

# Annual Confirmation of Registers of Interests

## Fact Sheet

### Background

Councillors and councillor advisors must complete an annual confirmation of their registers of interests by 30 July each year. You can follow the steps below to complete the annual confirmation using the online form.

### Step 1: Visit the Registers of Interests webpage

Visit the Registers of Interests webpage [Register of Interests \(localgovernment.qld.gov.au\)](https://www.localgovernment.qld.gov.au/register-of-interests) and click on the registers of interests electronic form.

Registers of interests

A register of interests is important to be able to identify the potential conflicts of interest of councillors, councillor advisors, chief executive officers (CEO) and senior executive officers.

To view an extract of a councillors' current register of interests visit [the relevant council's website](#).

### Online register of interests forms

To make registering and updating your interests easy while improving transparency you can use the [register of interests electronic form](#).

Complete the forms using a desktop computer so you can save your register file.

To help you complete the forms download the [register of interest notes](#) (236.3 KB).

This video shows you how to manage and update an existing register file.

How to manage and update Registers of Interests forms

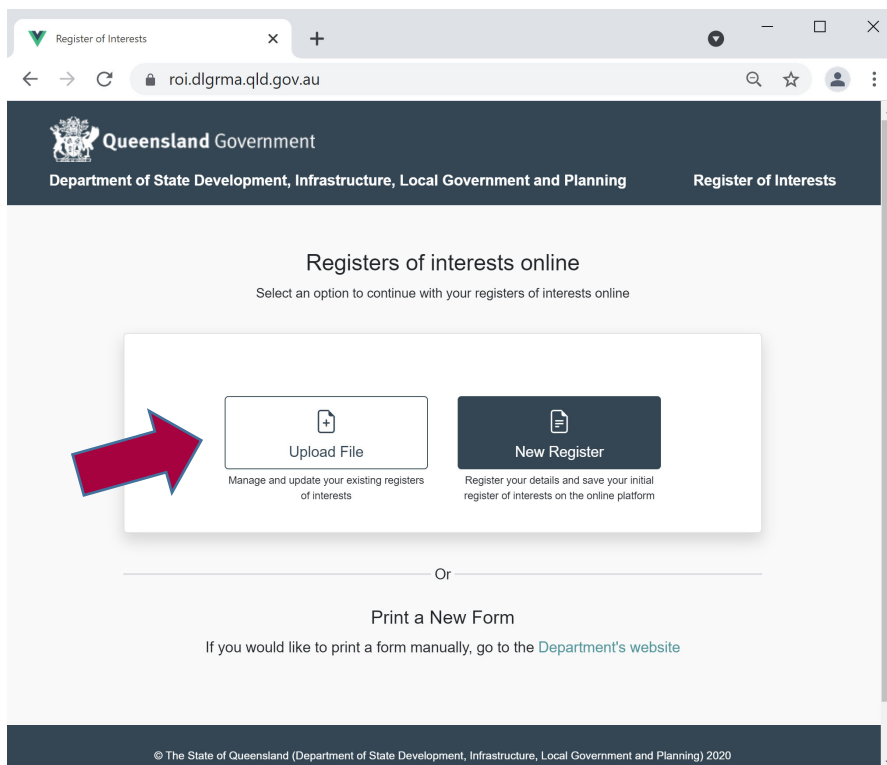
Copy link

How to manage and update Registers of Interests forms

Queensland

### Step 2: Upload Your Most Recent Registers of Interests File

Click on the **Upload File** button. A file explorer window will open, typically showing your **Downloads** folder where the ROI file is usually saved. If you have saved it somewhere specific, you will be able to navigate to that folder from here. Select the file and click the 'open' button. Then click 'continue'.



Register of Interests

roi.dlgma.qld.gov.au

Queensland Government

Department of State Development, Infrastructure, Local Government and Planning

Register of Interests

Registers of interests online

Select an option to continue with your registers of interests online

**Upload File**  
Manage and update your existing registers of interests

**New Register**  
Register your details and save your initial register of interests on the online platform

Or

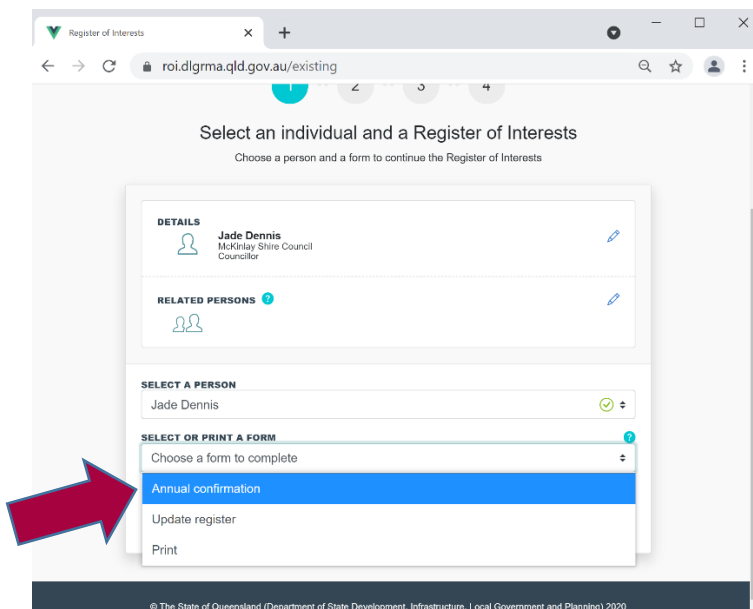
Print a New Form

If you would like to print a form manually, go to the [Department's website](#)

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### Step 3: Select Name and Annual Confirmation

Select your name from the 'Select a person' drop down menu and 'Annual confirmation' in the 'Select or print form' menu. Then click 'Continue'.



Register of Interests

roi.dlgma.qld.gov.au/existing

Select an individual and a Register of Interests

Choose a person and a form to continue the Register of Interests

**DETAILS**

Jade Dennis  
McKerriay Shire Council  
Councillor

**RELATED PERSONS**

**SELECT A PERSON**

Jade Dennis

**SELECT OR PRINT A FORM**

Choose a form to complete

Annual confirmation

Update register

Print

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### Step 4: Review Interests

Review your interests and confirm they are up to date. If you have interests that are not yet recorded, click 'Add Variation' – you will need to update your register before you can complete your

annual confirmation. If your form is up to date, select 'I have read and understood my responsibilities' and 'I declare that the information on this form accurately reflects my interests' and then click the 'confirm' button.

Register of Interests

roi.dlgrma.qld.gov.au/confirm?type=annual

Jane Dennis Councillor

☒ Land (including houses, rentals and other properties)

List here any land or properties you own or have an interest in that are not identified elsewhere on the form.

Suburb or locality of land	Approximate size	Purpose for which land is used	Nature of interest (e.g. owned, leased, rented)
Sunshine	1000m2	Residential	Owner

☒ Savings and investment accounts held with financial institutions

List here all savings or investment accounts you hold with a bank or other financial institution.

Name of bank or institution	Type of account
Commonwealth Bank	Savings
Commonwealth Bank	Campaign account

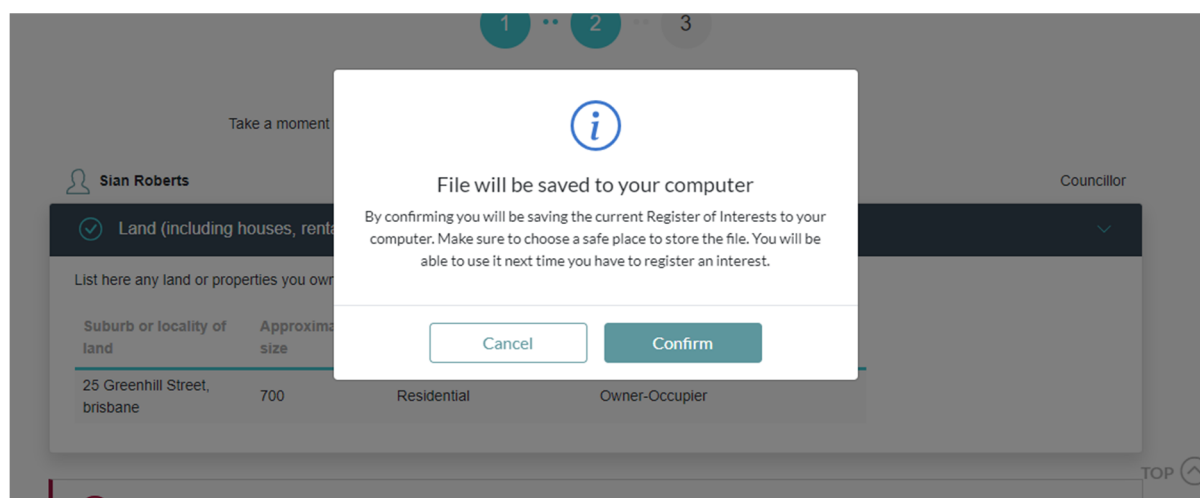
☐ I have read and understood [my responsibilities](#)

☐ I declare that the information on this form accurately reflects my interests.

Failure to complete or update a register can result in significant penalties. Providing false or misleading information on this form may be an offence. If you are unsure of your obligations with respect to registers of interests, it is strongly recommended that you seek independent professional advice to clarify your understanding of your obligations.

[Add Variation](#) [Save](#) [Confirm](#)

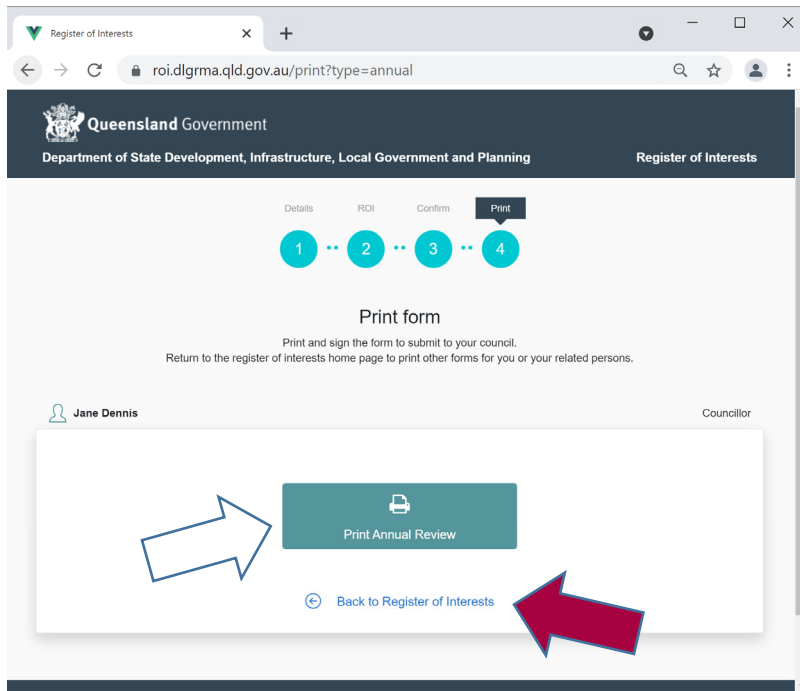
Note: By confirming your annual confirmation, a new window will pop up to let you know that your current Registers of Interests will be saved to your computer in your downloads. It is suggested that you save this in a safe place, so you are able to access it next time.



## Step 5: Print and Return to Complete Related Person Reviews

Click on 'Print annual review' to print your review. Sign the printed document and submit this to your council's Chief Executive Officer for record keeping. Then select 'Back to register of interests' to complete an annual confirmation for each of your related persons if you have a spouse or any dependent children.

If you do not have a printer, you can follow to the steps to change the printer option to PDF, this will allow you to digitally sign it, without physically printing it.



## Further Information

For any further enquiries on this matter, please contact the department.