DIRECTIVE

OFFICE OF THE QUEENSLAND Integrity Commissioner

Queensland Integrity Commissioner's Directive — Registered lobbyists to give the Integrity Commissioner specified information about lobbying activities

Directive: 06/26 (version 2.0) **Effective date: 01/12/2026**

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Purpose

This directive requires registered lobbyists (lobbyists) to give the Queensland Integrity Commissioner specified information about lobbying activities.

Who must comply with this directive?

All registered lobbyists in Queensland.

What is a 'lobbying activity'?

A lobbying activity means any communication on behalf of a third party client (client) that a registered lobbyist has with a government representative or Opposition representative (representative) in an effort to influence government decision-making (for lobbying activities with government representatives) or Opposition decision-making (for lobbying activities with Opposition representatives).

> *Note: A communication made "in an effort to influence" government or Opposition decision-making will include any communication that is part of a sequence of activities undertaken with the ultimate aim of influencing a decision-maker. For example, where there is a request to have a meeting with a Minister to influence them, both the meeting request and the actual meeting are part of the process, or the effort, to attempt to influence government decision-making.*

Communication can occur by any means, including in person or by written correspondence, email, fax, instant messaging application (for example, WhatsApp, Telegram) or other technology platform.

> *Note: Where a registered lobbyist is also employed by an entity to work as an 'in-house lobbyist', any communication the lobbyist has with a representative in their capacity as an in-house lobbyist is not a lobbying activity and does not need to be notified to the Queensland Integrity Commissioner.*

Giving notice of certain lobbying activities to the Queensland Integrity Commissioner

Meeting requests need to be notified

A communication that requests a meeting with a representative needs to be notified to the Queensland Integrity Commissioner regardless of whether the request is successful in obtaining a meeting with the representative.

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Follow up communications and communications about meeting logistics do not need to be notified

A communication that is following up on a previous communication or is about logistical arrangements for an upcoming meeting does not need to be notified to the Queensland Integrity Commissioner.

Example of a communication following up on a previous communication:

- *"I am writing in regard to my request via the Queensland Government contact portal for a meeting with Minister Jones made on 17 April — I was wondering if the Minister or Chief of Staff have considered my request as I have not yet received a response."*

Example of a communication about logistical arrangements for an upcoming meeting:

- *"In relation to our meeting scheduled for Friday, can you please advise me of the location and any instructions for us on arrival."*

Communications providing information about a client need to be notified

If a communication provides information about the lobbyist's client, including information about the nature of their business, how they can contribute to a government priority, or other information promoting the client's interests or a proposal of the client's, the communication must be notified to the Queensland Integrity Commissioner.

Examples of communications providing information about the lobbyist's client:

- *A communication that follows a meeting, attaching a document setting out the client's position or proposal.*
- *A communication that thanks a representative for a meeting already held that also includes additional information about the client's business that was not discussed in that meeting.*
- *A communication that is following up on a previous communication or is about logistical arrangements for an upcoming meeting but also attaches a document setting out the client's position or proposal.*

What information must be given to the Queensland Integrity Commissioner for each lobbying activity?

The lobbyist must give the Queensland Integrity Commissioner the following details for each lobbying activity that is required to be notified to the Queensland Integrity Commissioner:

a) the date the lobbying activity took place

b) the name of each lobbyist involved in the lobbying activity

c) the full name and title/position of each representative involved in the lobbying activity, including the name of the agency where a representative is employed where applicable

Note: Write out in full.

Examples:

- *For a Minister: Alex Smith, Minister for Trade and Economic Development.*
- *For a Minister's chief of staff: Jamie Chen, Chief of Staff to the Minister for Environment and Climate Action.*
- *For a Director-General of a department: Taylor Pearson, Director-General, Department of Health and Wellbeing.*
- *For a council employee: Jordan Jones, Procurement Officer, Sunny Plains Council.*

d) the portfolios/policy areas to which the lobbying activity related

Note: Select the most appropriate option or options from the drop-down menu provided (multiple portfolios/policy areas can be selected if appropriate).

e) the name of the client or clients for whom the lobbying activity took place

f) the purpose of the lobbying activity

Note: Select the most appropriate option from the drop-down menu provided.

- *If 'Commercial-in-confidence' is selected as the purpose, the lobbyist must also provide a free text description that is sufficient to demonstrate to the Queensland Integrity Commissioner that the activity is commercial-in-confidence without revealing specific commercial-in-confidence information. The information provided will not appear on the public register and will only be available to the Queensland Integrity Commissioner for auditing and compliance purposes.*

  Example: If you are meeting with a Minister to lobby for funding for your client regarding the implementation of a new technology or new manufacturing process that is commercially valuable information and not publicly available, an appropriate description could be "Discussing a new technology for which government funding is sought".

  As shown in this example, no specific detail or information that could reveal commercially sensitive information is needed to describe the purpose of the lobbying activity.

- *If 'Other' is selected as the purpose, the lobbyist must also provide a free text description of the purpose of the lobbying activity.*

  Examples:
  – Lobbying for proposed changes to the Queensland Fisheries Management Plan
  – Lobbying for increased funding for research and innovation in the sugarcane industry.

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g) how the lobbying activity took place (i.e. the mode of communication)

Note: Select the most appropriate option from the drop-down menu provided.

If 'Other' is selected as the mode of communication, the lobbyist must also provide a free text description that makes clear how the lobbying activity took place.

h) whether the lobbyist complied with the requirements of Directive 04/26 in their first communication with the representative.

Note: Select 'Yes' or 'No'.

When does the information need to be given to the Queensland Integrity Commissioner?

When a lobbying activity takes place, the lobbyist must give the Queensland Integrity Commissioner the required details within 10 business days after the lobbying activity takes place.

Note: National and Queensland public holidays are not included in the count of business days.

Examples:

- *A lobbyist meets with a representative on behalf of a client on Tuesday 4 February. The required details for the meeting need to be given to the Queensland Integrity Commissioner by Tuesday 18 February.*
- *A lobbyist emails a representative to request a meeting on behalf of a client on Wednesday 30 September. Monday 5 October is a public holiday in Queensland. The required details for the email need to be given to the Queensland Integrity Commissioner by Thursday 15 October.*

How does the information need to be given to the Queensland Integrity Commissioner?

The required details must be given to the Queensland Integrity Commissioner via the Queensland Lobbying Register's secure portal.

Authority

This directive is made by the Queensland Integrity Commissioner under section 57(1) (a) and (c) of the *Integrity Act 2009*. Compliance with this directive is mandatory for all registered lobbyists. Failure to comply with a directive is a ground for taking regulatory action, for example, issuing a compliance notice under section 66F of the *Integrity Act 2009* or imposing sanctions including suspension and cancellation of registration under section 66H of the *Integrity Act 2009*.

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Definitions

The table below provides definitions for special terms used in this directive. Other terms used in this directive have the meaning provided in the *Integrity Act 2009* (see section 41 and Schedule 2).

Term	Definition
government decision-making	The decision-making of the Queensland State government or a Queensland local government, including, for example, the making of a decision about: • making, amending or repealing legislation • developing, amending or abandoning a government policy or program • awarding a government contract or grant • allocating funding • planning or development approvals under the *Planning Act 2016*. (see section 42(1) of the Integrity Act)
in-house lobbyist	A person who is employed or otherwise engaged by a company, organisation or other entity whose role involves lobbying on behalf of that entity's interests. Unlike a third party lobbyist (registered lobbyist), who is engaged externally to advocate for a client, an in-house lobbyist works directly for the organisation they represent.
Opposition decision-making	The decision-making of the Queensland Opposition, including, for example, the making of a decision about: • making, amending or repealing legislation • developing, amending or abandoning an Opposition policy or program • the Opposition's position or view in relation to a decision of the Queensland State government or a Queensland local government. (see section 42(2) of the Integrity Act)