



## LOBBYISTS – REGISTRATION PROCEDURES & PROTOCOLS

Lobbying is a legitimate activity and an important part of the democratic process. Lobbyists can help individuals and organisations communicate their views on matters of public interest to the Council and, in doing so, improve outcomes for the individual and the community as a whole.

There is a public expectation that lobbying activities will be carried out ethically and transparently, and that Council officers who are approached by Lobbyists can establish whose interests they represent so that informed judgements can be made about the outcome they are seeking to achieve.

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

### Who is a Lobbyist?

A “Lobbyist” is any person, body corporate, unincorporated association, partnership or firm whose business includes being contracted or engaged to represent the interests of a third party, conducts lobbying activities on behalf of a third party client or whose employees conduct lobbying activities on behalf of a third party client, but does not include:

- Applicants or owners for a development application;
- Elected precinct representatives;
- 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
- Professional, 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 usual work in order to provide their technical or professional services to their client.

### What are the rules for Lobbyists?

- Lobbyists shall comply with all relevant legislation including disclosing gifts or political donations related to planning applications or public submissions made by a Lobbyist.
- Lobbyists shall not engage in any conduct that is corrupt, dishonest or illegal or cause or threaten any detriment.
- 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 wider public and Council officers.
- Lobbyists shall not make misleading, exaggerated or extravagant claims about the nature or extent of their access to Council officers or to any other person.

When making initial contact with a Council officer with the intention of conducting Lobbying activities, Lobbyists are to inform that Council officer:

- 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 officers.

Lobbyists should register for each matter on which they intend to lobby Council.

### What sanctions are in place if a lobbyist does not comply with the principles?

If a Lobbyist does not meet obligations imposed by legislation 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 officers.

### How are Council Officers to deal with Lobbyists?

Councillors, staff and delegates of the 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.

### How can Lobbyists Register?

Registration forms for lobbyists are available from:

- Council’s website: [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)
- Council’s Customer Service Centre

### Where can the Register of Lobbyists be viewed?

Council’s Website [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)

### What is the information held on the Register used for?

- To advise Council officers involved in decision making.
- To provide transparency for the public on the interaction between Council officers and lobbyists.
- To advise Lobbyists of changes in guidelines, procedures or rules used by Council.

### Where can I get further information:

Contact Council’s Director of Corporate Services who is responsible for the register on 9936 8114.



**LOBBYISTS REGISTRATION FORM**

To register as a lobbyist, please complete this form and return it to North Sydney Council. Please read the procedures and protocols before completing the form.

Once Council has registered your application, you will receive a notice of acknowledgement.

**OFFICE USE ONLY**

Reg No: \_\_\_\_\_

Date Received: \_\_\_\_\_

**1. Details of the applicant (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 or 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 (person/s who will be undertaking lobbying activities (if different from above))

--	--	--

**4. Signature**

I certify that the above information is true and correct

Name

--

Applicant's Signature

--

Date

--

**Additional Information**

Addresses, telephone numbers and email addresses may be used by Council to contact Lobbyists but will not be published on the register.

Lobbyists are reminded of their obligations under s147 of the Environmental Planning and Assessment Act, 1979 to disclose certain gifts and political donations.

For additional information contact the Customer Service Centre for North Sydney Council on 9936 8100 and ask for "Political Donations & Gift Disclosure Requirements" or go to [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)