The Lobbyist Register

Updated 10 May 2023

Transparency Frameworks Section
Transparency & Criminal Law Branch
Integrity & Security Division
Attorney-General's Department

3.9 Breach Reports

Breach reports are generally received via the portal or directly through the LR Inbox.

When a breach report is received, the report should be logged in the Log of reported breaches in [redacted] This document is kept to assist in the reporting of breach reports.

Breach reports are also often received directly to the LR inbox. Breach reports received directly to the Lobbyist inbox should also be logged in the Log of reported breaches in [redacted] and manually recorded in the online portal (see instructions set out below).

In finalising any breach report, a breach investigation report should be created (see for example [redacted] The breach investigation report should include relevant details of the departments enquiries, reference key documents and correspondence and record the final outcome. The breach investigation report should be saved to the relevant file in [redacted]

3.9.1 Processing a breach received via the portal

When a breach is reported via the portal, an email will come into the LR inbox.

Australian Government
Attorney-General's Department

Australian Government Register of Lobbyists

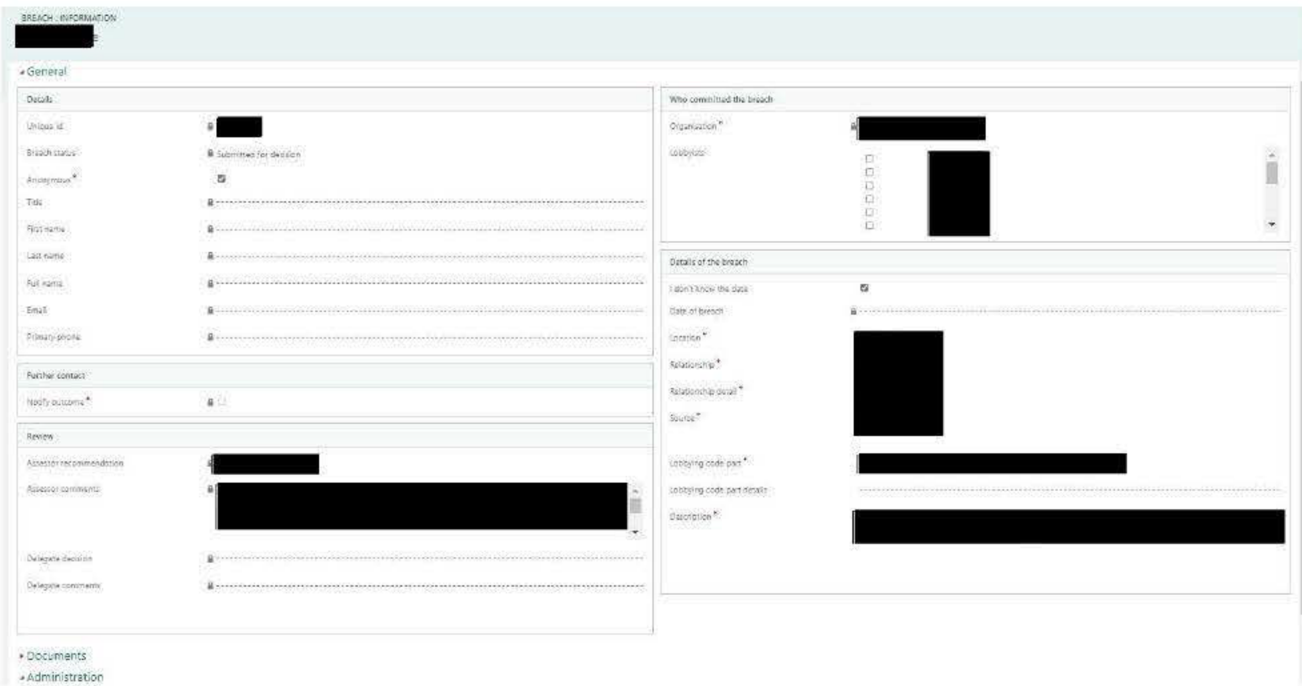
A breach of the Lobbying Code of Conduct has been reported - [redacted]

The breach has been reported against [redacted]

The breach was reported by anonymous user.

Email: lobbyistsregister@ag.gov.au | Tel: (02) 6141 2666
Attorney-General's Department

Clicking on the link will open up the alleged breach in the [redacted]



- Details about the individual who reported the breach can be found on the left-hand side under "General" "Details".
- If an individual is accused of the breach rather than an organisation, the individual will be ticked under "Who committed the breach".
- "details about the breach" will give you the information you will need to assess the breach.
- Often the officer will need to draft emails to both the accuser and the accused. These are often cleared by EL1. In sensitive cases, EL2 or SES clearance may be needed.
- Once the breach has been assessed, send to delegate to sign off, by clicking on the Review field and completing the relevant details

When a breach is reported through the inbox via email, a breach record can be created in the [redacted]

- Click on the Register tab and then the Breaches tab)

[redacted]

- Once in the breaches list, in the top left corner select New to create a breach in the [redacted]
- Populate with the information your received in the email and proceed as above.

[redacted]

[redacted]