

Applying to be a registered lobbyist in Queensland - what information do I need to apply?

Before registering as a lobbyist in Queensland

Individuals intending to register as a lobbyist and engage in lobbying activities in Queensland, must familiarise themselves with the following before making an application:

- [Chapter 4 \(Lobbying activity\) of the Integrity Act 2009](#)
- [The Queensland Registered Lobbyists' Code of Conduct](#) (the Code of Conduct)

It is important to be aware of and understand the obligations required because the application process involves making a statutory declaration that ensures, to their greatest extent possible, that anyone who conducts lobbying activity will comply with the obligations under the Integrity Act and the Code of Conduct.

Information to Gather Before Starting Your Application

Signed statutory declarations

Before submitting the lobbyist registration application, please ensure the following:

1. Obtain a completed and signed statutory declaration from each employee, contractor, officer or a person otherwise engaged by the entity who will take part in lobbying activities in Queensland.
2. All signed statutory declarations must be included with the application; without them, the application will be considered incomplete and will not be approved.
3. The information on the statutory declaration forms must match exactly with what is entered on the application form. To avoid discrepancies, it's best to have the declarations ready before starting the application.
4. The OQIC now has a standard Queensland statutory declaration template to be used when applying for registration as a lobbyist. The declaration can be used no matter what State or Territory you reside in or are located in at the time you complete the form. It is available on the [Lobbying page](#) of our website.
5. Double-check that all parts of the form are filled in. Incomplete forms will not be accepted.
6. The form must be witnessed by someone authorised to do so under the applicable laws. For more information on who can witness the declaration, refer to [Witness Eligibility Information \[PDF Link\]](#), [Making a statutory declaration | Your rights, crime and the law | Queensland Government](#)

Information about the entity and contact officer

The following information will need to be provided about the entity:

- full legal name of the entity
- registered Australian Business Name/Trading Name
- ABN
- ACN (if the entity is a company)
- street address, contact details and website (if you have one)
- the type of entity it is (e.g. company, sole trader, partnership, trust or other)

If the lobbying entity is a company please attach an up to date copy of the 'Current company information' from [ASIC](#). You will need to nominate a contact officer(s) and provide their position and contact details (email and phone). The contact officer will be the primary channel used by the Integrity Commissioner to communicate with the entity. The contact officer will also get administration rights to access the Queensland Lobbying Register (QLR) portal to update information about the entity and enter details of lobbying activities which are required to be included in the QLR each month as required by the Code of Conduct.

Information about each officer and/or employee who is applying to be a registered lobbyist in Queensland

For each person applying to be a registered lobbyist, they will need to submit a witnessed [statutory declaration form](#) which confirms the information provided in their application. The following information will need to be provided:

- name, position and email address
- if they are a former Queensland senior government¹ representative or Queensland opposition representative² (former representative)
- if they are a former representative they will also need to provide:
 - the date they ceased to be a government or opposition representative
 - the portfolio/policy areas they worked in during their last two years in their government or opposition role
 - the details of matters on which they had official dealings³
 - if they held more than one senior government/opposition role in their last two years of employment in government or opposition - for each role held, the position title, the department/office employed in, and the start and finish date for each.

¹ A former Queensland government representative is a person who held, but no longer holds, any of the following offices – premier, minister, assistant minister, councillor, ministerial staff member, assistant minister staff member, an office of a public sector officer that is an office of the chief executive, senior executive or senior executive equivalent (s59 Integrity Act).

² A former Queensland Opposition representative is a person who held, but no longer holds, any of the following offices – leader of the opposition, deputy leader of the opposition, staff member in the office of the leader of the opposition.

³ 'Official dealings' means any of the following dealings that the person engaged in as part of the person's ordinary duties on a regular basis – government or opposition business or activities AND/OR negotiations, briefings, contracts and the making or receipt of representations relating to government or opposition business or activities (s41 Integrity Act).

Each applicant will also need to indicate if:

- they have ever been sentenced to a term of imprisonment of 30 months or more (excluding spent convictions)
- they have ever been found guilty of an offence involving fraud or dishonesty for which the individual has been convicted as an adult (excluding spent convictions)
- they are disqualified from being a Queensland registered lobbyist under section 49 (disqualification of individual engaged in dual hatting) of the Integrity Act
- they are currently performing, or intend to perform, a substantial role in the election campaign of a Queensland political party for the next Queensland state election
- they have ever had their registration as a lobbyist in another jurisdiction cancelled or suspended, and if yes, the reasons why
- whether they are aware of any other facts or circumstances which might provide grounds for the Integrity Commissioner to refuse registration.
 - an undischarged bankrupt
 - a director of a corporation while it was a chapter 5 body corporate under the Corporations Act 2001
 - disqualified from involvement in the management of a corporation
 - the subject of disciplinary action, however expressed, in a profession or occupation in Australia or a foreign country.

The names of each officer

Applicants are required under the Integrity Act to disclose the full names of all officers associated with their entity.

An officer of an entity means a person who-

- (a) holds an office, or position of authority, in the entity, or
- (b) carries out, or has a duty to carry out, the functions of an office of the entity, or
- (c) has a right to participate in the administration or management of the affairs of the entity.

The names of each employee (some exceptions apply)

Applicants are required under the Integrity Act to disclose the full names of all employees associated with their entity, with the following exceptions:

- individuals applying for registered lobbyist status (as outlined in the previous section)
- those who are currently registered as lobbyists in Queensland
- staff with administrative roles only
- employees who work solely outside of Queensland.

Details about your clients (current and former)

Under section 66M of the Integrity Act the names and contact details (phone, email or alternative contact method) are required for the following:

- Current clients you have a contractual or agreed arrangement to conduct lobbying activities on their behalf in Queensland.
- Former clients you have performed lobbying activities for on their behalf within the past 12 months in Queensland.

Please note this only applies to clients for whom you have performed lobbying activities on behalf of, in Qld, in the previous 12 months. For example, if you were previously registered as a lobbyist, but deregistered in the previous 12 months, any clients you lobbied on behalf of prior to deregistration should be included.

Ready to apply for registration as a lobbyist?

Once you are ready to apply for registration, please complete our online application which is available [here](#).

Applying online is quick and easy to submit all the necessary information to the Integrity Commissioner. The online form, form automatically populates information in the Queensland Lobbying Register once your application is approved.

If you are unable to use the online form (e.g. there is a technical problem and our online form is not available), we have a PDF version of the application form located [here](#) which can be printed and completed.

Need assistance?

If you have questions about whether your business needs to be registered in Queensland, about the application process, or about lobbying regulation in Queensland, contact the Office of the Queensland Integrity Commissioner:

- 07 3033 2888
- lobbyist@integrity.com.au.

Please note: we are not able to provide legal advice so if the question is a legal one, you will need to seek independent legal advice.