Lobbyists

Name	Position	Statutory Submission Date	Statutory Approval Date	Status Reason	
John Smith	Senior Lobbyist	12/05/2023	12/05/2023	Approved	▼
Rick Mayall	Lobbyist	12/05/2023	12/05/2023	Approved	View Edit Deregister Lobbyist
Vyvyan Dasterd	Junior Lobbyist	12/05/2023	12/05/2023	Approved	
Neil Pye	Lobbyist	12/05/2023	12/05/2023	Approved	▼

5.5 Owner list

The owner list shows the owners of your company.

Your actions on this list:

- To view more details on an item, click the **dropdown** and select **View**.
- To update an item, click the **dropdown** and select **Edit**.
- To remove an owner listed for your company, click the **dropdown** and select **Remove Company Owner**.

To create a new owner entry, click **Create**. Refer to section 8 for further information.

Owners

Name ↑	Owner Type	
Lobbying Group AU	Company	▼
The Honourable John Smith	Individual	View Edit Remove Company Owner

5.6 Contact Officers

The contact officer list shows you and any other contact officers for your company, including their status.

Your actions on this list:

- To view more details on an item, click the **dropdown** and select **View details**.
- To request for a contact officer to be deactivated, click the **dropdown** and select **Request Deactivation**.

To create a new contact officer, click **Create**. Refer to section 10 for further information.

Note that deactivations of current contact officers and the creation of new contact officers will be finalised by the Office of the QIC.

Full Name ↑	Email	Position	Business Phone	Status Reason
Ben Williams	email_0000000004@test.fr	Administrator	1	Active
John Smith	johnsmith@t.t	Admin assistant	1234567	Active

Buttons: Create, View details, Request Deactivation

6 Lobbyists

6.1 View list of lobbyists

To view the lobbyists registered for your company, select ***Dashboard***, and navigate to the Lobbyist list.

6.2 Registration process

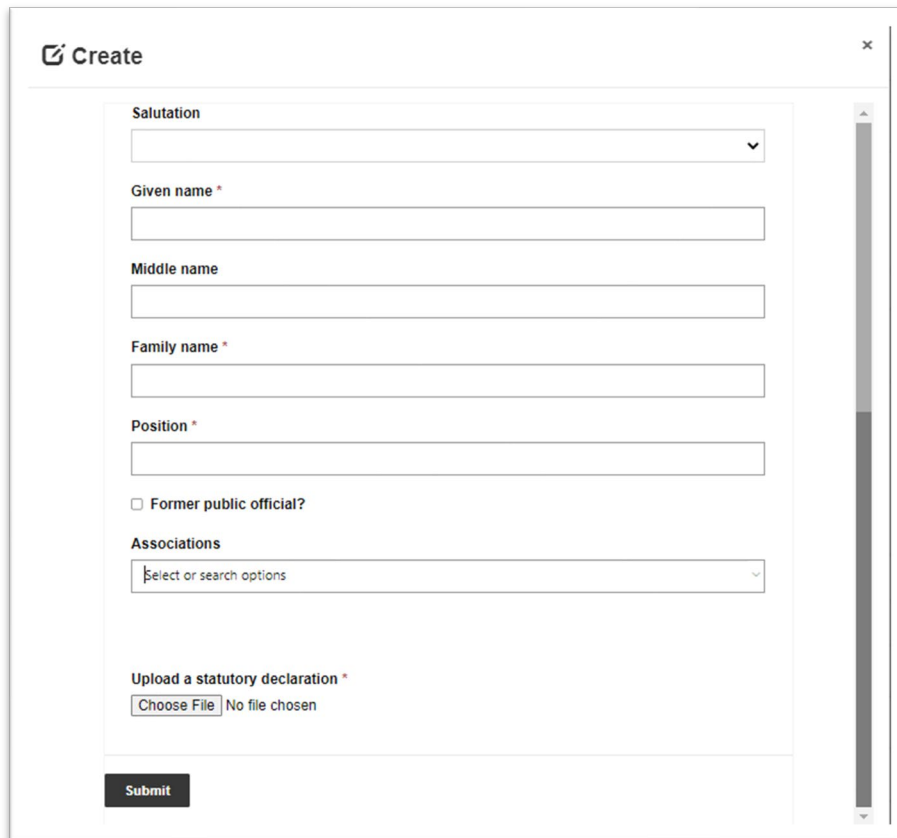
To add a lobbyist to the register, select ***Dashboard*** and navigate to the Lobbyist list, then click ***Create***.

The lobbyist will need to complete a [statutory declaration](#) for you to upload. (Refer to section 2.3 for more information on completing a statutory declaration)

Enter the lobbyist details and upload the statutory declaration, then click ***Submit***.

Your lobbyist details have been submitted and will be reviewed by the Office of the QIC.

A confirmation email will be sent with further details.



The screenshot shows a 'Create' form with the following fields and options:

- Salutation**: A dropdown menu.
- Given name ***: A text input field.
- Middle name**: A text input field.
- Family name ***: A text input field.
- Position ***: A text input field.
- Former public official?
- Associations**: A dropdown menu with the text 'Select or search options'.
- Upload a statutory declaration ***: A file upload button labeled 'Choose File' with the text 'No file chosen' next to it.
- Submit**: A black button at the bottom of the form.

6.3 Status reason

Each lobbyist registered for your company will have an associated Status Reason.

The status for the lobbyist's entry will be one of the following:

- **New Awaiting Submission** – the lobbyist details have been entered into the system for the first time by a contact officer, but a statutory declaration has yet to be submitted.
- **New Awaiting Approval** – the lobbyist details have been entered into the system for the first time by a contact officer and a statutory declaration has been submitted but is yet to be approved.
- **Awaiting Submission** – the lobbyist has been accepted into the register previously, but a new statutory declaration is required. Note that statutory declarations must be resubmitted annually, due 31 July each year.
- **Awaiting Approval** – the lobbyist has been accepted into the register previously, a new statutory declaration has been submitted but is yet to be approved.
- **Approved** – the lobbyist has been registered, their statutory declaration has been checked and they are officially in the system.
- **Declined - Failed Obligations** – the lobbyist's registration has been declined as a new statutory declaration is overdue and has not been registered in the system.
- **Declined - Incorrect Information** – the lobbyist's registration has been declined due to incorrectly entered information and has not been registered in the system.

7 Clients

7.1 View list of clients

To view the current and previous clients registered for your company, select **Client** on the navigation bar, or from the **Dashboard** navigate to the Client list.

Home | Dashboard | Amendment | Company Details | Contact Log | Clients | Owners | Contact Officers | DEV Test ▾

Home > Clients

Current Clients

[Create](#)

Client	Using Paid Services?	Client Added
Google	Yes	24/04/2023
Apple	Yes	15/05/2023
Samsung Electronics Australia	Yes	15/05/2023

Previous Clients

Client	Using Paid Services?	Client Added	Made Previous ↓
Telstra	Yes	15/05/2023	15/05/2023

7.2 Register new client

To add a client to the register, from the Clients page, click **Create**.

To create the client:

1. Search for an existing client entry - click **the magnifying glass icon** 🔍
 - a. On the lookup records window, enter all or part of the client's name into the search field (use **asterisks * for a wildcard search for part of the name or ABN/ACN**) and press Enter or click **Search** 🔍 (magnifying glass).
 - b. If the client exists - select the checkbox and click **Select**.
 - c. If the client does not exist – click **New**.
 - i. On the create a new record window, enter the trading name and ABN/ACN of the client, then click **Submit**.
2. If your services provided to the client are paid – select the checkbox and click **Submit**.

Lookup records

To search on partial text, use the asterisk (*) wildcard character.

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Client name ↑	ABN/ACN
<input checked="" type="checkbox"/>	Facebook	

Create a new record

Trading Name *

ABN/ACN

Create

Client *

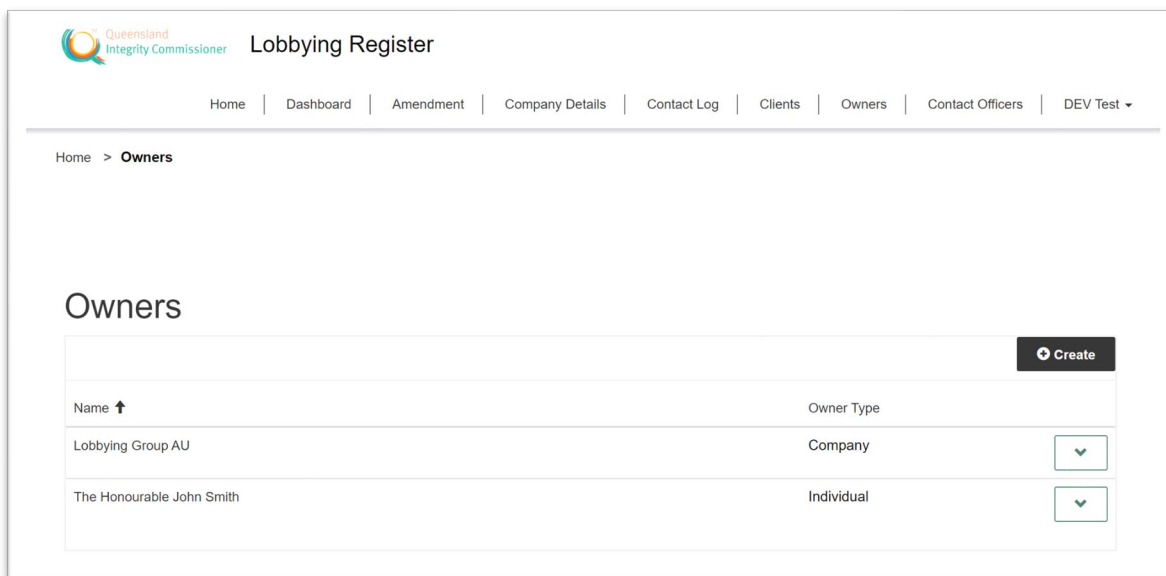
Using Paid Services?
 No Yes

Client Launch lookup modal

8 Owners

8.1 View list of owners

To view the owners registered for your company, select **Owner** on the navigation bar, or from the **Dashboard** navigate to the Owners list.




8.2 Register new owner

To add an owner to the register, from the Owners page, click **Create**.

To create the owner:

1. Select the owner type: company or individual.
2. If the owner is a company, enter the company name and click **Submit**.
3. If the owner is an individual, enter the person's name and click **Submit**.

The screenshot shows the 'Create' form. It has a title 'Create' and a close button 'x'. The form contains two fields: 'Owner Type' (a dropdown menu with 'Company' selected) and 'Company name' (a text input field). A 'Submit' button is at the bottom.

 **Create** x

Owner Type *

Salutation

Given name *

Middle name

Family name *

9 Company details

9.1 View company details

To view details registered for your company, select **Company Details** on the navigation bar.

Note that only your company's trading name and ABN will appear on the public register.

Entity Details

Entity Information

Trading Name *
Test Company

ABN/ACN *
1234567

Business Entity Name *
Test Company PTY LTD

Phone

Fax

Email

Website

Street Address

Street 1 **Street 2**

City **State** **Post Code**

Postal Address

Street 1 **Street 2**

City **State** **Post Code**

9.2 Update company details

From the company detail's view page, update your phone number, email, website URL, street address and postal address, then click **Update**.

You cannot update your company's trading name or ABN/ACN through the Lobbying Register. Refer to section 13 for requesting an amendment to your company details.

Entity Details

Entity Information

Trading Name *
Test Company

ABN/ACN *
1234567

Business Entity Name *
Test Company PTY LTD

Phone

Fax

Email

Website

Street Address

Street 1 <input type="text" value="42 Wallaby Way"/>	Street 2 <input type="text"/>
City <input type="text" value="Sydney"/>	State <input style="border: none; background-color: #f0f0f0; padding: 2px 5px; font-size: 0.9em; font-weight: normal; cursor: pointer; text-decoration: none; color: inherit; display: inline-block; vertical-align: middle; width: 100%;" type="text" value="New South Wales"/>
Post Code <input type="text" value="7777"/>	

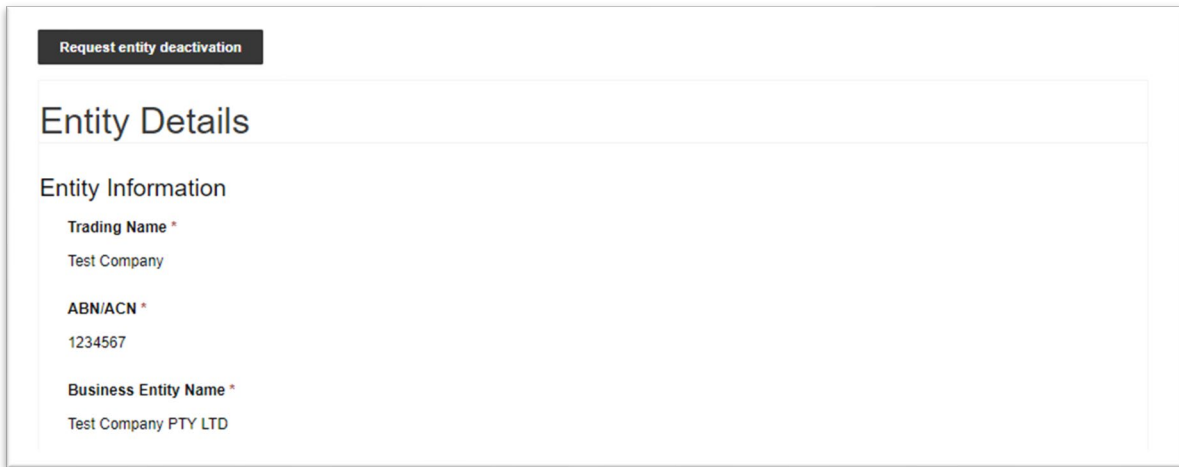
Postal Address

Street 1 <input type="text" value="42 Wallaby Way"/>	Street 2 <input type="text"/>
City <input type="text" value="Sydney"/>	State <input style="border: none; background-color: #f0f0f0; padding: 2px 5px; font-size: 0.9em; font-weight: normal; cursor: pointer; text-decoration: none; color: inherit; display: inline-block; vertical-align: middle; width: 100%;" type="text" value="New South Wales"/>
Post Code <input type="text" value="7777"/>	

9.3 Request entity deactivation

Click **Request Entity Deactivation** to open a page where you can request that a staff member of the Office of the QIC deactivate your company, which will remove it from the register.

You must provide a reason for the deactivation to you submit your request.



The screenshot shows a web form titled "Request entity deactivation". The form is divided into sections. The first section is "Entity Details", which contains "Entity Information". Under "Entity Information", there are three fields:

- Trading Name ***: Test Company
- ABN/ACN ***: 1234567
- Business Entity Name ***: Test Company PTY LTD

10 Contact officer

10.1 View list of contact officers

To view the contact owners registered for your company, select **Contact Officers** on the navigation bar, or from the **Dashboard** navigate to the Contact officer list.

Note that the Contact Officer is the main point of contact for your company and can change the company's details in the register. Although there can be multiple contact officers per company, they must be approved by QIC administrative staff for their account to be activated.

Contact Officers					Create
Full Name ↑	Email	Position	Business Phone	Status Reason	
Ben Williams	email_0000000004@test.fr	Administrator	1	Active	▼
John Smith	johnsmith@tt	Admin assistant	1234567	Active	▼

View details

Contact Officer

Contact Officer Information

Given Name *
John

Middle Name
—

Family Name *
Smith

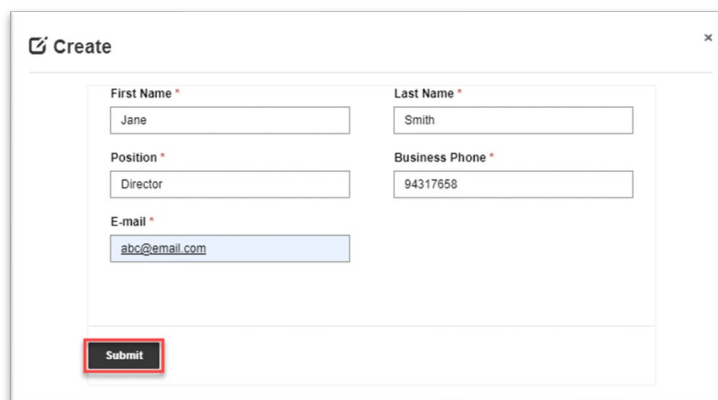
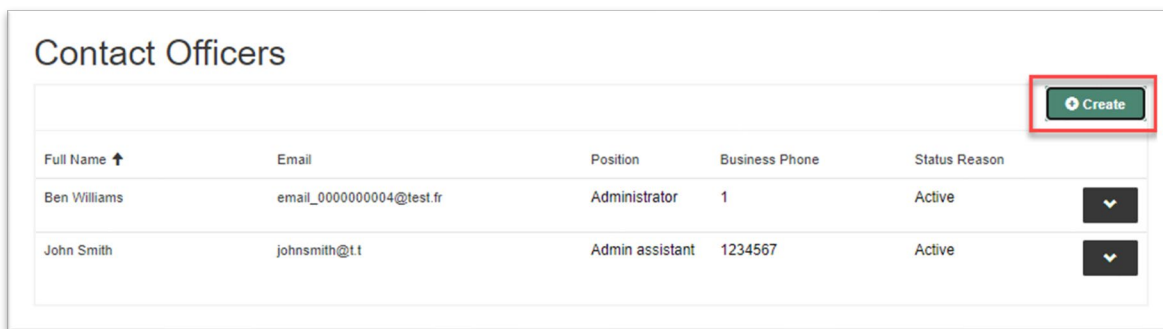
Position *
Admin assistant

Email *
johnsmith@tt

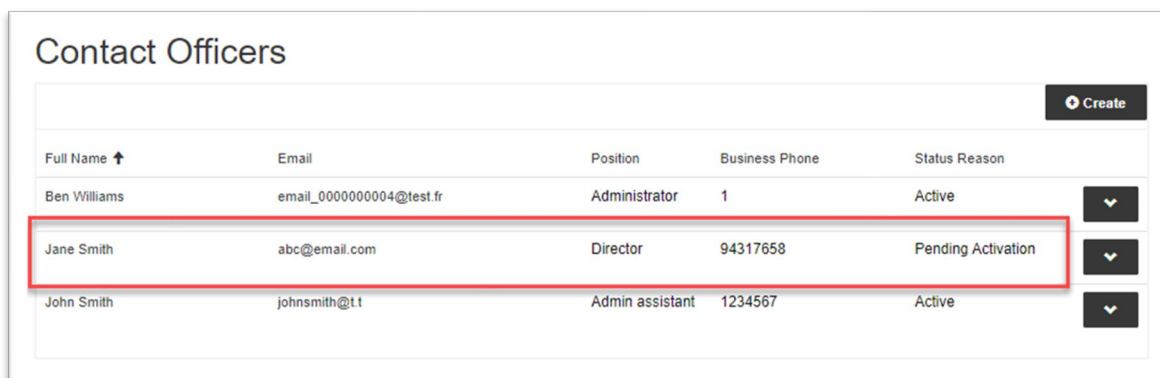
Phone Number *
1234567

10.2 Create a new contact officer

To create a new contact officer click **Create** from the Contact Officer section on the dashboard or the contact officer page in the navigation. Enter all required details and click **Submit**



The new contact officer will be shown as pending activation until approved by QIC, at which point they will receive an invitation email to finalise their registration.



10.3 Update contact officer details

A contact officer can only change their own information from the Profile page. Refer to section 11 for more information.

To update your other contact officer details for your company contact the Office of the QIC.

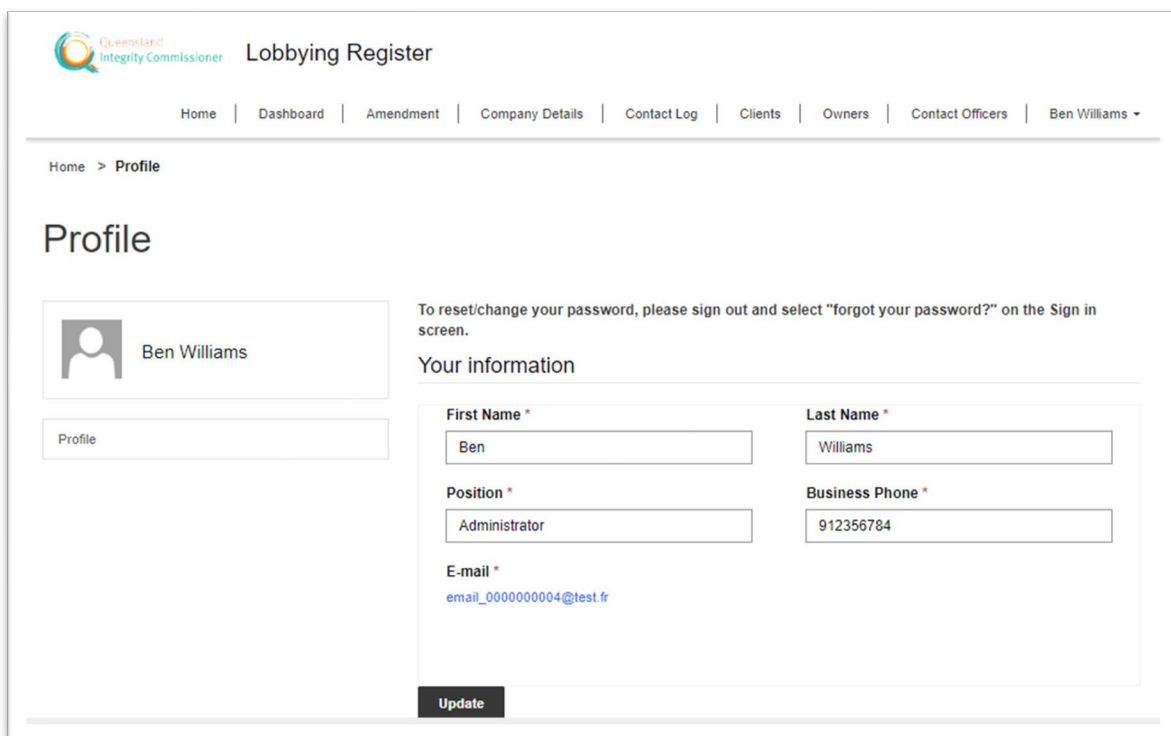
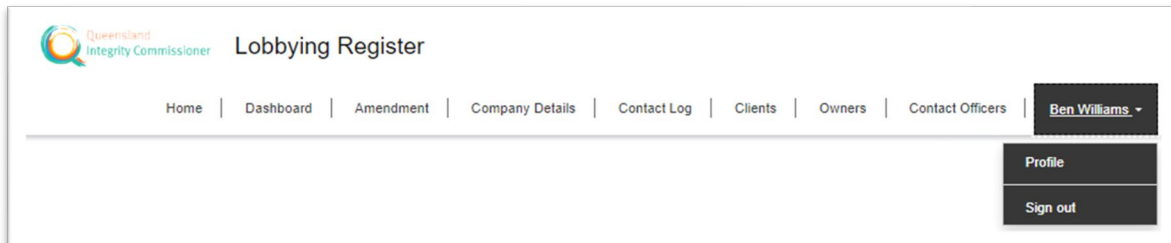
11 My profile

To view your account, select your name on the navigation bar and select my profile.

To change your password, select **Forgot your password?** on the Sign In page.

Update your name, position or phone number and click **Update**.

To update your email address, contact the Office of the QIC.



12 Contact Log (Register of Contact with government or opposition representatives)

12.1 View contact log

To view the contact log for your company, select **Contact Log** on the navigation bar, or from the **Dashboard** navigate to the Contact log list.

The screenshot displays the 'Entity Contact Log' page in the Queensland Lobbying Register. The page features a navigation bar with the following items: Home, Dashboard, Amendment, Company Details, Contact Log (selected), Clients, Owners, Contact Officers, and John Smith. Below the navigation bar, the breadcrumb trail reads 'Home > Entity Contact Log'. The main content area is titled 'Contact Logs' and includes a 'Create' button. A table lists the following contact logs:

Client	Date ↓	Contact Purpose	Government Representative	Outcome	Policy/Portfolio
Google - Bawker and Hritton; Apple	11/05/2023	Arranging meetings and events	Jeremy Balowski	Planning a meeting with Opposition Jeremy Balowski	Education; Employment
Google - Bawker and Hritton; Apple	30/04/2023	Development or Amendment of a govt policy or program	Jeremy Balowski	Negotiating amendments to the technology industry awards.	Employment
Samsung Electronics Australia	30/04/2023	Introduction	Mr Mike Norman	Introductory phone call	Procurement

12.2 Register contact

You are required to enter details about your companies lobbying contact with government or opposition representatives.

The Lobbyists' Code of Conduct requires the details of each month's meetings to be entered and submitted by the 15th of the following month.

The following details are required:

- the lobbyists present or involved in the contact
- whether the contact complies with the Lobbyists Code of Conduct
- the date of the contact
- the mode of the contact, eg. phone, email, face-to-face:
 - if the mode of contact selected is 'Other' – further details are required
- the clients represented in the contact
- the government or opposition representative
- at least one policy/portfolio area
- the purpose of the contact:
 - if the purpose of contact selected is 'Other', further details are required
- specific details about the contact.

Note that the publicly available details will appear in the Lobbying register on the Queensland Integrity Commissioner's website.

On the contact log, click **Create**.

Click **Add existing lobbyist** to add each lobbyist present or involved in the contact.

The screenshot shows a window titled "Create a contact log". Inside, there is a section titled "Lobbyists Involved" with a blue button labeled "Add existing lobbyist". Below this is a table with the following data:

Name ↑	Position	Former Senior Government Representative	Public Official Cease Date	Associations
Neil Pye	Senior Lobbyist	Yes	09/05/2023	Public Relations Institute of Australia
Rick Mayall	Lobbyist	No		

On the lookup records window for lobbyists, choose the lobbyists by selecting the **checkbox**. Once the lobbyists have been selected, click **Add**.

Note that at least one lobbyist must be selected.

The screenshot shows a window titled "Lookup records" with a search bar and a table of lobbyist records. The table has columns for Name, Position, Associations, and Former Senior Government Representative. Two records are selected with checkboxes.

<input checked="" type="checkbox"/>	Name	Position	Associations	Former Senior Government Representative
<input checked="" type="checkbox"/>	John Smith	Senior Lobbyist	Public Relations Institute of Australia	Yes
<input checked="" type="checkbox"/>	Rick Mayall	Lobbyist		No
<input type="checkbox"/>	Vyvyan Dasterd	Junior Lobbyist		No
<input type="checkbox"/>	Neil Pye	Lobbyist		No

Below the table, a "Selected records" section shows two buttons: "John Smith✕" and "Rick Mayall✕". At the bottom right, there are "Add" and "Cancel" buttons.

Confirm compliance with the requirements by moving the slider to **Yes**.

Enter the date the lobbying occurred or use the calendar picker to select the **date**.

Select the Mode of contact from the **dropdown**. If the mode of contact selected is 'Other', then enter further details.

I confirm that in arranging this contact, the requirements of s3.2, and if relevant, s3.3 of the Lobbyists Code of Conduct were complied with *

Yes

Date lobbying contact occurred *

03/05/2023

Mode of contact *

Other

Mode of contact Description *

Click **Add client** to add each client of the lobbyist.

Clients of lobbyist [Add client](#)

Client	Using Paid Services?	Client Added
Google	Yes	24/04/2023
Apple	Yes	15/05/2023

On the lookup records window for clients, choose the clients that were represented by selecting the checkbox.

Once the clients have been selected, click **Add Client**.

Note that at least one client must be selected.

Lookup records ✕

Search

<input checked="" type="checkbox"/>	Client	Using Paid Services?	Client Added
<input checked="" type="checkbox"/>	Google	Yes	12/05/2023
<input checked="" type="checkbox"/>	Apple	Yes	12/05/2023
<input type="checkbox"/>	Samsung Electronics Australia	Yes	12/05/2023

Selected records

Enter details of the government or opposition representative.

Title and/or name of the government or opposition representative *

Jeremy [Balowski](#)

Click **Add Portfolio Area** to add each relevant policy/portfolio area for the contact.

Portfolio/policy areas

Add Portfolio Area

Name ↑

Employment

On the lookup records window for portfolios, choose the portfolios by selecting the **checkbox**. Once the portfolios have been selected, click **Add**.

Note that at least one portfolio must be selected.

Lookup records

Search

Corrective Services

Disability Services

Education

Employment

Energy

Environment

Fire and Emergency Services

< 1 2 3 4 5 >

Selected records

Employment ✕

Add Cancel

Select the Purpose of contact from the **dropdown**. If the purpose of contact selected is 'Other', then enter further details.

Purpose of contact *

Other

Purpose of contact Description *

Enter the specific details of the contact and click **Submit**.

Purpose of contact *

Making or amendment of legislation

Specific details of the contact? *

Negotiating amendments to technology employee awards.

Submit

You cannot update your contact log entries through the Lobbying Register. Refer to section 13 for requesting an amendment to your contact log entry.

12.3 View published contact log

Publicly available details of the contact log will appear in the Lobbying register on the Queensland Integrity Commissioner's website.

To view the published information, you need to sign out of the Lobbying register.

To sign out, select your name on the navigation bar and select **sign out**.

Queensland Integrity Commissioner Lobbying Register

Home | Dashboard | Amendment | Company Details | Contact Log | Clients | Owners | Contact Officers | Ben Williams

Profile

Sign out

Navigate to the Search contact log page of the register.

Queensland Integrity Commissioner Lobbying Register

Home | Lobbying Register | New application | Sign in

Home > Search entities > Search contact log

Search entities Search lobbyists Search clients Search contact log

Contact Log

[View Ministerial Diaries](#)

Entity [Dropdown]
Clients Represented [Dropdown]
Portfolio/Policy areas [Dropdown]
Mode of contact [Dropdown]
Contact purpose [Dropdown]
Date
 Last Month
 Last 3 Months
 Last 12 Months
 Last 4 Years
[Apply Filter](#)

[Search Input] [Download]

Date	Trading Name	Client	Government Representatives	Contact Mode	Contact Purpose	Policy/ Portfolio
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13 Amendments

Contact logs, client names or ABN/ACN numbers and company information such as business name or trading name are not editable by a contact officer. Instead, a contact officer may submit an amendment to be reviewed by Office of the QIC and if approved, the change will be made in the register.

To submit an amendment, select **Amendment** from the navigation bar.

Select the type of record to be amended from the **dropdown**.

The screenshot shows a web form titled "Introduction". Below the title is the question "What type of record do you want to amend?". A dropdown menu is open, showing three options: "Contact Log", "Entity", and "Client". The "Contact Log" option is currently selected and highlighted in blue. Below the dropdown menu is a dark grey button labeled "Next".

If you selected Contact log, refer to section 13.1.

If you selected Entity, refer to section 13.2.

Enter details for the amendment reason and click **Submit**.


The screenshot shows a web form titled "Amendment Reason". Below the title is a text input field labeled "Amendment Reason *". Below the text input field are two buttons: a green button labeled "Previous" and a dark grey button labeled "Submit".

Click **Previous** to update any details.

Your amendment has been submitted and will be reviewed by a QIC administrator. If further information is required a QIC administrator will be in contact.

A confirmation email will be sent with further details.

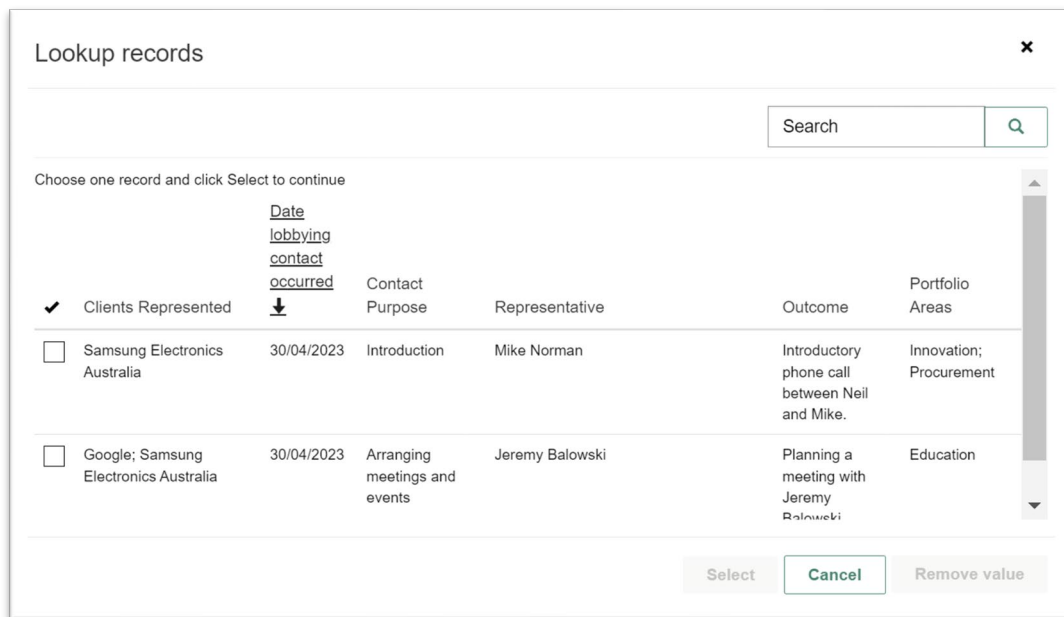
13.1 Amendment to Contact log

Click **Search**  (magnifying glass) to find the record to amend.



On the lookup records window for contact logs, choose the entry by selecting the **checkbox**. Once the entry has been selected, click **Select**.

Note that at only one contact log entry can be selected.



View the current information in the 'Contact Log View' and scroll down to the window to update details.

Contact Log

Contact Log *

Google; Samsung Electronics Australia ✕ 🔍

Contact Log View

Lobbyists

Name	Position	Associations	Former Senior Government Representative	Statutory Submission Date	Declaration Approval	Status Reason
John Smith	Senior Lobbyist	Public Relations Institute of Australia	Yes	12/05/2023	Approved	Approved
Rick Mayall	Lobbyist		No	12/05/2023	Approved	Approved

Requirements of s3.2 and s3.3 of Lobbyists Code of Conduct complied with
 No Yes

Date lobbying contact occurred
 30/04/2023

Mode of contact
 Email

Mode of contact Description
 —

Clients of lobbyist

Client	ABN/ACN (Client)	Client Added
Google	124789	12/05/2023
Samsung Electronics Australia		12/05/2023

Title and name of the government or Opposition representative
 Jeremy Balowski

Purpose of contact
 Arranging meetings and events


Purpose of contact Description
 —

Enter details for the fields that need to be amended, leaving the rest blank.
 Refer to section 12.2 for further information on completing the contact log entry.

Lobbyists Involved [Add existing lobbyist](#)

Entity	Name ↑	Position	Declaration Approval	Statutory Submission Date	Status Reason	Modified On	Owner
There are no records to display.							

Requirements of s3.2 and s3.3 of Lobbyists Code of Conduct complied with

Date lobbying contact occurred
 

Mode of contact

Clients of lobbyist [Add existing client](#)

13.2 Amendment to Entity

View the current information in the 'Entity View'.

Enter details for the fields that need to be amended, leaving the rest blank.

Entity

Entity View

Business Entity Name *
 Bitton and Hrawker

ABN/ACN *
 2938557

Email
test@t.t

Main Phone
 1234567


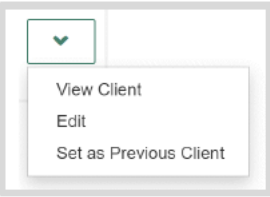
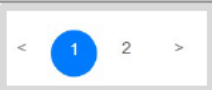
Trading Name

Business Entity Name


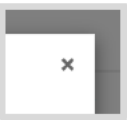
ABN/ACN

14 Appendix – Lobbyist register icons and functions

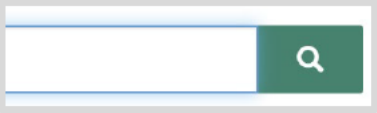

Table functions

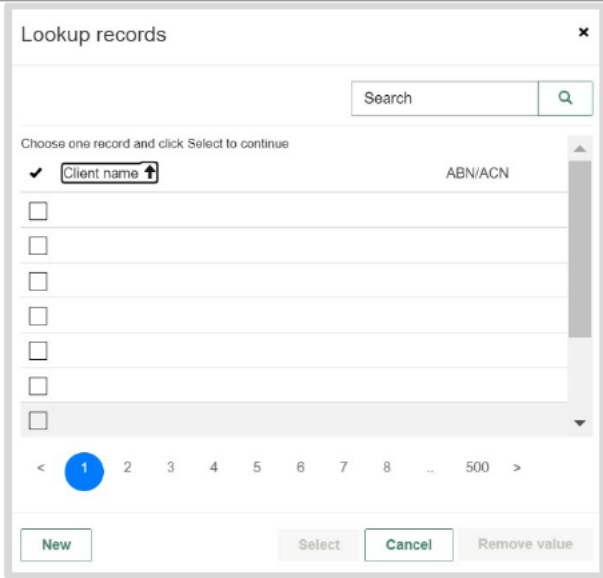
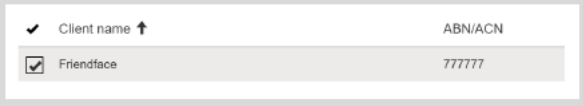


Icon	Name	Purpose
	Create Button	Creates a new record for the table displayed.
	Dropdown menu	To provide more options for the table displayed.
	Page selection	To navigate through a table of information with more than 10 records.

Record functions

Icon	Name	Purpose
	Submit	The Submit button commits the record to the application. If the record is a new one then it creates the entry in the application, and if it's an existing one then it saves it.
	Cancel	The Cancel button stops the editing or creation of a record.

Lookup functions

Icon	Name	Purpose
	Lookup button (click on magnifying glass)	Click this button to open the lookup dialog box.
	Search box	Use the search box to find your data.

	<p>Lookup records dialogue box</p>	<p>This is the box that will pop up when selecting a lookup field.</p>
	<p>Selected record example</p>	<p>Click the checkbox to select or deselect a record.</p>
	<p>New record button</p>	<p>Click this if the data you want to enter is not already present in the system.</p>
	<p>Select record button</p>	<p>Click this to choose the selected record to populate the field.</p>