

# Queensland Lobbying Register (QLR) User Guide

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OFFICE OF  
THE QUEENSLAND

Integrity  
Commissioner

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# 1 Introduction

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

1. Registering an Entity or lobbyist
2. Creating your portal account
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](mailto: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

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### 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.

The screenshot shows the Queensland Lobbying Register website. The top navigation bar includes the logo for the Office of the Queensland Integrity Commissioner, the text 'Lobbying Register', and a menu with options: 'QIC', 'Search entities', 'New Application' (highlighted with a red box), and 'Sign in'. Below the navigation bar, there are four search buttons: 'Search entities', 'Search clients', 'Search lobbyists', and 'Search contact log'. The main content area is titled 'Lobbying entities' and features a search bar with a 'Search' button and a 'Download' button. Below the search bar is a table of lobbying entities with the following columns: 'Registered Australian Business Name / Trading Name', 'Full Legal Name of Lobbying Entity ↑', 'ABN', 'Registration Date', and a dropdown arrow.

Registered Australian Business Name / Trading Name	Full Legal Name of Lobbying Entity ↑	ABN	Registration Date	
A NEW	A NEW ENTITY	55 123 567 222	10/06/2024	▼
New Lobbying Entity	A New Lobbying Entity PTY LTD	12 345 678 910	23/12/2024	▼
ABC Government Relations	ABC Entity Pty Ltd	00 000 000 000	24/05/2024	▼
EC Services Pty Ltd	EC Services	12345678	29/09/2023	▼
Blahh Blahh	fff	222	30/11/2023	▼
GradGlen	GradGlen	123456789	19/01/2024	▼
Hawker Britton Group Pty Ltd	Hawker Britton	79 109 681 405	30/06/2021	▼
hgfdhfd	hgfhfd	hgfdhfd	11/01/2024	▼

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:

The screenshot shows the 'New Application' page in the Queensland Lobbying Register. The 'Entity Information' tab is selected, and the form contains the following fields:

- Full Legal Name of Lobbying Entity \***: EC Services
- Registered Australian Business Name / Trading Name \***: EC Services
- ABN \***: 99 123 456 789
- ACN**: (empty)
- Email \***: pua.samia@integrity.qld.gov.au
- Website**: (empty)
- Business Phone \***: 0411453521
- Entity Type \***: Company

Below the Entity Information section, there are two address sections:

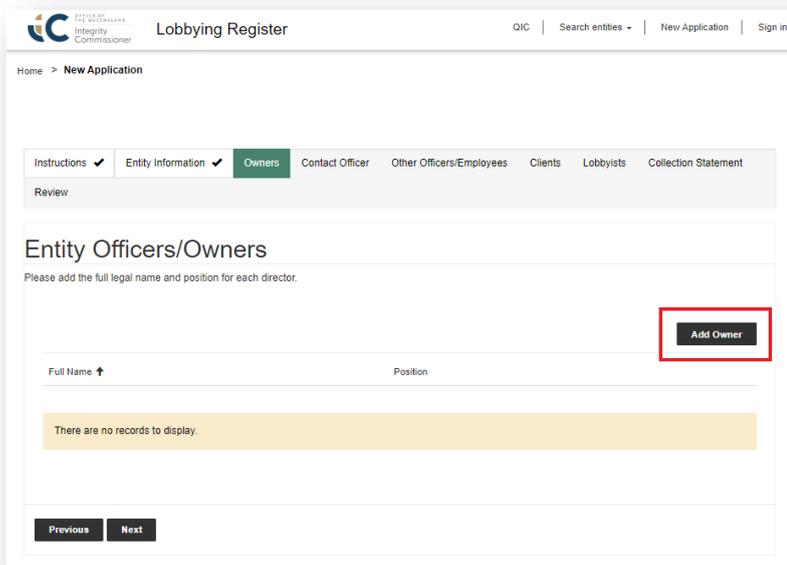
- Full Street Address (e.g. for the service of documents)**:
  - Street 1 \***: 142 Tierney Dr
  - Street 2**: (empty)
  - City \***: Brisbane
  - State \***: Queensland
  - Post Code \***: 4001
- Postal Address**:
  - Street 1**: 1 George Street
  - Street 2**: (empty)
  - City**: Brisbane
  - State**: Queensland
  - Post Code**: 4001

A 'Next' button is located at the bottom left of the form.

## 2.3.2 Owners

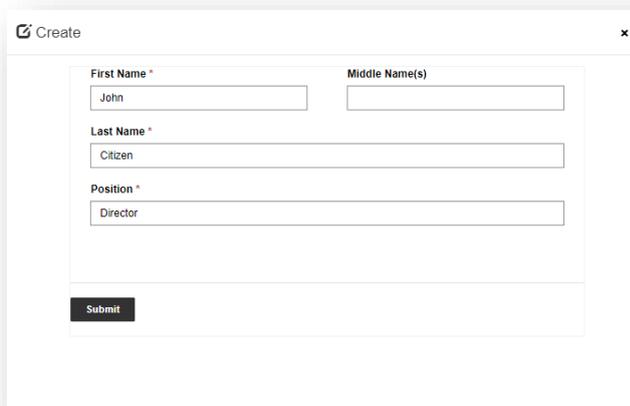
If the Entity is a company, or partnership enter details of each person who is an officer of the entity, e.g. directors/partners

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



The screenshot shows the 'Lobbying Register' interface. The top navigation bar includes the Queensland Integrity Commissioner logo, 'Lobbying Register', and links for 'QIC', 'Search entities', 'New Application', and 'Sign in'. The main content area is titled 'Home > New Application' and features a breadcrumb trail: 'Instructions' (checked), 'Entity Information' (checked), 'Owners' (active), 'Contact Officer', 'Other Officers/Employees', 'Clients', 'Lobbyists', and 'Collection Statement'. Below this is a 'Review' section. The main heading is 'Entity Officers/Owners' with the instruction 'Please add the full legal name and position for each director.' A table with columns 'Full Name' and 'Position' is shown, containing a message 'There are no records to display.' A red box highlights the 'Add Owner' button in the top right corner of the table area. At the bottom, there are 'Previous' and 'Next' buttons.

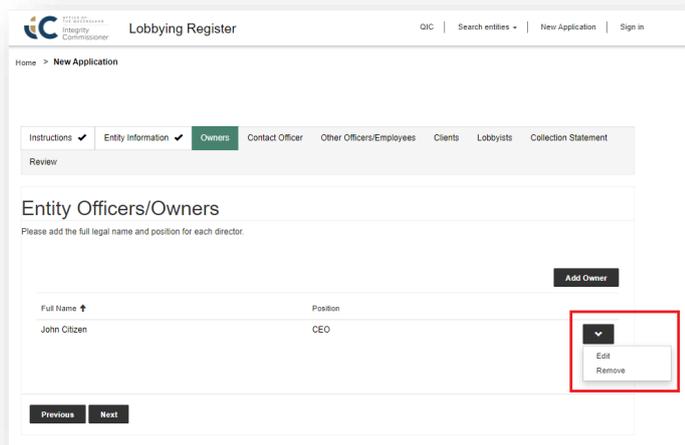
Select **Submit**, to confirm and save the details and return to the main page.



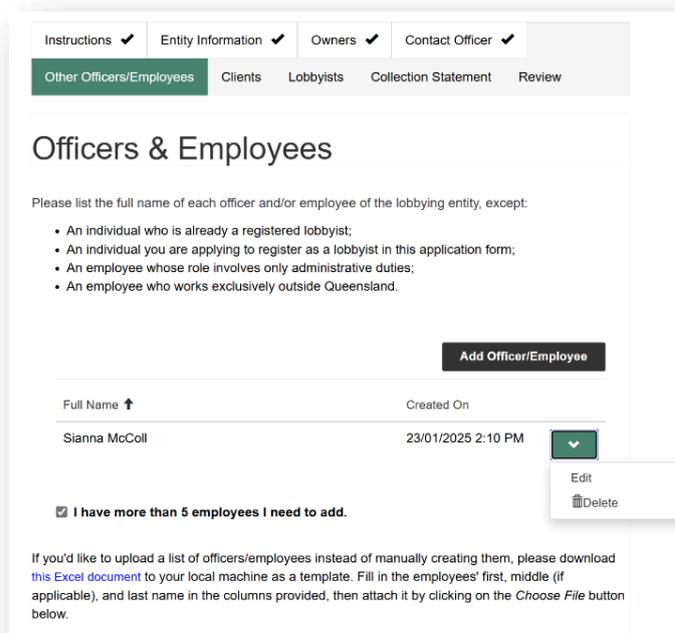
The screenshot shows a 'Create' modal form. It has a title bar with a close button. The form contains four input fields: 'First Name \*' (with 'John' entered), 'Middle Name(s)', 'Last Name \*' (with 'Citizen' entered), and 'Position \*' (with 'Director' entered). A 'Submit' button is located at the bottom left of the form area.

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.

The screenshot shows the 'Lobbying Register' interface for a 'New Application'. The 'Contact Officer' tab is selected. The form contains the following fields:

- Given Name \*: Jane
- Middle Name(s):
- Family Name \*: Citizen
- Position \*: Office Manager
- Email \*: jane.citizen@sampleadvisory.com.au
- Phone Number \*: 07 3333 3333

At the bottom, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box.

### 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:

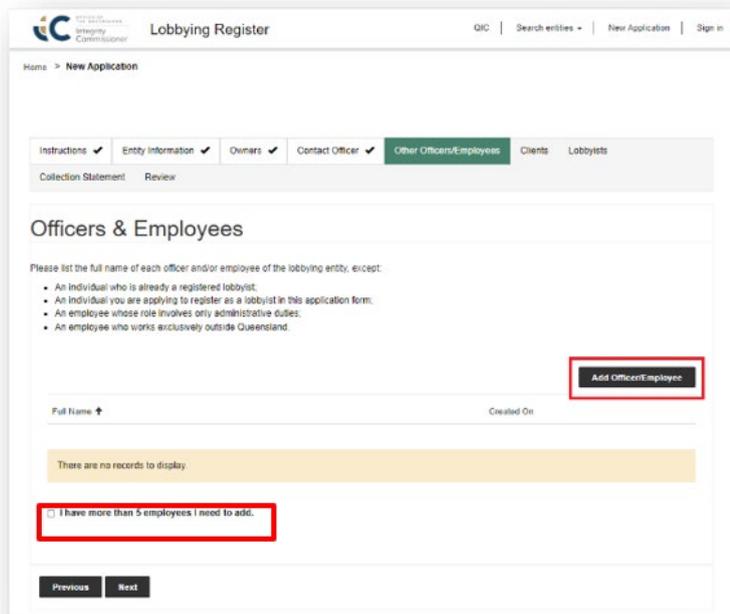
- An individual is already a registered lobbyist
- An individual is going to be registered as a lobbyist in this application
- An employee whose role is only administrative duties
- An employee whose work is exclusively outside Queensland.

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



The screenshot shows a 'Create' modal window with three text input fields. The first field is labeled 'First Name \*' and contains the text 'Judy'. The second field is labeled 'Middle Name(s)' and is empty. The third field is labeled 'Last Name \*' and contains the text 'Johnson'. Below the fields is a 'Submit' button.

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



The screenshot shows the 'Officers & Employees' section of the Lobbying Register. The page title is 'Officers & Employees'. Below the title, there is a list of instructions: 'Please list the full name of each officer and/or employee of the lobbying entity, except:'. The instructions are: 'An individual who is already a registered lobbyist;', 'An individual you are applying to register as a lobbyist in this application form.', 'An employee whose role involves only administrative duties.', and 'An employee who works exclusively outside Queensland.' Below the instructions is a table with two columns: 'Full Name' and 'Created On'. The table is empty, and a message 'There are no records to display.' is shown. At the bottom of the page, there is a checkbox labeled 'I have more than 5 employees I need to add.' and two buttons: 'Previous' and 'Next'.

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

Queensland Integrity Commissioner Lobbying Register

Home > New Application

Instructions ✓ Entity Information ✓ Owners ✓ Contact Officer ✓ **Other Officers/Employees** Clients Lobbyists

Collection Statement Review

### Officers & Employees

Please list the full name of each officer and/or employee of the lobbying entity, except:

- An individual who is already a registered lobbyist;
- An individual you are applying to register as a lobbyist in this application form;
- An employee whose role involves only administrative duties;
- An employee who works exclusively outside Queensland.

[Add Officers/Employees](#)

Full Name ↑ Created On

There are no records to display.

I have more than 5 employees I need to add.

If you'd like to upload a list of officers/employees instead of manually creating them, please download [this Excel document](#) to your local machine as a template. Fill in the employees' first, middle (if applicable), and last name in the columns provided, then attach it by [clicking on the Choose File](#) button below.

**Attach Multiple Officers/Employees \***

[Choose File](#) No file chosen

[Previous](#) [Next](#)

	A	B	C	D
1	First Name	Middle Name(s)	Last Name	
2	John		Smith	
3	Judy		Johnson	
4	Sarah		Jones	
5	Robert		Owens	
6	Charles		McDonald	
7				
8				
9				

## 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**

Instructions ✓ Entity Information ✓ Owners ✓ Contact Officer ✓ Other Officers/Employees ✓ Clients Lobbyists

Collection Statement Review

### Clients

All previous and current client information, recorded on the Queensland Lobbying Register, will pre-fill in the fields below. This may take some time. We recommend not proceeding until you see all relevant information appearing in the fields below.

#### 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

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.

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**

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 \***

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

**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.

Home > New Application

Instructions ✓	Entity Information ✓	Owners ✓	Contact Officer ✓	
Other Officers/Employees ✓	Clients ✓	<b>Lobbyists</b>	Collection Statement	Review

### Lobbyists

Please complete the following details for each officer/employee of the Applicant who you are applying to register as a lobbyist.

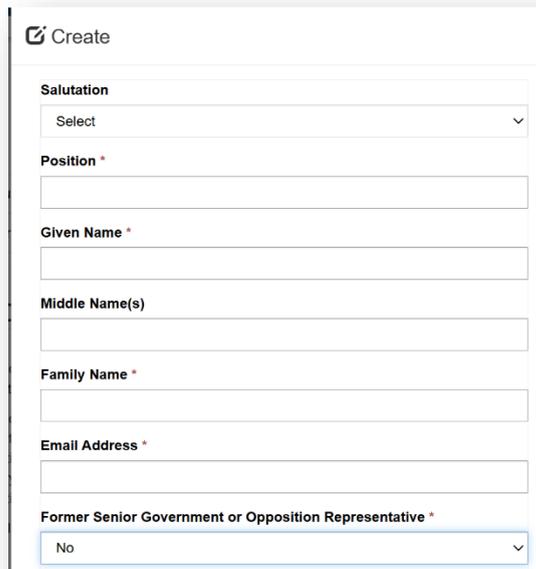
Each individual listed must complete a statutory declaration which provides the information listed below. The statutory declaration must be attached and submitted with this application. Please note, each jurisdiction in Australia has a different form and different requirements which must be met for the statutory declaration to be valid. You can find pre-filled template statutory declarations for each jurisdiction in the Lobbying section of our website.

Incomplete or invalid statutory declarations will not be accepted.

[Add Lobbyist](#)

Full Name ↑	Position	Email Address
-------------	----------	---------------

For each lobbyist provide the following information:



**Create**

Salutation  
Select

Position \*

Given Name \*

Middle Name(s)

Family Name \*

Email Address \*

Former Senior Government or Opposition Representative \*

No

### 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

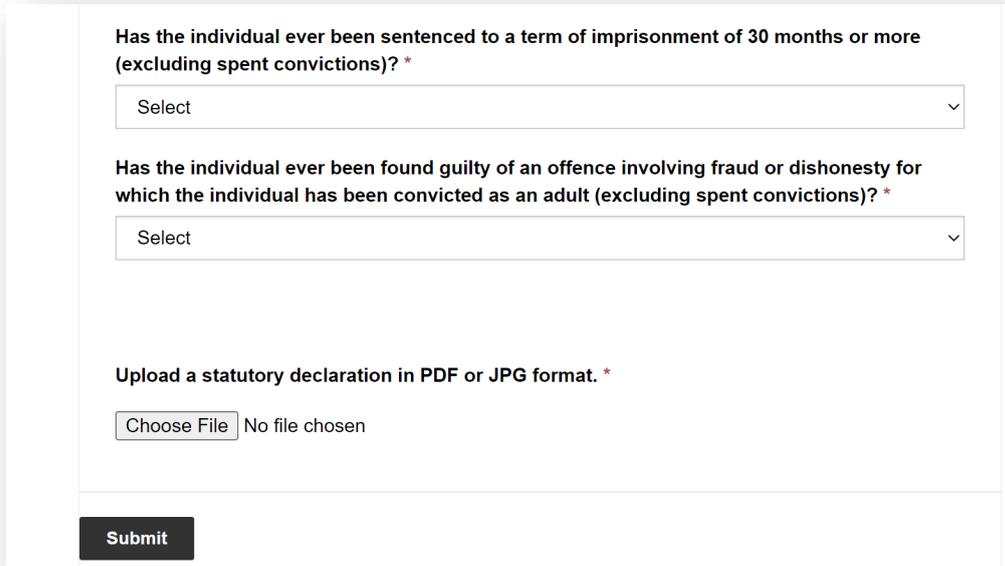
A lobbyist is not permitted to Lobby in relation these matters in which they had official dealings for 2 years after they finished in that position.

The image displays two side-by-side screenshots of a web form. The left screenshot shows the 'Start Date' and 'End Date' fields, both with a calendar icon. Below these is a checkbox labeled 'The individual has served in more positions than listed above.' followed by two dropdown menus for 'Has the individual ever been sentenced to a term of imprisonment of 30 months or more (excluding spent convictions)?' and '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)?'. At the bottom is a file upload section with a 'Choose File' button and 'No file chosen' text. The right screenshot shows the 'Former Representative Cease Date' field, 'Portfolio/Policy Area', 'Details of Official Dealings', 'Role / Position Title', and 'Department or Office' fields.

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.

The image shows a close-up of the 'End Date' field with a calendar icon. Below it is a checkbox labeled 'The individual has served in more positions than listed above.' followed by a red text message: 'You cannot add more than one previous position here. Once you have inputted all other information for this lobbyist and pressed Submit, you can add additional previous positions by choosing Edit or Add Previous Position using the arrow at the right-hand side, next to the Lobbyist's name. Please add additional previous position details there.'

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](http://www.integrity.qld.gov.au). For example, the following personal information about registered lobbyists will appear on the Lobbying Register:

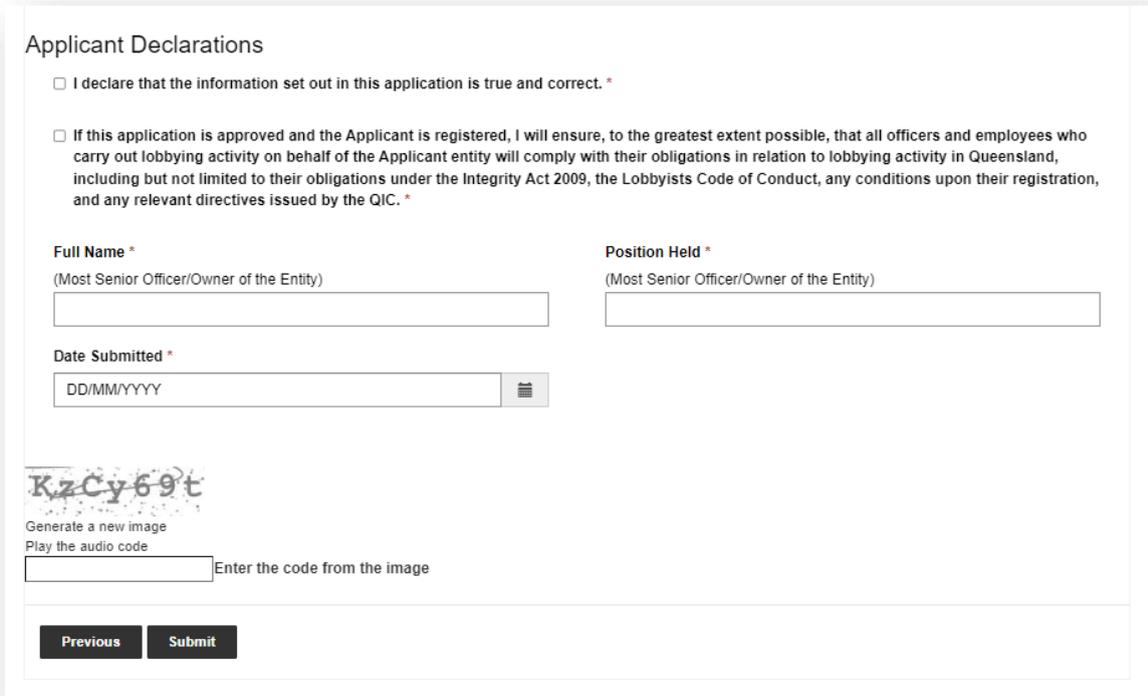
- Full name of registered lobbyist
- Position/role
- Former representative status
- Details of official dealings (if applicable)
- Details of other officers/employees (if applicable)
- Details of your clients

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**.



The screenshot shows a web form titled "Applicant Declarations". It contains two checkboxes for declarations, two text input fields for "Full Name" and "Position Held", a date input field for "Date Submitted", a CAPTCHA image with the code "KzCy69t", and two buttons at the bottom: "Previous" and "Submit".

Applicant Declarations

I declare that the information set out in this application is true and correct. \*

If this application is approved and the Applicant is registered, I will ensure, to the greatest extent possible, that all officers and employees who carry out lobbying activity on behalf of the Applicant entity will comply with their obligations in relation to lobbying activity in Queensland, including but not limited to their obligations under the Integrity Act 2009, the Lobbyists Code of Conduct, any conditions upon their registration, and any relevant directives issued by the QIC. \*

**Full Name \***  
(Most Senior Officer/Owner of the Entity)

**Position Held \***  
(Most Senior Officer/Owner of the Entity)

**Date Submitted \***



**KzCy69t**

Generate a new image  
Play the audio code

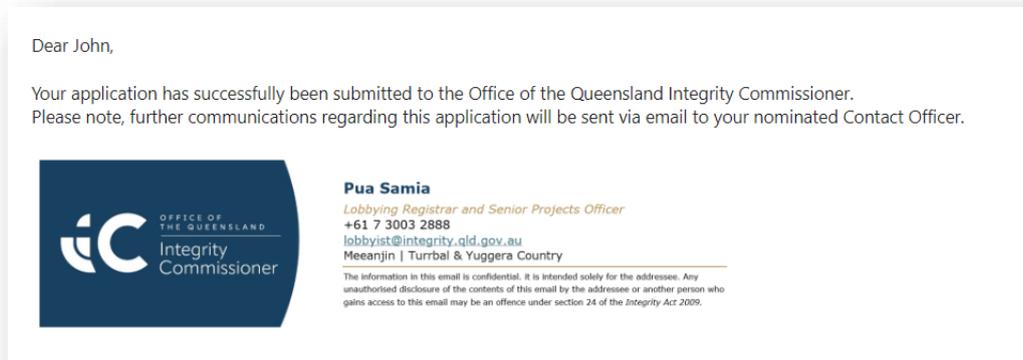
Enter the code from the image

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.



## 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.

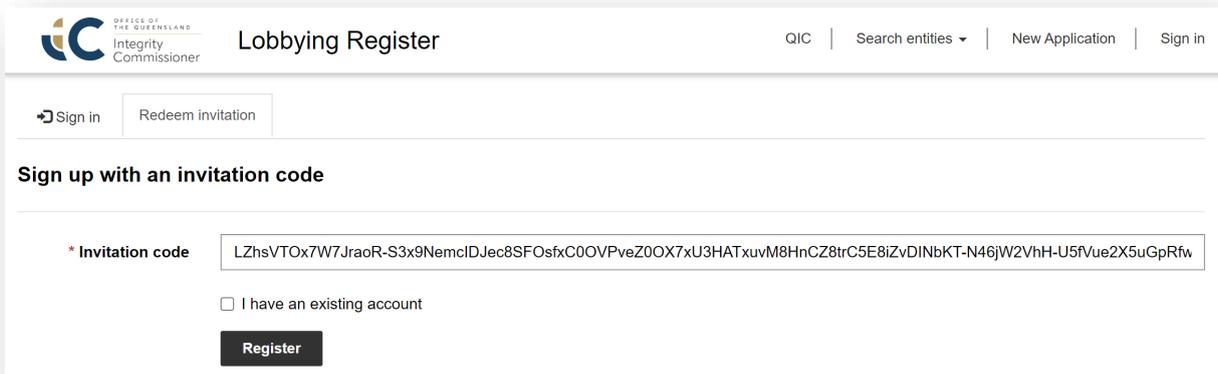
Dear John Smith,

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.

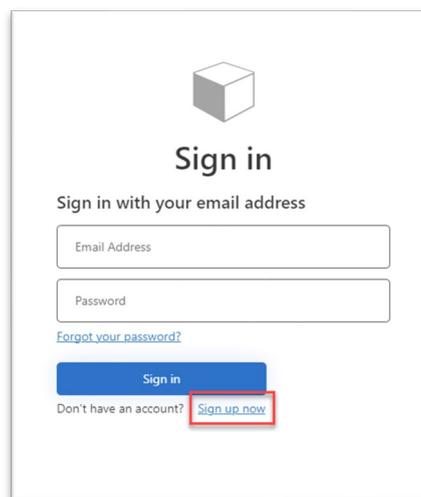
You will be asked to confirm your email and will receive a [6 digit](#) verification code. Once verified you will need to set a password to access your account.

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



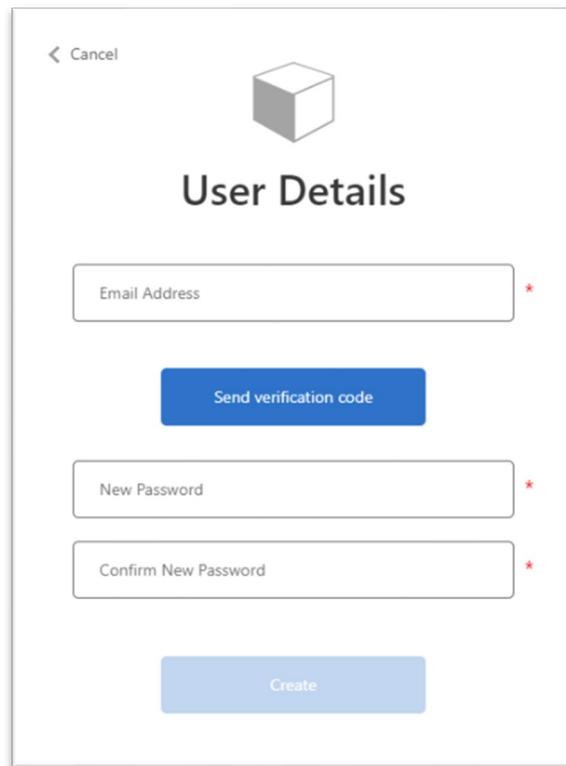
The screenshot shows the 'Lobbying Register' portal. At the top left is the logo for the Office of the Queensland Integrity Commissioner. The page title is 'Lobbying Register'. On the right, there are links for 'QIC', 'Search entities', 'New Application', and 'Sign in'. Below the header, there are two buttons: 'Sign in' and 'Redeem invitation'. The main heading is 'Sign up with an invitation code'. There is a text input field for the 'Invitation code' containing a long alphanumeric string. Below the input field is a checkbox labeled 'I have an existing account'. At the bottom right of the form is a dark 'Register' button.

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



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

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



The screenshot shows a mobile application screen titled "User Details". At the top left, there is a back arrow and the word "Cancel". In the center, there is a 3D cube icon. Below the icon, the title "User Details" is displayed. The form consists of three input fields: "Email Address", "New Password", and "Confirm New Password". Each field has a red asterisk on its right side. A blue button labeled "Send verification code" is positioned below the "Email Address" field. At the bottom of the form, there is a light blue button labeled "Create".

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.

The screenshot displays the 'Lobbying Register' dashboard for the Office of the Integrity Commissioner. The top navigation bar includes links for QIC, Dashboard, Amendment, Company Details, Contact Log, Clients, Owners, Contact Officers, Annual Return, and Pua Samia. The breadcrumb trail shows 'Home > Dashboard'. Below the dashboard header, there are two buttons: 'Request an Amendment' and 'Edit Company Details'.

### Entity Details

<b>Full Legal Name of Lobbying Entity *</b>	<b>ABN *</b>
EC Services	12345678
<b>Registration Date</b>	<b>Phone No:</b>
29/09/2023	0292598746

### Contact Logs

[Create](#)

Client	Date ↓	Contact Purpose	Government Representative	Outcome	Policy/Portfolio	
Muddy Puddles R Us	24/01/2025	Introduction	MP	test test	Corrective Services	▼
Muddy Puddles R Us	08/10/2024	Introduction	/XYZ	xyz	Children	▼
Dave's Tree Lopping Service; Muddy Puddles R Us	19/09/2024	Awarding of a government grant	Premier	Other	Disability Services	▼

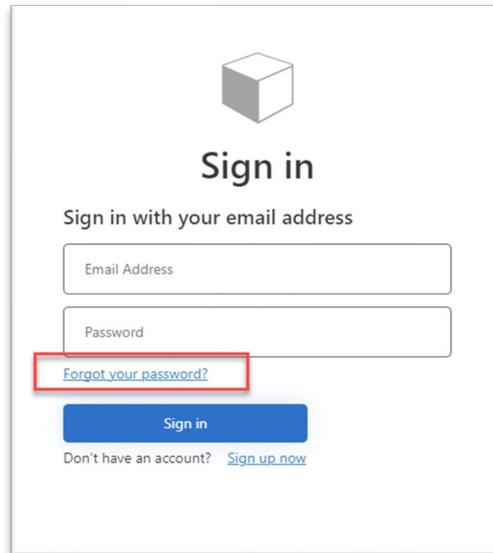
### Current Clients

[Create](#)

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

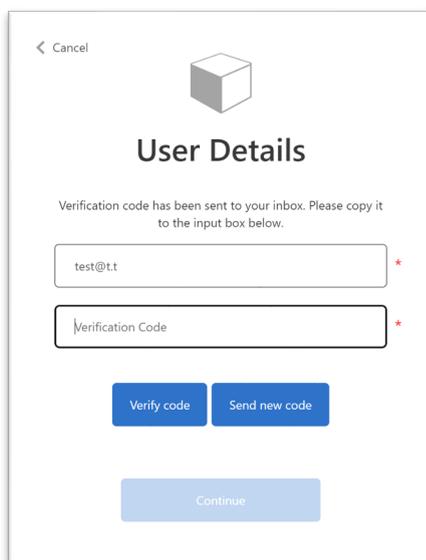
## 4 What to do if you forget your password

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**.

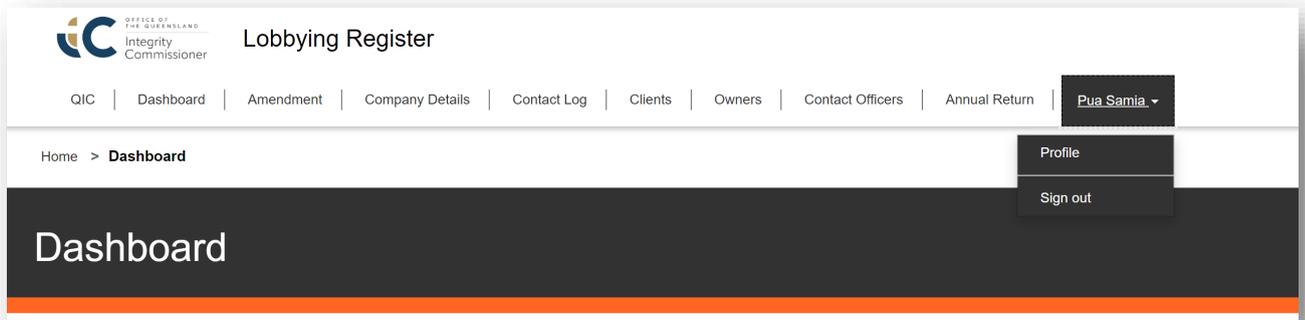
Enter the **verification code** that is emailed to you (the email may take a few minutes to reach your inbox) and click **Continue**.



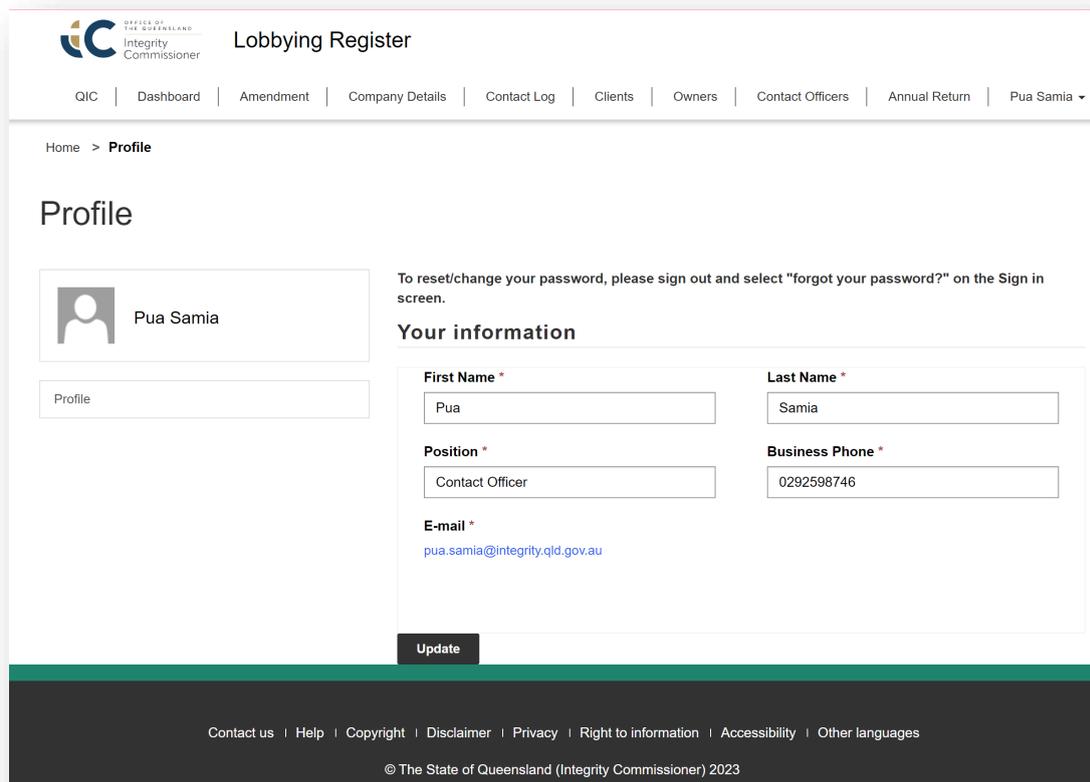
- If you do not receive the verification code click on **Send new code**.
- Enter your new password, retype the password to confirm and click **Continue**.
- To change the Contact Officer email address, contact the OQIC.

## 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**.

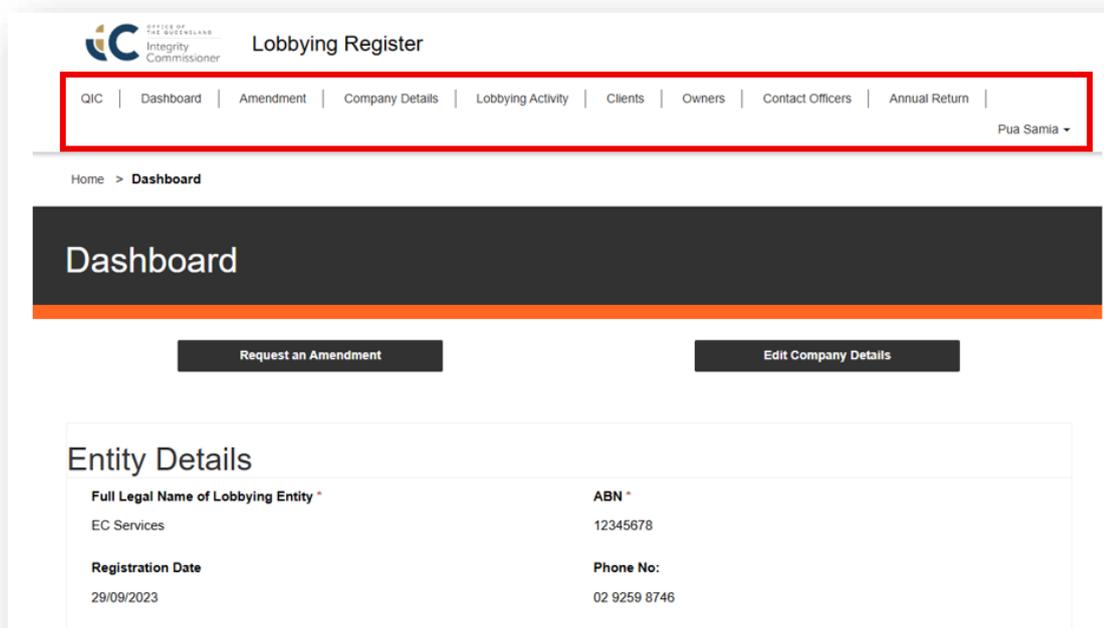
A screenshot of the "Profile" page in the Lobbying Register. The breadcrumb "Home > Profile" is shown. The page title is "Profile". On the left, there is a profile card for "Pua Samia" with a placeholder image and a "Profile" link. To the right, a "Your information" form is displayed. The form includes a note: "To reset/change your password, please sign out and select 'forgot your password?' on the Sign in screen." The form fields are: "First Name \*" (Pua), "Last Name \*" (Samia), "Position \*" (Contact Officer), "Business Phone \*" (0292598746), and "E-mail \*" (pua.samia@integrity.qld.gov.au). An "Update" button is located at the bottom of the form. The footer contains links for "Contact us", "Help", "Copyright", "Disclaimer", "Privacy", "Right to information", "Accessibility", and "Other languages", along with the copyright notice "© The State of Queensland (Integrity Commissioner) 2023".

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.)

The screenshot displays the 'Lobbying Register' dashboard. At the top, there is a navigation bar with links for QIC, Dashboard, Amendment, Company Details, Contact Log, Clients, Owners, Contact Officers, Annual Return, and Pua Samia. Below this is a breadcrumb trail: Home > Dashboard. The main content area is titled 'Dashboard' and features two buttons: 'Request an Amendment' and 'Edit Company Details'. The 'Entity Details' section shows the following information:

<b>Full Legal Name of Lobbying Entity *</b>	<b>ABN *</b>
EC Services	12345678
<b>Registration Date</b>	<b>Phone No:</b>
29/09/2023	0292596746

The 'Contact Logs' section has a 'Create' button and a table with columns: Client, Date, Contact Purpose, Government Representative, Outcome, and Policy/Portfolio. It currently displays 'There are no records to display.' The 'Current Clients' section also has a 'Create' button and a table with columns: Client, Client Added, and Contact Information. It shows one entry: 'Dave's Tree Lopping Service'. The 'Previous Clients' section has a table with columns: Client, Made Previous, and Contact Information, and also displays 'There are no records to display.'

## 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.

Officers/Employees

Full Name ↑
Peter Pan

Create

Edit

Remove

## 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**.

Officers/Employees

Full Name ↑
Sabrina Roberts
test trina Test

Create

Edit

Remove

Update the details and click submit.

Edit

First Name \*

Sabrina

Middle Name

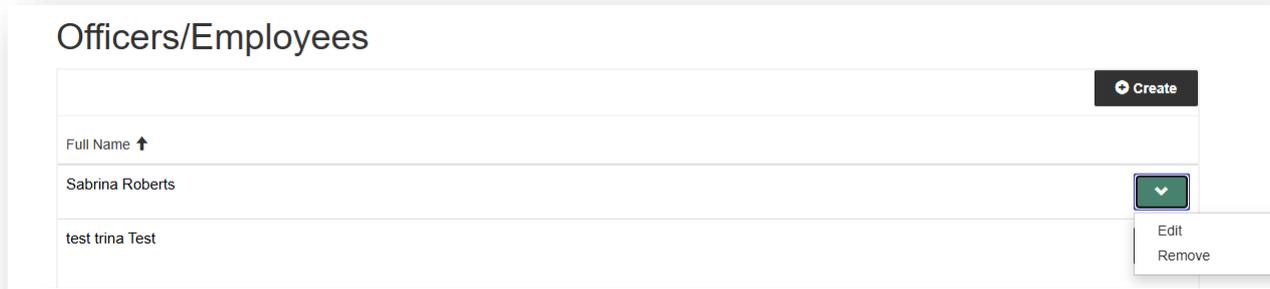
Last Name \*

Roberts

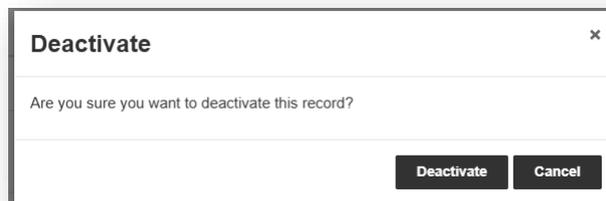
Submit

### 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:

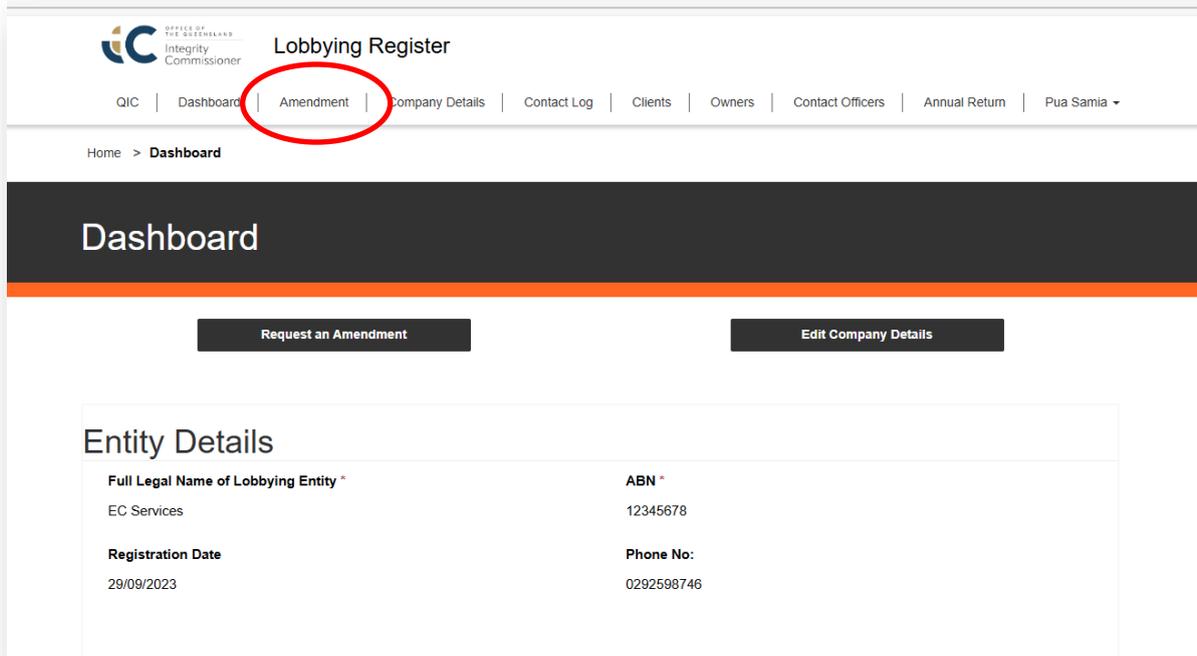
- Lobbying activity
- client names
- ABN/ACN numbers and
- Entity information such as business name or trading name

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

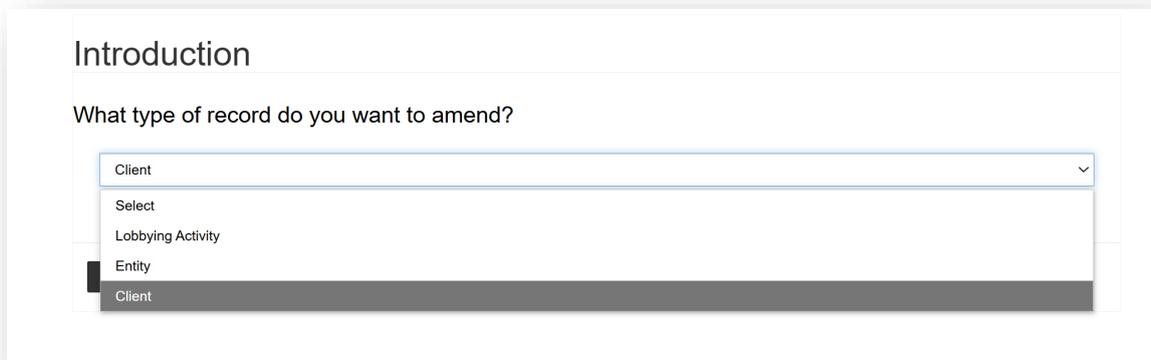
To submit an amendment, sign in, go to the Dashboard tab and select **Amendment** from the navigation bar. You can select to amend a lobbying activity, entity or client.

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

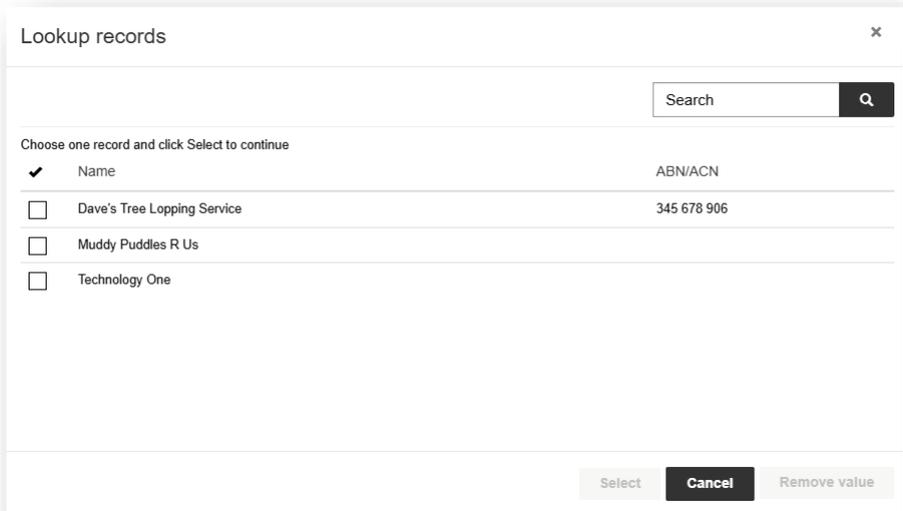


### 6.3.2 Amendment to a Client

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

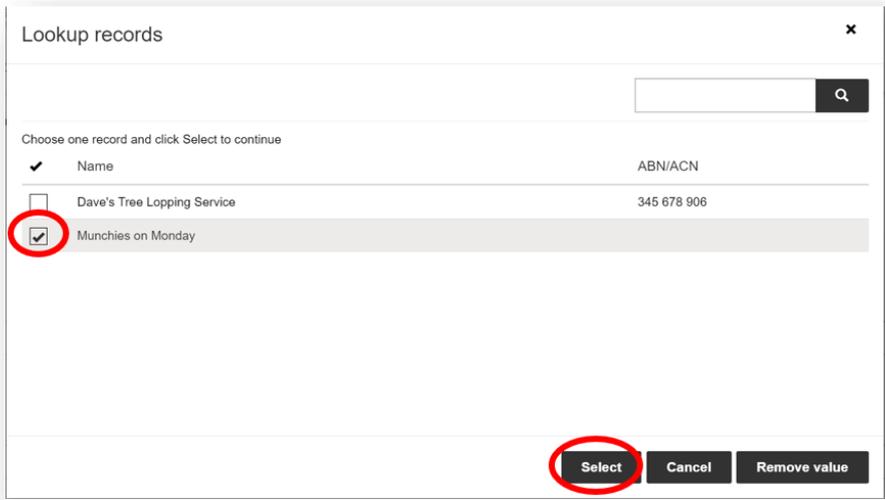


Search for the client you require to change the details against by selecting the Search  icon. It will show clients linked to the Entity.



<input checked="" type="checkbox"/>	Name	ABN/ACN
<input type="checkbox"/>	Dave's Tree Lopping Service	345 678 906
<input type="checkbox"/>	Muddy Puddles R Us	
<input type="checkbox"/>	Technology One	

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



<input checked="" type="checkbox"/>	Name	ABN/ACN
<input type="checkbox"/>	Dave's Tree Lopping Service	345 678 906
<input checked="" type="checkbox"/>	Munchies on Monday	

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

Client

Client \*

Client

**Name**  
Muddy Puddles R Us

**ABN/ACN**  
—

**Name**

**ABN**

Amendment Reason

**Amendment Reason**

Previous Submit

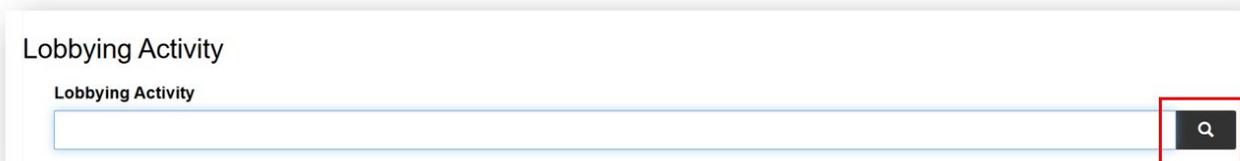
### IMPORTANT:

**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

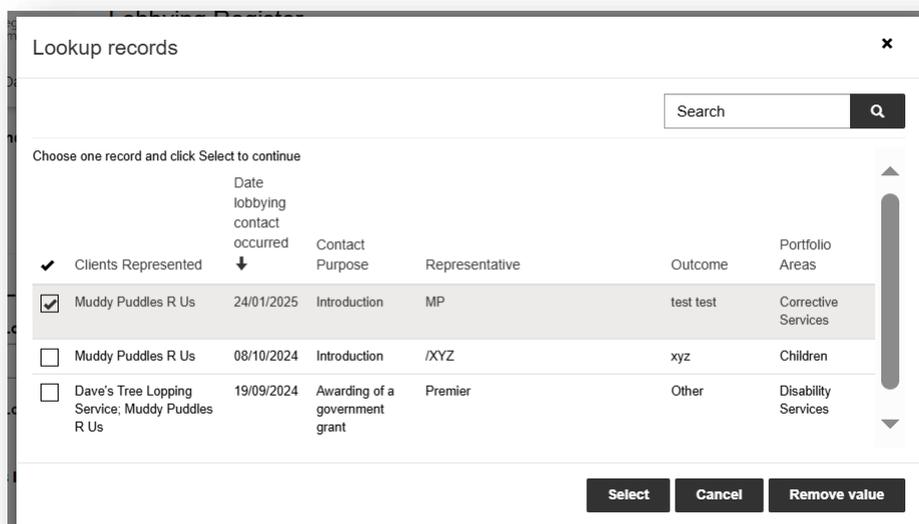
Select amendment reason **Lobbying Activity** from the drop down menu

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.

**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](#)

Client	Entity	Contact Information	Client Added
There are no records to display.			

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

**Portfolio/policy areas** [Add portfolio area](#)

**Name ↑**

**What was the purpose of contact?**  
 

**Specific details of the contact?**

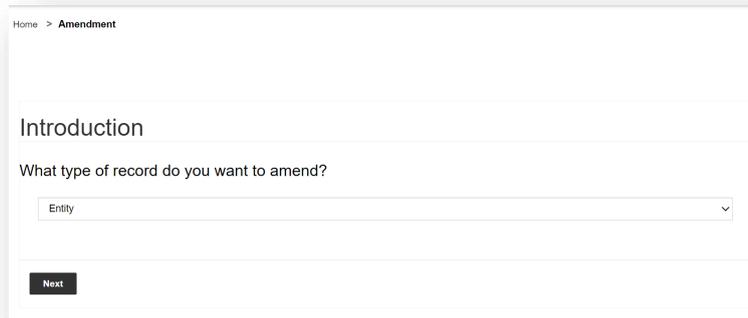
You will need to provide a reason for the amendment, then click **Submit**.

**Amendment Reason**

**Amendment Reason \***

## 6.3.4 Amendment to Registered Lobbying Entity

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



Home > Amendment

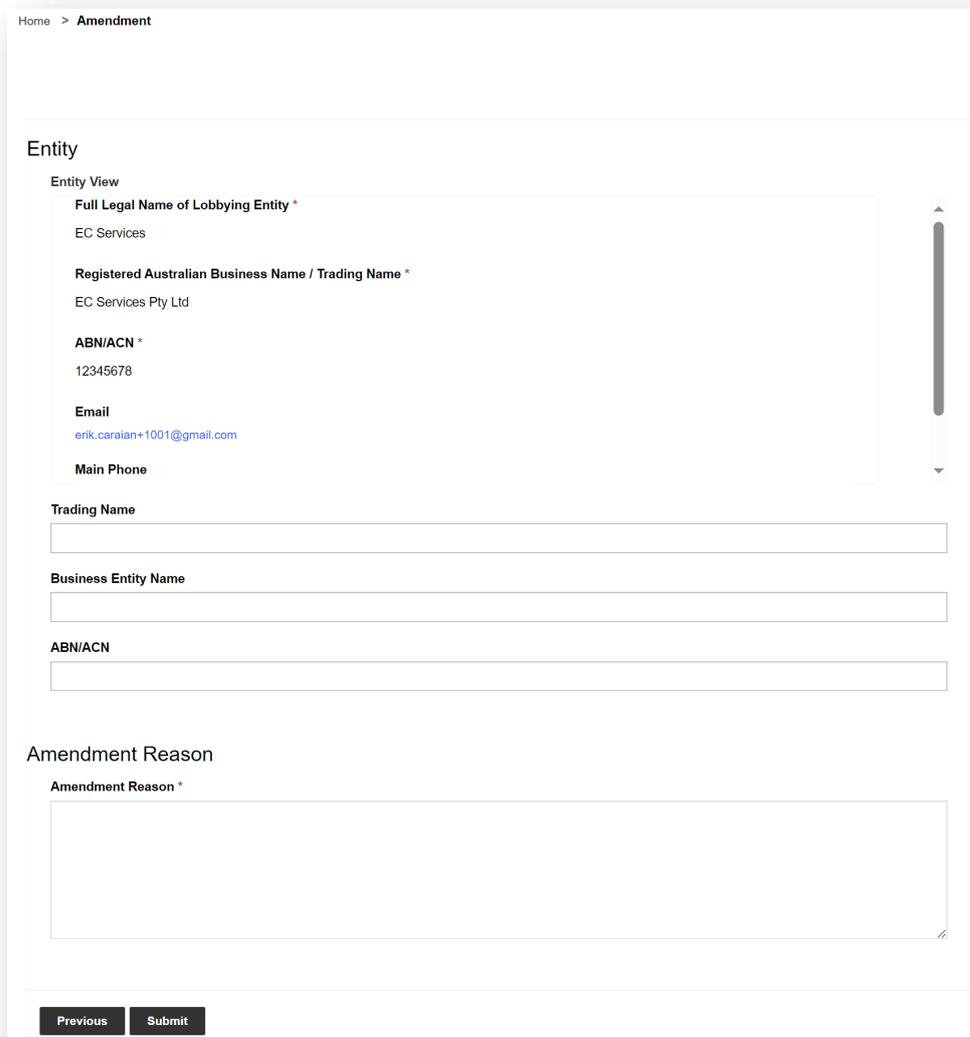
Introduction

What type of record do you want to amend?

Entity

Next

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



Home > Amendment

Entity

Entity View

Full Legal Name of Lobbying Entity \*

EC Services

Registered Australian Business Name / Trading Name \*

EC Services Pty Ltd

ABN/ACN \*

12345678

Email

[erik.caraiian+1001@gmail.com](mailto:erik.caraiian+1001@gmail.com)

Main Phone

Trading Name

Business Entity Name

ABN/ACN

Amendment Reason

Amendment Reason \*

Previous 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.

The screenshot shows the 'Entity Details' page in the Queensland Lobbying Register. The page is titled 'Entity Details' and is part of the 'Company Details' section. It contains a 'Request entity deactivation' button at the top left. The main content is divided into 'Entity Information' and 'Street Address' (with a duplicate 'Postal Address' section below it). The 'Entity Information' section includes fields for 'Full Legal Name of Lobbying Entity' (EC Services), 'Registered Australian Business Name / Trading Name' (EC Services Pty Ltd), 'ABN' (12345678), 'ACN' (—), 'Phone' (0292598746), 'Fax' (empty), 'Email' (pua.samia@integrity.qld.gov.au), and 'Website' (empty). The 'Entity Type' is set to 'Partnership'. The 'Street Address' and 'Postal Address' sections both show 'Street 1' as '1 George Street', 'City' as 'Brisbane', 'State' as 'Queensland', and 'Post Code' as '4001'. There is an 'Update' button at the bottom left of the form.

## 6.4.2 Update Entity

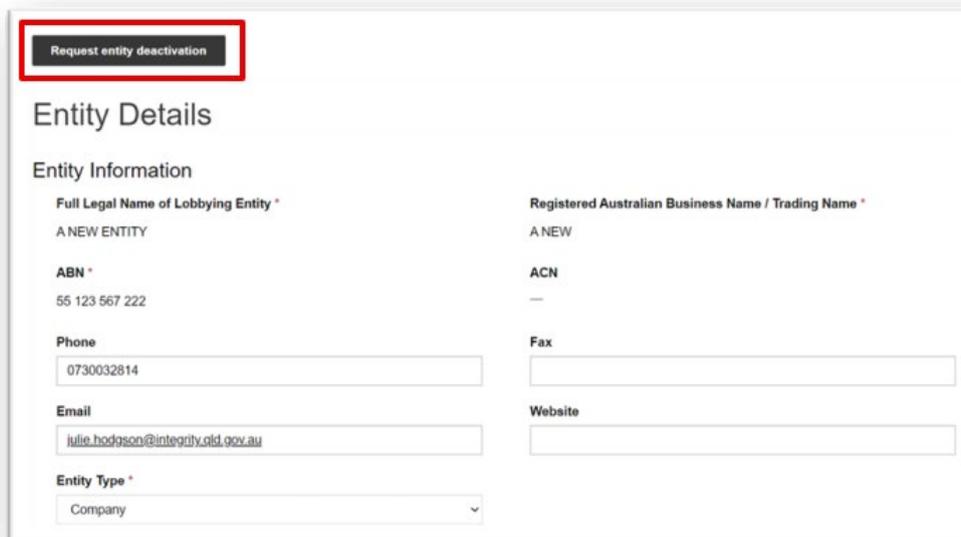
It is possible to update contact details for the Entity including phone number, email, website URL, street address and postal address. Make the required changes and then click **Update**.

The screenshot shows the 'Update Entity' form in the Queensland Lobbying Register. The page header includes the 'Office of the Queensland Integrity Commissioner' logo and the title 'Lobbying Register'. A navigation menu contains links for 'QIC', 'Dashboard', 'Amendment', 'Company Details', 'Lobbying Activity', 'Clients', 'Owners', 'Contact Officers', and 'Annual Return'. The user's name 'Pua Samia' is displayed in the top right corner. The main content area is titled 'Company Details' and features a 'Request entity deactivation' button. Below this is the 'Entity Details' section, which is divided into 'Entity Information' and 'Street Address' and 'Postal Address' sections. The 'Entity Information' section contains fields for 'Full Legal Name of Lobbying Entity \*' (EC Services), 'Registered Australian Business Name / Trading Name \*' (EC Services Pty Ltd), 'ABN \*' (12345678), 'ACN' (—), 'Phone' (07 5555 5555), 'Fax', 'Email' (pua.samia@integrity.qld.gov.au), 'Website', and 'Entity Type \*' (Sole Trader). The 'Street Address' section includes fields for 'Street 1' (100 Brisbane River Road), 'Street 2', 'City' (Brisbane), 'State' (Queensland), and 'Post Code' (4000). The 'Postal Address' section includes fields for 'Street 1' (GPO Box 1000), 'Street 2', 'City' (Brisbane), 'State' (Queensland), and 'Post Code' (4001). An 'Update' button is located at the bottom left of the form.

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.

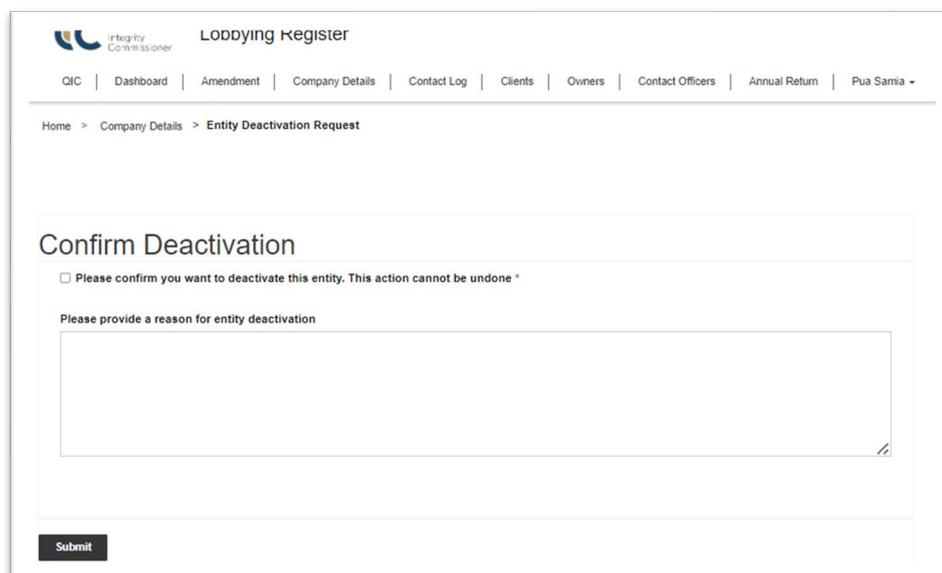
### 6.4.3 Entity Deactivation

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



The screenshot shows a web form titled "Request entity deactivation" with a red box around the title. Below the title is the "Entity Details" section, which includes "Entity Information". The form is divided into two columns. The left column contains fields for "Full Legal Name of Lobbying Entity" (A NEW ENTITY), "ABN" (55 123 567 222), "Phone" (0730032814), "Email" (julie.hodgson@integrity.qld.gov.au), and "Entity Type" (Company). The right column contains fields for "Registered Australian Business Name / Trading Name" (A NEW), "ACN" (—), "Fax", and "Website".

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



The screenshot shows the "Confirm Deactivation" form in the Lobbying Register. The form is titled "Confirm Deactivation" and includes a checkbox with the text "Please confirm you want to deactivate this entity. This action cannot be undone \*". Below this is a text area with the prompt "Please provide a reason for entity deactivation". A "Submit" button is located at the bottom left of the form.

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.

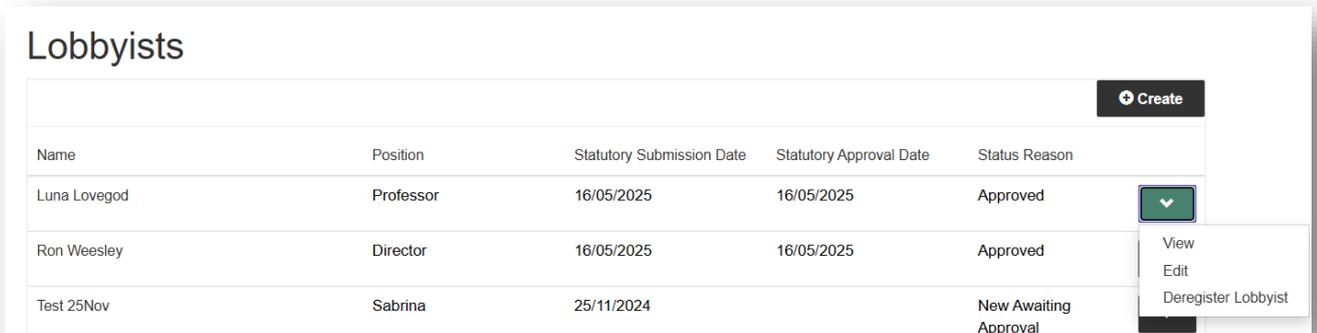
## 6.5 Lobbyists (Individuals)

### 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.

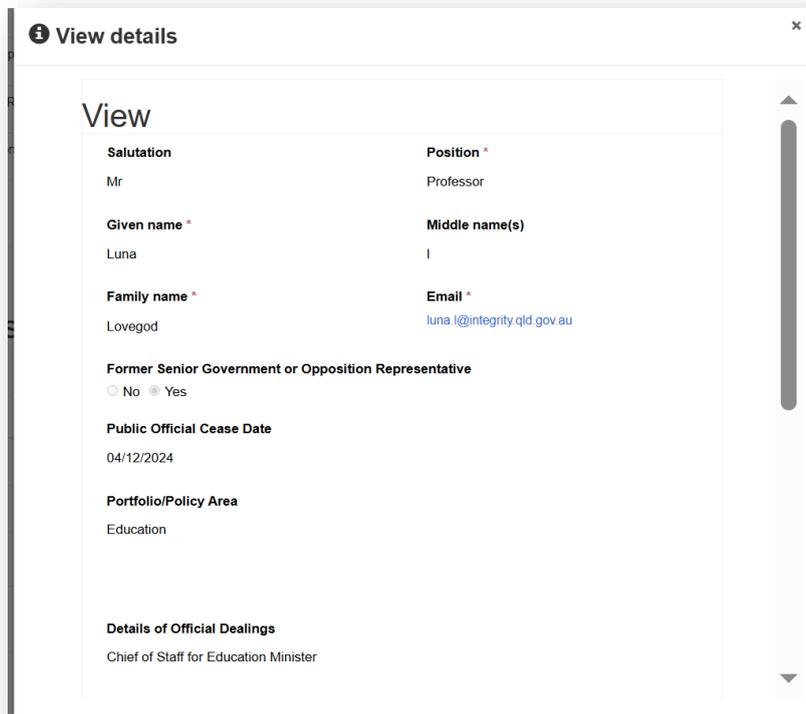
To view more details on an item, click the dropdown and select **View**.



The screenshot shows a table titled "Lobbyists" with a "Create" button in the top right. The table has five columns: Name, Position, Statutory Submission Date, Statutory Approval Date, and Status Reason. There are three rows of data. A dropdown menu is open for the first row, showing options: View, Edit, and Deregister Lobbyist.

Name	Position	Statutory Submission Date	Statutory Approval Date	Status Reason
Luna Lovegod	Professor	16/05/2025	16/05/2025	Approved
Ron Weesley	Director	16/05/2025	16/05/2025	Approved
Test 25Nov	Sabrina	25/11/2024		New Awaiting Approval

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

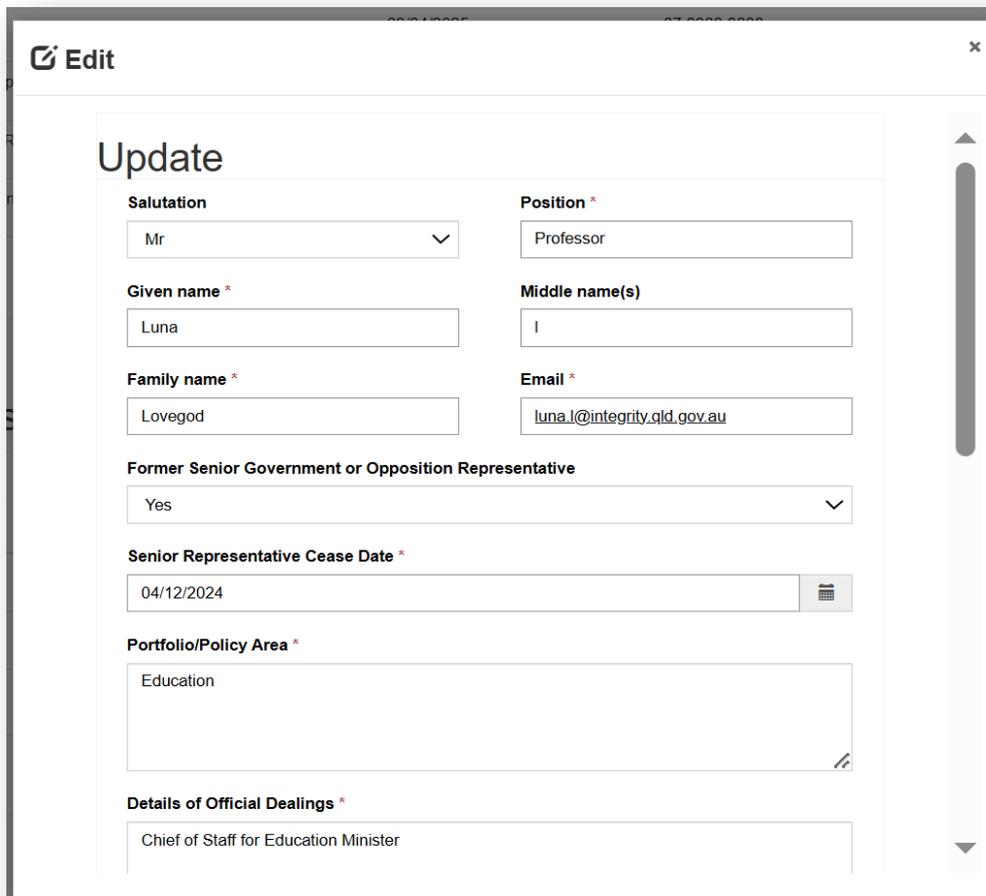


The screenshot shows a "View details" pop-up window. The window title is "View details" with an information icon and a close button. The main content is titled "View" and displays the following information:

- Salutation:** Mr
- Position:** Professor
- Given name:** Luna
- Middle name(s):** I
- Family name:** Lovegod
- Email:** luna.l@integrity.qld.gov.au
- Former Senior Government or Opposition Representative:**  No  Yes
- Public Official Cease Date:** 04/12/2024
- Portfolio/Policy Area:** Education
- Details of Official Dealings:** Chief of Staff for Education Minister

## 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**.



The screenshot shows a web form titled "Edit" with a close button (x) in the top right corner. The main heading is "Update". The form contains several fields:

- Salutation**: A dropdown menu with "Mr" selected.
- Position \***: A text input field containing "Professor".
- Given name \***: A text input field containing "Luna".
- Middle name(s)**: A text input field containing "I".
- Family name \***: A text input field containing "Lovegod".
- Email \***: A text input field containing "luna.l@integrity.qld.gov.au".
- Former Senior Government or Opposition Representative**: A dropdown menu with "Yes" selected.
- Senior Representative Cease Date \***: A date input field containing "04/12/2024" with a calendar icon to the right.
- Portfolio/Policy Area \***: A large text area containing "Education".
- Details of Official Dealings \***: A text input field containing "Chief of Staff for Education Minister".

## 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.

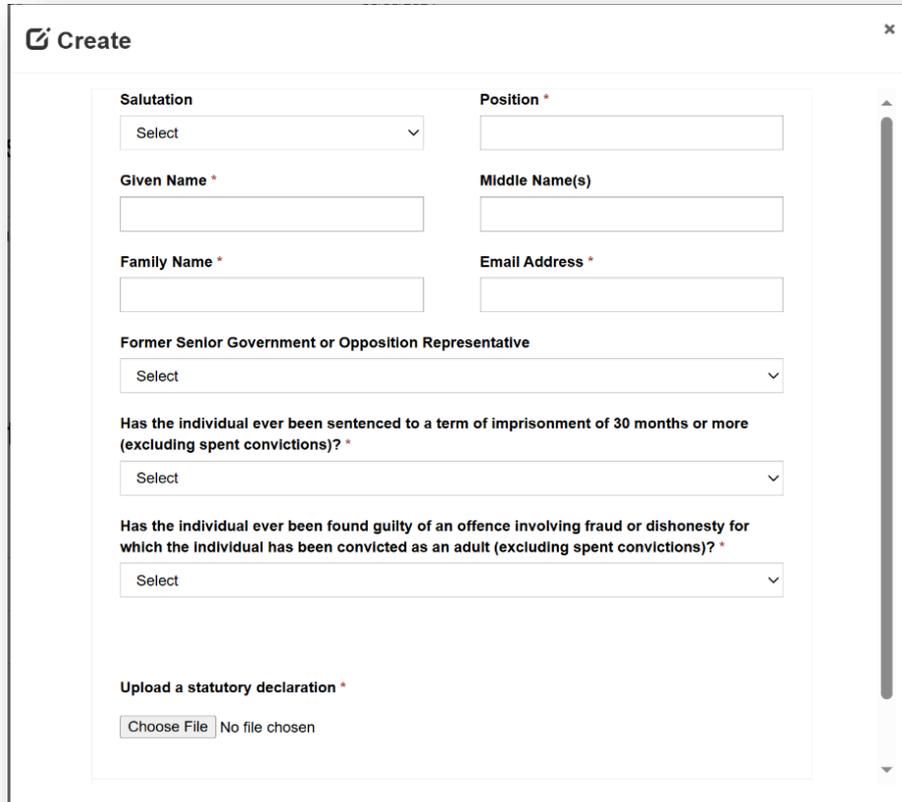


The screenshot shows a confirmation dialog box titled "Confirm" with a close button (x) in the top right corner. The text inside the dialog reads: "Are you sure you want to deregister this lobbyist". At the bottom right, there are two buttons: "Confirm" and "Cancel".

## 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](#).



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

- Salutation**: A dropdown menu with 'Select' as the current option.
- Position \***: A text input field.
- Given Name \***: A text input field.
- Middle Name(s)**: A text input field.
- Family Name \***: A text input field.
- Email Address \***: A text input field.
- Former Senior Government or Opposition Representative**: A dropdown menu with 'Select' as the current option.
- Has the individual ever been sentenced to a term of imprisonment of 30 months or more (excluding spent convictions)? \***: A dropdown menu with 'Select' as the current option.
- 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)? \***: A dropdown menu with 'Select' as the current option.
- Upload a statutory declaration \***: A file upload button labeled 'Choose File' and the text 'No file chosen'.

## 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 **15<sup>th</sup> of the following month**. For example, the lobbying communication that occurred in the month of January must be submitted by 15 February.

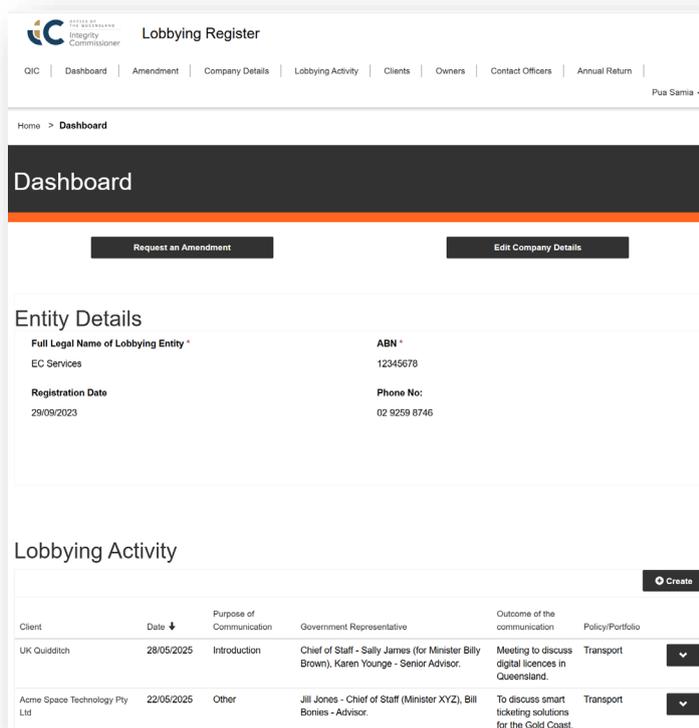
The following details are required:

- 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**:

The screenshot shows a modal window titled "View details" with a close button (x) in the top right corner. The content is titled "Representative Ministerial Diaries" and contains the following fields:

- Entity:** EC Services
- Name of lobbyists:** Sarah Test
- Requirements of s3.2 and s3.3 of Lobbyists Code of Conduct complied with:**  No  Yes
- Date lobbying contact occurred:** 08/10/2024
- Mode of contact:** Letter
- Clients of lobbyist:** Muddy Puddles R Us
- Title and name of the government or Opposition representative:** /XYZ
- Portfolio/policy area:** (empty field)

### 6.6.1 Add to the Lobbying activities

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

The screenshot shows a table titled "Lobbying Activity" with a "Create" button in the top right corner, highlighted with a red box. The table has the following columns: Client, Date (with a downward arrow), Purpose of Communication, Government Representative, Outcome of the communication, and Policy/Portfolio. There are two rows of data.

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

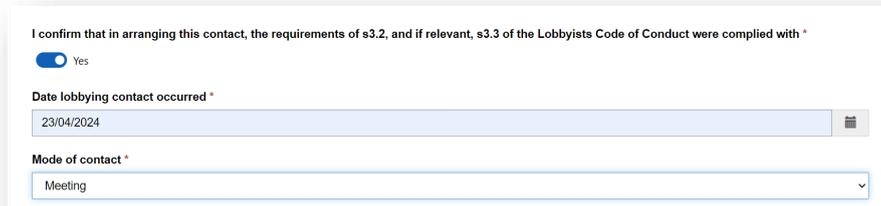
First, add a lobbyist to the form. Click Add existing lobbyist.

Search for the lobbyist details

The screenshot shows the 'Create a contact log' page in the Queensland Lobbying Register. The page header includes the Office of the Queensland Integrity Commissioner logo and navigation links for QIC, Dashboard, Amendment, Company Details, Contact Log, Clients, Owners, Contact Officers, Annual Return, and Pua Samia. The breadcrumb trail is 'Home > Dashboard > Create contact log'. The main heading is 'Create a contact log'. The form is divided into several sections: 'Lobbyists Involved' with an 'Add existing lobbyist' button and a table with columns for Name, Position, Former Senior Government Representative, and Public Official Cease Date; a confirmation section with a 'No' radio button; 'Date lobbying contact occurred' with a date picker; 'Mode of contact' with a dropdown menu; 'Clients of lobbyist' with an 'Add client' button and a table with columns for Client, Client Added, and Contact Information; 'Title and/or name of the government or opposition representative' with a text input field; 'Portfolio/policy areas' with an 'Add Portfolio Area' button and a table with a 'Name' column; 'Purpose of contact' with a dropdown menu; and 'Specific details of the contact?' with a text input field. All empty table areas display 'There are no records to display.'

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**.



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 \*

23/04/2024

Mode of contact \*

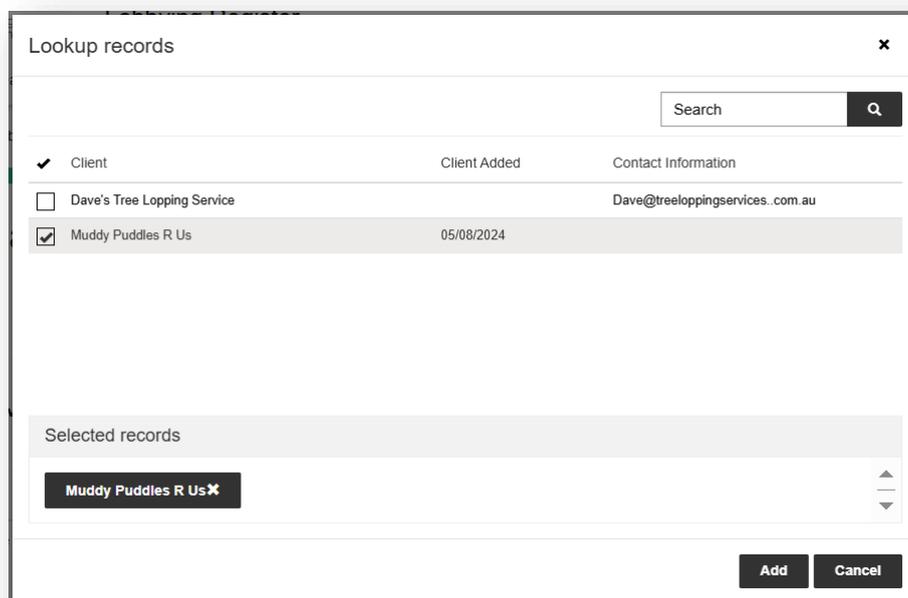
Meeting

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.



Lookup records

Search

Client	Client Added	Contact Information
<input type="checkbox"/> Dave's Tree Lopping Service		Dave@treeclippingservices.com.au
<input checked="" type="checkbox"/> Muddy Puddles R Us	05/08/2024	

Selected records

Muddy Puddles R Us

Add Cancel

Enter details of the government or opposition representative.

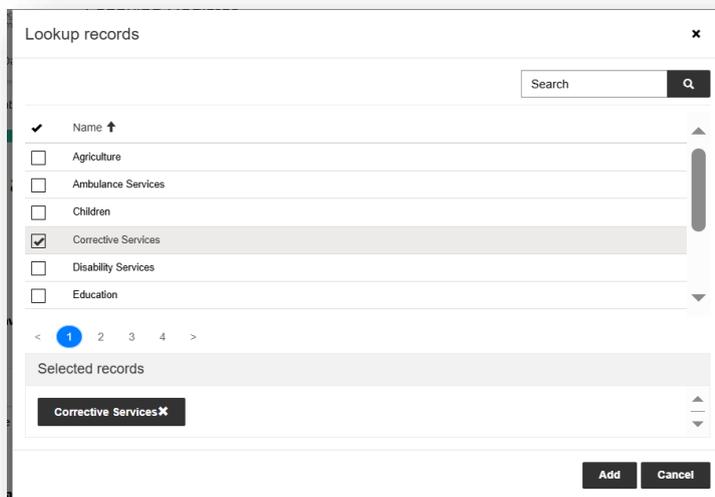


Title and/or name of the government or opposition representative \*

Jeremy [Balowski](#)

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

Name ↑

Agriculture

Ambulance Services

Children

Corrective Services

Disability Services

Education

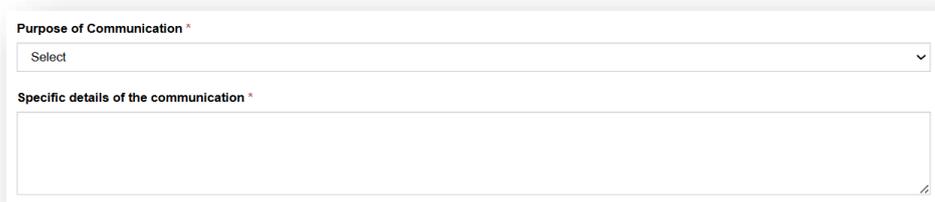
< 1 2 3 4 >

Selected records

Corrective Services ✕

Add Cancel

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



Purpose of Communication \*

Select

Specific details of the communication \*

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						<a href="#">+ Create</a>
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	▼

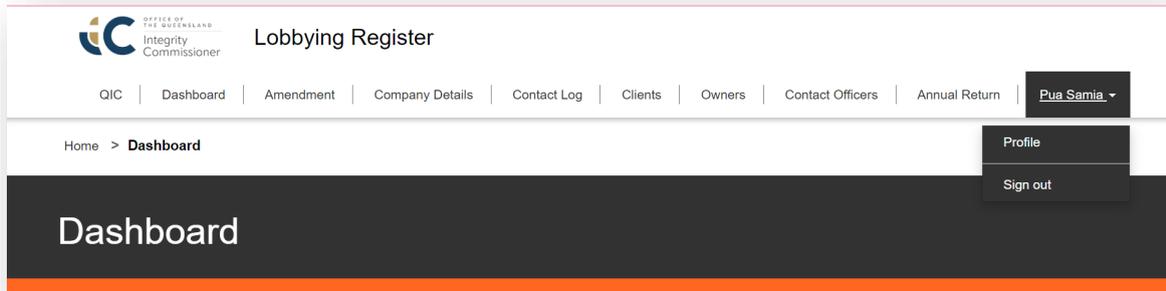
You cannot change your lobbying activities entries once submitted through the QLR. Refer to section 12 Amendments for the process of making a change.

## 6.6.2 View published lobbying activities

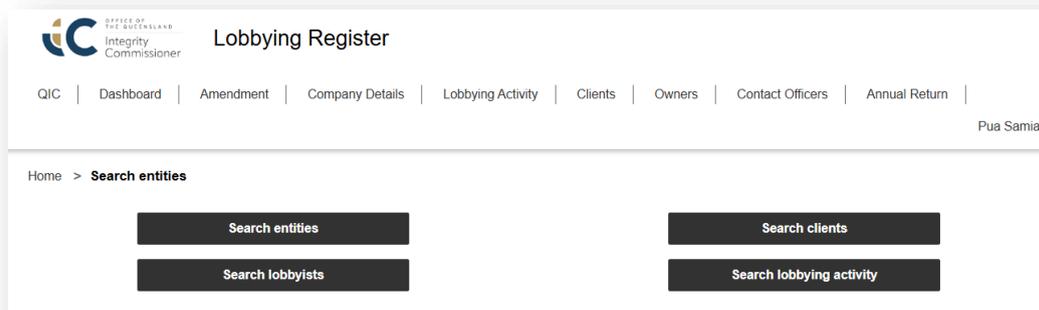
Publicly available details of the lobbying activities will appear in the QLR.

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.

**OFFICE OF THE QUEENSLAND Integrity Commissioner** Lobbying Register

QIC | Dashboard | Amendment | Company Details | Lobbying Activity | Clients | Owners | Contact Officers | Annual Return | Pua Samia ▾

Home > Search entities > **Search lobbying activity**

Search entities Search clients Search lobbyists Search lobbying activity

### Lobbying Activity

[View Ministerial Diaries](#) [View Assistant Ministerial Diaries](#) [View Chief of Staff Diaries](#)

**Entity**

▼ [ ] ▼

**Clients Represented**

▼ [ ]

**Portfolio/Policy areas**

▼ [ ]

**Mode of communication**

Email

Email

email

Letter

Meeting

Other

Teleconference

**Purpose of communication**

Search [ ] [Q] [Download]

Date ↓	Trading Name	Client	Government Representatives	Mode of Communication	Purpose of Communication	Policy/ Portfolio	
28/05/2025	EC Services	UK Quidditch	Chief of Staff - Sally James (for Minister Billy Brown), Karen Younge - Senior Advisor.	Meeting	Introduction	Transport	▼
22/05/2025	EC Services	Acme Space Technology Pty Ltd	Jill Jones - Chief of Staff (Minister XYZ), Bill Bonies - Advisor.	Email	Other	Transport	▼
20/05/2025	EC Services	Acme Space Technology Pty Ltd	Chief of Staff - Robert Bill (Minister XYZ), Lucy Smith (Advisor), John Jack (Advisor).	Email	Other	Education	▼
15/05/2025	EC Services	Acme Space Technology Pty Ltd	Miss Lucy Smitt - Chief of Staff for Minister XYZ	Email	Other	Education	▼
09/04/2025	EC Services	Grinotts	Ministry of	Text Message	Allocation of	Environment	▼

## 6.7 Clients

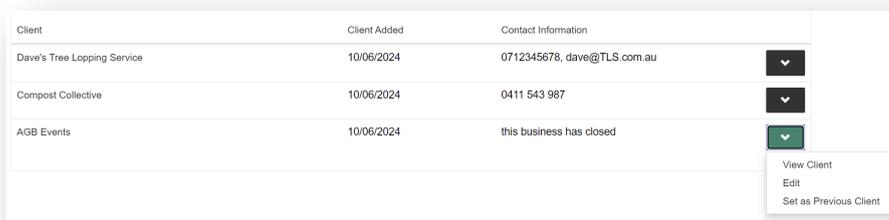
### 6.7.1 Current and Previous Clients

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**.

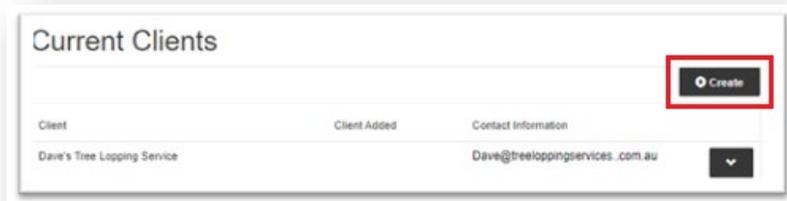


Client	Client Added	Contact Information	
Dave's Tree Lopping Service	10/06/2024	0712345678, dave@TLS.com.au	▼
Compost Collective	10/06/2024	0411 543 987	▼
AGB Events	10/06/2024	this business has closed	▼

View Client  
Edit  
Set as Previous Client

### 6.7.3 Adding a new client

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



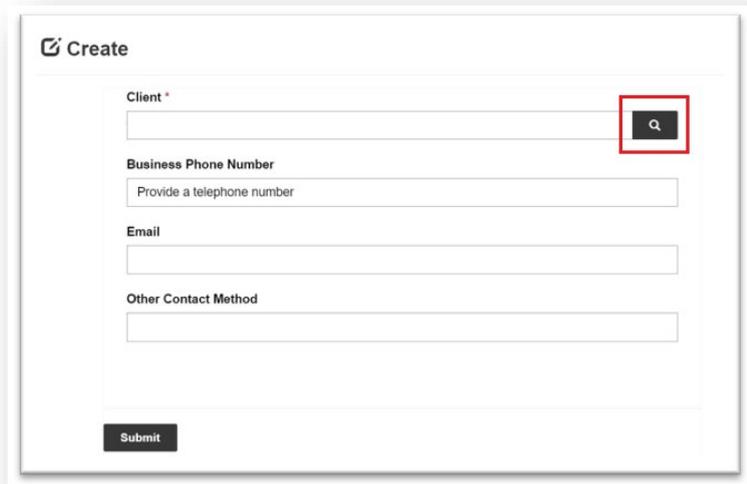
First, you will need to search the QLR to determine if that client's details are already in the Register. It is possible they are in the QLR due to another entity previously representing them.

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.

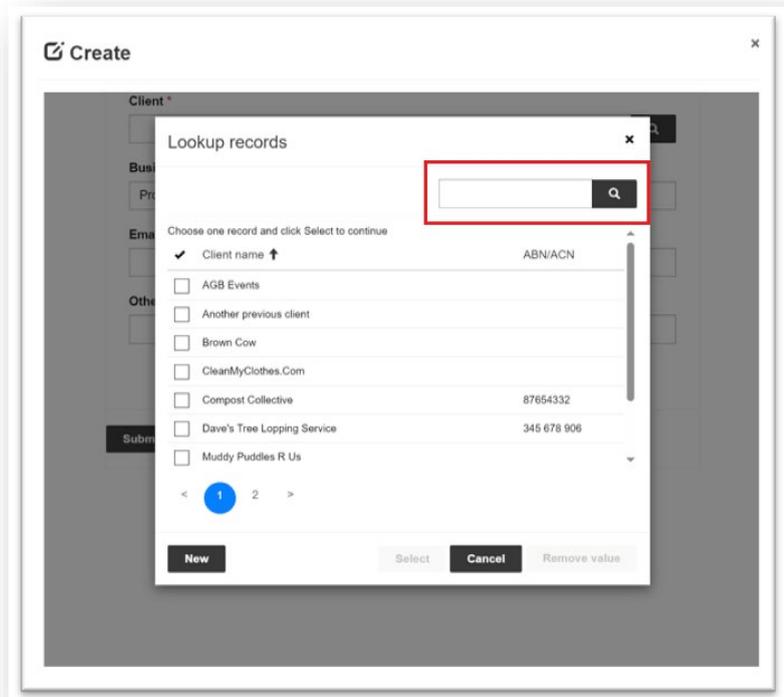
*TIP! Do not attempt to type in the Client text box field because it is disabled. Only the Search  tool will work to find a client name.*



The screenshot shows a 'Create' form with several input fields: 'Client \*', 'Business Phone Number' (with the placeholder 'Provide a telephone number'), 'Email', and 'Other Contact Method'. A search icon (magnifying glass) is located to the right of the 'Client \*' field and is highlighted with a red box. A 'Submit' button is at the bottom left.

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**.



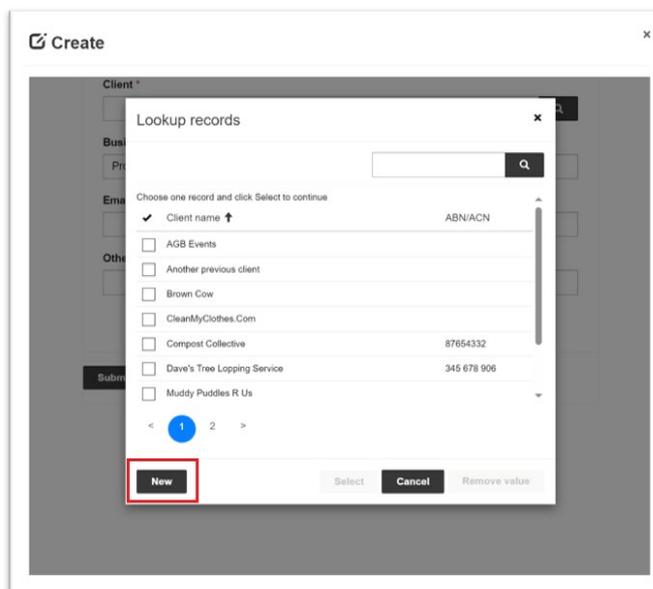
The screenshot shows a 'Lookup records' dialog box overlaid on the 'Create' form. The dialog has a search field at the top, highlighted with a red box, and a search icon to its right. Below the search field, it says 'Choose one record and click Select to continue'. There is a table of records with checkboxes and columns for 'Client name' and 'ABN/ACN'. The records are:

Client name	ABN/ACN
<input type="checkbox"/> AGB Events	
<input type="checkbox"/> Another previous client	
<input type="checkbox"/> Brown Cow	
<input type="checkbox"/> CleanMyClothes.Com	
<input type="checkbox"/> Compost Collective	87654332
<input type="checkbox"/> Dave's Tree Lopping Service	345 678 906
<input type="checkbox"/> Muddy Puddles R Us	

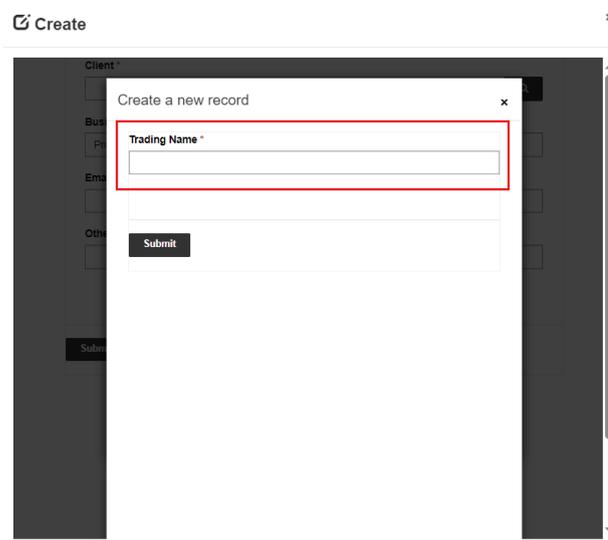
At the bottom of the dialog, there are buttons for 'New', 'Select', 'Cancel', and 'Remove value'. The 'New' button is highlighted with a blue circle.

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.



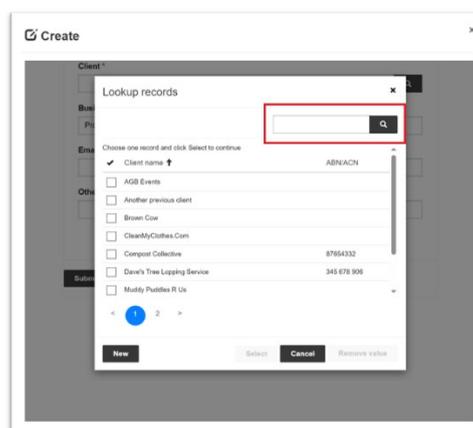
Type in the client's name and select **Submit**. Once the name is created it will need to be added to the Entity client list.



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**.

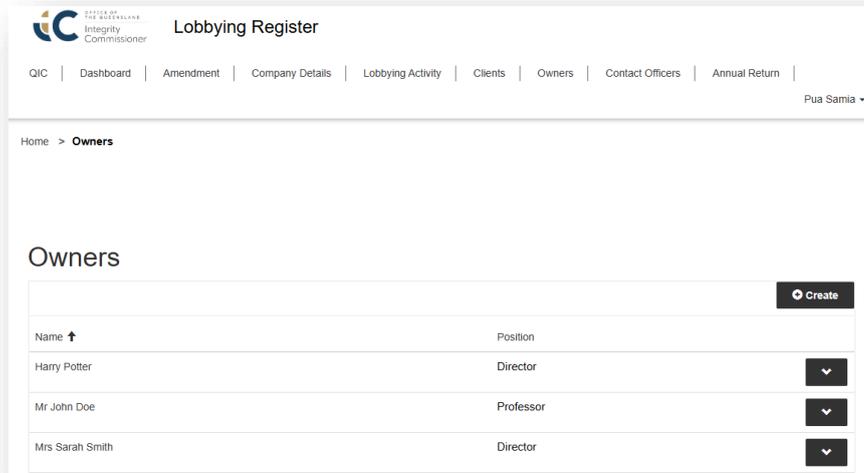
Once a client is set as 'Previous Client' it must remain on the QLR for 12 months before being archived.

Client	Made Previous ↓	Contact Information
AGB Events	10/06/2024	this business has closed

View details  
Archive Client

## 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

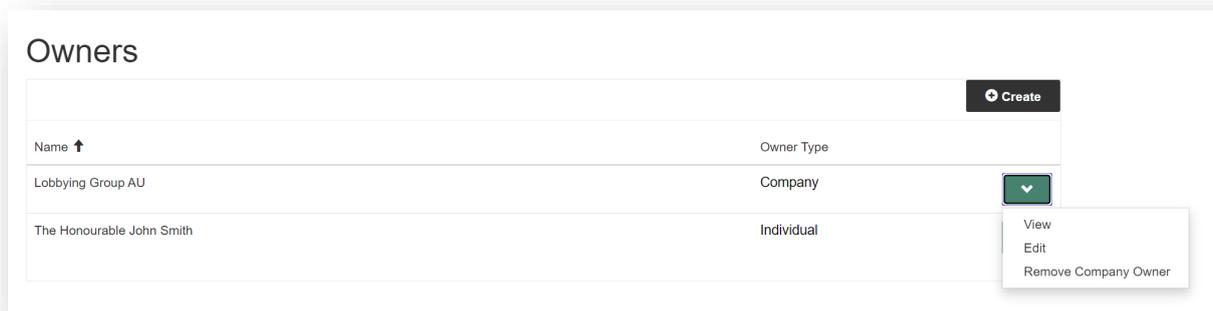
To update Owner details, click the dropdown and select **Edit**. Change the details as required and click **submit**.

The screenshot shows a form for updating owner details. The fields are as follows:

- Owner Type \***: A dropdown menu with 'Sole Trader' selected.
- Salutation**: A dropdown menu with 'Mr' selected.
- Given name \***: A text input field containing 'John'.
- Middle name**: An empty text input field.
- Family name \***: A text input field containing 'Doe'.
- Position**: An empty text input field.

A 'Submit' button is located at the bottom left of the form.

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



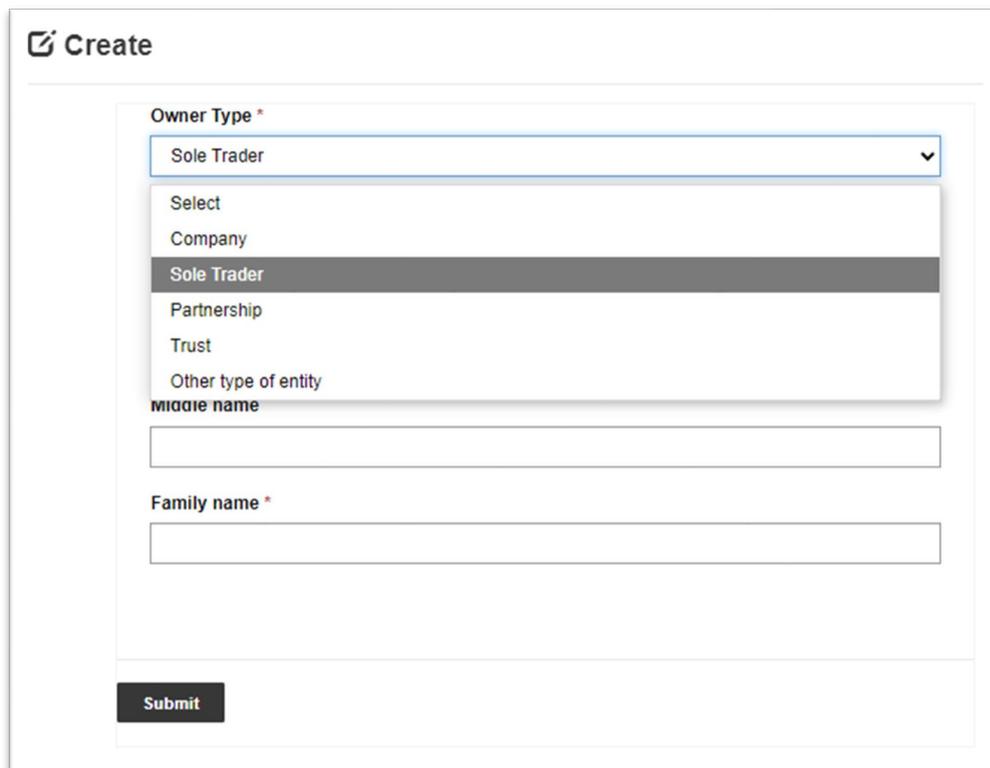
The screenshot shows a table titled "Owners" with a "Create" button in the top right. The table has two columns: "Name" and "Owner Type". There are two rows of data. The first row has "Lobbying Group AU" in the Name column and "Company" in the Owner Type column. A dropdown menu is open next to the "Company" entry, showing three options: "View", "Edit", and "Remove Company Owner". The second row has "The Honourable John Smith" in the Name column and "Individual" in the Owner Type column.

Name ↑	Owner Type
Lobbying Group AU	Company
The Honourable John Smith	Individual

## 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.



The screenshot shows a "Create" form with a pencil icon. It contains a dropdown menu for "Owner Type \*" with "Sole Trader" selected. Below the dropdown is a list of options: "Select", "Company", "Sole Trader" (highlighted), "Partnership", "Trust", and "Other type of entity". There are two text input fields: "Middle name" and "Family name \*". A "Submit" button is at the bottom left.

**Create**

Owner Type \*

Sole Trader

Select

Company

Sole Trader

Partnership

Trust

Other type of entity

Middle name

Family name \*

Submit

## 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**.

Active Contact Officers + Create

Full Name ↑	Email	Position	Business Phone	Status Reason	
Joe Bloggs	erik.caraian+1002@gmail.com	Administrator	0401840156	Active	▼
Pua Samia	pua.samia@integrity.qld.gov.au	Contact Officer	0292598746	Active	View details Request Deactivation
Trevor Walsh	erik.caraian+2004@gmail.com	Admin	0292598746	Active	▼

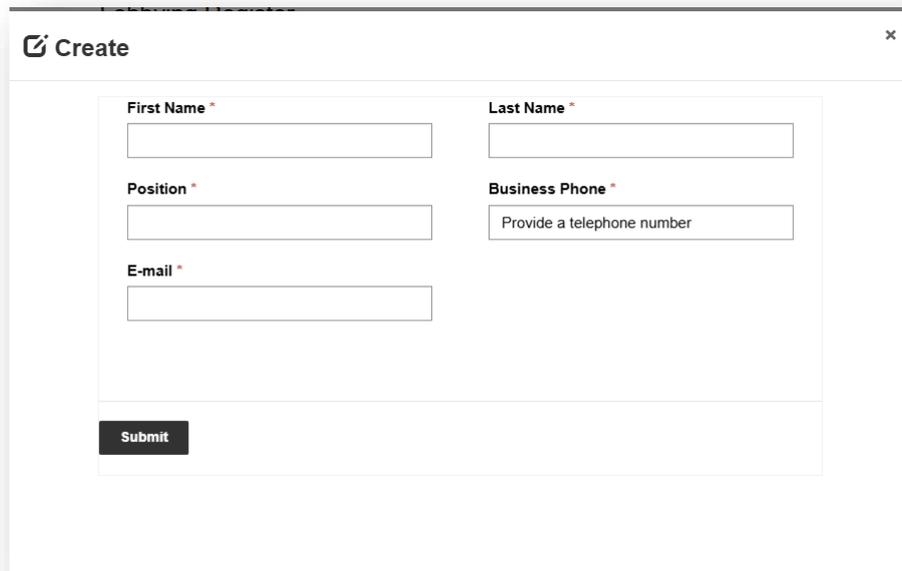
**Confirm?** ×

Are you sure you wish to deactivate this Contact Officer?

**Confirm** **Cancel**

## 6.9.2 Add Contact Officer

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



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

- First Name \***: A text input field.
- Last Name \***: A text input field.
- Position \***: A text input field.
- Business Phone \***: A text input field with a placeholder text 'Provide a telephone number'.
- E-mail \***: A text input field.

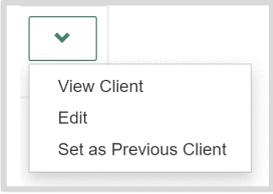
A **Submit** button is located at the bottom left of the form.

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.

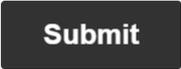
## 7 Appendix

QLR icons and functions.

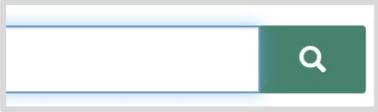
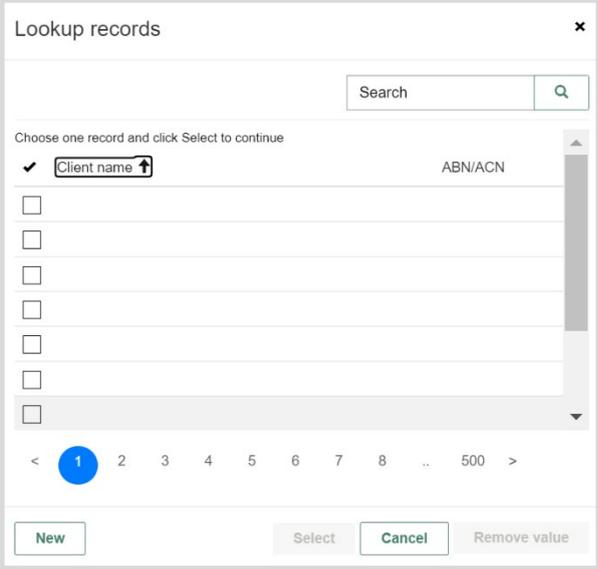
### Table functions

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.
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**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](mailto:lobbyist@integrity.qld.gov.au).**