

Declaration of contact with a lobbyist

DOCUMENT REF: _____

Section 1: Details of contact

This section is to be completed by the officer responsible for lobbying contact.

Date of contact:	
Name/s, division/s and role/s of departmental officer/s in attendance:	
Name/s and role/s of other government representative/s present:	
Name of lobbying entity:	
Name/s and role within entity of each entity employee/contractor present:	
Relevant third-party client/s of lobbyist:	
Method of contact:	
Purpose of contact:	
Outcome of contact:	

I confirm that I have checked the [Register of Lobbyists](#) and verified that:

- the entity that the lobbyist is engaged by is a registered lobbying entity; and
- the lobbyist is a registered lobbyist for that lobbying entity.

Where a lobbyist has engaged in prohibited lobbying activity (i.e. not a registered lobbyist and/or lobbying entity, or a registered lobbyist engaging in related lobbying), the contact must be immediately reported by providing this completed form and all available information regarding the lobbying contact to integrity@qed.qld.gov.au.

Section 2: Lobbyist Code of Conduct requirements

SECTION 2 IS TO BE USED FOR INITIAL LOBBYIST CONTACT ONLY. PLEASE CHECK THE BOXES BELOW TO CONFIRM THAT THE LOBBYIST HAS MET THEIR REQUIREMENTS.

Section 3.2 of the [Lobbyist Code of Conduct](#) states that on initial contact, a lobbyist must inform departmental employees of the following:

- They are a lobbyist currently listed on the register of registered lobbyists
- They are a listed person for a lobbyist who is currently on the register of registered lobbyists
- They are making contact on behalf of a third party
- The name of the third party
- The nature of that third party's issue
- The reason for the approach

Additionally, section 3.3 of the [Lobbyist Code of Conduct](#) requires that on initial contact, lobbyists who became a former senior government representative or former opposition representative less than two years earlier must indicate:

- that they are a former senior government representative or former opposition representative
- when they became a former senior government representative or former opposition representative
- that the matter is not a "related lobbying activity", an activity prohibited under the *Integrity Act 2009*.

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/reporting-contact-with-lobbyists-procedure> to ensure you have the most current version of this document.

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Section 3: Declaration by attendees at lobbying activity

PLEASE COPY AND PASTE THE STATEMENT BELOW FOR COMPLETION BY EACH DEPARTMENTAL OFFICER LISTED ABOVE.

I declare that my contact with the lobbyist/s identified above was in accordance with the department's [Reporting contact with lobbyists procedure](#) and [Conflict of interest procedure](#) and:

- I have a relationship with the lobbyist, its employees or contractors, and/or the former senior government representative/s and/or former opposition representative/s.
- I have completed and attached a [Conflict of interest declaration and management plan form](#).
- If it was determined that an actual, perceived or potential conflict of interested existed, my manager/supervisor and I have developed management strategies and included them in the management plan section of the form.

OR

- I do not have a relationship with the lobbyist, its employees or contractors, and/or the former senior government representative/s and/or former opposition representative/s.

Name: _____ Position: _____

Signature: _____ Date: _____

Section 4: Certification by Assistant Director-General, Deputy Director-General, Associate Director-General or Director-General

WHERE A CONFLICT OF INTEREST IS IDENTIFIED BY THE RELEVANT ADG OR DDG, THEY MAY ONLY REFER THE CERTIFICATION OF THIS FORM TO THEIR DDG OR THE DG RESPECTIVELY. THIS FORM MUST BE CERTIFIED BY A SENIOR OFFICER IN THE ABOVE OFFICER'S REPORTING LINE.

I certify that to the best of my knowledge, the above officer/s' contact with the lobbyist/s identified above was in accordance with the department's [Reporting contact with lobbyists procedure](#) and [Conflict of interest procedure](#) and:

- I have a relationship with the lobbyist, its employees or contractors, and/or the former senior government representative/s and/or former opposition representative/s.
- I have completed and attached a [Conflict of interest declaration and management plan form](#).
- If it was determined that an actual, perceived or potential conflict of interested existed, my manager/supervisor and I have developed management strategies and included them in the management plan section of the form.

OR

- I do not have a relationship with the lobbyist, its employees or contractors, and/or the former senior government representative/s and/or former opposition representative/s.

Name: _____ Position: _____

Signature: _____ Date: _____



Section 5: Completion and submission of this form

- The officer responsible for the lobbying contact is to complete the *Details of contact* section, and coordinate the process of completing and submitting this form.
 - In relation to a meeting or teleconference, the responsible officer is the person who hosted or coordinated the contact.
 - In relation to an email or letter, the responsible officer is the person who signed the letter or whose signature block appeared on the email.
- The following steps should be followed to correctly save and submit the form:
 1. Ensure the form is completed and signed individually by all departmental employees present at the lobbying activity as soon as practicable.
 2. Scan the signed form and all completed Conflict of interest declaration forms and management plans as a single document.
 3. Save the form in the department's document management system as an attachment to container 20/24/12.
 4. Move the form in the department's document management system through the normal approvals process to your relevant Assistant Director-General, Deputy Director-General, Associate Director-General or the Director-General for signature and completion.
 5. Scan the completed signed form and all completed Conflict of interest declaration forms and management plans as a single document and save as a new version of the existing record in the department's document management system.
 6. Return the record to the responsible officer in the department's document management system.
 7. The responsible officer **must immediately** email the scanned version of the completed form and all completed Conflict of interest declaration forms and management plans to the Integrity team by email integrity@qed.qld.gov.au.
- The Integrity team will use the information contained in the form to update the department's *Register of contact with lobbyists*, and inform audit requests from the Queensland Integrity Commissioner in accordance with s72A of the [Integrity Act 2009](#).
- Any questions about recording contact with lobbyists should be directed to the Integrity team on (07) 3055 2934.

