Queensland Lobbying Register (QLR) User Guide

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Integrity Commissioner

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1 Introduction

This User Guide outlines how to complete the following functions in the Queensland Lobbying Register (QLR):

1. Registering an Entity or lobbyist
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3. Using the lobbyist portal
4. Updating an Entity or lobbyist's details
5. Recording lobbying activities with government or Opposition representatives to comply with the requirements of the Lobbyists' Code of Conduct

If you are still experiencing difficulties using the QLR after reading this guide, please contact the lobbying team at the Office of the Queensland Integrity Commissioner (OQIC) on (07) 3003 2888 or email lobbyist@integrity.qld.gov.au.

1.1 Preparing to register

Before applying to be a registered lobbyist in Queensland, it is important to understand what is involved. It is advised to read the following information to understand a lobbyist's obligations.

- **Factsheet: Who Should be Registered**
- **Chapter 4 (Lobbying activity) of the *Integrity Act 2009*.**
- **Lobbyists' Code of Conduct**

2 Registering an Entity

2.1 Collate information:

First, collect all the information required to complete the application.

Full details of the type of information required is listed HERE.

2.2 Prepare a statutory declaration

Each application to register an individual lobbyist will require a signed statutory declaration form.

IMPORTANT:
The application cannot be submitted without a statutory declaration attached for each employee, officer or contractor applying to be registered as a lobbyist.

You can use the Queensland statutory declaration available on our website regardless of what state or territory you are in at the time of submitting the application.

All fields must be completed and witnessed by a qualified person e.g. a witness may be a Justice of the Peace, Commissioner for Declarations or public notary.

IMPORTANT:
An incomplete statutory declaration or one that has been signed by the wrong type of witness cannot be accepted and the application will not be approved until a correct declaration is provided.

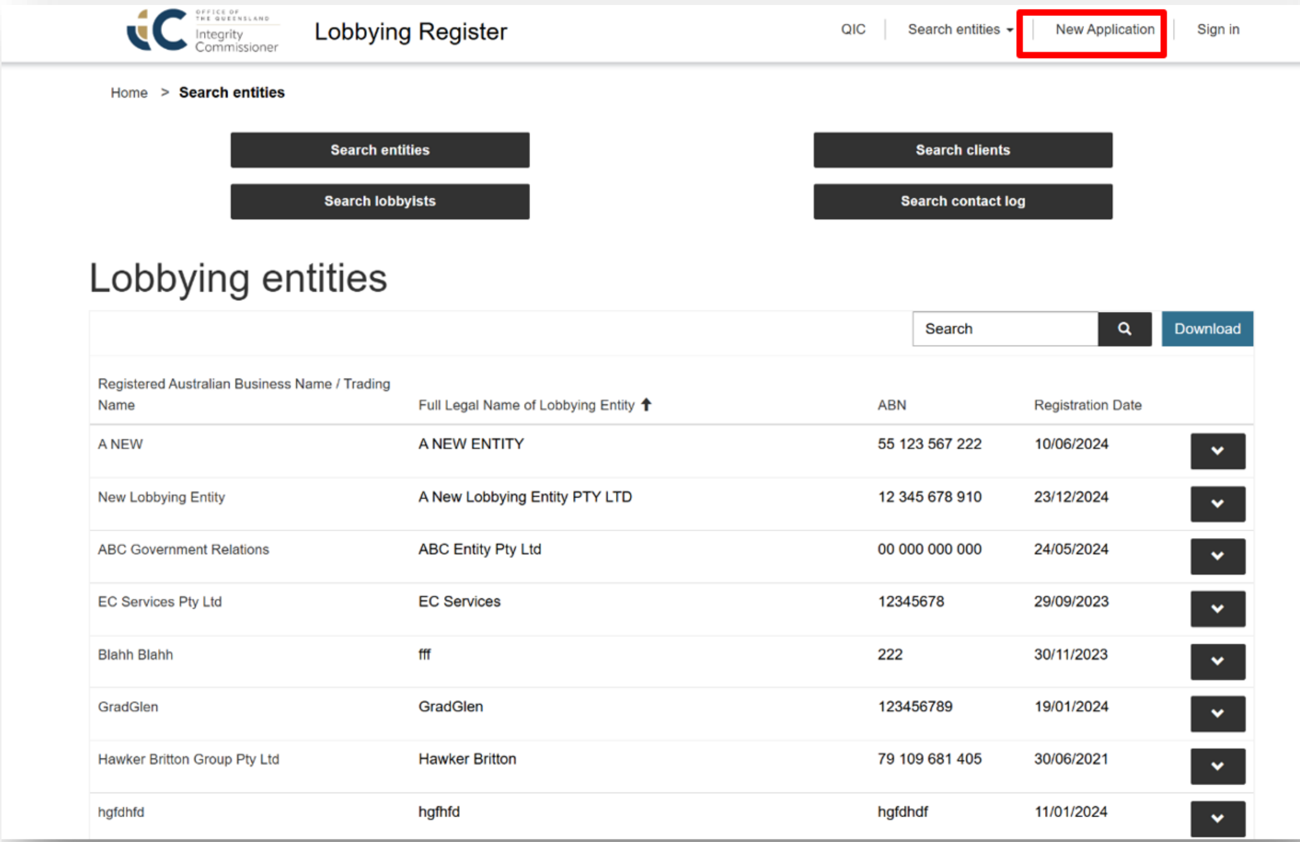
2.3 Complete the online application

IMPORTANT:

Once the application process is started, it cannot be paused or saved to complete later. Ensure you have all the information and statutory declarations ready for submission.

Access the QLR online.

Select New Application from the top menu bar. Begin to fill in the application fields.



Ensure all fields marked with a red asterisk* are completed. These are mandatory and the form will not progress if it is incomplete. The data on each tab will be saved once **Next** is clicked.

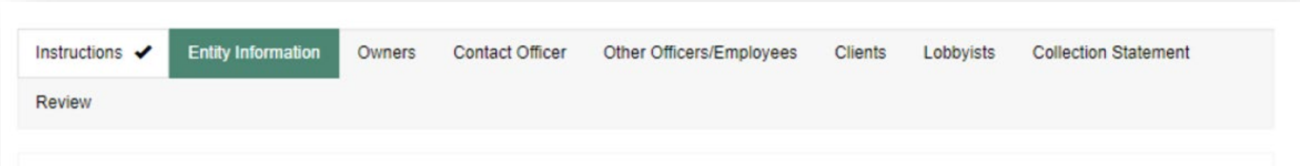
The Contact Officer listed in the application form will be the primary contact person and responsible for administering the account once it has been registered.

It is the Contact Officer's email account that will be used to send a verification code to create their QLR account once the application has been approved.

Other Contact Officers can be added after the initial application is approved.

REMEMBER:
Each employee, officer or contractor who applies to be registered as a lobbyist must provide a signed statutory declaration.

Enter information in each tab about the entity you wish to register.

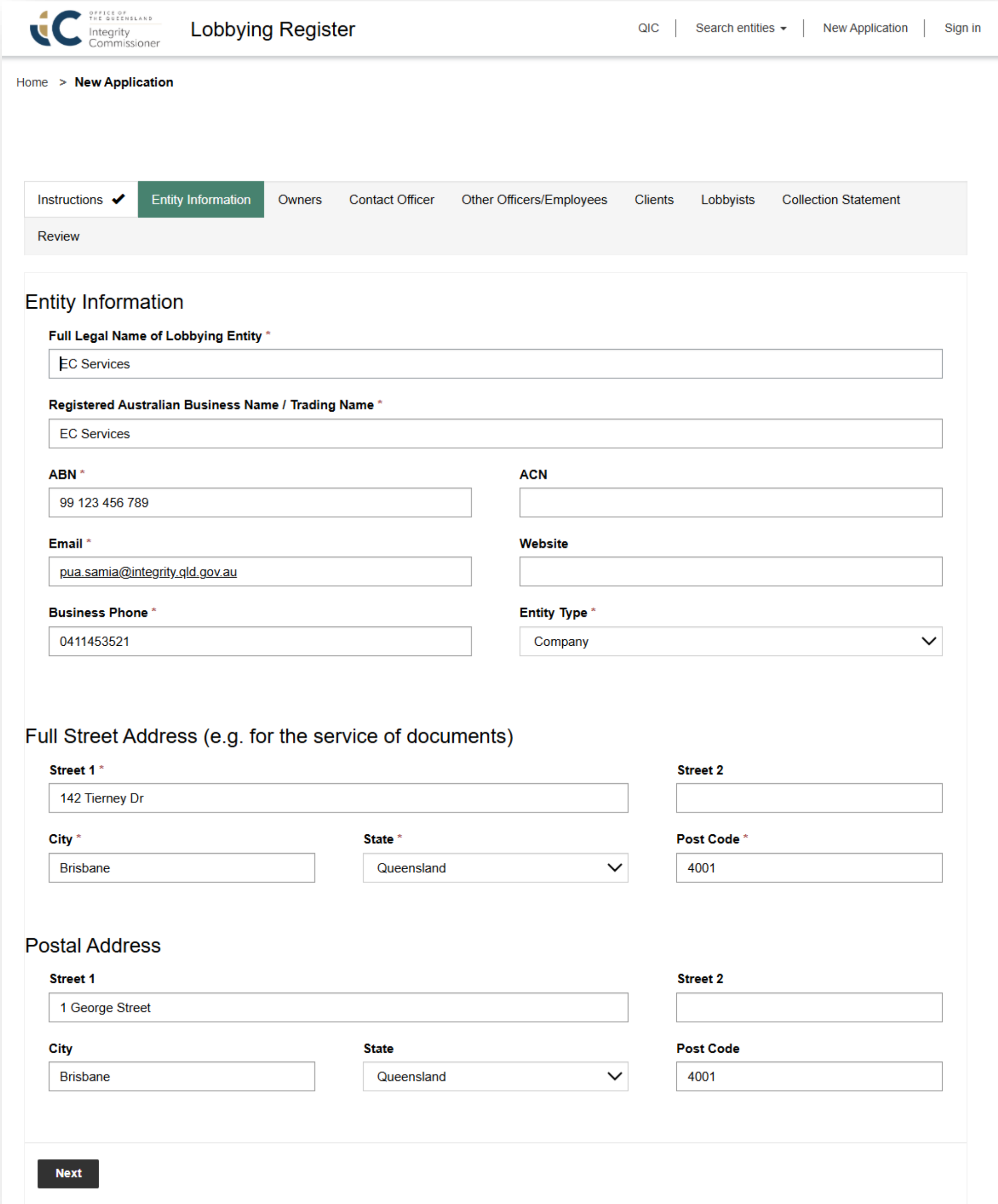


2.3.1 Entity Information

Complete all details for the Entity to be registered:

a) Full Legal Name of Lobbying Entity*
b) Registered Australian Business Name / Trading Name*
c) ABN*
d) ACN (this field is not mandatory but if you have an ACN please complete this field)
e) Email* (this email account will receive notifications from the OQIC)
f) Website
g) Business phone*
h) Entity Type *
i) Full Street Address* e.g. for the service of documents
j) Postal address (optional if different from the street address)

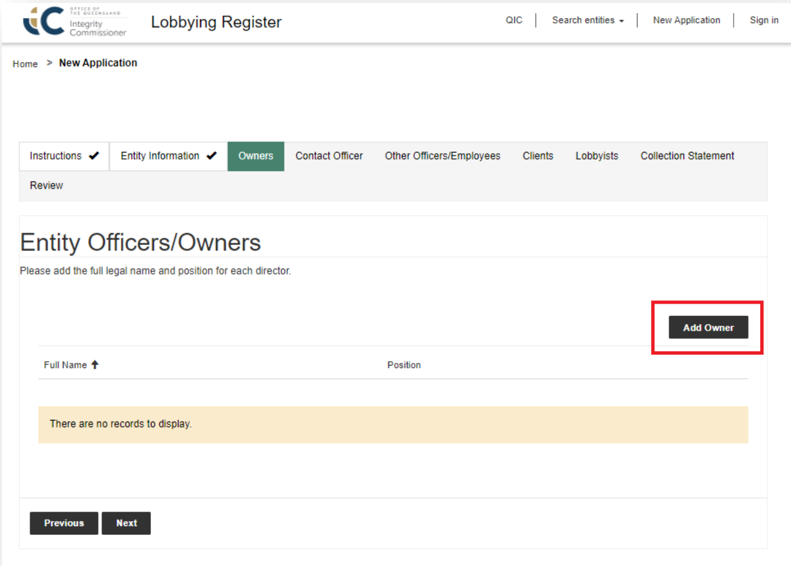
The image below displays the entity fields which need to be completed in the portal:



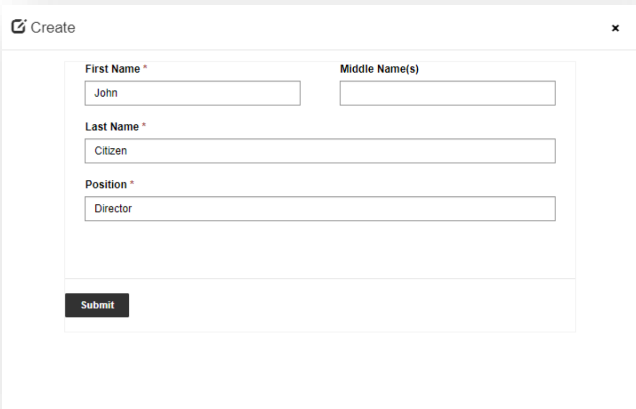
2.3.2 Owners

If the Entity is a company, or partnership enter details of each person who is an officer of the entity, e.g. directors/partners

Select the **Add Owner** button and a page will display to enter owner details.

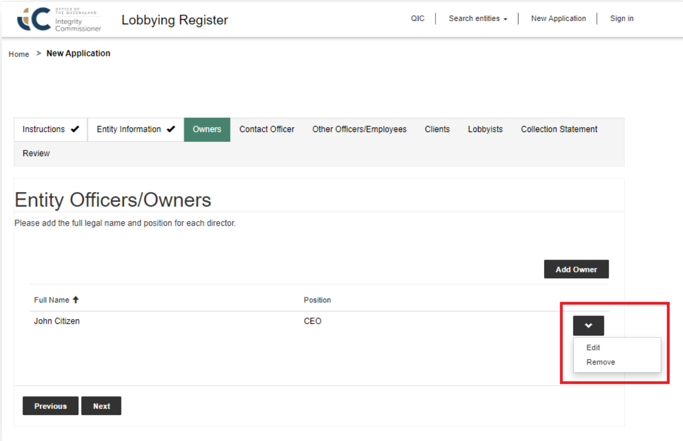


Select **Submit**, to confirm and save the details and return to the main page.

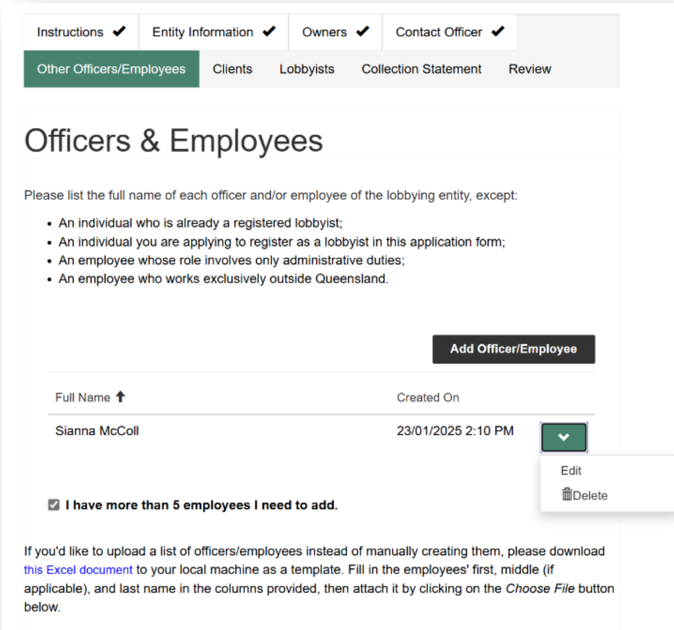


To add or change Owner details select **Edit** or **Remove**.

Once all owner details have been entered select **Next** to progress.



You can add more than one Owner and **Edit** or **Delete** any entries submitted.



- A confirmation will appear in the banner when an entry has been deleted
- Once all the details are completed and you have added in all the employees click **Next**.

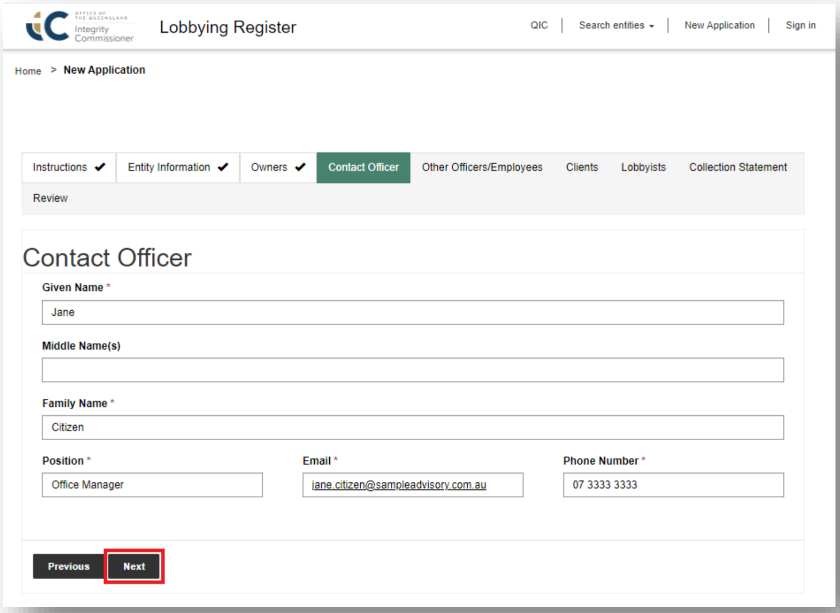
2.3.3 Contact Officer

The Contact Officer is the main point of contact for the Entity and has the administrative rights to manage lobbyist's details on the QLR. In the initial application only one Contact Officer can be included.

Once approved other contact officers can be added to the QLR.

As well as the email account linked to the Entity, the Contact Officer will also receive automated notifications and important notices from the OQIC relating to the QLR and lobbying regulation in Queensland.

Click **Next** once complete.



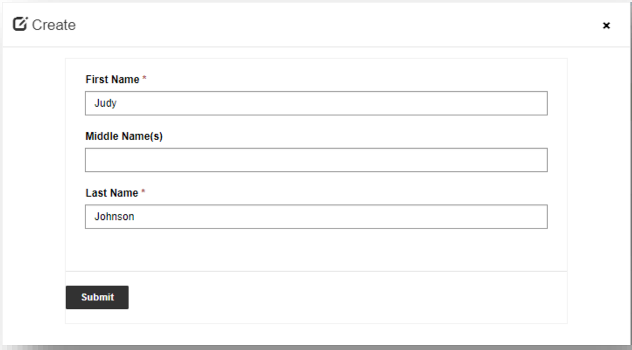
2.3.4 Other Officers/Employees (other than registered lobbyists)

Add the full name of each employee, officer or consultant working for the Entity.

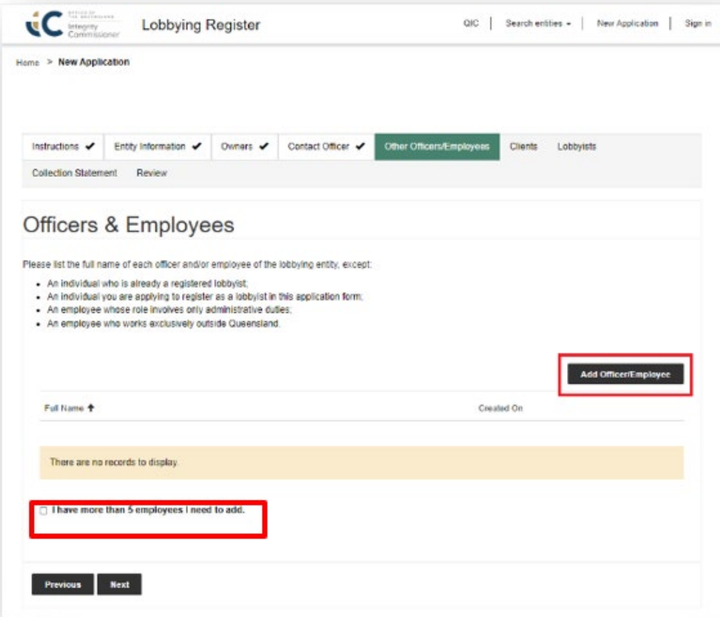
Do not add a person’s details in this section if:

- An individual is already a registered lobbyist
- An individual is going to be registered as a lobbyist in this application
- An employee whose role is only administrative duties
- An employee whose work is exclusively outside Queensland.

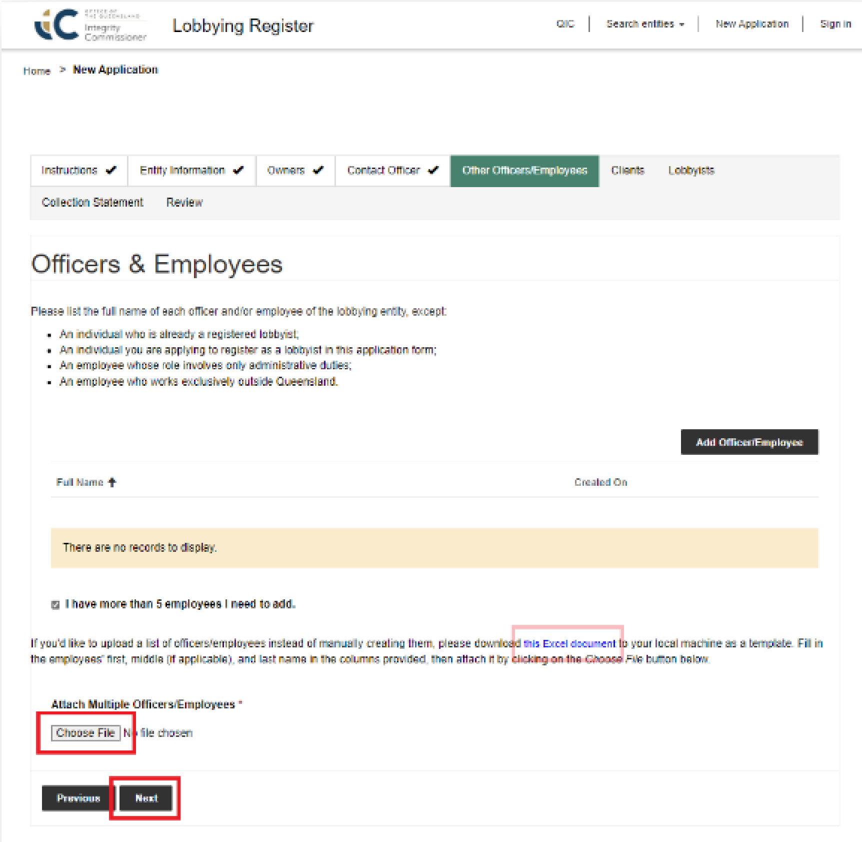
Select **Add Officer/Employee** button and page will display to enter details. Once you have entered the details, select **Submit.**

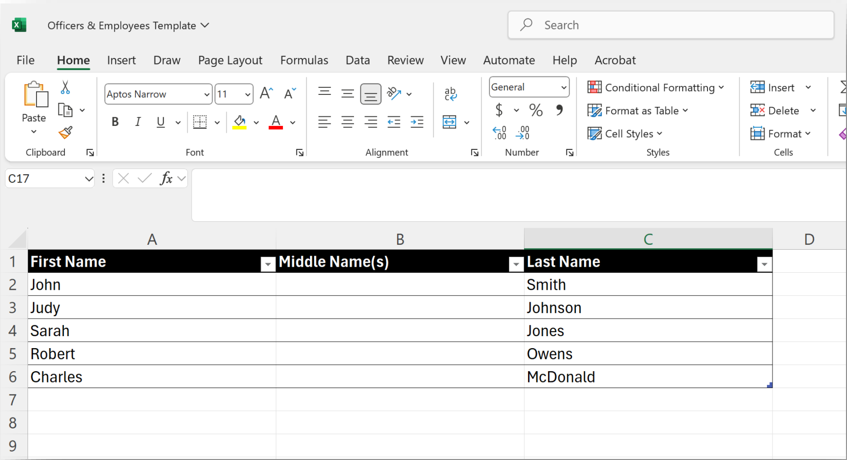


If you need to add more than 5 employees, tick the box and go to the next page.



Download the Excel template, add the contact details and then upload it to the application by clicking the **Choose File** button.



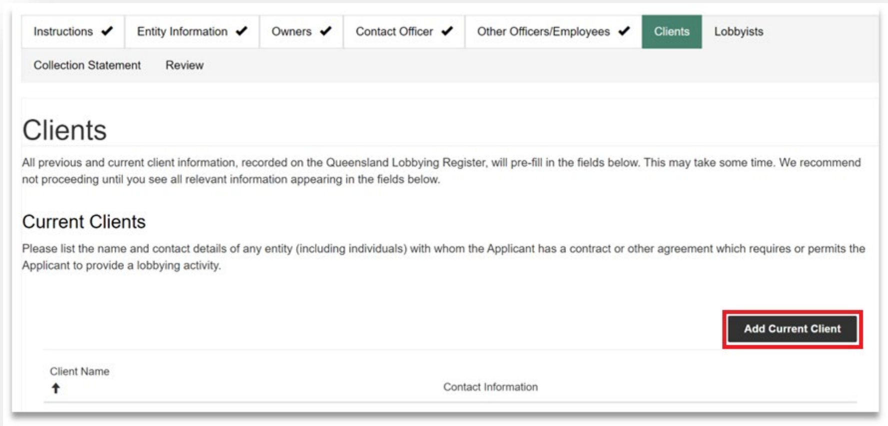


First Name	Middle Name(s)	Last Name
John		Smith
Judy		Johnson
Sarah		Jones
Robert		Owens
Charles		McDonald

2.3.5 Clients

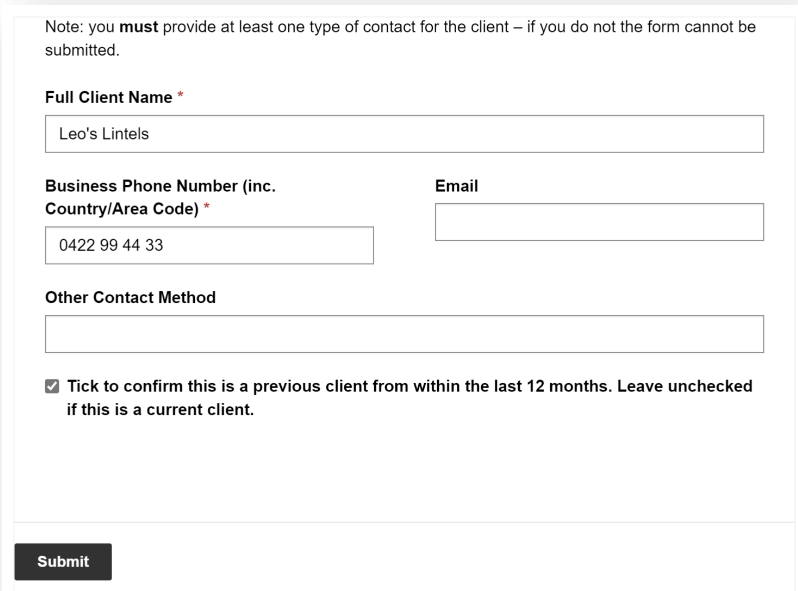
In this section, add all current clients, and previous clients from the past 12 months.

To add a client select **Add Current Client**



For each client, enter at least one contact method, you can choose from business phone number, email or other. This information will be published on the QLR.

You should advise your client that you are submitting this information and that it will be publically available.



Check the box if the client is not a current client, but was a client in the previous 12 months.

Note: you **must** provide at least one type of contact for the client – if you do not the form cannot be submitted.

Full Client Name *

Leo's Lintels

Business Phone Number (inc. Country/Area Code) *

0422 99 44 33

Email

Other Contact Method

☑ **Tick to confirm this is a previous client from within the last 12 months. Leave unchecked if this is a current client.**

Submit

Confirm the information is correct and select **Submit.**

Once completed the details will appear in the QLR.

Example of the QLR entry:

Current Clients

Please list the name and contact details of any entity (including individuals) with whom the Applicant has a contract or other agreement which requires or permits the Applicant to provide a lobbying activity.

Add Current Client

Client Name ↑	Contact Information
Bonza Bricks	admin@bonza.com.au
Commercial Cladding	07 8765 4321
Trusses R Us	0411 666 777

Previous Clients

Please list the name and contact details of any entity (including individuals) for whom the Applicant has carried out a lobbying activity in the 12 months prior to the date of this application.

Add Previous Client

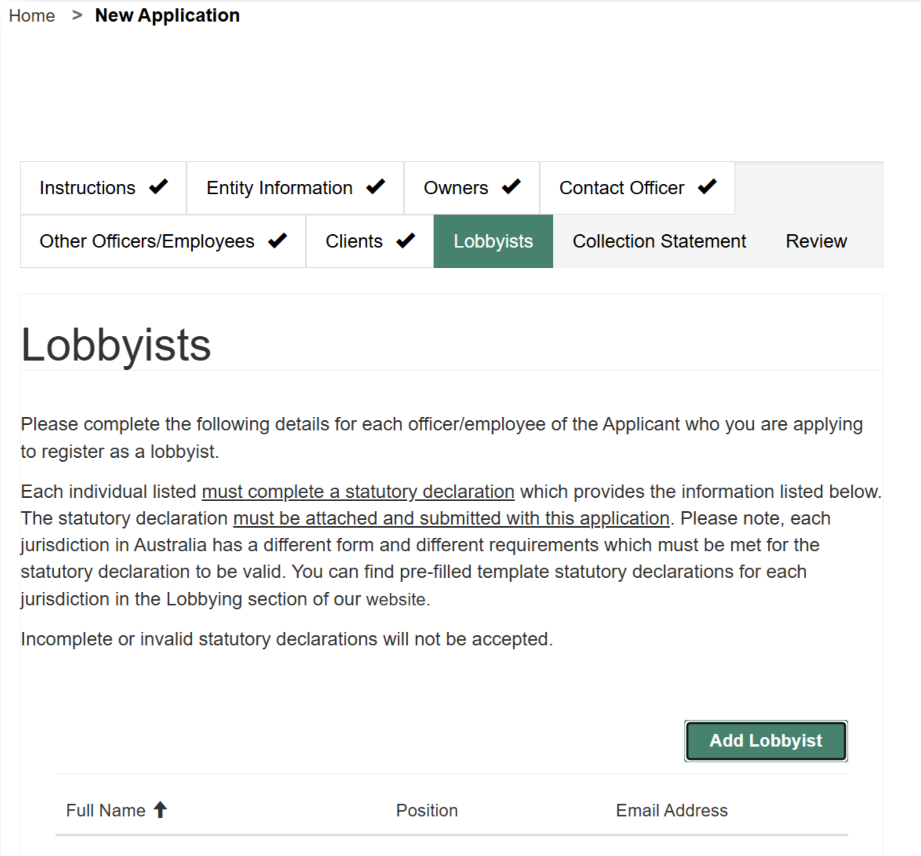
Client Name ↑	Contact Information
Leo's Lintels	0422 99 44 33
Wally's Windows	0730032814, help@lobbyist.com, n/a

2.3.6 Lobbyists

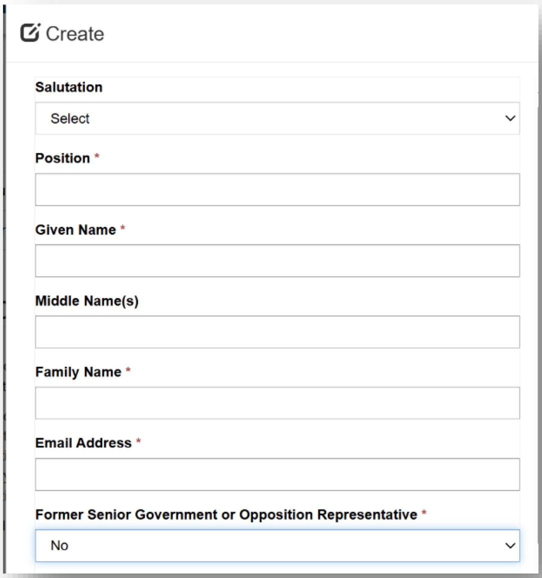
BEFORE COMPLETING THIS SECTION:

- Ensure all relevant statutory declarations are saved on the device ready to upload at the end of this section. If they are not uploaded to the application the data entered cannot be saved for completion later. The application process will start again.
- The statutory declaration must be saved as a **PDF, JPG or PNG,** other file formats are not accepted.

To start, click **Add Lobbyist**, a new screen will pop up to add details.



For each lobbyist provide the following information:



Former Senior Government or Opposition Representatives

If a Lobbyist has ever held a position listed below in Queensland they must select **Yes** (please refer to [Chapter 4](#) s59 and s60 for definitions).

59 Who is a *former senior government representative*

A ***former senior government representative*** is a person who held, but no longer holds, any of the following offices—

(a) Premier;

(b) Minister;

(c) Assistant Minister;

(d) councillor;

(e) ministerial staff member;

(f) assistant minister staff member;

(g) an office of a public sector officer that is an office of chief executive, senior executive or senior executive equivalent.

60 Who is a *former Opposition representative*

A ***former Opposition representative*** is a person who held, but no longer holds, any of the following offices—

(a) Leader of the Opposition;

(b) Deputy Leader of the Opposition;

(c) staff member in the office of the Leader of the Opposition.

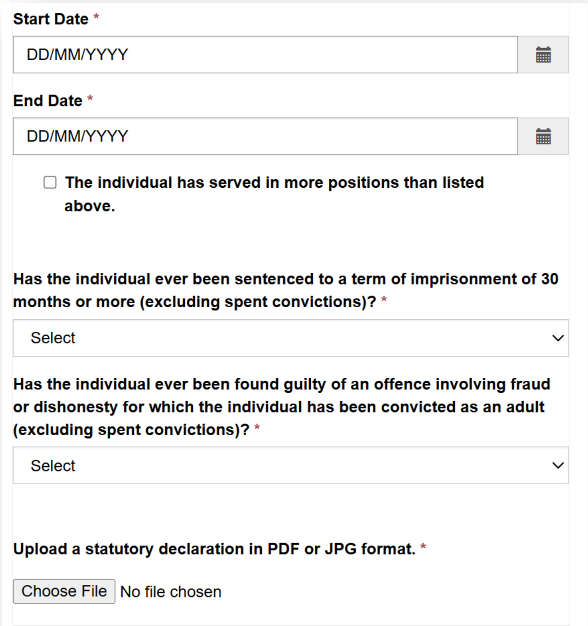
The Former Senior Government or Opposition Representative only relates to positions held in Queensland. Skip this section if you only worked in another state, territory or for the Commonwealth

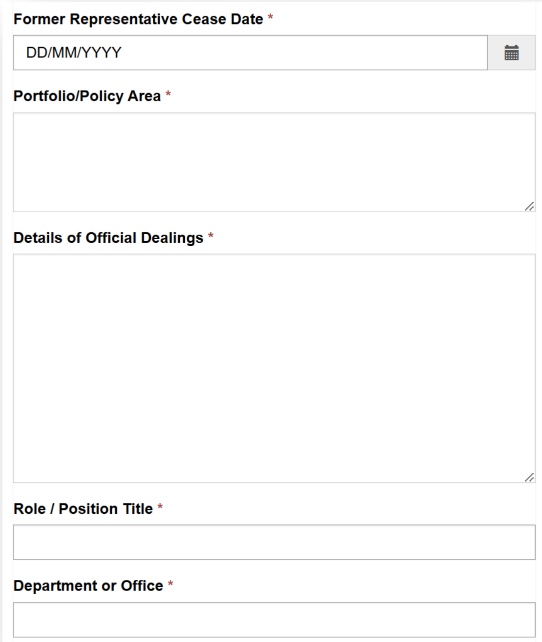
If you held a position in government or opposition in another jurisdiction you should answer '**no'** to this question e.g. if you were elected to Parliament in NSW.

If **yes** is selected, the following mandatory information must be entered:

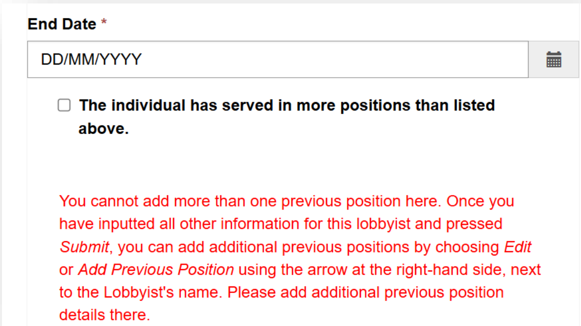
- Start date - the date the lobbyists started in the role as a former representative
- End date - the date the lobbyist's former representative position ended
- Portfolio / Policy Area - in the 2 years immediately prior to cease date
- Details of Official Dealings - in the 2 years immediately prior to cease date

A lobbyist is not permitted to Lobby in relation these matters in which hey had official dealings for 2 years after they finished in that position.

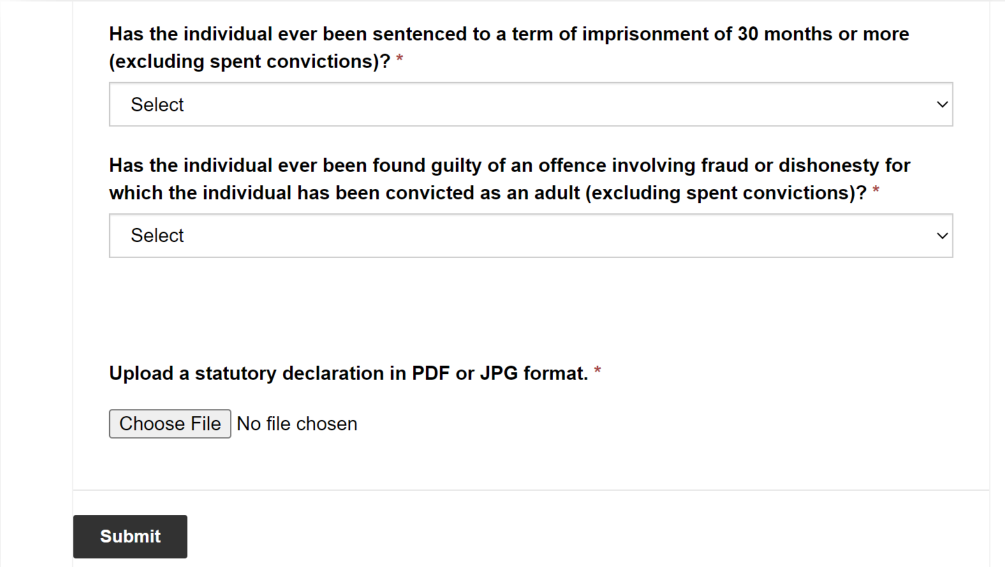




The form makes provision to add positions should the applicant have held more than one position within the 2 years prior to cease date. This is added after the form is completed.



At the end of every entry for registration of an individual lobbyist there are two further questions that must be answered to progress the application:


Has the individual ever been sentenced to a term of imprisonment of 30 months or more (excluding spent convictions)? *

Select

Has the individual ever been found guilty of an offence involving fraud or dishonesty for which the individual has been convicted as an adult (excluding spent convictions)? *

Select

Upload a statutory declaration in PDF or JPG format. *

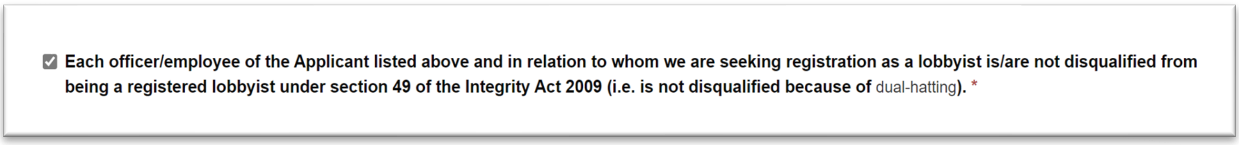
Choose File No file chosen

Submit

Once the answers have been provided, and the Statutory Declaration uploaded, select '**submit**'.

Before exiting the Lobbyists section of the application process, the applicant is required to complete the following declaration on behalf of the Entity.

This check box must be completed by an authorised officer for the entity submitting the application(s) on behalf of the lobbyist applicants.


Each officer/employee of the Applicant listed above and in relation to whom we are seeking registration as a lobbyist is/are not disqualified from being a registered lobbyist under section 49 of the Integrity Act 2009 (i.e. is not disqualified because of dual-hatting). *

2.3.7 Collection Statement

Please read the Collections Statement relating to the information provided in this application before progressing to the **Review** page and making the final declaration on behalf of the Entity.

Collection Statement

The personal information contained within this application is collected by the Queensland Integrity Commissioner for the purpose of fulfilling their functions under the *Integrity Act 2009* (Qld) (the Act). The Integrity Commissioner's functions include keeping the lobbying register and having responsibility for the registration of lobbyists under chapter 4 of the Act to provide education and training to government representatives, Opposition representatives and registered lobbyists about the operation of chapter 4.
Providing this information is voluntary, but if you do not answer all the questions and provide all of the information requested, the application cannot be assessed and decided.
Except as authorised or required by law, the personal information collected via this application will only be recorded, used, and/or disclosed for purposes directly related to the conduct of the Queensland Integrity Commissioner's functions. The Queensland Integrity Commissioner may also use your information to notify you of information about lobbying regulations in Queensland including updated information on the Queensland Integrity Commissioner's website.

If the application is successful, some of the information collected on this form will be made publicly available for inspection on the Lobbying Register located at www.integrity.qld.gov.au. For example, the following personal information about registered lobbyists will appear on the Lobbying Register:

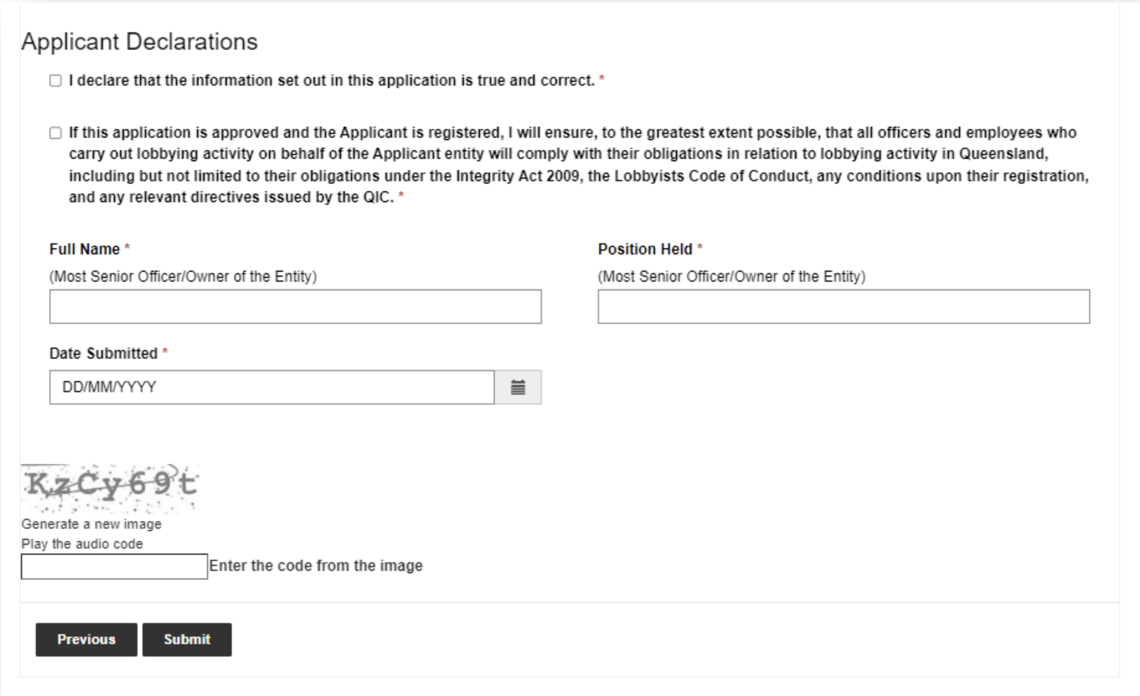
- Full name of registered lobbyist
- Position/role
- Former representative status
- Details of official dealings (if applicable)
- Details of other officers/employees (if applicable)
- Details of your clients

In accordance with the *Electronic Transactions (Queensland) Act 2001*, by providing an email address, you consent to receiving communication, including the service of statutory notices, by email.

2.3.8 Review

This is an opportunity to review the information provided in the application. Please check if all the information is accurate.

Complete the **Applicant Declarations** and the **captcha** code then click **Submit.**



To make changes, use the **Previous** button to return to a tab for editing or to update any details.

To make additions, e.g. to add an employee, use the **Add** buttons on the relevant section.

2.3.9 Confirmation

The Entity email will receive an auto generated email confirming the application has been submitted successfully.


Dear John,

Your application has successfully been submitted to the Office of the Queensland Integrity Commissioner.
Please note, further communications regarding this application will be sent via email to your nominated Contact Officer.

Pua Samia
Lobbying Registrar and Senior Projects Officer
+61 7 3003 2888
lobbyist@integrity.qld.gov.au
Meeanjin | Turrbal & Yuggera Country

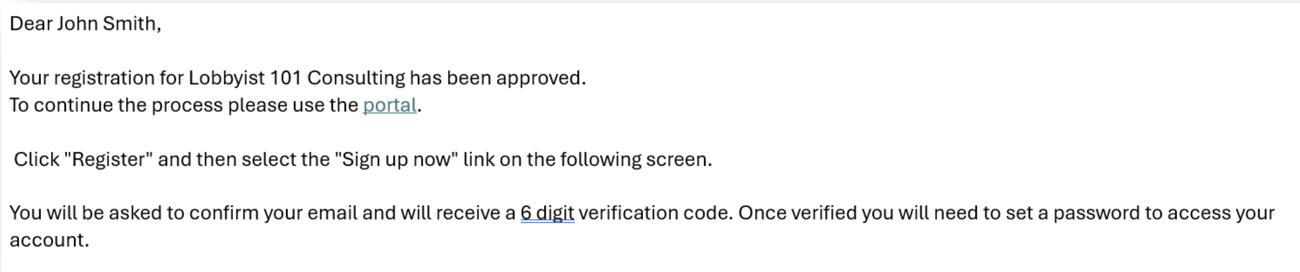
The information in this email is confidential. It is intended solely for the addressee. Any unauthorised disclosure of the contents of this email by the addressee or another person who gains access to this email may be an offence under section 24 of the *Integrity Act 2009*.

2.4 Confirmation of Entity and Lobbyist details

When the entity and individual lobbyists applications are approved, a confirmation email notifying registration of the entity and each lobbyist will be sent to the Entity and Contact Officers.

3 Creating your lobbyist portal account

Once the application for registration has been approved, each Contact Officer will receive an email confirmation containing a link to set up the account access.



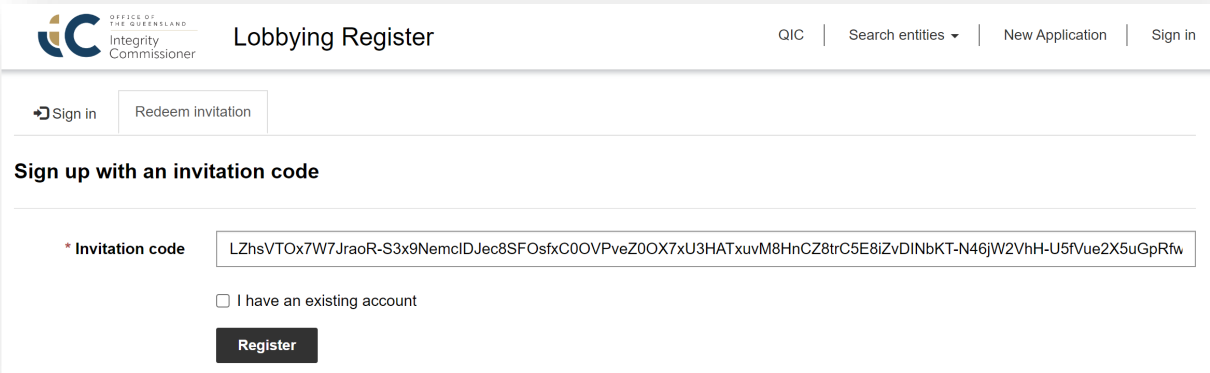
Dear John Smith,

Your registration for Lobbyist 101 Consulting has been approved.
To continue the process please use the portal.

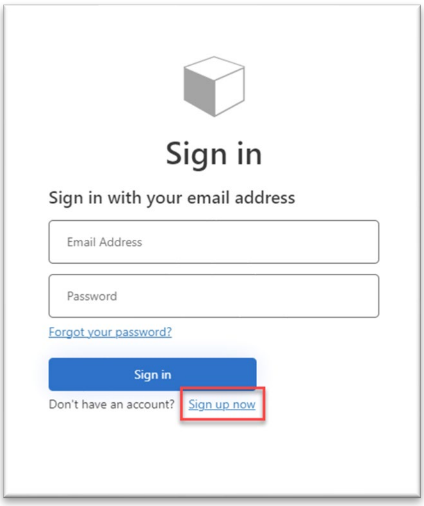
Click "Register" and then select the "Sign up now" link on the following screen.

You will be asked to confirm your email and will receive a 6 digit verification code. Once verified you will need to set a password to access your account.

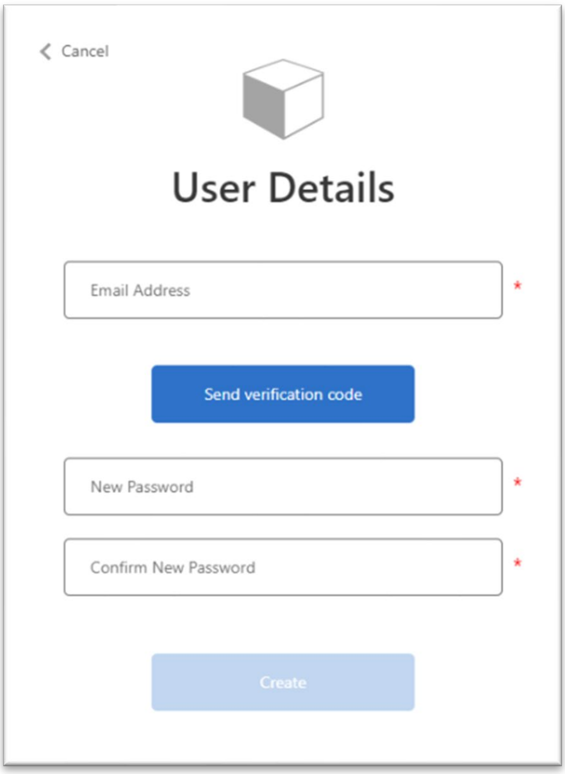
Click the link in the email to sign up with the unique invitation code and click the 'Register' button.



- Select the **Sign up now** button at the bottom right.



- Type in the Contact Officer's email and select **Send verification code.**



Check the Inbox for an email with a six-digit verification code.

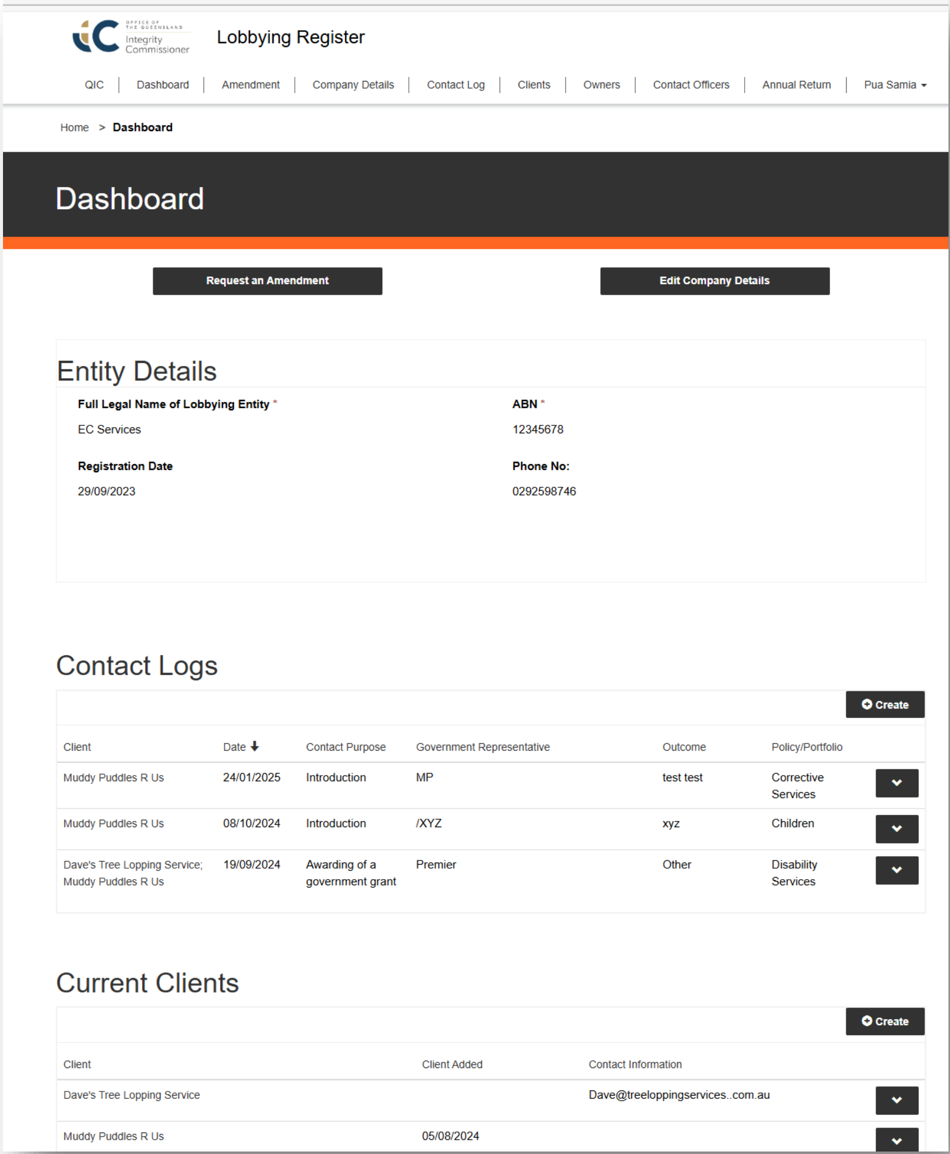
Go back to the sign in screen to type in the six-digit code and click **OK.**

Create a **New Password** with the following criteria:

- Between 8 and 64 characters
- At least one lowercase letter
- At least one uppercase letter
- At least one digit
- At least one symbol.

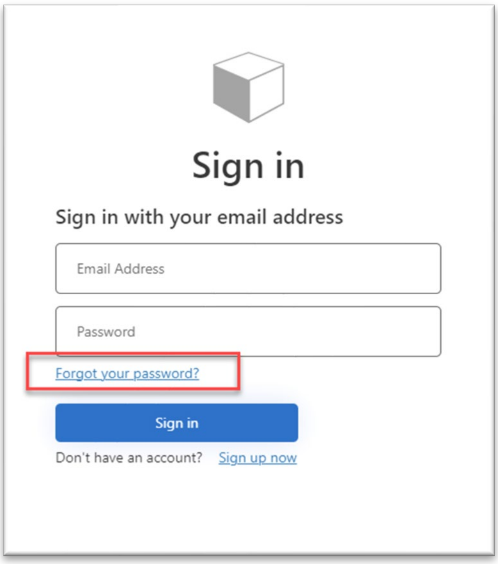
Confirm New Password and click **Create**.

It should open into the **Dashboard** portal if the login process was followed correctly.



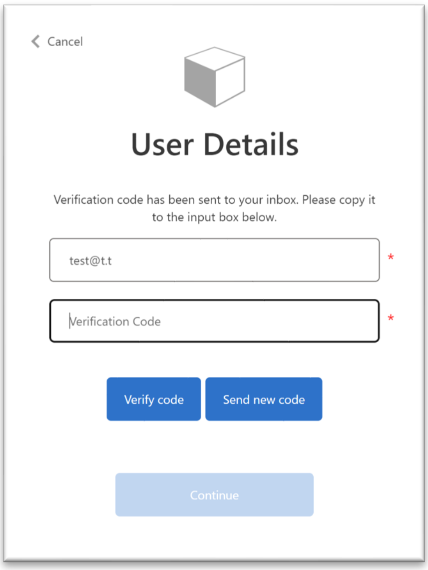
4 What to do if you forget your password

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 Officer) and click **Verify code**.

Enter the **verification code** that is emailed to you (the email may take a few minutes to reach your inbox) and click **Continue**.

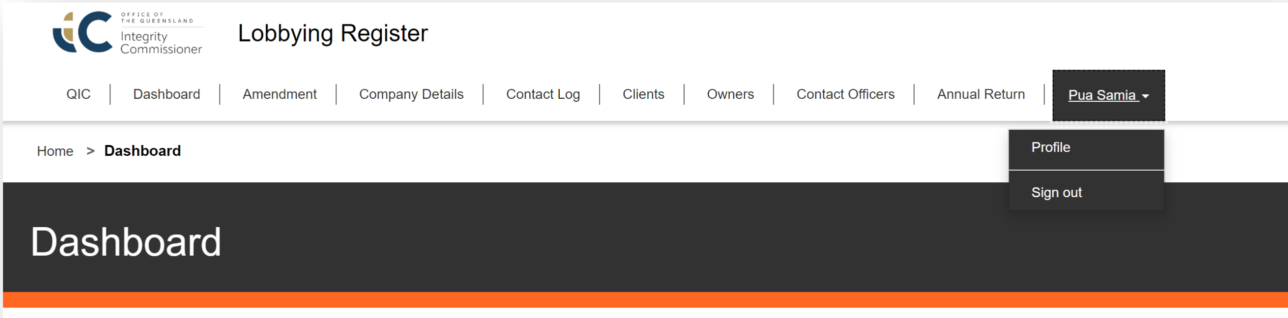


- If you do not receive the verification code click on **Send new code**.
- Enter your new password, retype the password to confirm and click **Continue**.
- To change the Contact Officer email address, contact the OQIC.

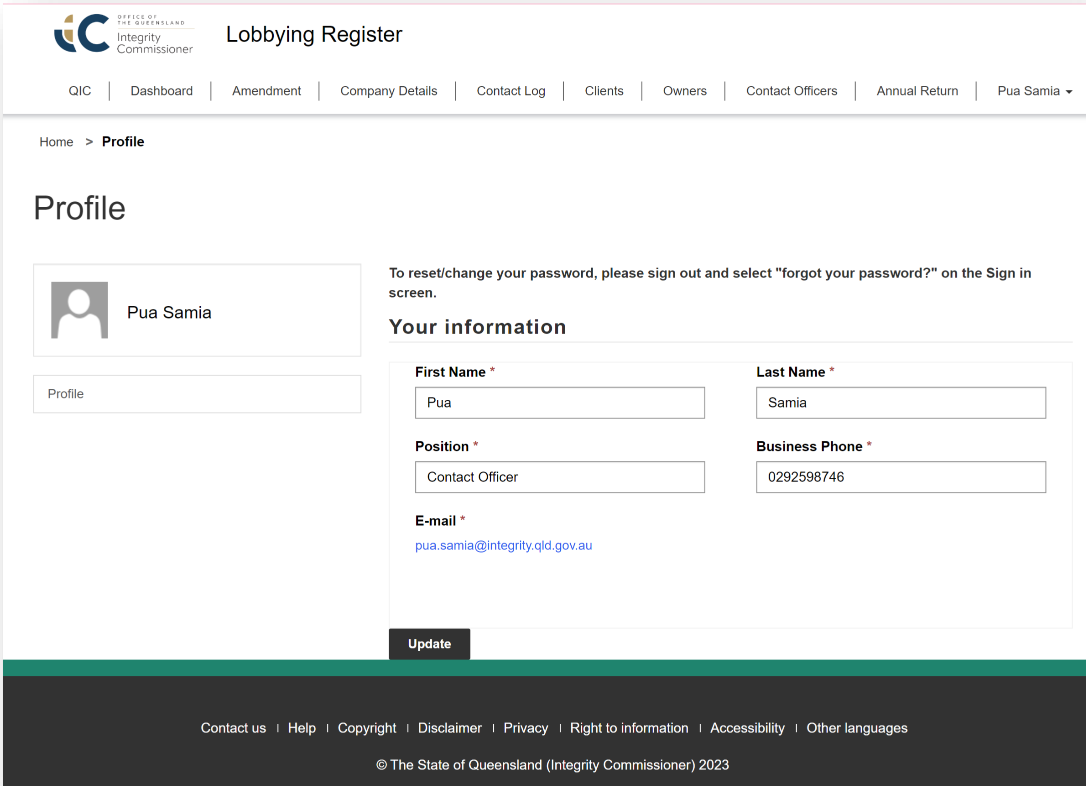
5 Contact Officer Profile

When you first sign into the QLR you will be greeted with a navigation bar.

To view your account, select your name on the navigation bar and select **Profile**.



In this section update your name, position or phone number. To save click **Update**.

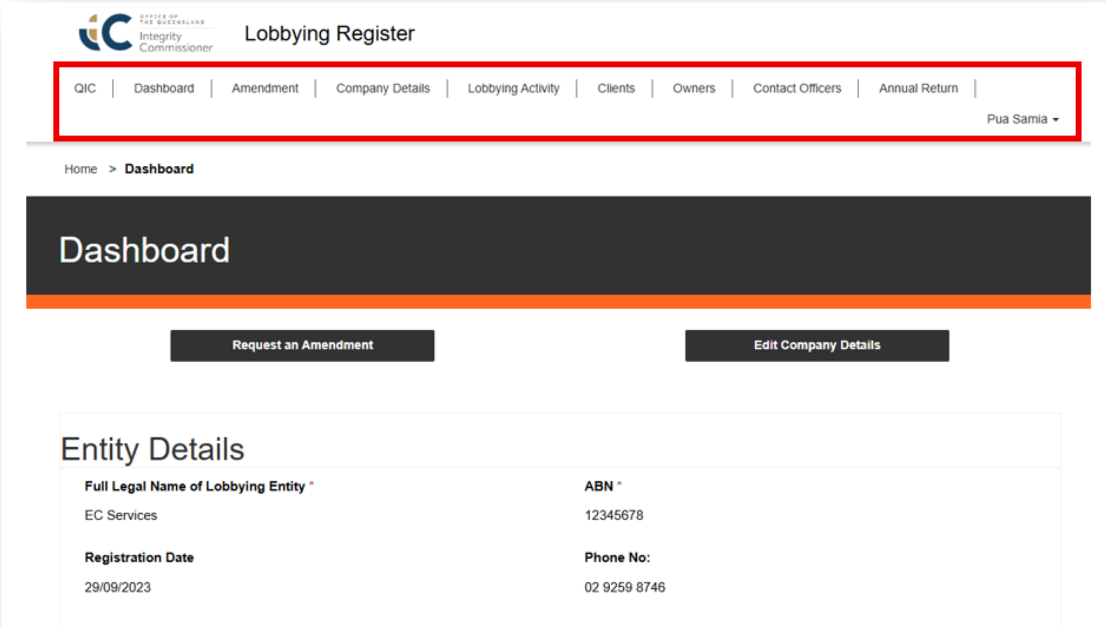


To update your email address, contact the OQIC to request a change.

6 Using the Lobbyist Portal

6.1 Navigation Bar

Once you are logged into the QLR there are key navigation pages.



- **QIC**
  Takes you to the main OQIC page.

- **Dashboard**
  Summary of Entity, Lobbyists (Individuals) and Officers/Employees information.

- **Amendment**
  Submit requests for amendments to the OQIC or edit details.

- **Company Details**
  Update information about the Entity and Deactivation request.

- **Lobbying activities**
  View and Create entries of lobbying activity with government or Opposition representatives.

- **Clients**
  Create and update records of current and previous clients.

- **Owners**
  Information about Entity Owners

- **Contact Officers**
  Active Contact Officer(s)

- **Annual Return**
  At the end of each financial year, every registered lobbyist must give the OQIC notice stating their recorded particulars are still correct. This is an online form to be completed in July annually.

- **Profile of Contact Officer (User)**
  Information about the Contact Officer

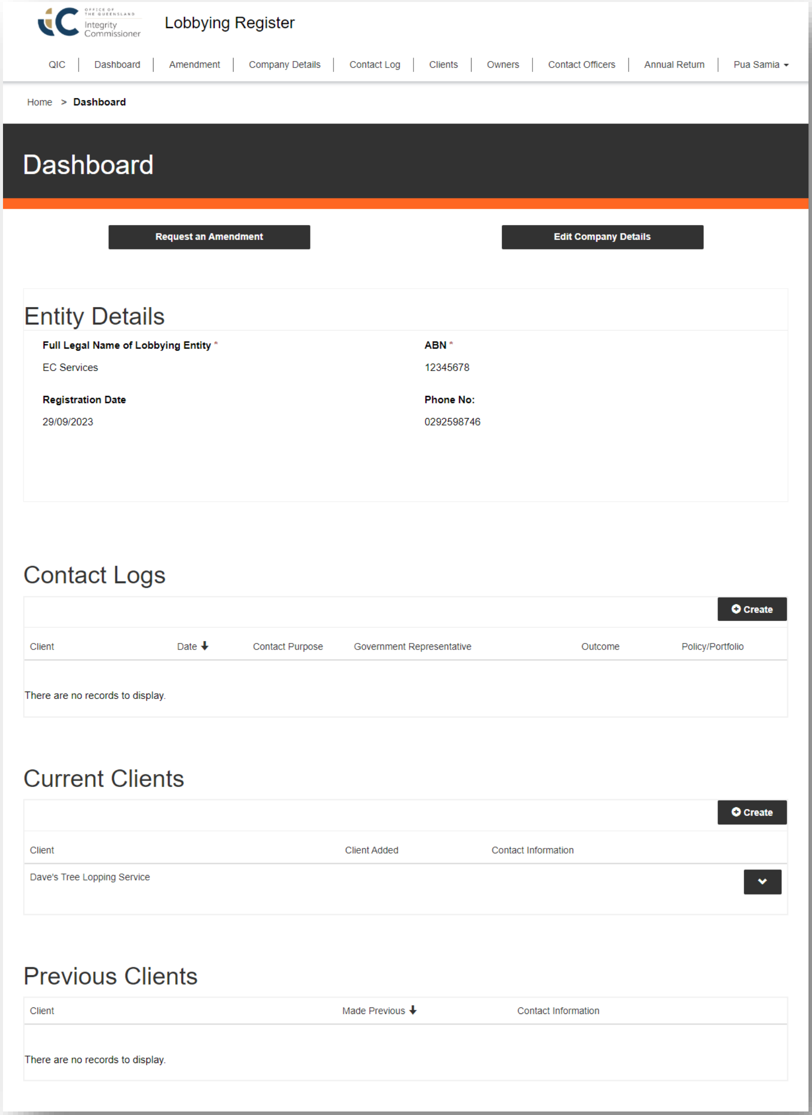
You can use amend and edit information either via the dashboard or the navigation pages.

6.2 Dashboard

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

- Entity Details
- Lobbying activity
- Current/ Previous Clients
- Lobbyists
- Owners
- Contact Officers
- Officers and employees

From the Dashboard you can view details about your entity and its employees, edit records or create new records. (In the Dashboard – scroll down to see more details.)



6.2.1 Editing/Adding Employees

Click on the Dashboard tab in the navigation bar and scroll down to the section titled Officers/Employees.

In this section you are required to maintain an accurate list of all employees, except for the following:

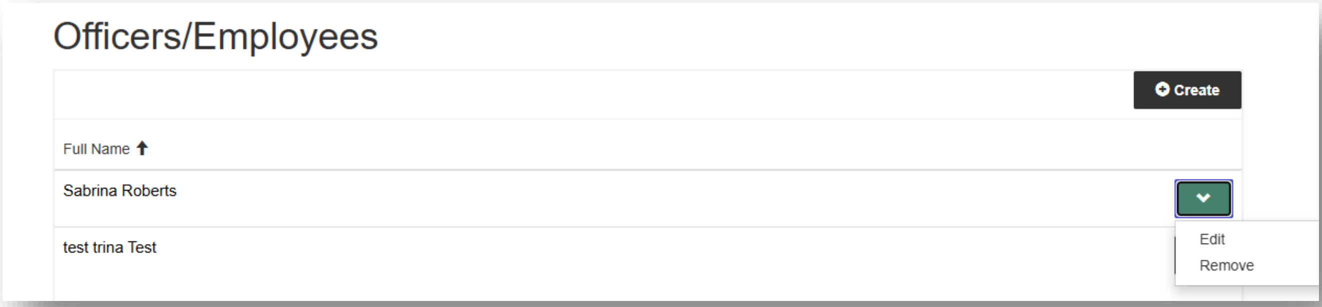
- An individual who is already a registered lobbyist.
- An employee whose role involves only administrative duties.
- An employee who works exclusively outside Queensland.

You can also Create, Edit or Remove staff members in this section of the QLR.

6.2.2 Add a new employee

To add a new employee click Create. Fill in the details and click **Submit**.

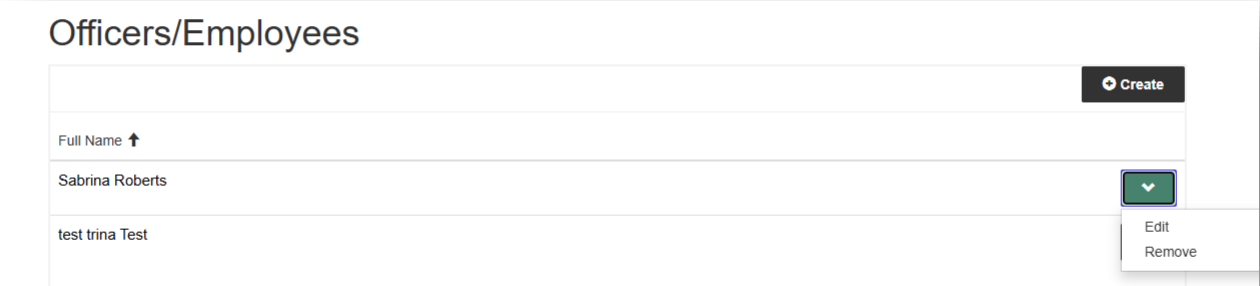
To edit an existing employee, find the name and then click **Edit**.



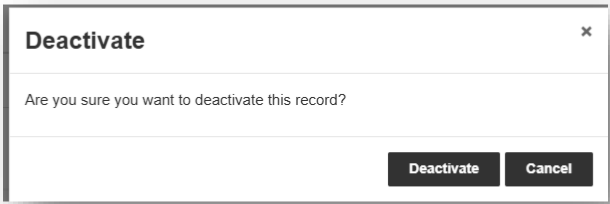
Update the details and click submit.

6.2.3 Remove an existing Officer/employee

To remove an existing employee, find the name and then click **Remove**.



Click **Deactivate** confirm your decision.



6.3 Amendments

Not all data in the QLR can be edited by Contact Officers. The following details cannot be edited:

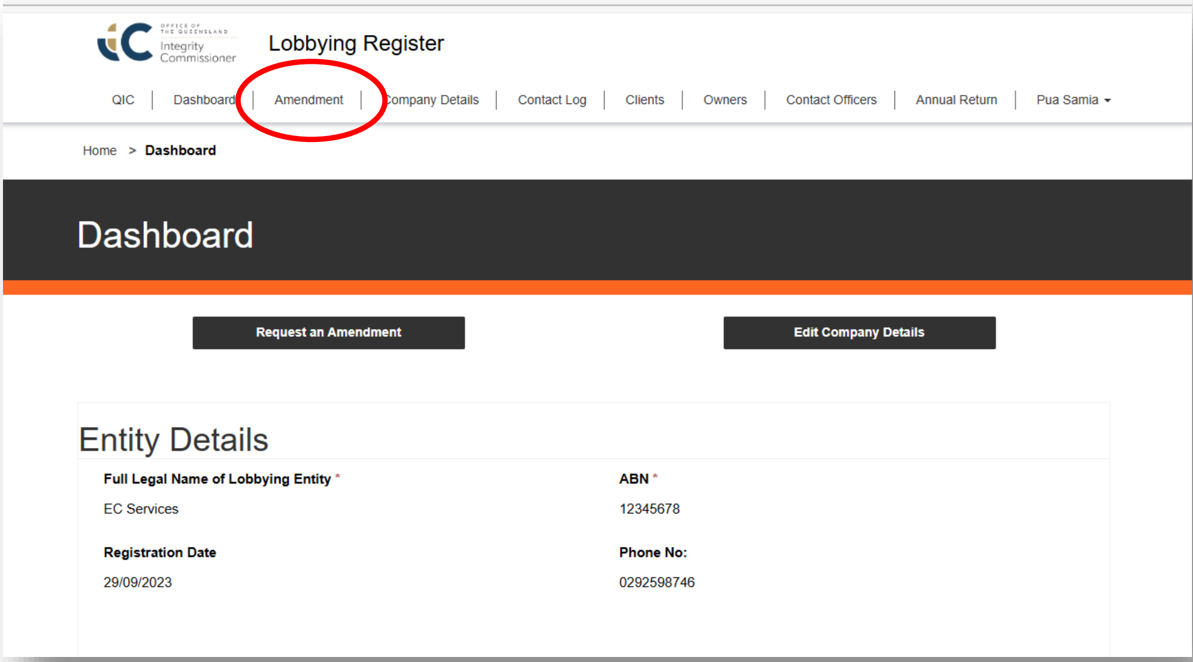
- Lobbying activity
- client names
- ABN/ACN numbers and
- Entity information such as business name or trading name

A request for an amendment of the above details needs to be submitted to OQIC. If approved, the change will be made in the QLR.

6.3.1 Submit a request for amendment

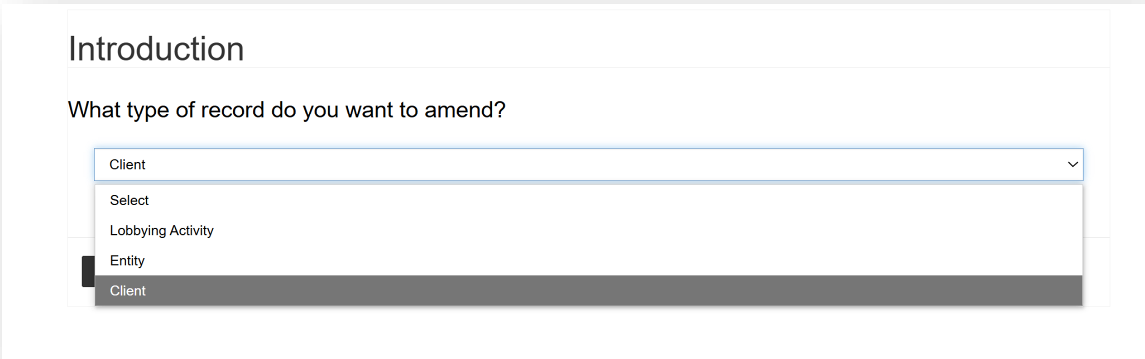
To submit an amendment, sign in, go to the Dashboard tab and select **Amendment** from the navigation bar. You can select to amend a lobbying activity, entity or client.

TIP! If the screen does not offer this option go to the bottom and press the Previous button.

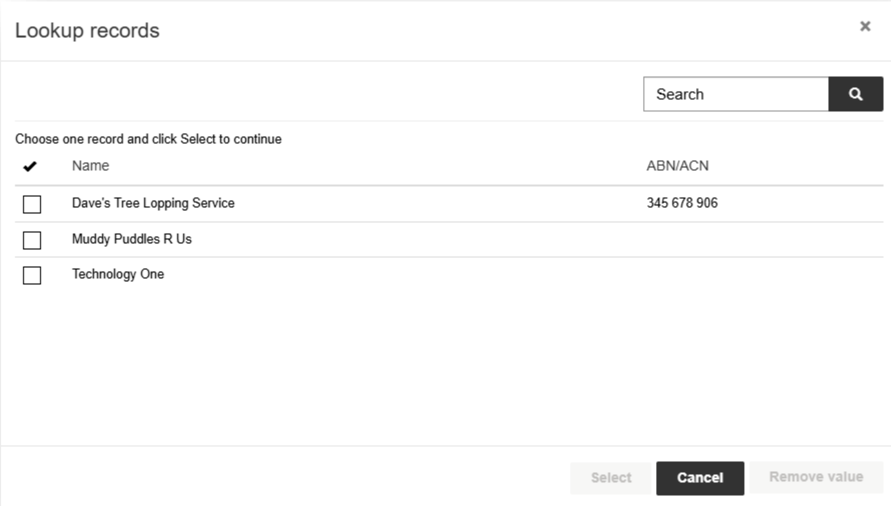


6.3.2 Amendment to a Client

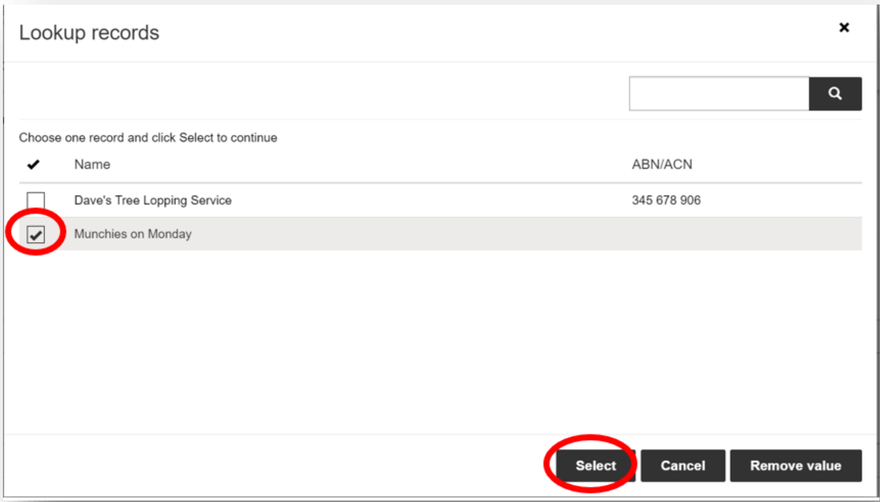
Select amendment reason **Client** from the drop down menu:



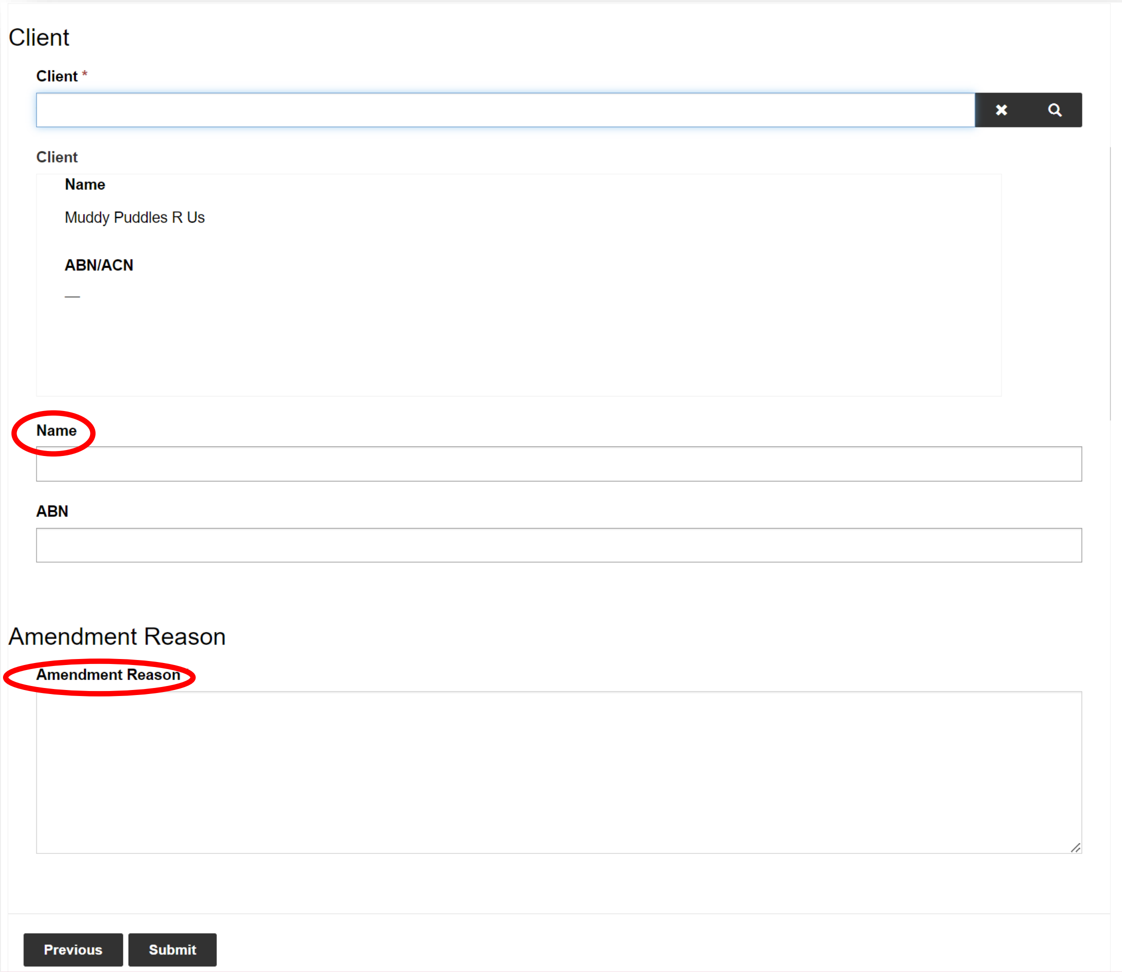
Search for the client you require to change the details against by selecting the Search 🔍 icon. It will show clients linked to the Entity.



Check the box for the client you wish to update and click **Select.**



Insert the proposed change text into the relevant field/s and enter a reason for the amendment and click ***Submit***.

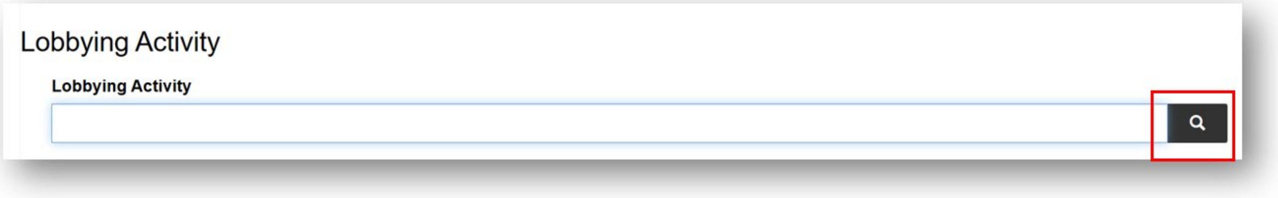


IMPORTANT:
If a client changes their ABN this cannot be processed as an amendment. The client must be made 'previous' and the client with its new details entered into the QLR.

6.3.3 Amendment to Lobbying Activity

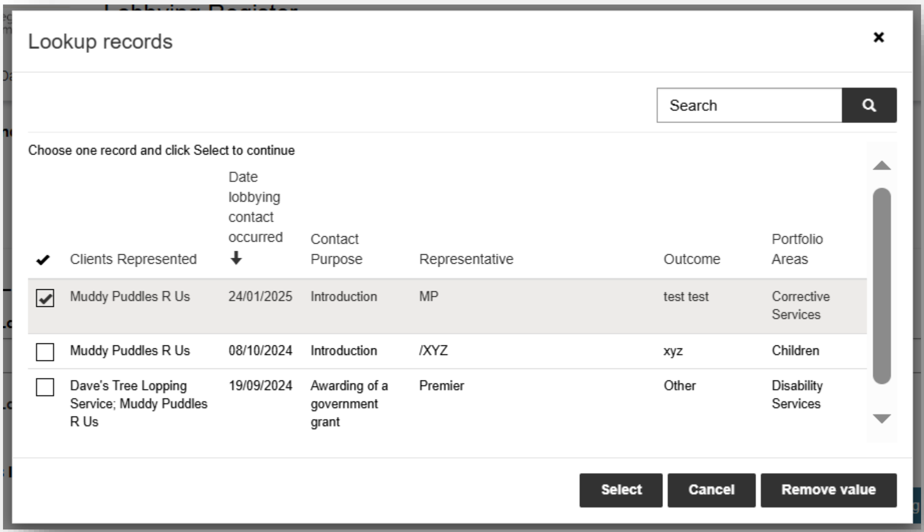
Select amendment reason **Lobbying Activity** from the drop down menu

Click ***Search*** 🔍 to find the record to amend.

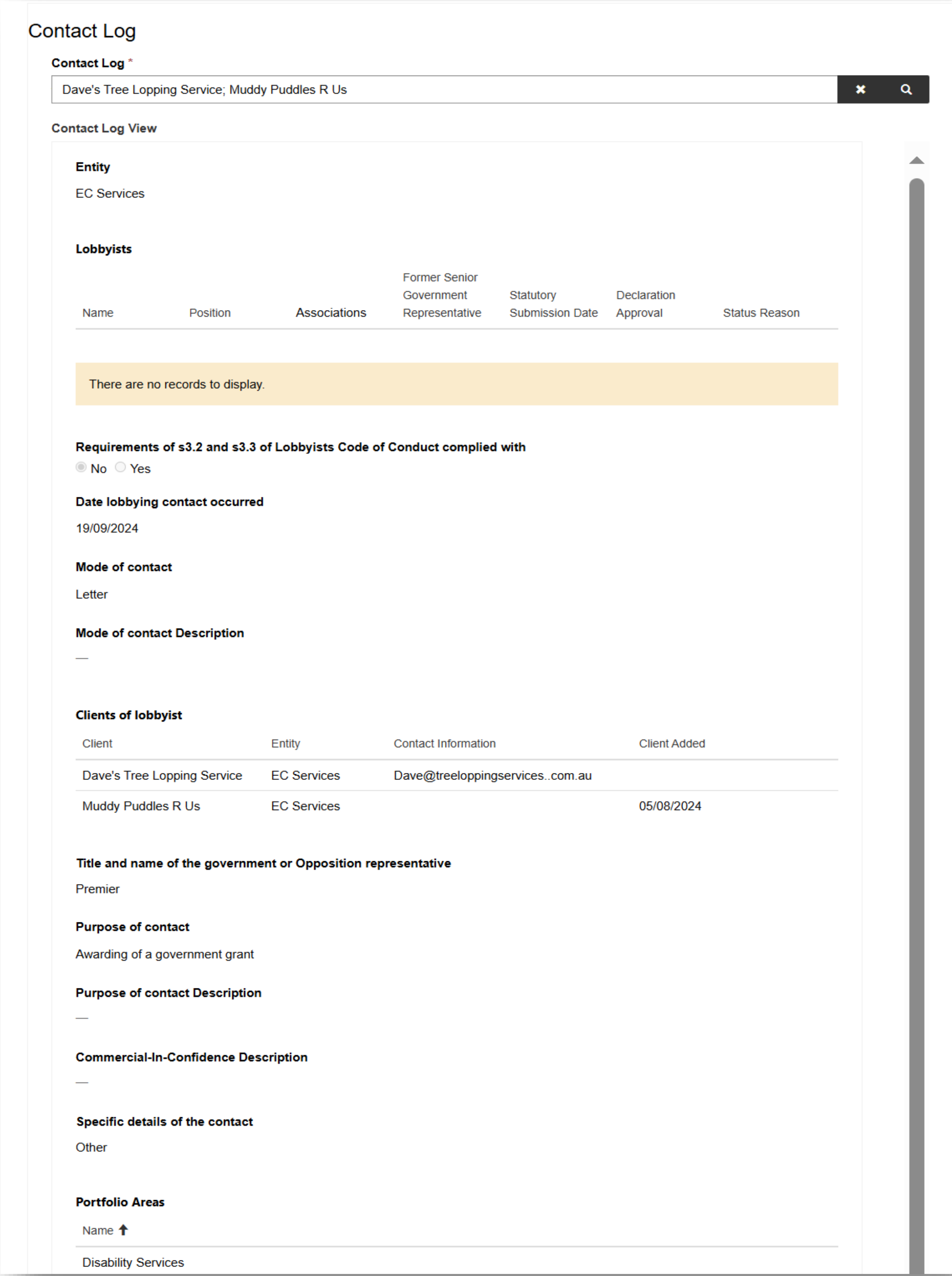


On the lookup records window, choose the entry by selecting the ***checkbox*** *next to the Clients represented*. Once the entry has been selected, click ***Select***.

Note that only one lobbying activity entry can be selected at a time.



View the current information in the Lobbying activity and scroll down to the window to update details.


Contact Log

Contact Log *

Dave's Tree Lopping Service; Muddy Puddles R Us

Contact Log View

Entity

EC Services

Lobbyists

Name	Position	Associations	Former Senior Government Representative	Statutory Submission Date	Declaration Approval	Status Reason

There are no records to display.

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

No Yes

Date lobbying contact occurred

19/09/2024

Mode of contact

Letter

Mode of contact Description

—

Clients of lobbyist

Client	Entity	Contact Information	Client Added
Dave's Tree Lopping Service	EC Services	Dave@treeloppingservices..com.au	
Muddy Puddles R Us	EC Services		05/08/2024

Title and name of the government or Opposition representative

Premier

Purpose of contact

Awarding of a government grant

Purpose of contact Description

—

Commercial-In-Confidence Description

—

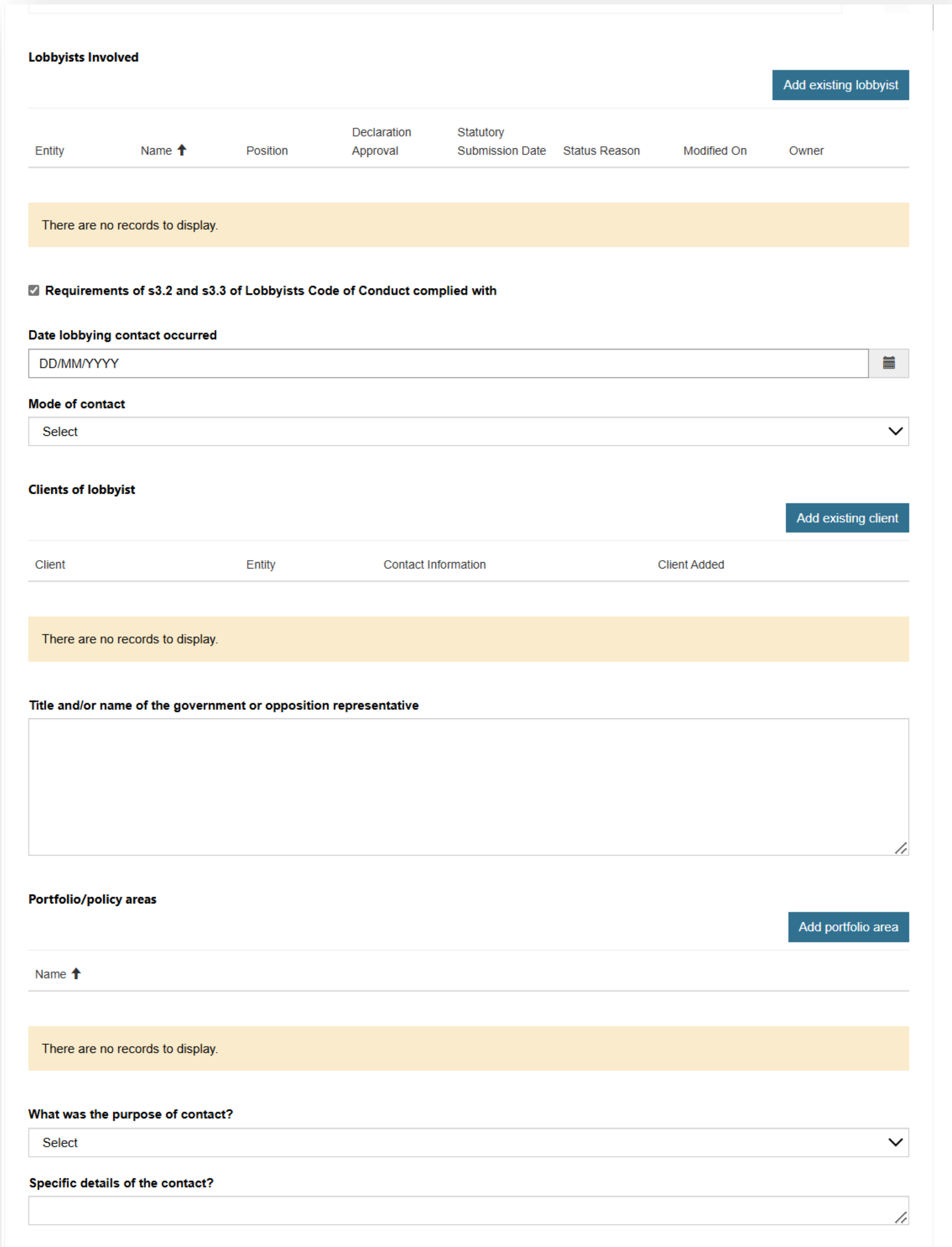
Specific details of the contact

Other

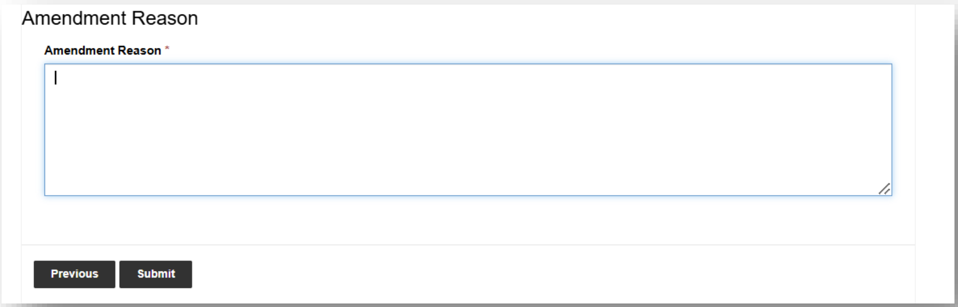
Portfolio Areas

Name
Disability Services

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

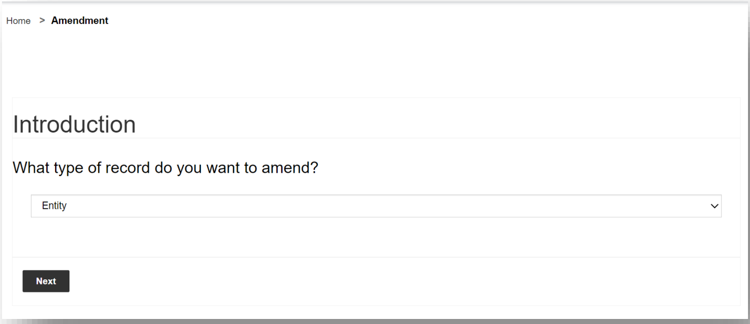


You will need to provide a reason for the amendment, then click **Submit**.

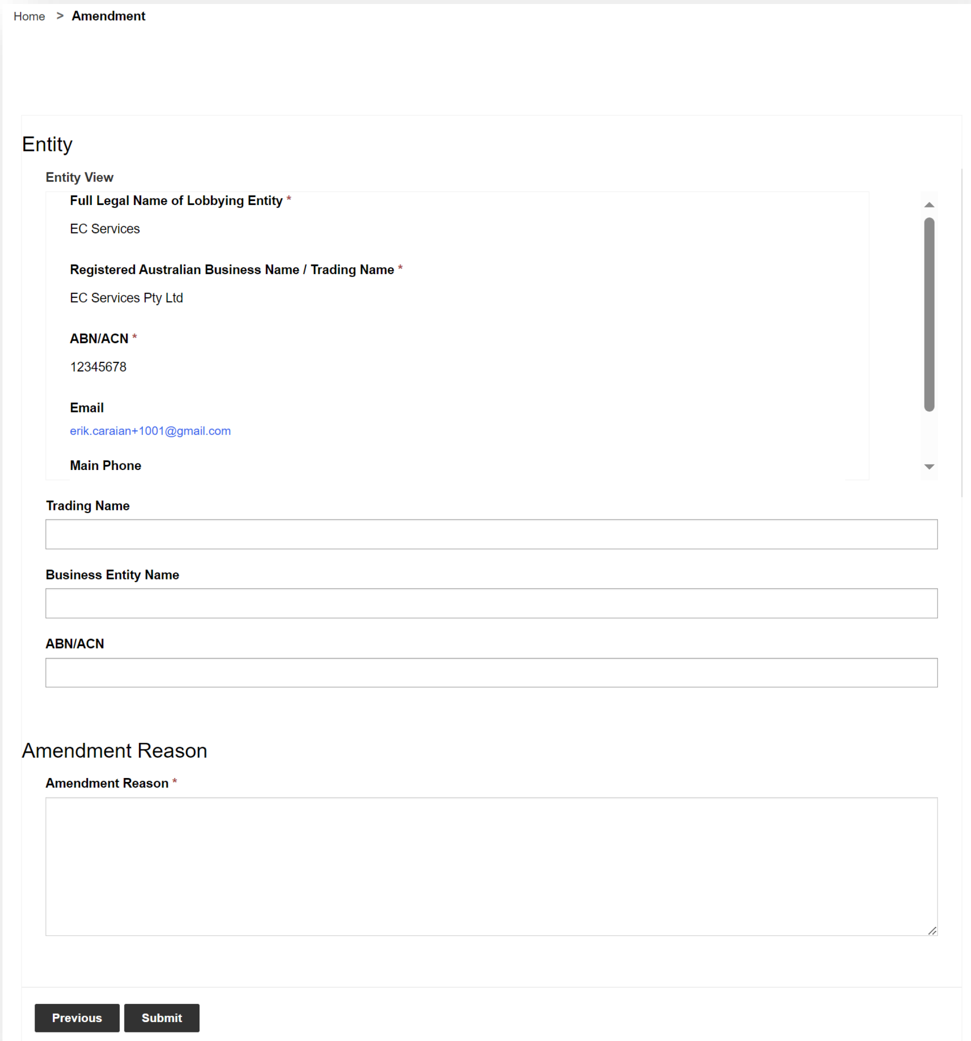


6.3.4 Amendment to Registered Lobbying Entity

Select amendment reason **Entity** from the drop down list and select **Next.**



Enter details for the fields that need to be amended, ensuring you provide an amendment reason leaving the rest blank. Select **Submit**.



Review the current information in the 'Entity Details'.

IMPORTANT:

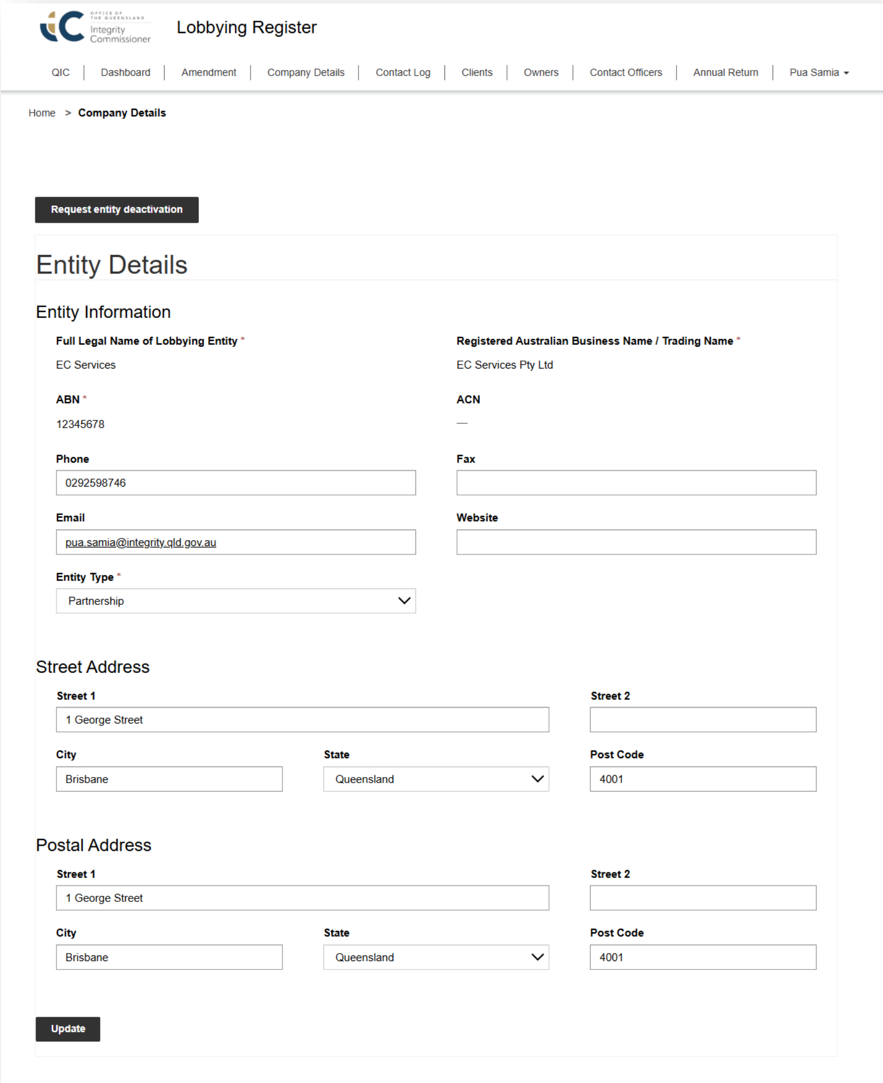
If the entity changes their ABN this cannot be processed as an amendment. The entity must be de-registered and a new application must be submitted.

6.4 Entity Details

6.4.1 View Entity details

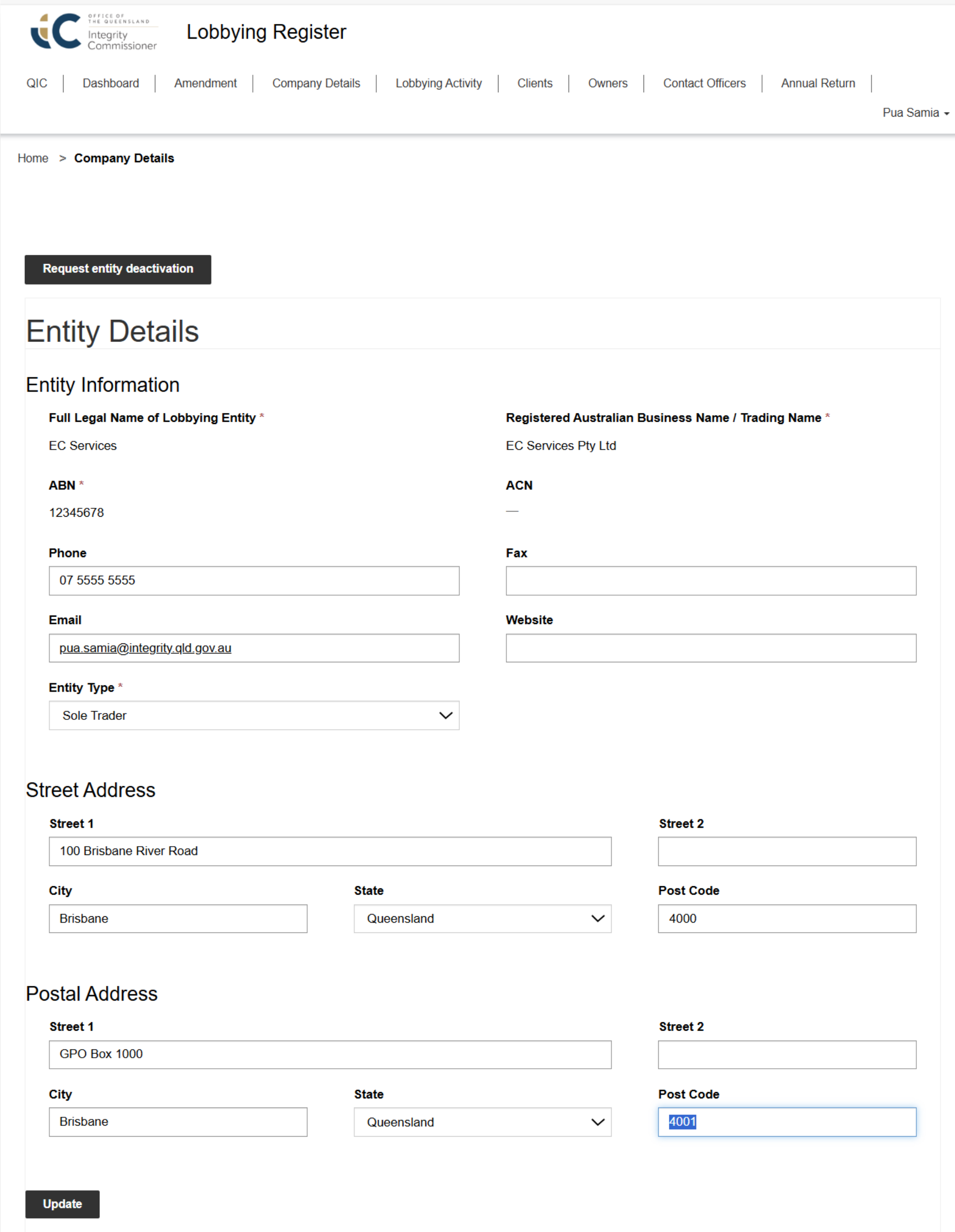
To view details registered for the Entity, go to the **Company Details** tab.

Note that only the Entity's trading name, full legal name, ABN and registration date will appear on the QLR.



6.4.2 Update Entity

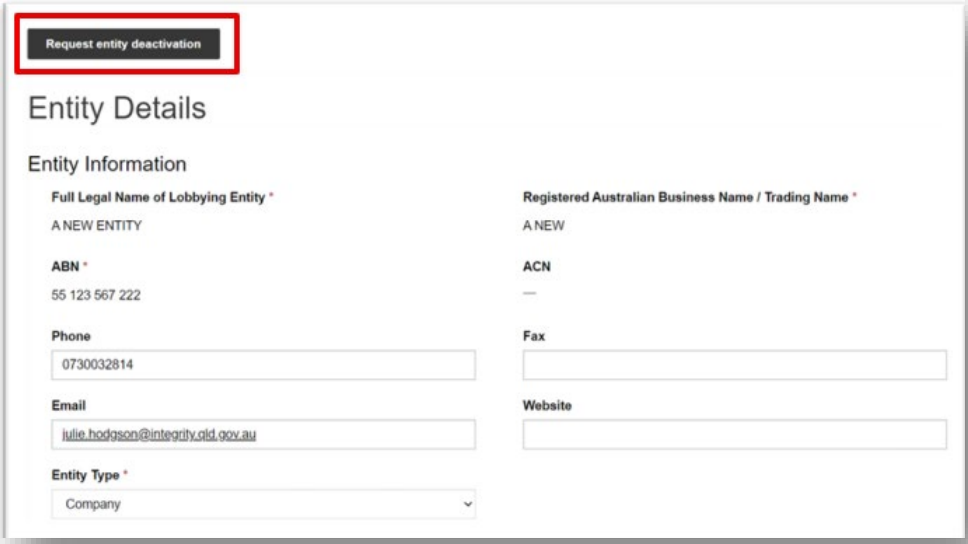
It is possible to update contact details for the Entity including phone number, email, website URL, street address and postal address. Make the required changes and then click **Update**.



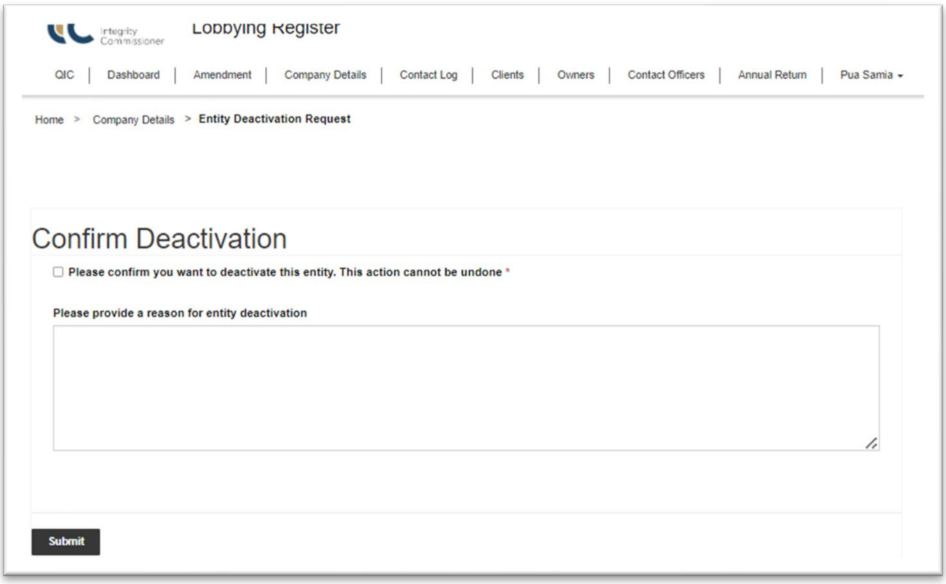
An Entity's trading name or ABN/ACN cannot be amended through this section. This level of change requires the existing Entity to be deregistered, and a new application completed with the new Entity details.

6.4.3 Entity Deactivation

Go to the Company Details tab. Click on ***Request Entity Deactivation*** to open a page where you can request that the Entity be deactivated.



You must provide a reason for the deactivation. Check the confirmation box and click **Submit**.



On receipt of this request a member of the OQIC will remove the Entity from the public QLR. It will no longer be registered or able to conduct lobbying activity in Queensland.

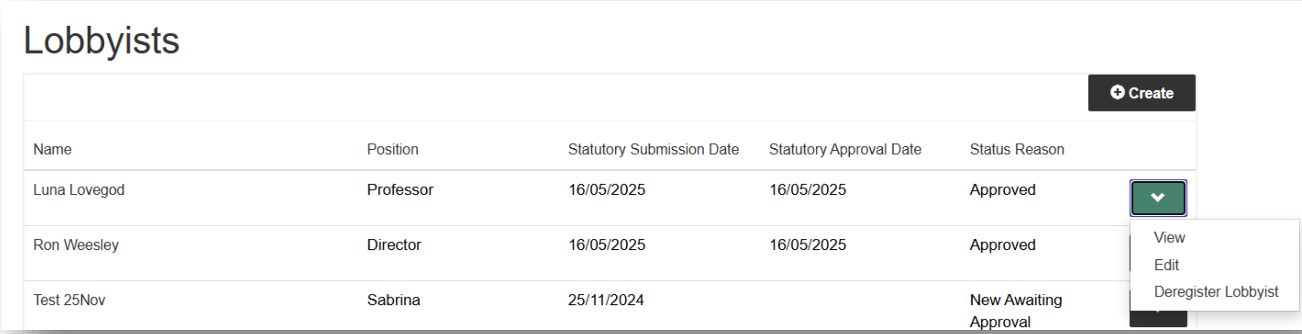
6.5 Lobbyists (Individuals)

6.5.1 Current Individual Lobbyists

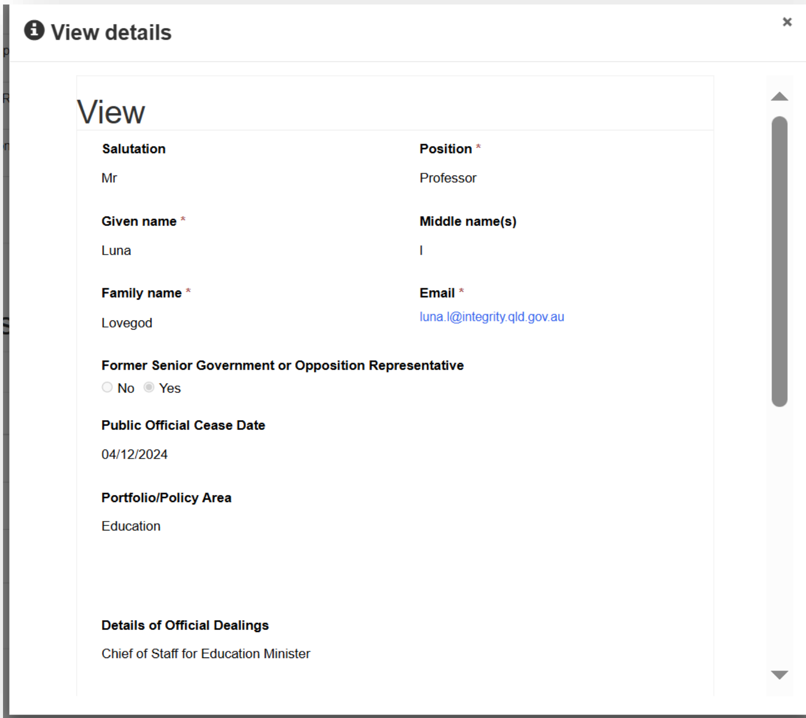
Go to **Dashboard** and scroll down to the **Lobbyists** section.

The list shows the lobbyists registered to the Entity.

To view more details on an item, click the dropdown and select ***View***.

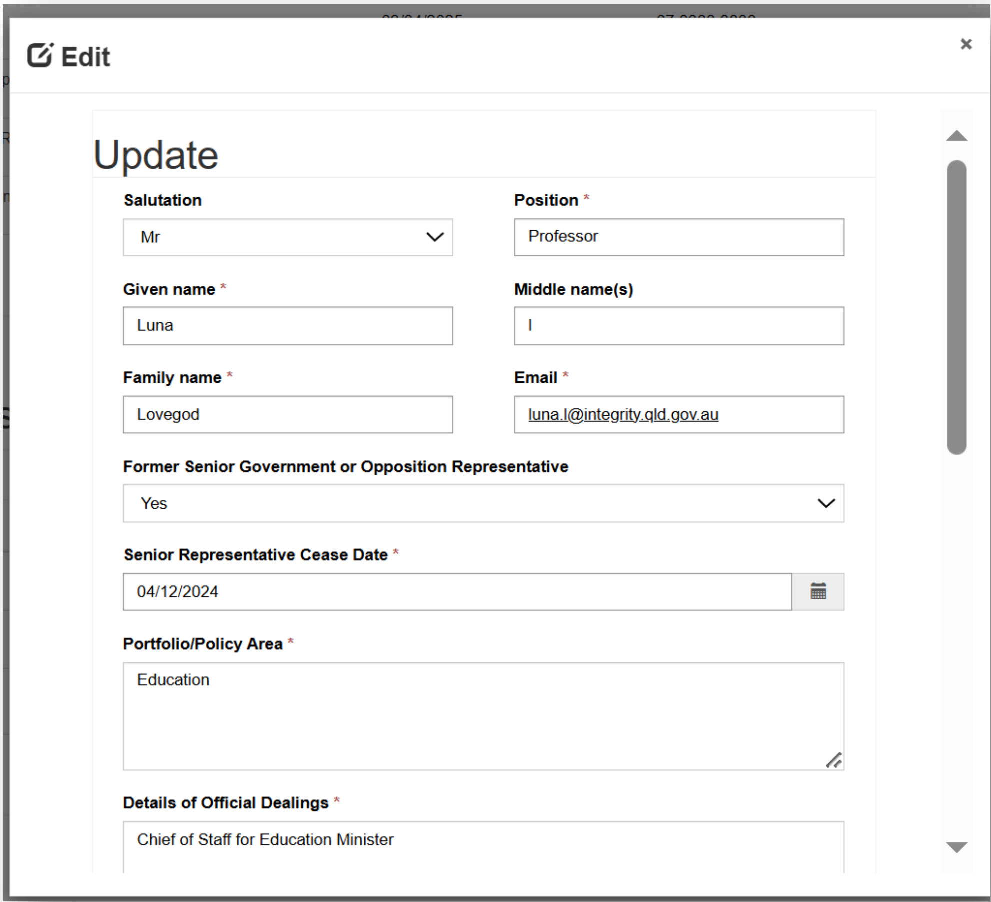


- A pop up with all the details will be displayed.



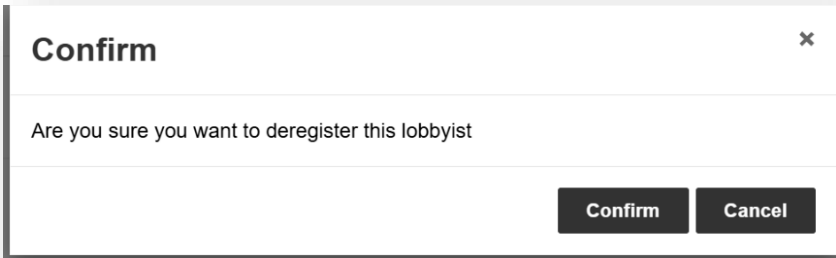
6.5.2 Edit an Individual Lobbyist

To update an item, click the dropdown and select **Edit**. A detailed screen will open. Amend the required details. Then select **Submit.**



6.5.3 De-register an Individual Lobbyist

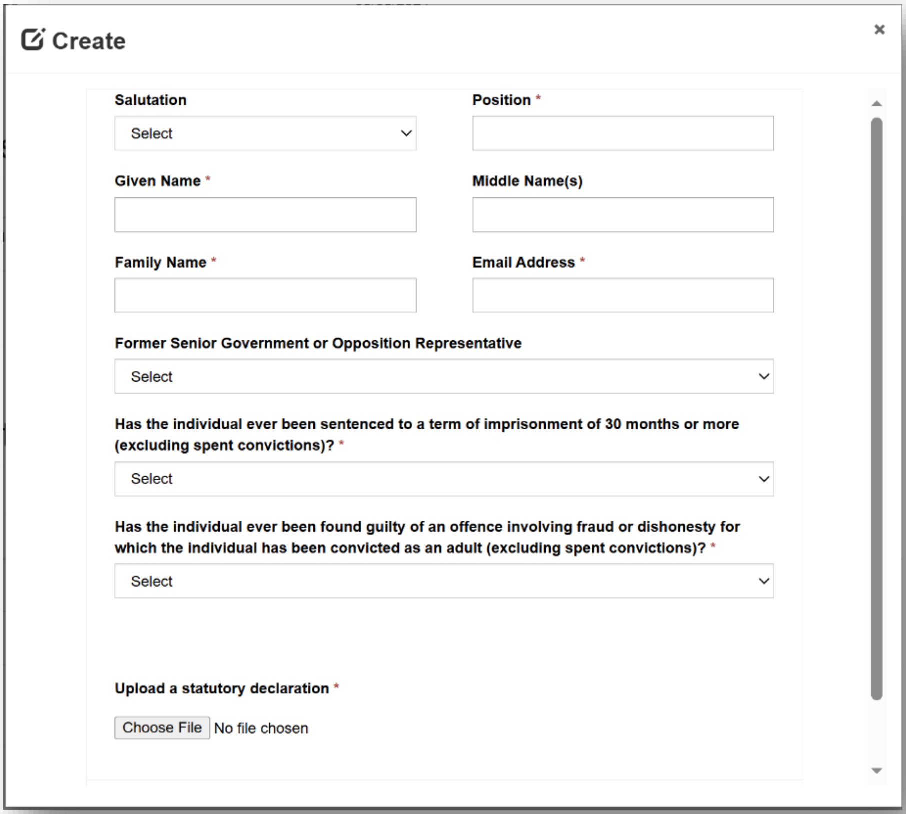
To declare a lobbyist is no longer working for an Entity, click the dropdown and select **Deregister Lobbyist**. A confirmation box will appear.



6.5.4 Create a New Individual Lobbyist

To create a new lobbyist entry, click **Create** and complete the fields, including uploading a Statutory Declaration.

For further instructions refer to section 2.3.6 Lobbyists.



6.5.5 Lobbyist Status Reason

Each lobbyist registered for your Entity 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 QLR previously, but a new statutory declaration is required.

- **Awaiting Approval**
  The lobbyist has been accepted into the QLR 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.

OQIC will contact the Entity via the Contact Officer's email if the application is declined.

6.6 Lobbying activity

Lobbyists are required to enter details about a lobbyist's communication with government or opposition representatives.

The Lobbyists' Code of Conduct requires the details of each month's communications with Representatives to be entered and submitted by the **15th of the following month**. For example, the lobbying communication that occurred in the month of January must be submitted by 15 February.

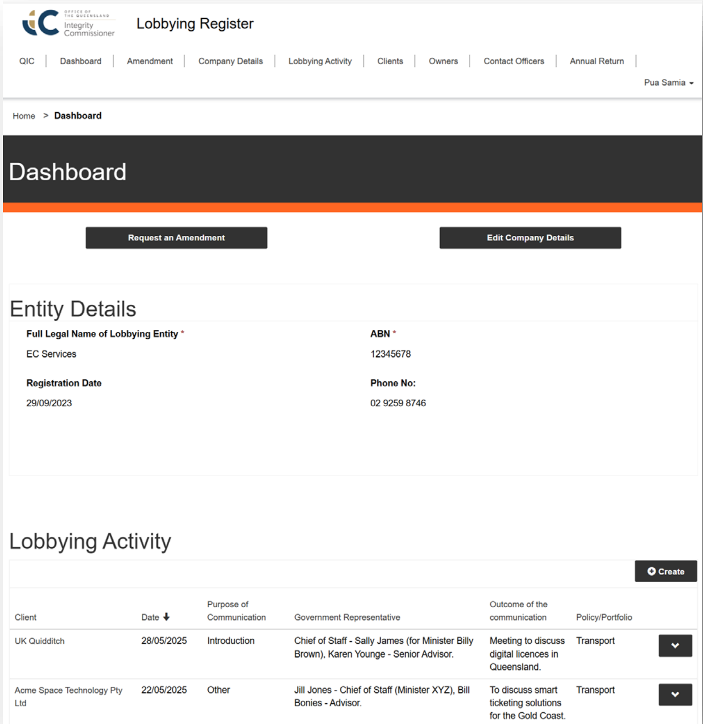
The following details are required:

- the lobbyists present and involved in the communication
- whether the contact complies with the Lobbyists Code of Conduct (s3.2 and s3.3)
- the date of the communication
- the mode of communication, e.g. phone, email, face-to-face:
  - if the mode of communication selected is 'Other' – further details are required
  - if you place a request through the Minister's portal select 'Email'.
- the client represented (must be a client that is already registered as a client)
- the title and name of the government or opposition representative
- policy/portfolio area
- the purpose of the contact:

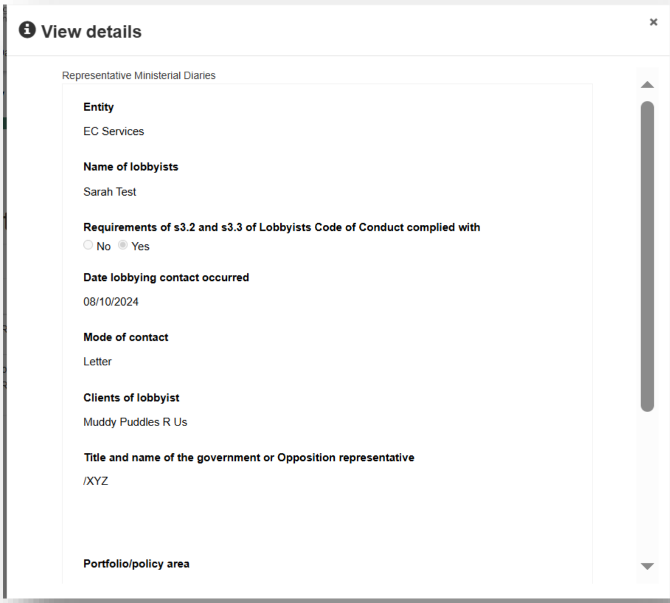
  - if the purpose of communication selected is 'Other', further details are required
- specific details about the communication – please describe in detail the nature of the meeting.

The lobbying activity details will become publicly available and will appear in the QLR on the OQIC website.

- To access the **Lobbying activity,** select the tab on the **top** navigation bar, or go to **the Lobbying activity** section on the **Dashboard**.

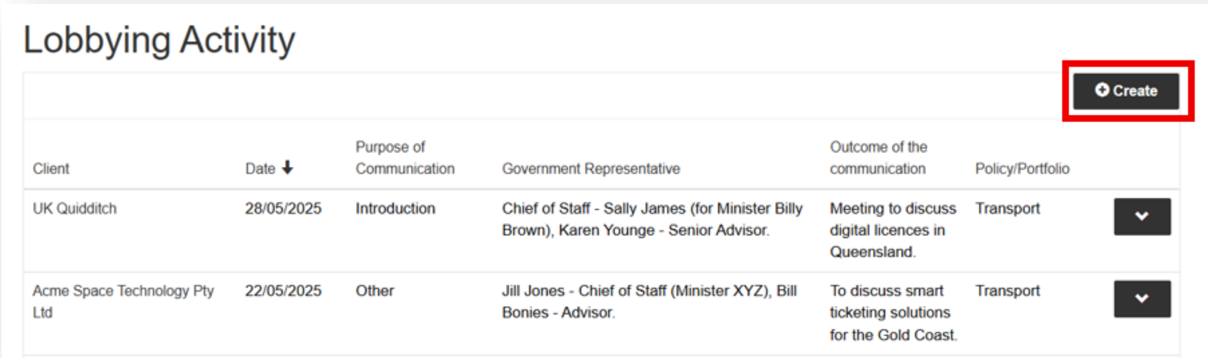


To view more details on an item, click the dropdown and select **View details:**



6.6.1 Add to the Lobbying activities

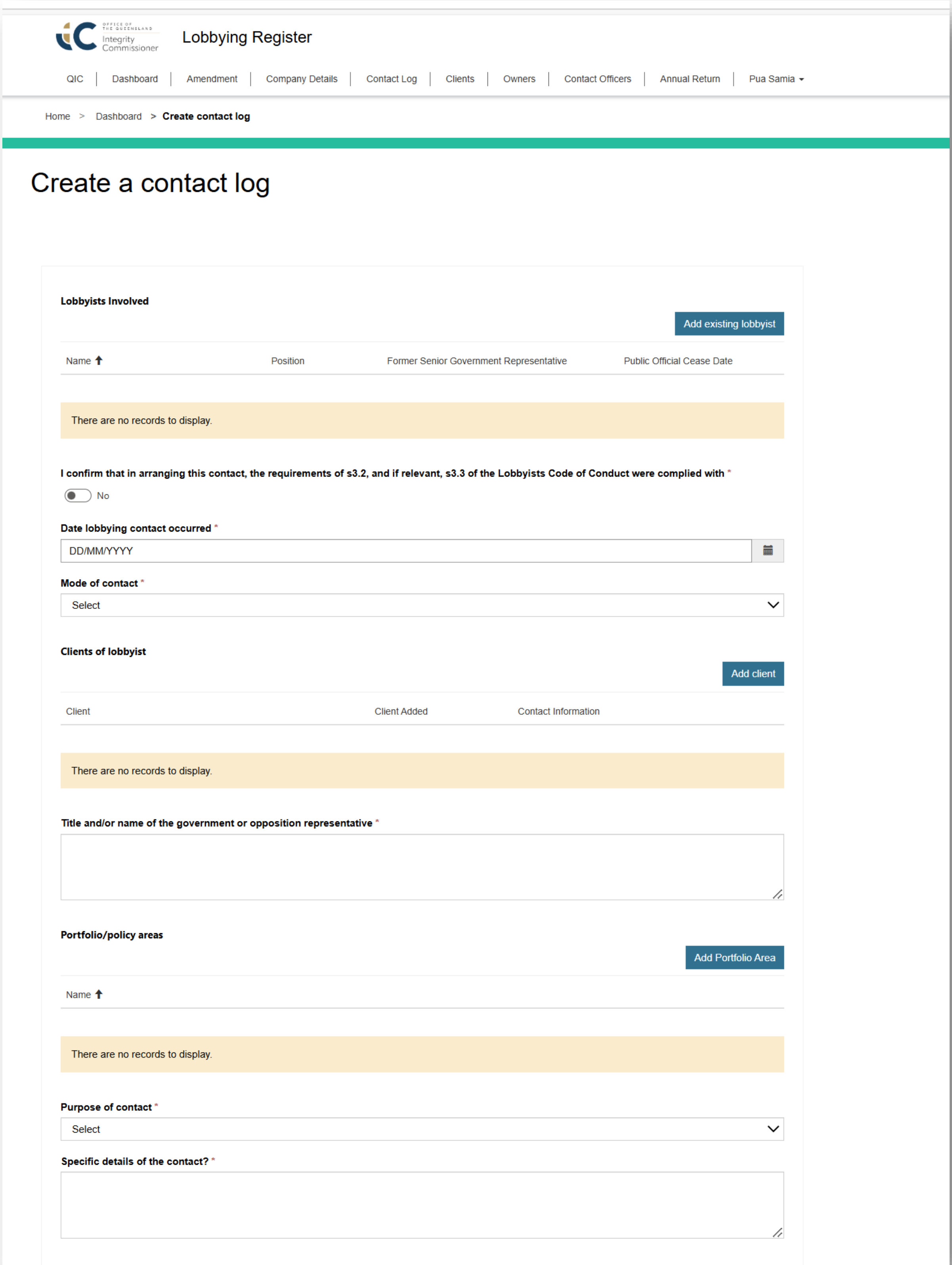
To create a new lobbying activity entry, go to **Lobbying activities**, click on **Create**.



Client	Date	Purpose of Communication	Government Representative	Outcome of the communication	Policy/Portfolio
UK Quidditch	28/05/2025	Introduction	Chief of Staff - Sally James (for Minister Billy Brown), Karen Younge - Senior Advisor.	Meeting to discuss digital licences in Queensland.	Transport
Acme Space Technology Pty Ltd	22/05/2025	Other	Jill Jones - Chief of Staff (Minister XYZ), Bill Bonies - Advisor.	To discuss smart ticketing solutions for the Gold Coast.	Transport

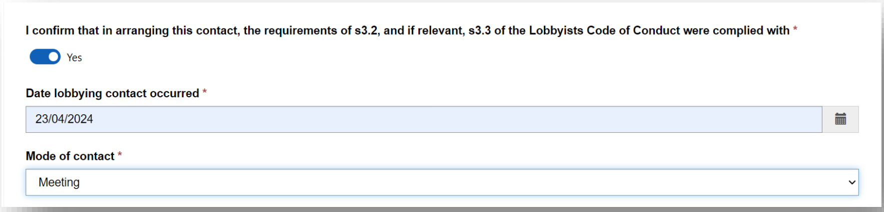
First, add a lobbyist to the form. Click Add existing lobbyist.

Search for the lobbyist details



Once the lobbyists have been selected, click ***Add***. (Note that at least one lobbyist must be selected.)

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

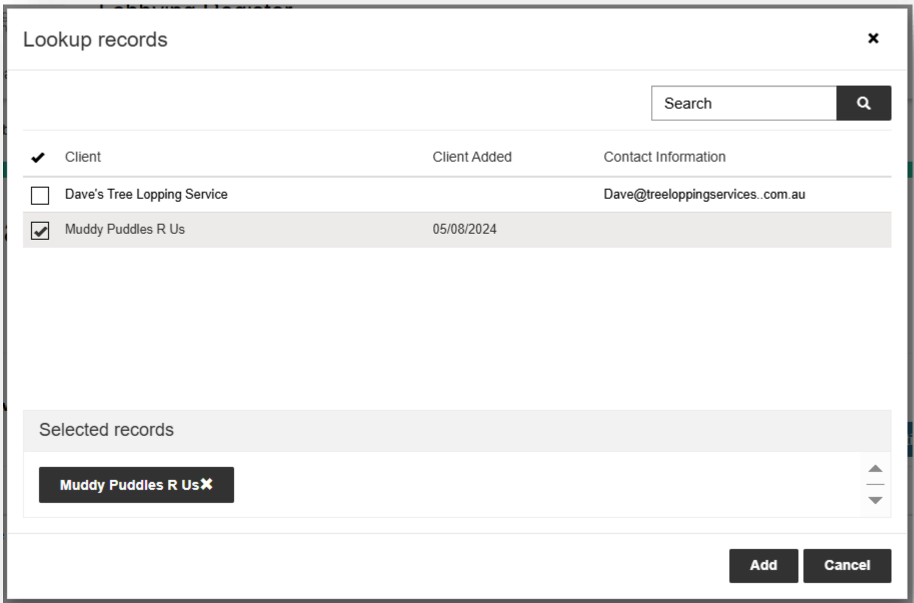


Enter the date the lobbying meeting occurred or use the calendar picker to select the ***date***.

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

Click ***Add client*** to add each client to the lobbyist. On the lookup records window choose the clients that were represented by selecting the checkbox.

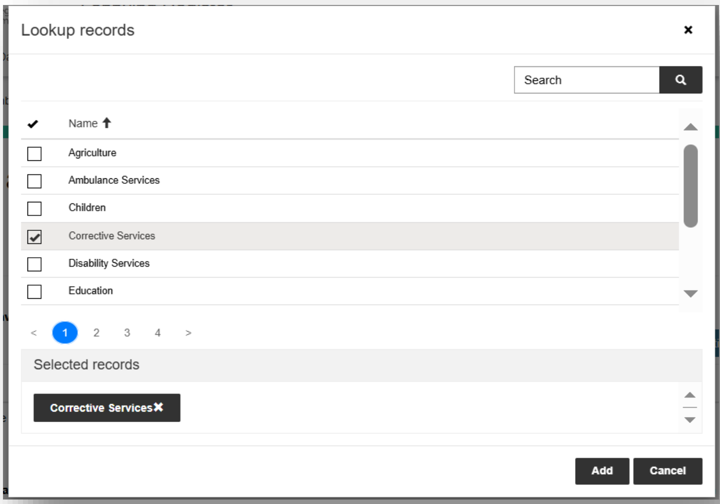
Once the clients have been selected, click ***Add Client***. Note that at least one client must be selected.



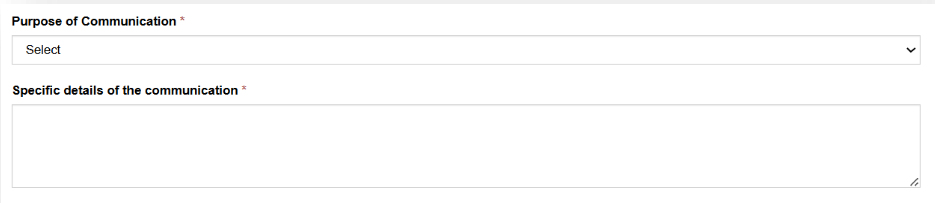
Enter details of the government or opposition representative.

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

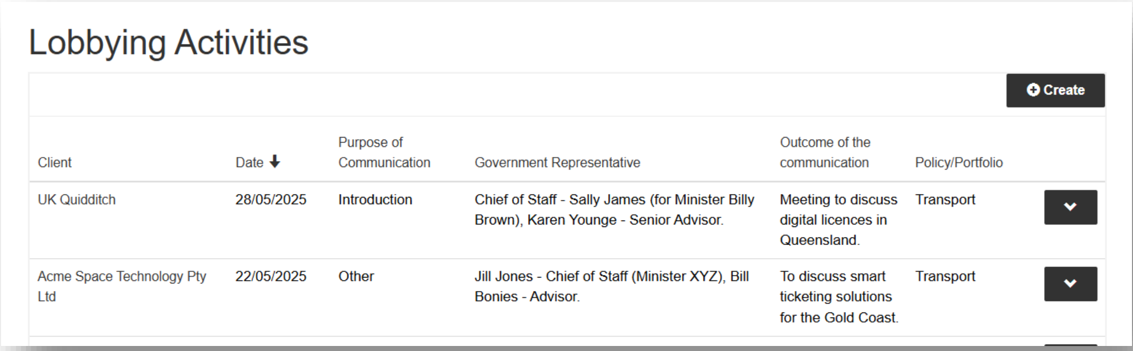


Select the **Purpose of Communication** from the dropdown. If the purpose of selected is 'Other', then enter further details.



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

Once you click **Submit** the Lobbying Activity will appear on the Public QLR.



Lobbying Activities

Create

Client	Date	Purpose of Communication	Government Representative	Outcome of the communication	Policy/Portfolio
UK Quidditch	28/05/2025	Introduction	Chief of Staff - Sally James (for Minister Billy Brown), Karen Younge - Senior Advisor.	Meeting to discuss digital licences in Queensland.	Transport
Acme Space Technology Pty Ltd	22/05/2025	Other	Jill Jones - Chief of Staff (Minister XYZ), Bill Bonies - Advisor.	To discuss smart ticketing solutions for the Gold Coast.	Transport

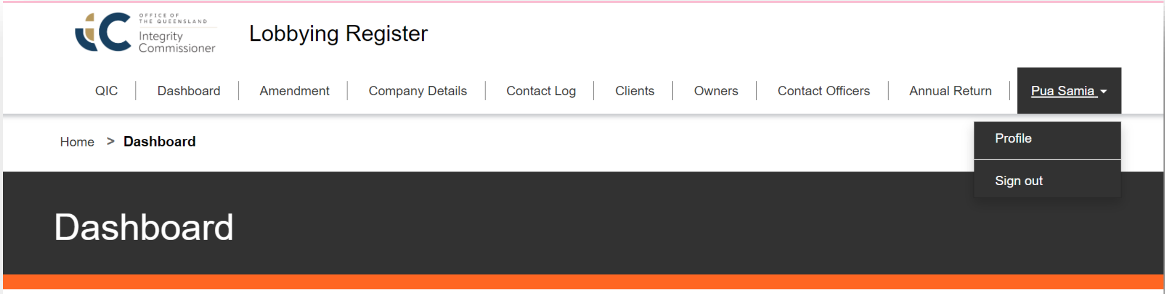
You cannot change your lobbying activities entries once submitted through the QLR. Refer to section 12 Amendments for the process of making a change.

6.6.2 View published lobbying activities

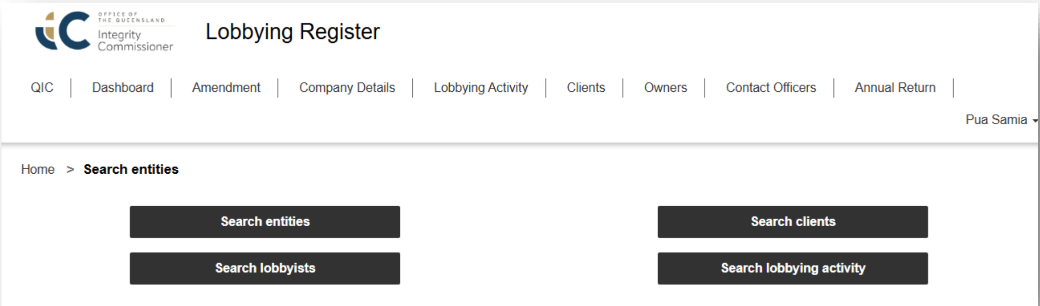
Publicly available details of the lobbying activities will appear in the QLR.

To view public published information, you need to sign out of the QLR.

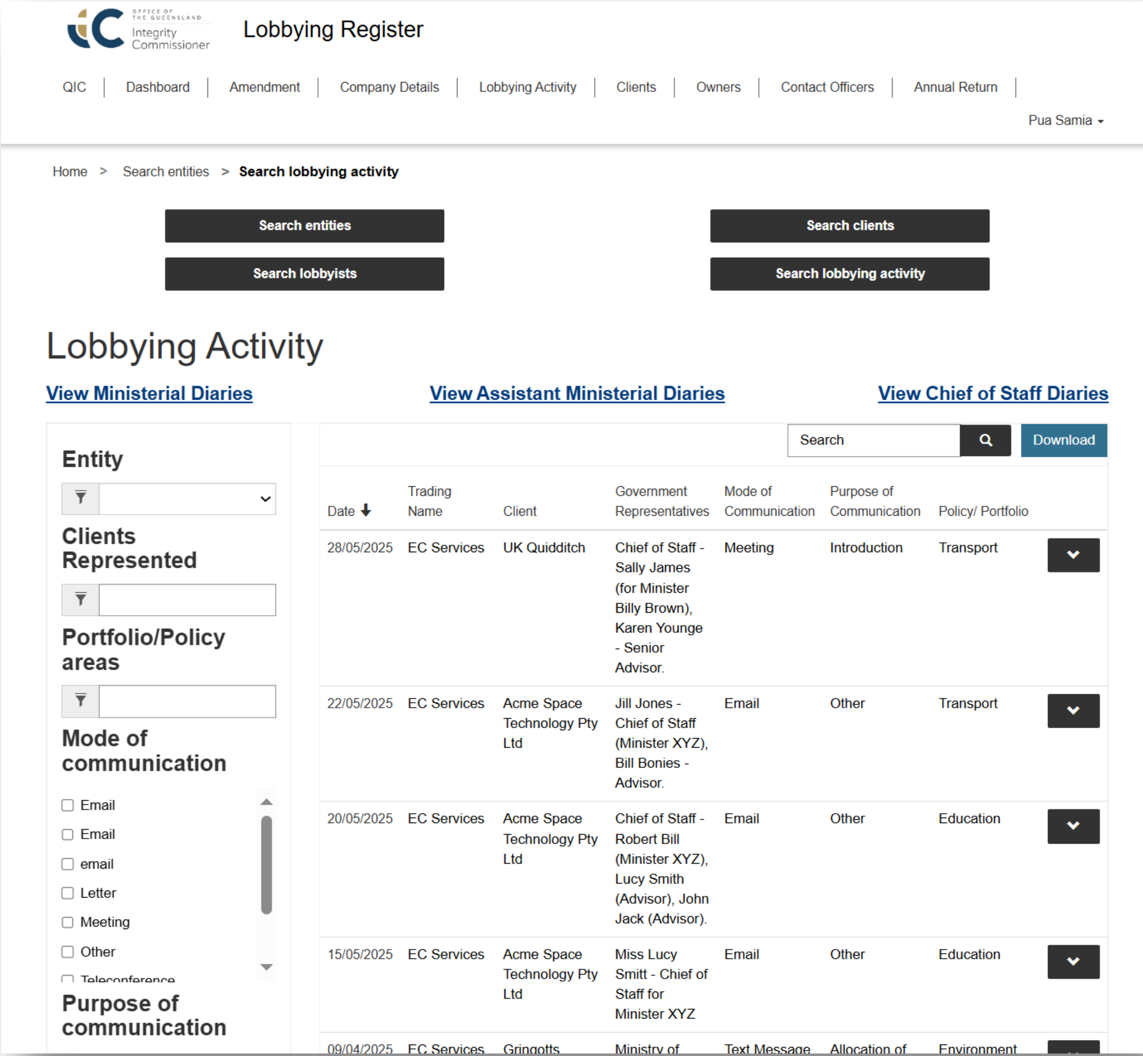
To sign out, select your name on the navigation bar and select ***sign out***.



Navigate to the **Search lobbying activities** page of the QLR.



The page enables you to search via a range of criteria such as Entity, Clients, Portfolio, Mode of Communication, Contact Purpose and Date.



6.7 Clients

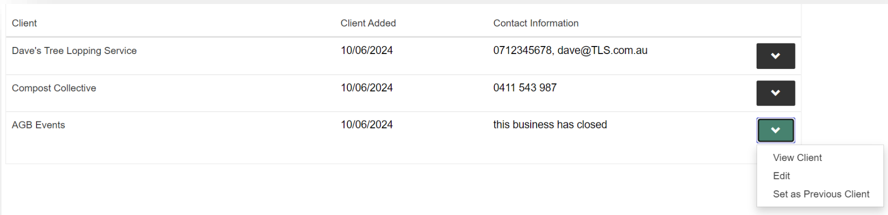
6.7.1 Current and Previous Clients

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

- the name of the client
- when the client was added
- contact details for the client, and
- for a Previous Client the date the client ceased being a current client.

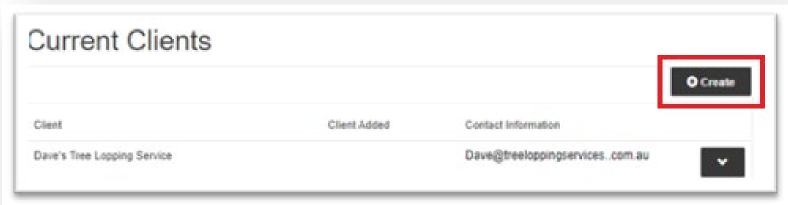
6.7.2 View, Edit or Set as Previous Client

By selecting the drop-down arrow you can **View**, **Edit** or **Set as Previous Client**.



6.7.3 Adding a new client

To add an new client to your list, click **Create.**



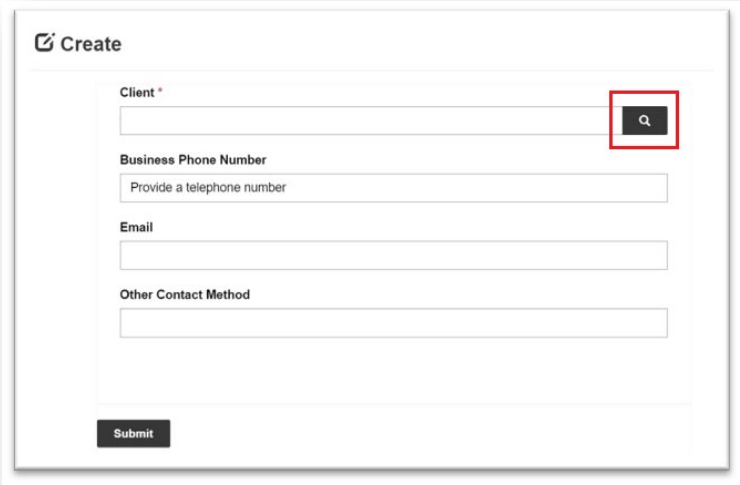
First, you will need to search the QLR to determine if that client's details are already in the Register. It is possible they are in the QLR due to another entity previously representing them.

You can search the QLR for your client by using their name or ABN.

You can search for your client by clicking the **Search icon** 🔍.

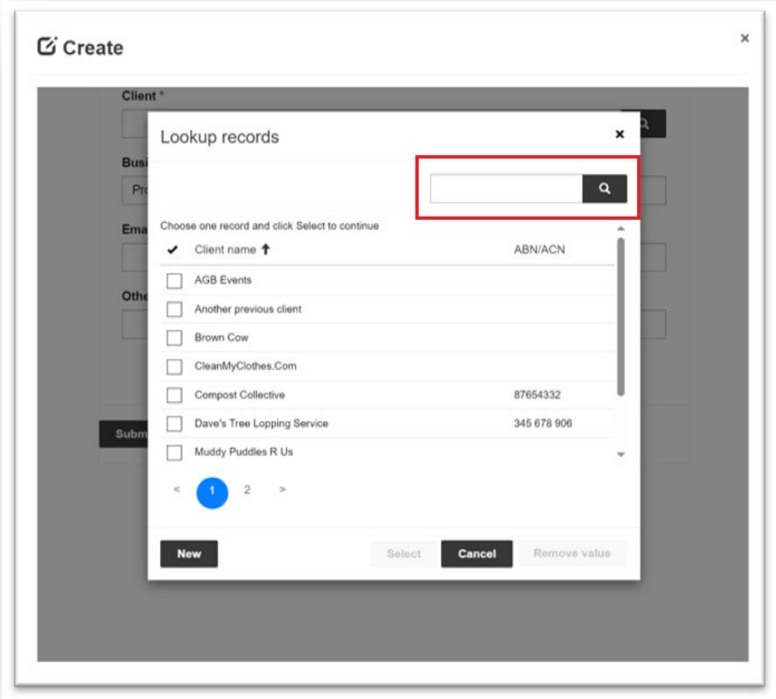
Select **the Search icon** 🔍 to search.

TIP! Do not attempt to type in the Client text box field because it is disabled. Only the Search 🔍 tool will work to find a client name.



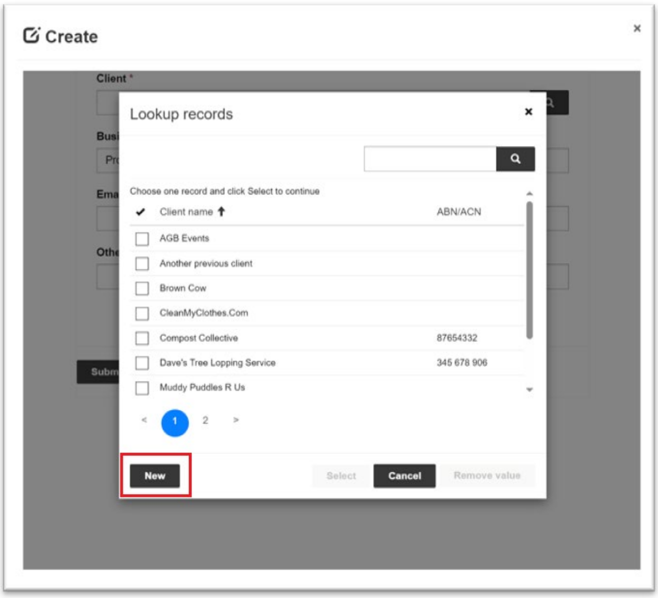
In the search field, type in the client's name or ABN and press enter or click on the Search 🔍 icon.

If the client exists, select the checkbox next to the name and click on **Select.**

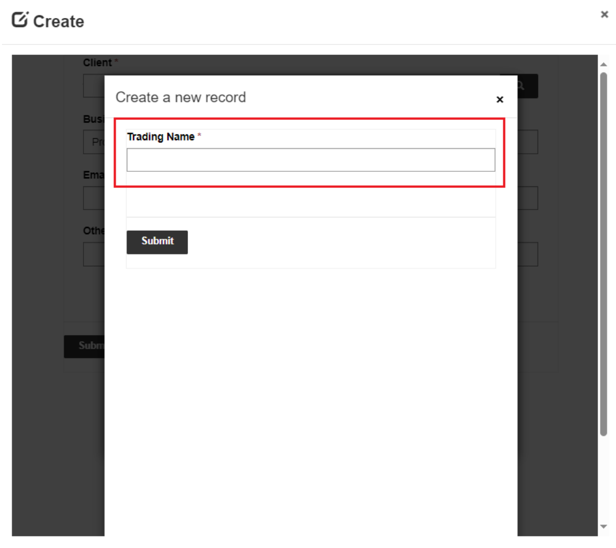


If your search did not locate your client you will need to create them in the QLR. To do this click on the **New** button in the bottom left of the window and enter the name of your client.

To add a new client, select **New** button.



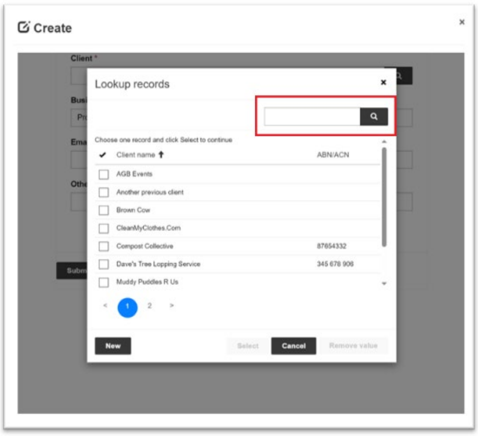
Type in the client's name and select **Submit.** Once the name is created it will need to be added to the Entity client list.



Having added your new client to the QLR, you will now need to search for them and select them to add this client to your current client list.

To add to the list, click the search field, type in the new client's name and press enter.

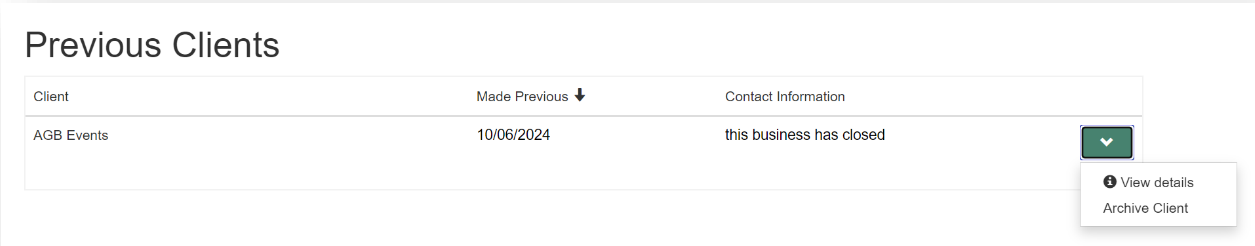
Select the checkbox next to the name and click on **Select.**



6.7.4 Remove/archive Previous Client

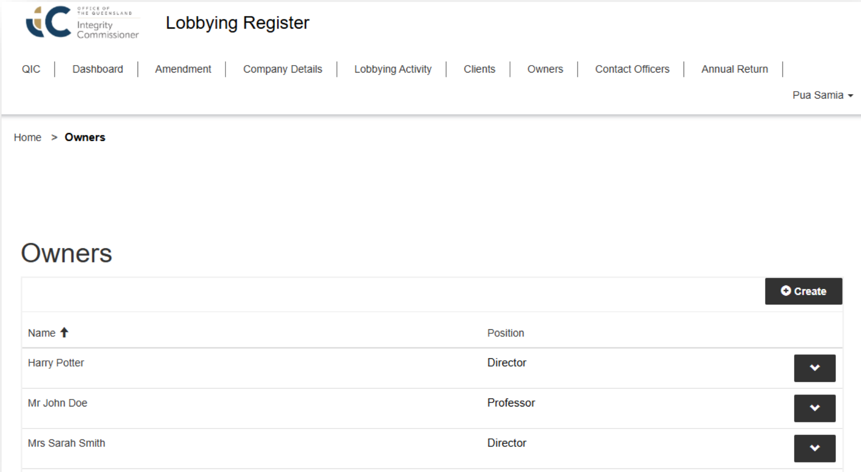
Click on the drop-down button and select **Archive Client**.

Once a client is set as 'Previous Client' it must remain on the QLR for 12 months before being archived.



6.8 Owners

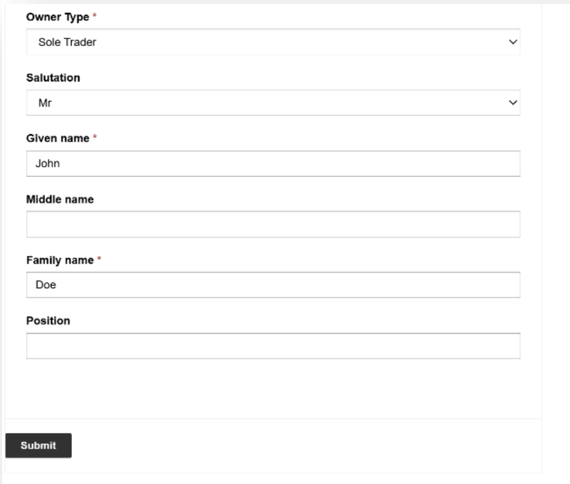
This section shows the Owners of the Entity.



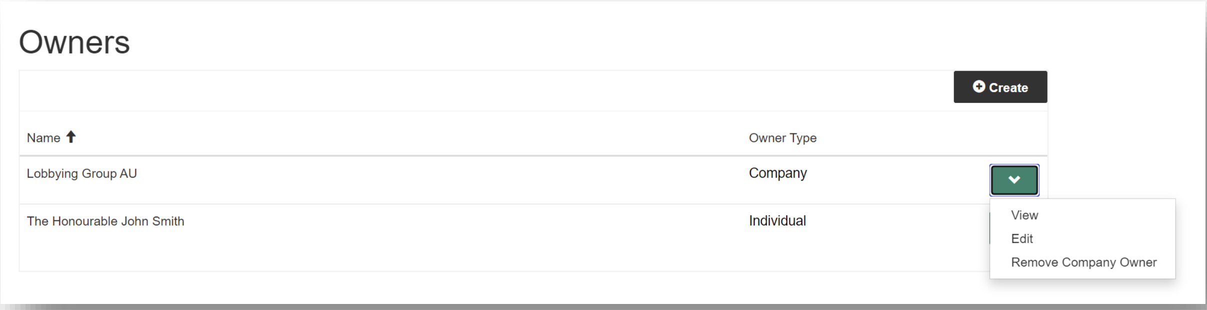
To view more details on an item, click the **dropdown** and select **View**.

6.8.1 Update or remove Owner

To update Owner details, click the dropdown and select **Edit.** Change the details as required and click **submit.**

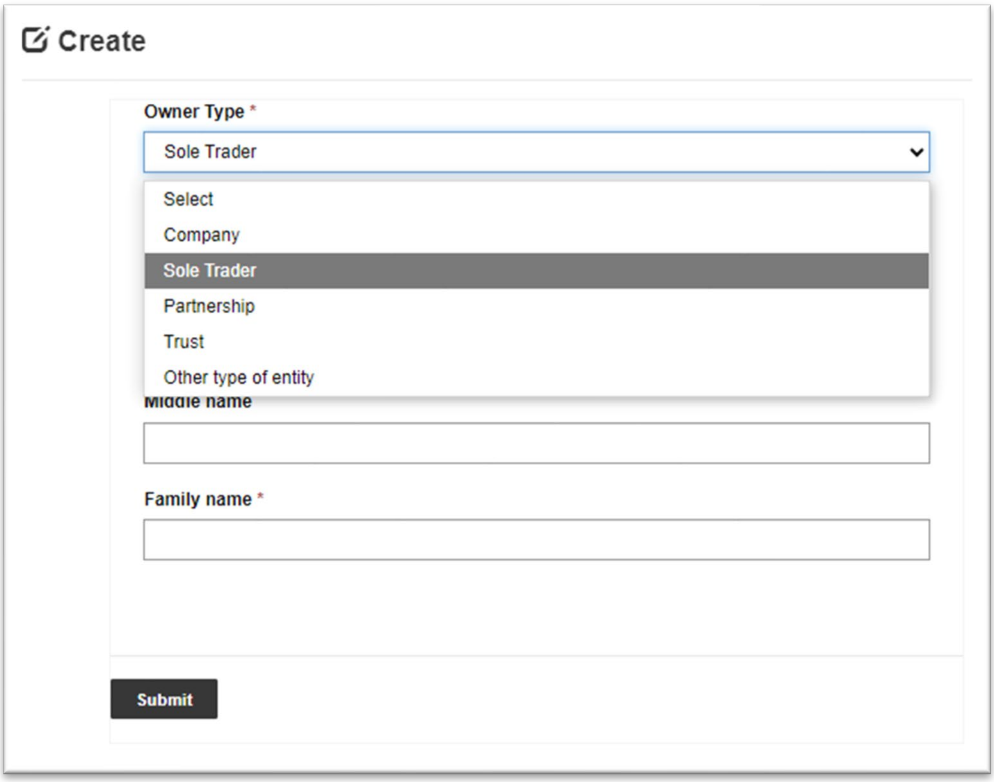


To remove an Owner listed for an Entity, click the dropdown and select **Remove Company Owner.**



6.8.2 Add an Owner

To create a new Owner entry, click **Create.**
Select the Owner type and complete all fields with an *. Click **Submit** to save.

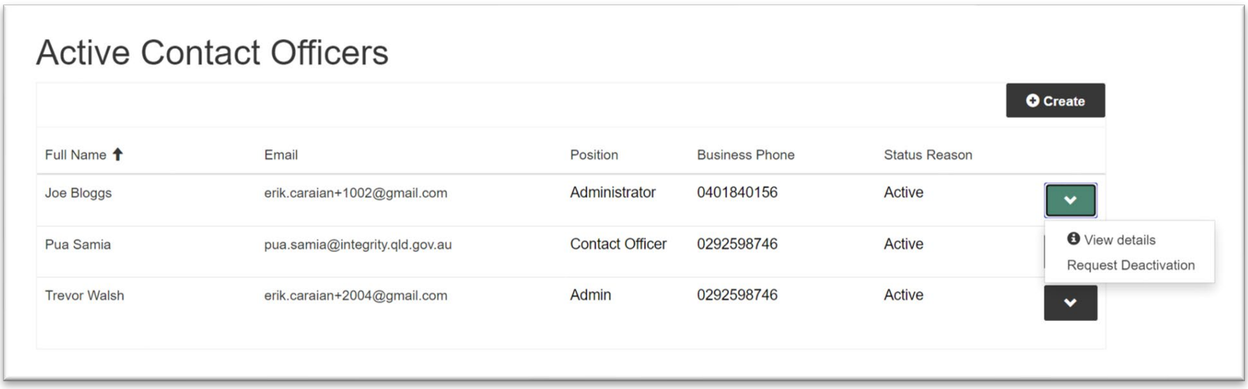


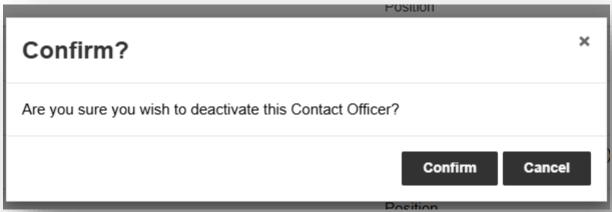
6.9 Contact Officer

The Contact Officer page presents details for all contact officers connected to an Entity, including email, position, contact number and status. An active Contact Officer status is required for anyone wanting to have administrative access to an account i.e. to add lobbying activities, make amendments and add/remove Officers/Employees.

6.9.1 View or Deactivate Contact Officer

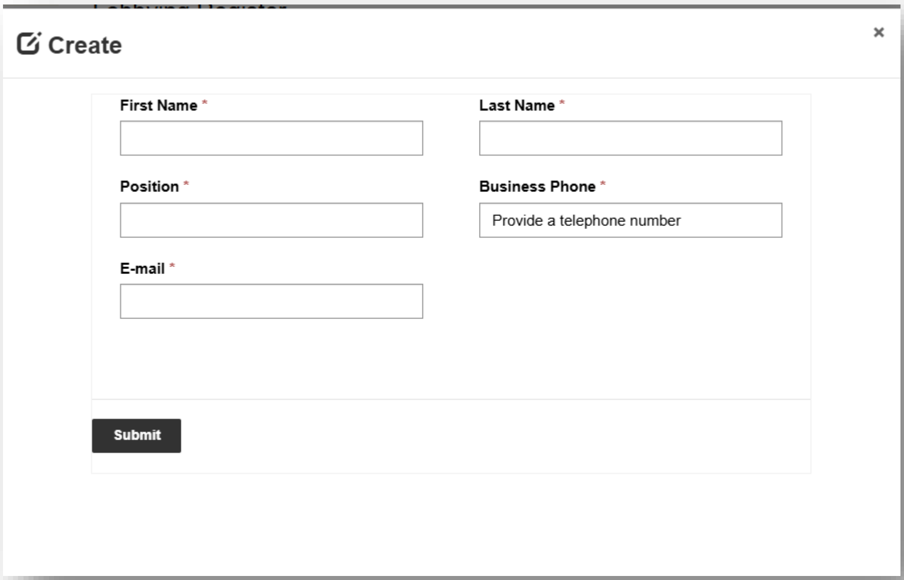
- To view more details on an officer, click the **dropdown** and select **View details**.
- To request a contact officer to be deactivated, click the **dropdown** and select **Request Deactivation**. Confirm the decision and press **Submit**.





6.9.2 Add Contact Officer

To create a new Contact Officer, click **Create** and fill in the details.

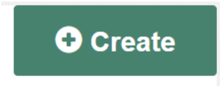
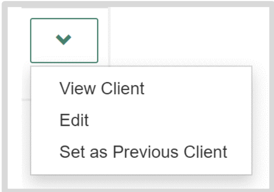
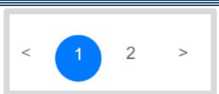


Requests to add or deactivate a Contact Officer go to the OQIC for approval. Until approved, the status of the Contact Officer will be **Pending**. A confirmation email will be sent upon approval.

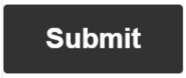
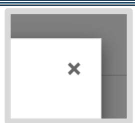
7 Appendix

QLR icons and functions.

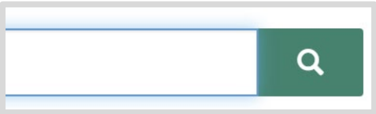
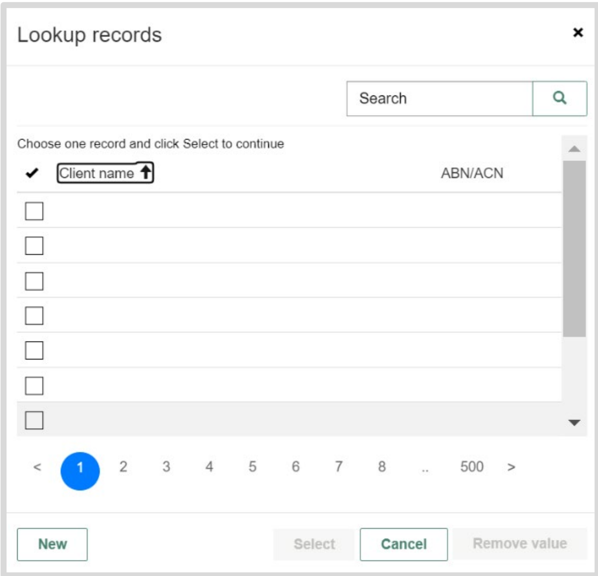
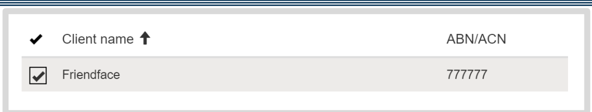
Table functions

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
	Search icon (click on magnifying glass)	Click this button to open the lookup dialog box.
	Search box	Use the search box to find your data.
	Lookup records dialogue box	This is the box that will pop up when selecting a lookup field.
	Selected record example	Click the checkbox to select or deselect a record.
	New record button	Click this if the data you want to enter is not already present in the system.

	Select record button	Click this to choose the selected record to populate the field.

If you are still experiencing difficulties using the QLR after reading this manual, please contact the lobbying team at the Office of the Queensland Integrity Commissioner on (07) 3003 2888 or send an email to lobbyist@integrity.qld.gov.au.