

NEW SOUTH WALES GOVERNMENT



INSTRUCTIONS ON HOW TO REGISTER UNDER THE LOBBYIST CODE OF CONDUCT

This page:

- tells you about the registration process;
- details what information you need to provide if you want to be included on the Register; and
- tells you what information will be shown on the Register.

The Registration Process

To apply for registration, you will need to complete the Application Form provided on the Department's website. The information you will be asked for in the Application Form is listed below.

Step 1 – General Details

Fill out the general and other details of the lobbyist.

Step 2 – Employee Details

Provide the details of all employees, contractors or other persons engaged by the lobbyist to carry out lobbying activities and enclose a statutory declaration required under clause 8.1 of the Lobbyist Code of Conduct in respect of each employee, contractor or other person.

If you are an individual who is a lobbyist, you will need to provide details and a statutory declaration about yourself.

Please note that a statutory declaration must be made pursuant to the legislation applicable in the State or Territory in which the declaration is made. For example, a person making a statutory declaration in New South Wales may use the statutory declaration form provided on the Department's website. A person making a statutory declaration in Victoria must use the form prescribed by Victorian legislation.

For more information about statutory declarations, or to download the New South Wales form, go to the 'Statutory Declaration' section of the website.

Step 3 – Check your details

Check to make sure the details you have entered are correct and that correct statutory declarations have been made by all employees to be listed on the Register.

Step 4 – Declaration

You will be asked to check a box saying that the lobbyist and if applicable, the lobbyist's employee(s), contractor(s) and person(s) otherwise engaged by the lobbyist to carry out lobbying activities have read the Lobbyist Code of Conduct and agree to comply with the obligations under the Code.

You also will be asked to check a box saying that the lobbyist and if applicable, the lobbyist's employee(s), contractor(s) and person(s) otherwise engaged by the lobbyist to carry out lobbying activities understand that if the lobbyist, employee, contractor or person contravenes any of the terms of the Lobbyist Code of Conduct or if the Director General of the Department of Premier and Cabinet is of the opinion that any of the matters referred to in clause 8.2 of the Code has occurred, it may result in the lobbyist or the employee, contractor or person being removed from the Register of Lobbyists.

After checking the relevant boxes, the 'Submit' button will appear. Your application for registration may then be formally submitted.

Step 5 – Acknowledgement

An acknowledgement of your application will be sent to the email address you have provided. If you do not receive this email, please notify us at nswlobbyistsregister@dpc.nsw.gov.au.

Information Required for the Registration Process

You will be asked to provide:

1. Your business entity name and Australian Business Number (ABN) and trading name. #
2. The names of owners, partners or major shareholders as applicable. #
3. Contact details: name, phone number and email address. These contact details will be used for our communications with you. Please include your area code with your telephone and fax numbers.
4. Website address (optional).
5. The statutory declaration required under clause 8.1 of the Lobbyist Code of Conduct in respect of each employee, contractor or other

person engaged by the lobbyist to carry out lobbying activities and if the lobbyist is an individual, a statutory declaration about the lobbyist.

6. Names and positions of all persons employed, contracted or otherwise engaged by the lobbyist to carry out lobbying activities (including details of any lobbyist who is an individual). #
7. Names of clients who have currently engaged the lobbyist on a retainer to provide lobbying services, whether paid or unpaid. #
8. Names of clients for whom the lobbyist has provided lobbying services (paid or unpaid) during the previous three months. #

Information that will be placed on the Register

The information above marked with a hash (#) will be placed on the Register, as required under the Lobbyist Code of Conduct.

The contact details (number three above) are for our communications with you only and will not be placed on the Register. It should be noted, however, that this information may be liable for disclosure under the *Freedom of Information Act 1989*.

Need help?

If you need help with the Application Form, or have any queries, please contact the Department of Premier and Cabinet using the online contact form under the 'Feedback and Queries' section of the Department's website, or by using any of the following contact details:

Register of Lobbyists
Department of Premier and Cabinet
GPO Box 5341
Sydney NSW 2001

Fax: (02) 9228 5542

Phone: (02) 9228 3114

Email: nswlobbyistsregister@dpc.nsw.gov.au