

Queensland Lobbying Register User Manual

IMPORTANT INFORMATION: Amendments to the *Integrity Act 2009* (Qld) on 28 May 2024 mean there are new information requirements to apply for registration as a lobbyist in Queensland, and changes to the information that must now be published on the Queensland Lobbying Register. Further information about the legislative changes is available at www.integrity.qld.gov.au.

The User Manual is currently being updated to reflect those legislative changes. You are still able to use this manual but sections about the application/registration process, or which show views of information, may be out of date.

If you are having difficulty with applying for registration or modifying an existing account, please email us at lobbyist@integrity.qld.gov.au or call us on (07) 3003 2888.

Last updated: May 2023

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1 Introduction

This manual describes how you can:

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

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

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

2 Registration

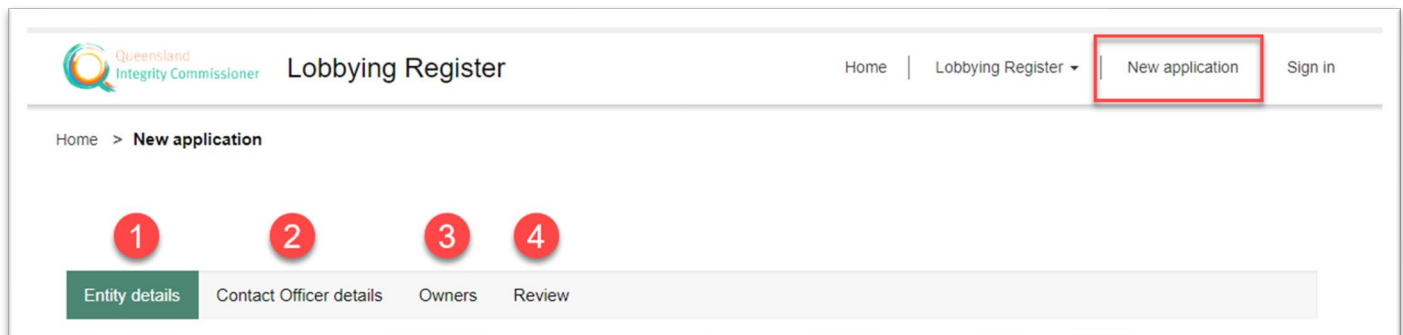
2.1 Before you register

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

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

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

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



The screenshot shows the 'New application' page of the Queensland Integrity Commissioner's Lobbying Register. The header includes the logo, 'Lobbying Register', and navigation links: 'Home', 'Lobbying Register', 'New application' (highlighted with a red box), and 'Sign in'. Below the header, a breadcrumb trail shows 'Home > New application'. A progress bar with four numbered steps (1, 2, 3, 4) is displayed, with step 1, 'Entity details', currently selected and highlighted in green. The other steps are 'Contact Officer details', 'Owners', and 'Review'.

2.2 Registration of company

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

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

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

This section of the form contains two identical blocks for 'Street address' and 'Postal address'. Each block has four input fields: 'Street 1 *' (a long text box), 'Street 2' (a text box), 'City *' (a text box), and 'Post Code *' (a text box). The 'State *' field is a dropdown menu located between the 'City' and 'Post Code' fields. At the bottom left of the form, there is a dark button labeled 'Next'.

2.3 Registration of contact officer

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

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

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

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

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

Entity details ✓

Contact Officer details

Owners

Review

[Click here to Download Forms](#)

Contact Officer

Company Contact Officer

Given Name *

Middle Name

Family Name *

Position *

Email *

Phone Number *

Please upload your Statutory Declaration as a PDF *

No file chosen

2.4 Registration of company owners

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

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

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

Entity details ✓Contact Officer details ✓OwnersReview

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

Owners

Company Owners

Create

Name ↑Owner Type

There are no records to display.

PreviousNext

Create

Owner Type *Individual

Salutation

Given name *

Middle name

Family name *

Submit

2.5 Review

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

Entity details ✓

Contact Officer details ✓

Owners ✓

Review

Review

Entity Details

Trading Name *

Test Company

ABN/ACN *

1234567

Business Name *

Test Company PTY LTD

Email *

Test@Ltd

Business Phone *

1234567

Website


https://www.com

Street Address

Street 1

42 Wallaby Way

Street 2



Generate a new image

Play the audio code

Enter the code from the image

Previous

Submit

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

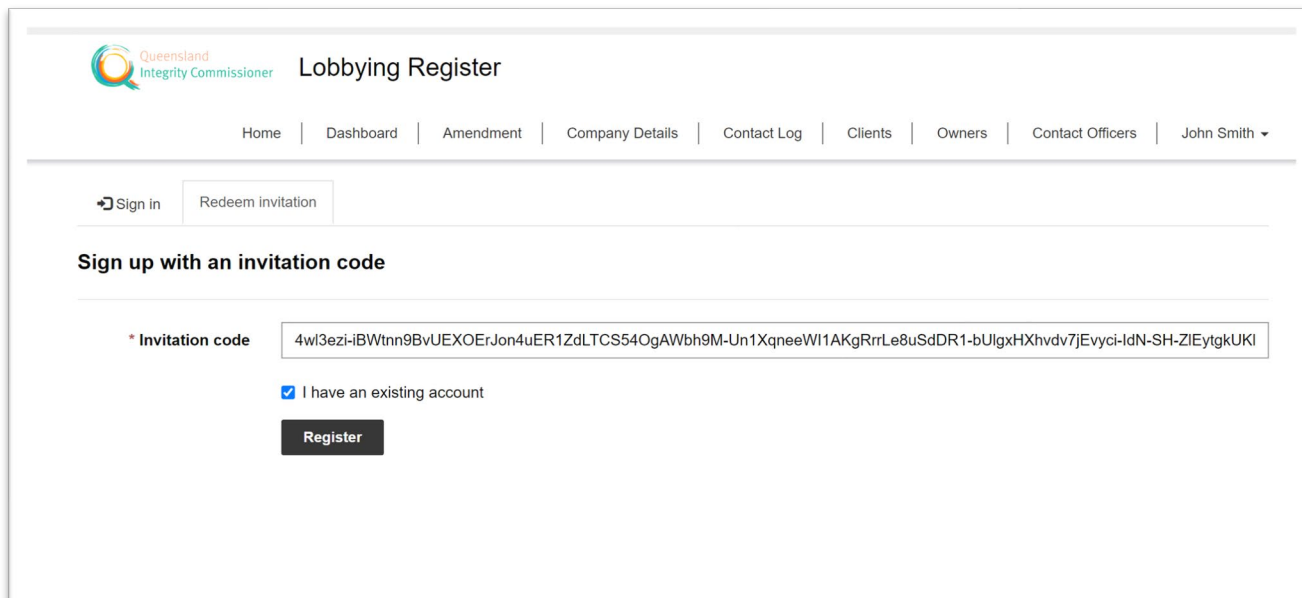
A confirmation email will be sent with further details.

3 Signing in

3.1 Initial sign up

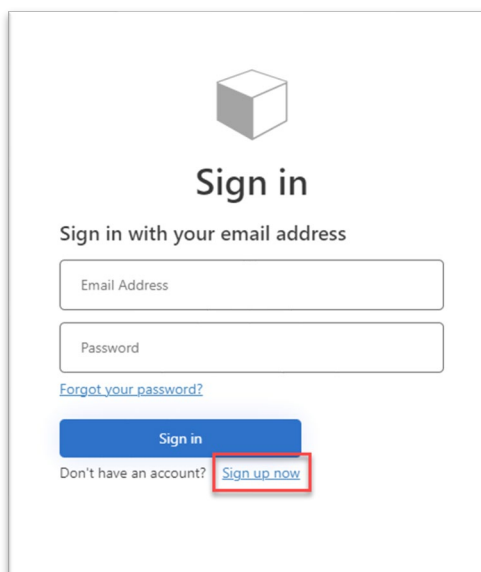
If your registration application has been approved, you will receive an email confirmation containing a link to finalise your registration.

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



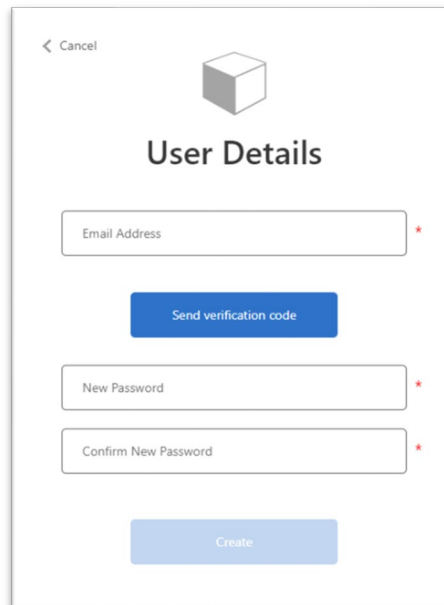
The screenshot shows the 'Lobbying Register' page of the Queensland Integrity Commissioner. The header includes the logo and navigation links: Home, Dashboard, Amendment, Company Details, Contact Log, Clients, Owners, Contact Officers, and John Smith. Below the header, there are tabs for 'Sign in' and 'Redeem invitation'. The 'Sign in' tab is active, and the page title is 'Sign up with an invitation code'. A form field for the 'Invitation code' is populated with a long alphanumeric string. Below the field, there is a checkbox labeled 'I have an existing account' which is checked. A 'Register' button is located below the checkbox.

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



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

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



The form is titled "User Details" and features a cube icon at the top. It includes a "Cancel" link in the top left corner. The form contains three input fields: "Email Address", "New Password", and "Confirm New Password", each with a red asterisk indicating a required field. A blue button labeled "Send verification code" is positioned below the email field. A light blue button labeled "Create" is at the bottom of the form.

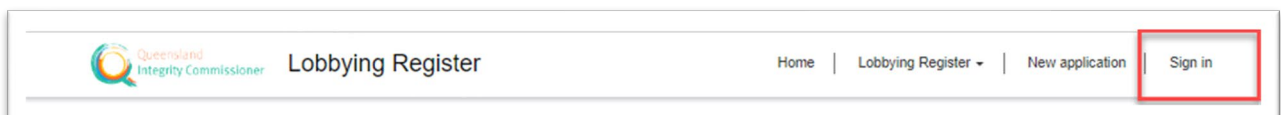
Enter the 6-digit verification code, enter your password, retype the password to confirm and click **Create**.

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


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

3.2 Sign in

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



The navigation bar features the Queensland Integrity Commissioner logo on the left, followed by the text "Lobbying Register". On the right side, there are four links: "Home", "Lobbying Register" (with a dropdown arrow), "New application", and "Sign in". The "Sign in" link is highlighted with a red rectangular border.



Sign in

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)


3.3 What to do if you forget your password

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

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

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

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



Sign in

Sign in with your email address

Email Address


Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

[← Cancel](#)



User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

*

*

Verify code

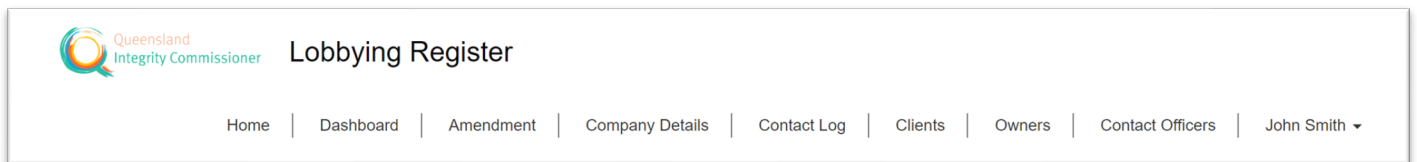
Send new code

Continue

4 Navigation bar

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

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




5 Dashboard

5.1 What is the dashboard?

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

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

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


Lobbying Register

[Home](#) | [Dashboard](#) | [Amendment](#) | [Company Details](#) | [Contact Log](#) | [Clients](#) | [Owners](#) | [Contact Officers](#) | [John Smith](#)

Home > **Dashboard**

Request an Amendment

Edit Company Details

Entity Details

Name * Test Company	ABN/ACN * 1234567
Registration Date 12/05/2023	Phone No: 1234567

Contact Logs

Date ▾	Client	Government Representative	Contact Mode	Contact Purpose	Policy/Portfolio	
09/05/2023	Australia Zoo - CPR Group; BMI Group - CPR Group		Telephone	Arranging meetings and events	Children; Corrective Services	▾
30/04/2023	Samsung Electronics Australia	Mike Norman	Telephone	Introduction	Innovation; Procurement	▾
30/04/2023	Google; Samsung Electronics Australia	Jeremy Balovski	Email	Arranging meetings and events	Education	▾

Current Clients

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

Previous Clients

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

Lobbyists

Create

Name	Position	Statutory Submission Date	Statutory Approval Date	Status Reason	
John Smith	Senior Lobbyist	12/05/2023	12/05/2023	Approved	
Rick Mayall	Lobbyist	12/05/2023	12/05/2023	Approved	
Vyvan Dasterd	Junior Lobbyist	12/05/2023	12/05/2023	Approved	
Neil Pye	Lobbyist	12/05/2023	12/05/2023	Approved	

Owners

Create

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

Contact Officers

Create

Full Name	Email	Position	Business Phone	Status Reason	
Ben Williams	email_0000000004@test.fr	Administrator	1	Active	
John Smith	johnsmith@t1	Admin assistant	1234567	Active	

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5.2 Contact Logs

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

Your actions on this list:

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

Contact Logs

Create

Date	Client	Government Representative	Contact Mode	Contact Purpose	Policy/Portfolio	
09/05/2023	Australia Zoo - CPR Group; BMI Group - CPR Group		Telephone	Arranging meetings and events	Children; Corrective Services	View details
30/04/2023	Samsung Electronics Australia	Mike Norman	Telephone	Introduction	Innovation; Procurement	
30/04/2023	Google; Samsung Electronics Australia	Jeremy Balowski	Email	Arranging meetings and events	Education	

5.3 Current and Previous Clients

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

- the name of the client

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

Your actions on this list:

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

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

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

Current Clients			
			+ Create
Client	Using Paid Services?	Client Added	
Google	Yes	12/05/2023	▼
Apple	Yes	12/05/2023	
Samsung Electronics Australia	Yes	12/05/2023	

View Client
Edit
Set as Previous Client

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

5.4 Lobbyist list

The lobbyist list shows the lobbyists registered to your company.

Your actions on this list:

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

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

Lobbyists

Create

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

5.5 Owner list

The owner list shows the owners of your company.

Your actions on this list:

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

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

Owners

Create

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

5.6 Contact Officers

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

Your actions on this list:

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

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

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

Contact Officers

Create

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



View details
Request Deactivation

6 Lobbyists

6.1 View list of lobbyists

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

6.2 Registration process

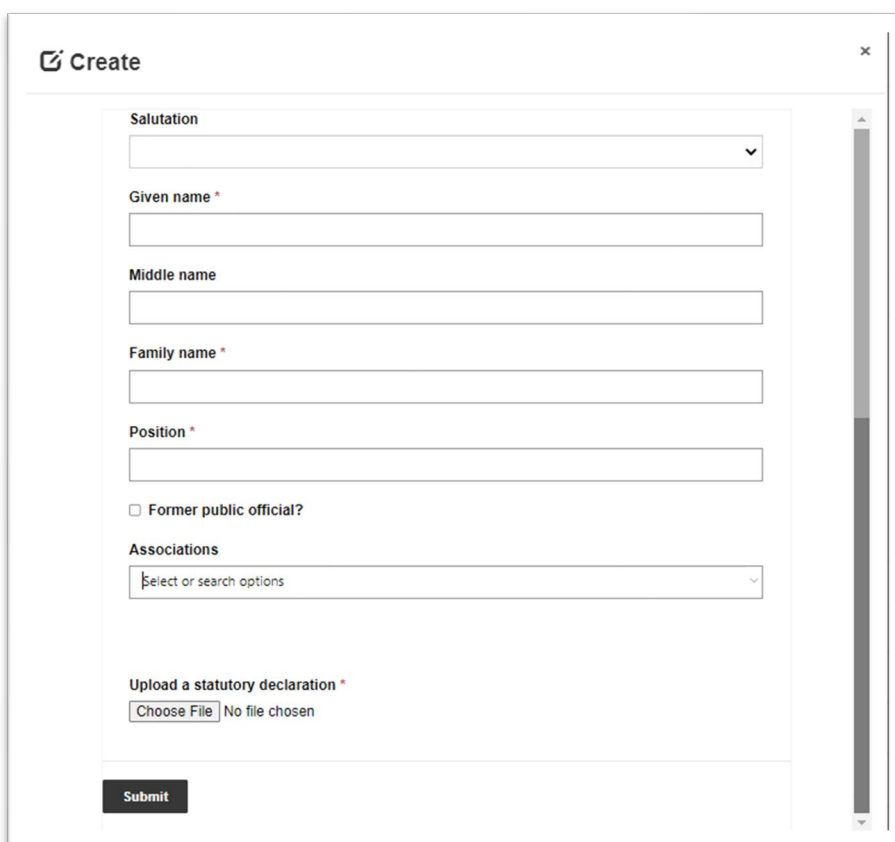
To add a lobbyist to the register, select ***Dashboard*** and navigate to the Lobbyist list, then click ***Create***.

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

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

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

A confirmation email will be sent with further details.



The screenshot shows a web form titled "Create" with a close button (X) in the top right corner. The form contains the following fields and options:

- Salutation**: A dropdown menu.
- Given name ***: A text input field.
- Middle name**: A text input field.
- Family name ***: A text input field.
- Position ***: A text input field.
- ☐ **Former public official?**
- Associations**: A dropdown menu with the placeholder text "Select or search options".
- Upload a statutory declaration ***: A section containing a "Choose File" button and the text "No file chosen".
- Submit**: A dark button at the bottom left of the form.

6.3 Status reason

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

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

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

7 Clients

7.1 View list of clients

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

Queensland Integrity Commissioner Lobbying Register

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

Home > Clients

Current Clients

Create

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

Previous Clients

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

7.2 Register new client

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

To create the client:

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

Lookup records

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

Facebook

Choose one record and click Select to continue

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

New

Select

Cancel

Remove value

Create a new record

Trading Name *

Jetbrains

ABN/ACN

1234567

Submit

Create

Client *

Q

Using Paid Services?

☐ No ☒ Yes

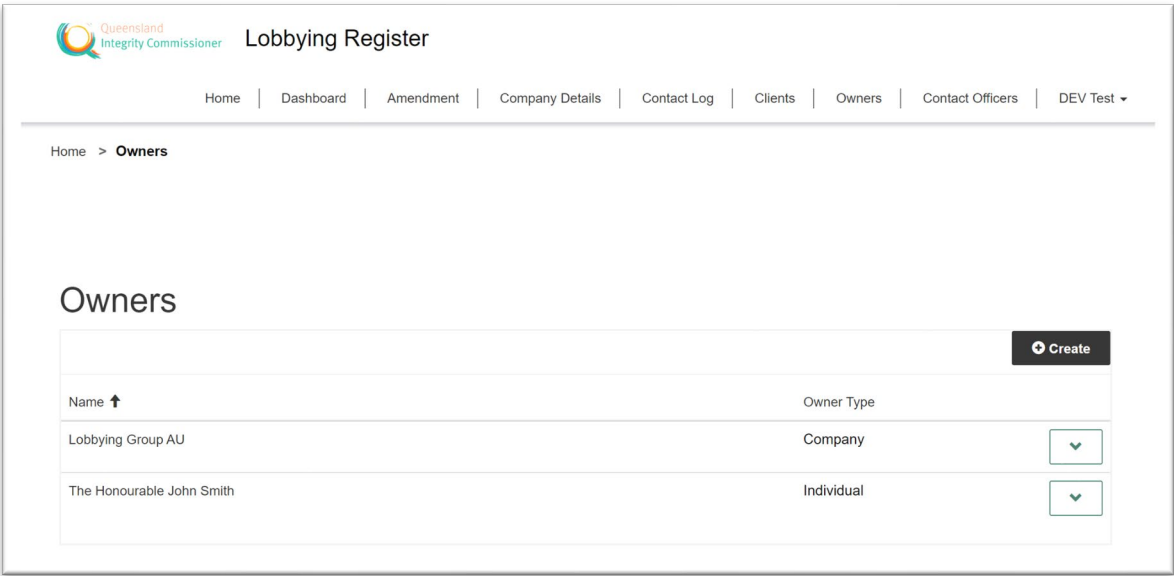
Submit

Client Launch lookup modal

8 Owners

8.1 View list of owners

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



8.2 Register new owner

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

To create the owner:

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

A screenshot of a modal window titled 'Create' with a close button (X) in the top right corner. The form contains two sections. The first section is labeled 'Owner Type *' and has a dropdown menu with 'Company' selected. The second section is labeled 'Company name *' and has an empty text input field. At the bottom left of the form is a 'Submit' button.

Create

Owner Type *

Individual

Salutation

Given name *

Middle name

Family name *

Submit

9 Company details

9.1 View company details

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

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

Entity Details

Entity Information

Trading Name *

Test Company

ABN/ACN *

1234567

Business Entity Name *

Test Company PTY LTD

Phone

1234567

Fax

Email

Test@t.t

Website

Street Address

Street 1

42 Wallaby Way

Street 2

City

Sydney

State

New South Wales

Post Code

7777

Postal Address

Street 1

42 Wallaby Way

Street 2

City

Sydney

State

New South Wales

Post Code

7777

Update

9.2 Update company details

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

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

Entity Details

Entity Information

Trading Name *

Test Company

ABN/ACN *

1234567

Business Entity Name *

Test Company PTY LTD

Phone

1234567

Fax

Email

Test@t.t

Website

Street Address

Street 1

42 Wallaby Way

Street 2

City

Sydney

State

New South Wales

Post Code

7777

Postal Address

Street 1

42 Wallaby Way

Street 2

City

Sydney

State

New South Wales

Post Code

7777

Update

9.3 Request entity deactivation

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

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

Entity Details

Entity Information

Trading Name *

Test Company

ABN/ACN *

1234567

Business Entity Name *

Test Company PTY LTD

10 Contact officer

10.1 View list of contact officers

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

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

Contact Officers

Create

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

View details

Contact Officer

Contact Officer Information

Given Name *

John

Middle Name

—

Family Name *

Smith

Position *

Admin assistant

Email *

johnsmith@t.t

Phone Number *

1234567

10.2 Create a new contact officer

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

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

Create

First Name *

Jane

Last Name *

Smith

Position *

Director

Business Phone *

94317658

E-mail *

abc@email.com

Submit

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

Contact Officers					
					Create
Full Name ↑	Email	Position	Business Phone	Status Reason	
Ben Williams	email_0000000004@test.fr	Administrator	1	Active	▼
Jane Smith	abc@email.com	Director	94317658	Pending Activation	▼
John Smith	johnsmith@t.t	Admin assistant	1234567	Active	▼

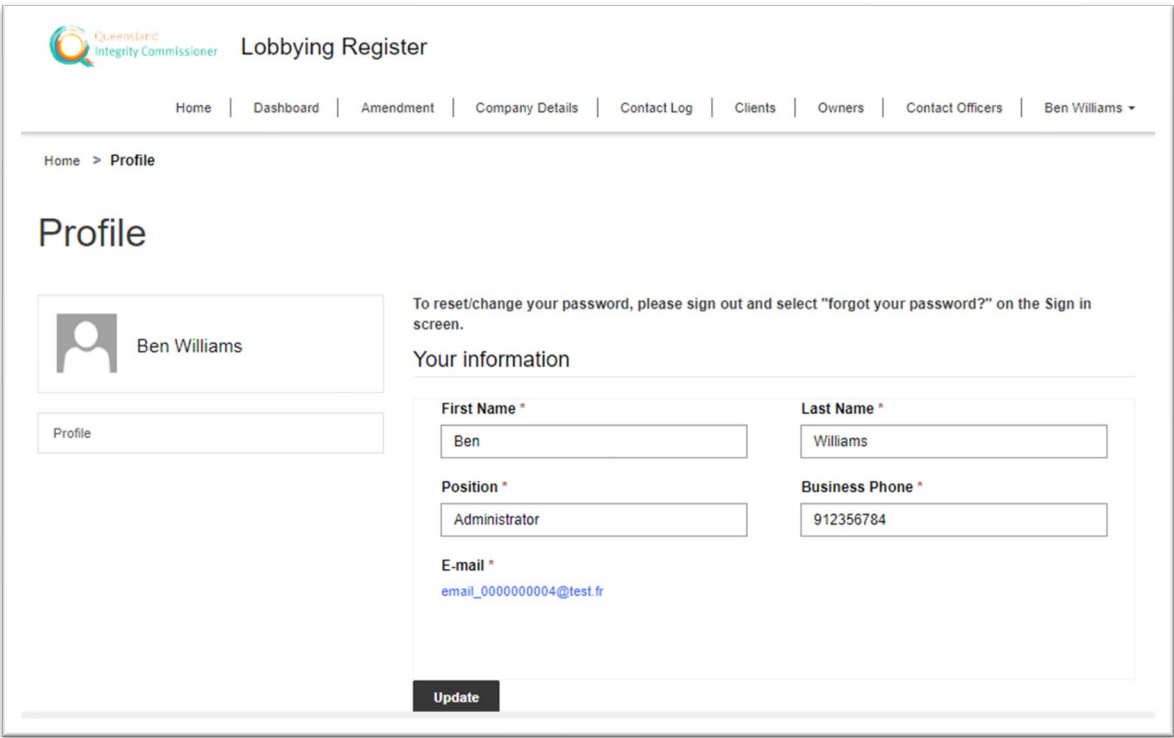
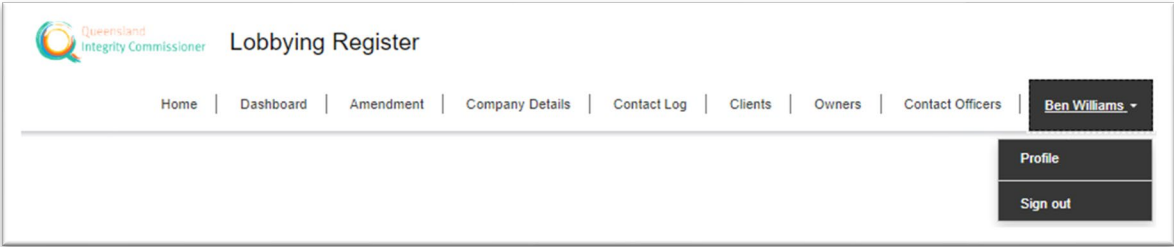
10.3 Update contact officer details

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

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

11 My profile

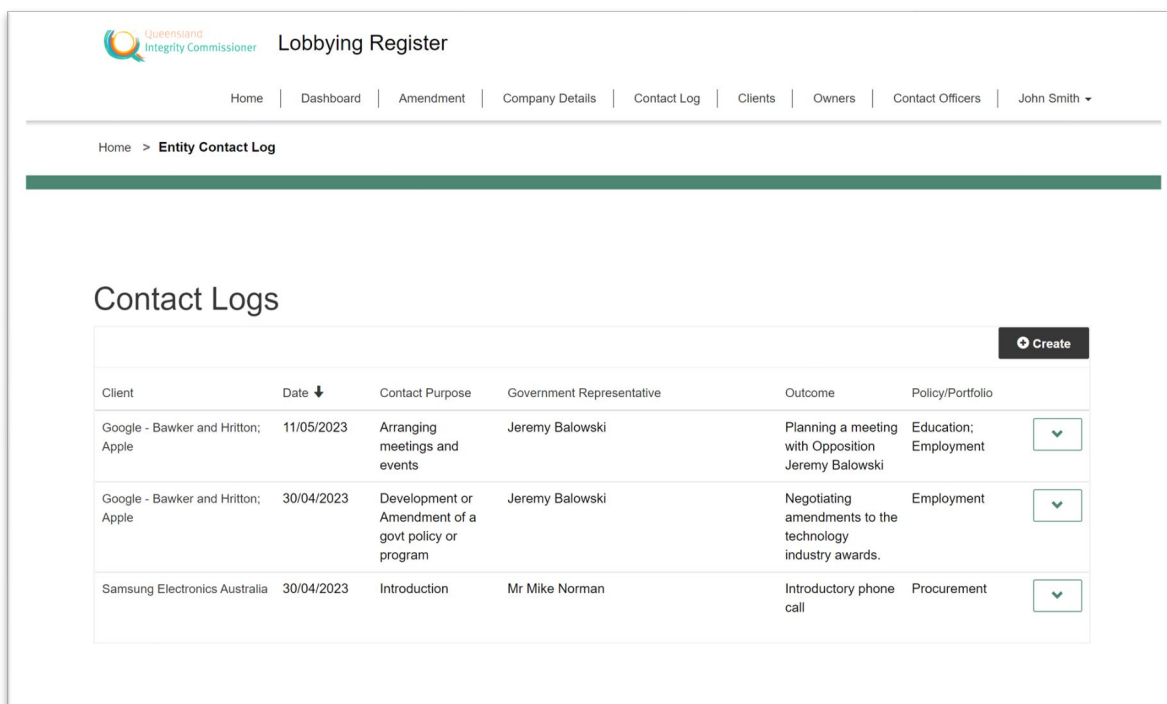
- To view your account, select your name on the navigation bar and select my profile.
- To change your password, select **Forgot your password?** on the Sign In page.
- Update your name, position or phone number and click **Update**.
- To update your email address, contact the Office of the QIC.



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

12.1 View contact log

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



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

12.2 Register contact

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

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

The following details are required:

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

- specific details about the contact.

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

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

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

Create a contact log

Lobbyists Involved

Add existing lobbyist

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

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

Note that at least one lobbyist must be selected.

Lookup records

Search

Q

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

Selected records

John Smith✕

Rick Mayall✕

Add

Cancel

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

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

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

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

☒ Yes

Date lobbying contact occurred *

03/05/2023

Mode of contact *

Other

Mode of contact Description *

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

Clients of lobbyist			Add client
Client	Using Paid Services?	Client Added	
Google	Yes	24/04/2023	
Apple	Yes	15/05/2023	

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

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

Note that at least one client must be selected.

Lookup records

Search

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

Selected records

Google X Apple X

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.

Portfolio/policy areas

Add Portfolio Area

Name ↑

Employment



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

Note that at least one portfolio must be selected.

Lookup records

Search

☐ Corrective Services

☐ Disability Services

☐ Education

☒ Employment

☐ Energy

☐ Environment

☐ Fire and Emergency Services

< 1 2 3 4 5 >

Selected records

Employment ✕

Add Cancel

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

Purpose of contact *

Other

Purpose of contact Description *

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

Purpose of contact *

Making or amendment of legislation

Specific details of the contact? *

Negotiating amendments to technology employee awards.

Submit

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

12.3 View published contact log

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

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

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

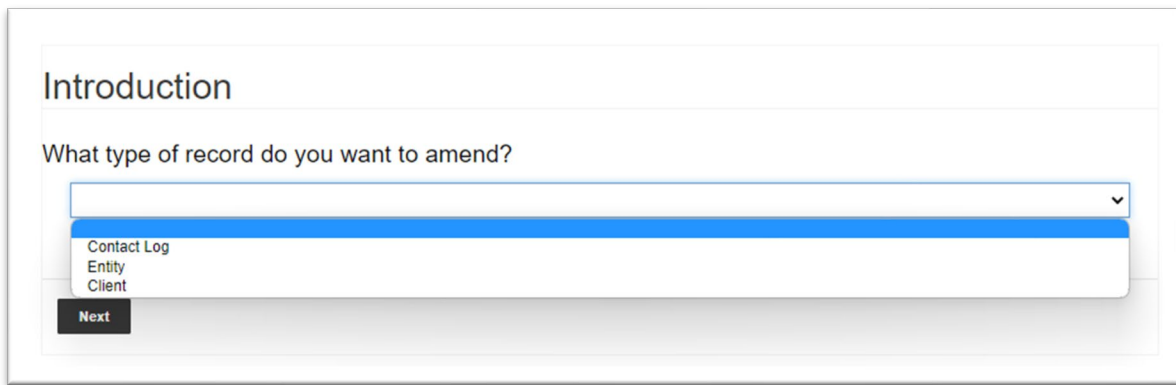
Queensland Integrity Commissioner Lobbying Register

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

Profile

Sign out

Navigate to the Search contact log page of the register.



Introduction

What type of record do you want to amend?

Contact Log

 Entity

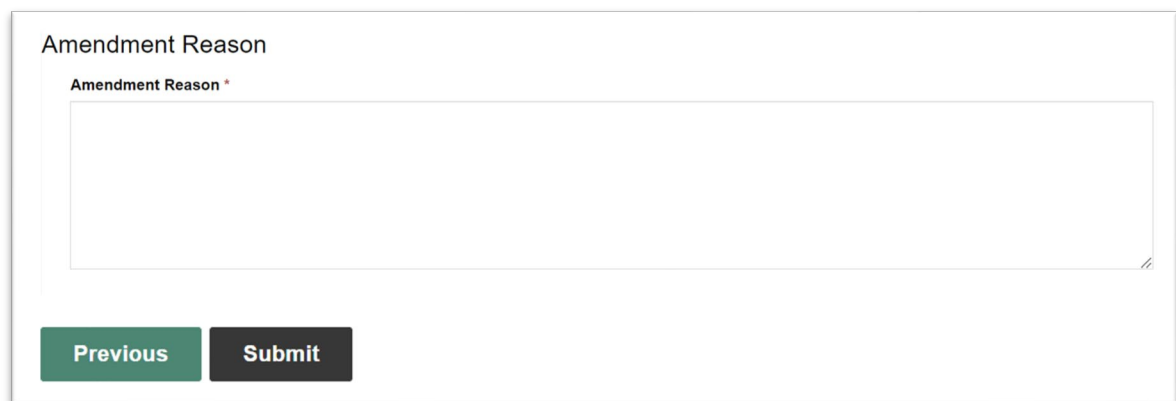
 Client

Next

If you selected Contact log, refer to section 13.1.

If you selected Entity, refer to section 13.2.

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



Amendment Reason

Amendment Reason *

Previous **Submit**

Click **Previous** to update any details.

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

A confirmation email will be sent with further details.

13.1 Amendment to Contact log

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



Contact Log

Contact Log *



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

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

Lookup records

Search

Q

Choose one record and click Select to continue

	<u>Date</u> <u>lobbying</u> <u>contact</u> <u>occurred</u>	Contact Purpose	Representative	Outcome	Portfolio Areas
<div>✓</div> <div>Clients Represented</div> <div>↓</div>					
<div><input type="checkbox"/></div> <div>Samsung Electronics Australia</div>	30/04/2023	Introduction	Mike Norman	Introductory phone call between Neil and Mike.	Innovation; Procurement
<div><input type="checkbox"/></div> <div>Google; Samsung Electronics Australia</div>	30/04/2023	Arranging meetings and events	Jeremy Balowski	Planning a meeting with Jeremy Balowski	Education

Select

Cancel

Remove value

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

Contact Log

Contact Log *

Google; Samsung Electronics Australia



Contact Log View

Lobbyists

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

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

☐ No ☒ Yes

Date lobbying contact occurred

30/04/2023

Mode of contact

Email

Mode of contact Description

—

Clients of lobbyist

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

Title and name of the government or Opposition representative

Jeremy Balowski

Purpose of contact

Arranging meetings and events

Purpose of contact Description

—

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

Refer to section 12.2 for further information on completing the contact log entry.

Lobbyists Involved
Add existing lobbyist

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

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

Date lobbying contact occurred

Mode of contact

Clients of lobbyist
Add existing client

13.2 Amendment to Entity

View the current information in the 'Entity View'.

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

Entity

Entity View

Business Entity Name *
 Bitton and Hrawker

ABN/ACN *
 2938557

Email
test@t.t

Main Phone
 1234567


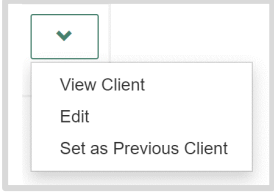

Trading Name

Business Entity Name


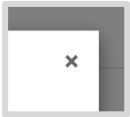
ABN/ACN

14 Appendix – Lobbyist register icons and functions

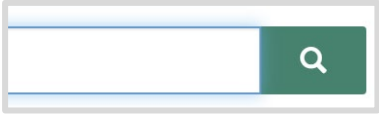

Table functions

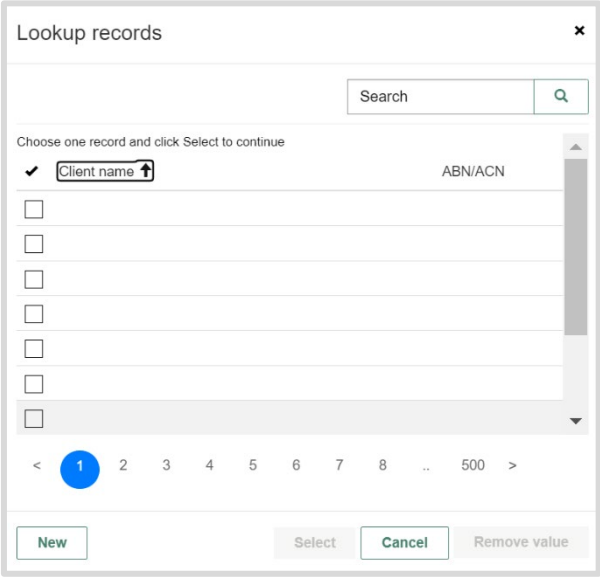



Icon	Name	Purpose
	Create Button	Creates a new record for the table displayed.
	Dropdown menu	To provide more options for the table displayed.
	Page selection	To navigate through a table of information with more than 10 records.

Record functions

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

Lookup functions

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

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