

Scope

Who is a Lobbyist?

A lobbyist is a person, company or organisation who conducts lobbying activities on behalf of a third party client or whose employees conduct lobbying activities on behalf of a third party client. The definition does not include:

- applicants or owners for a development application;
- charitable, religious and non-profit organisations;
- individuals making representations to inform the Council of their views on matters of public interest;
- peak industry bodies and professional organisations who represent the interests of their members;
- trade unions; or
- professionals, such as accountants, architects, lawyers, surveyors and town planners, where contact with Council on behalf of a client may be an incidental but necessary part of their work.

Purpose

The purpose of the Register for Lobbyists is to promote trust in the integrity of Council processes and to ensure that contact between Lobbyists and Council officials is conducted in accordance with public expectations of transparency, integrity and honesty.

Guidelines / Procedures

General Rules for Lobbyists

- (a) Lobbyists shall comply with all relevant legislation including disclosing gifts or political donations related to planning applications or public submissions made by a Lobbyist.
- (b) Lobbyists shall not engage in any conduct that is corrupt, dishonest, illegal or cause or threaten any detriment.
- (c) Lobbyists shall use all reasonable endeavours to satisfy themselves of the truth and accuracy of all statements and information provided by them to clients whom they represent, the wide public and Council officials.
- (d) Lobbyists shall not make misleading, exaggerated or extravagant claims about the nature or extent of their access to Council officials or to any other person.

Title of Policy		
Owner: Customer Service and Governance Service Unit	Accountability: Governance framework (including registers) development	Policy Number: CSG004
Trim Reference: D14/13922	Review date: November 2017	Adopted by Council 26 November 2013

- (e) Lobbyists are expected to comply with the principles contained in Council's Statement of Business Ethics.
- (f) When making initial contact with a Council official, with the intention of conducting Lobbying activities, lobbyists are to inform that Council official:
 - that they are lobbyists or employees of, or contractors or persons engaged by lobbyists;
 - whether they are currently listed on the Register of Lobbyists.
 - the name of the relevant client or clients; and
 - the nature of the matters that their clients wish them to raise with Council officials.
- (g) Lobbyists should register for each matter on which they intend to lobby Council.

Sanctions

If a lobbyist does not meet obligations imposed by legislations then legal sanctions may apply.

If a lobbyist does not abide by the principles set in this procedure and other relevant Council Policies, Council will take appropriate action to ensure maintenance of expected standards of transparency, accountability and ethics between lobbyists and Council officials.

Council Officials

Councillors, staff and delegates of Council are obliged to comply with Council's Code of Conduct and other policies in their interaction with all members of the public including lobbyists. These obligations apply whether or not the individual or organisation is registered as a lobbyist.

When meeting with a lobbyist, a Council Official will attend with at least one other Council official present. Minutes will be kept of the meeting and filed in Council's official record keeping system.

Council maintains a Lobbyist Contact Register listing the details (attendees, date, time, and subject matter) of all meetings between lobbyists and Council Officials. Council Officials will ensure the details of meetings are recorded in the register.

References - Legislation

Lobbyists are reminded of their obligations under s149 of the Environmental Planning and Assessment Act, 1979 to disclose certain gifts and political donations. In addition, lobbyists are expected to comply with the principles contained in Council's Statement of Business Ethics.

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Review Process and Endorsement

This Policy should be reviewed as required but at least every four years following the conduct of the Local Government elections.

Attachments

<i>Title</i>	<i>Trim Reference</i>
Form – Lobbyist Registration Form	D11/104373

Title of Policy		
Owner: Customer Service and Governance Service Unit	Accountability: Governance framework (including registers) development	Policy Number: CSG004
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Civic Centre, 1 Devlin Street Ryde 2112
 Locked Bag 2069, North Ryde NSW 1670
 Tel 02 9952 8222 Fax 9952 8070

City of Ryde

Lobbyist Registration Form

Use this form to register as a lobbyist with City of Ryde.
Once we have registered your application you will receive a written notice of acknowledgement.

OFFICE USE ONLY

Reg No. _____

Date Received: _____

1. Details of application (the person or organisation who will be lobbying Council)

Given name (or A.C.N) Family name (or company name)

Unit/street no. Street name and Suburb

State Postcode Contact person/s (person/s who will be undertaking lobbying activities (if different from above)

Mobile Email Daytime telephone Fax

2. Identify the issue or matter on which you will be lobbying Council

If the matter of issue on which you intend to lobby Council relates to a parcel of land or property - please provide

Property Address Suburb

3. Details of the individual, organisation or business who has engaged you to lobby the Council

Given name (or A.C.N) Family name (or company name)

Unit/street no. Street name and Suburb

State Postcode Contact person/s

4. Signature

I certify that the above information is true and correct

Applicants Signature

Name

Date

Addresses, telephone numbers and email addresses may be used by RCC Officials to contact Lobbyists but will not be published on the register. Lobbyists are reminded of their obligations under s 147 of the Environmental Planning and Assessment Act, 1979 to disclose certain gifts and political donations.

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