

Lobbying Policy

V2



Title	Lobbying Policy
Summary	The Lobbying Policy outlines requirements for Council to publish details of meetings between Councillors and registered lobbyists and/or property developers.
Document Type	Policy
Relevant Strategic Plan Objective	<ul style="list-style-type: none"> • Strategic Direction 5: Progressive responsive and effective civic leadership.
Legislative Reference	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> • <i>Lobbying of Government Officials Act 2011</i> • <i>Electoral Funding Act 2018</i> • <i>Government Information (Public Access) Act 2009.</i>
Related Council Documents	<ul style="list-style-type: none"> • Model Code of Conduct (must be included)
Version Control	See last page



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1 Purpose

The purpose of this policy is to set out Council’s position in relation to the management of Registered Lobbyists and Property Developers who lobby Councillors.

2 Scope

This policy applies to Councillors in relation to meetings:

- held in their capacity as Councillors; and
- directly relating to matters involving Inner West Council.

It does not apply to any interactions with Registered Lobbyists or Property Developers at:

- meetings that are strictly personal, electorate, or party political;
- social or public functions or events (unless the interaction leads to a substantive discussion of issues).

3 Definitions

In the Lobbying Policy, the following terms have the following meanings:

Act	<i>Local Government Act 1993.</i>
conflict of interest	Includes either a: <ul style="list-style-type: none"> • Pecuniary conflict of interest. • Significant non-pecuniary conflict of interest. • Non-significant non-pecuniary conflict of interest, as defined in the Model Code of Conduct and described in the Conflict of Interest Policy.
Councillor	Inner West Council elected representative.
Council committee member	A person other than a Councillor or Council Officer who is a member of a Council committee other than a wholly advisory committee, and a person other than a Councillor who is a member of Council’s audit, risk and improvement committee.

Council Officer	Inner West Council members of staff (including full-time, part-time, casual and contracted staff).
Council Official	Councillors, Council Officers, Council committee members and delegates of Council.
Executive Leadership Team	General Manager, Director Corporate, Director Infrastructure, Director Community, Director Planning, General Counsel.
Lobbying Record Form	The template form at Appendix A.
Lobbying Record Register	The publicly available register containing details provided via Lobbying Record Forms.
Meetings	A discussion which may be face to face, online or by telephone.
Property developer	<ul style="list-style-type: none"> a) An individual or a corporation that carries on a business mainly concerned with the residential or commercial development of land, with the ultimate purpose of the sale or lease of the land for profit, as defined in section 53(1)(a)(i) of the <i>Electoral Funding Act 2018</i>. b) any other party proposing a development which would be subject of a decision by resolution of Council and/or the Sydney Eastern City Planning Panel.

Registered Lobbyist

A lobbyist who is required to register with the NSW Electoral Commission under section 9 of the *Lobbying of Government Officials Act 2011*.

4 Statement

Inner West Council acknowledges that lobbying is an essential part of the democratic process that can enhance decision making.

However, lobbying can also create corruption risks, and undermine public confidence in decision making due to perceptions of undue influence, bias, and preferential access.

This policy aims to promote transparency, integrity and fairness in respect of lobbying of Councillors.

5 Policy Requirements

Records of Meetings

5.1 All Councillors must:

- a) Keep a written record of any meeting held with a Registered Lobbyist or Property Developer, including the date of the meeting, the purpose of the meeting, and meeting attendees.
- b) Keep a written record of any substantial or significant discussion held with a Registered Lobbyist or Property Developer, including the date of the discussion, the purpose of the discussion, and discussion participants.
- c) For avoidance of doubt, a Councillor is not required to record in a Lobbying Record Form any request for a meeting from a Registered Lobbyist or Property Developer which is not accepted by that Councillor.
- d) Advise any Registered Lobbyist or Property Developer with whom they meet, or with whom they have a substantial or significant discussion, that their name and/or name of their organisation and the purpose of the meeting will be publicly disclosed on Council's website.
- e) Complete a Lobbying Record Form in respect of any meeting with a Registered Lobbyist or Property Developer, or substantial or significant discussion held with a Registered Lobbyist or Property Developer where these occur outside a scheduled meeting, and submit it to the General Manager:
 - I. Every three months; and
 - II. Within two weeks of the end of the relevant three-month reporting period.

- f) Submit a “Nil” Lobbying Record Form if they have not held a meeting or substantial or significant discussion with a Registered Lobbyist or Property Developer within the relevant three-month reporting period.
- 5.2 Any Councillor who does not submit a Lobbying Record Form for a three-month reporting period will be noted as not having submitted a Lobbying Record Form for the relevant three-month reporting period in the Lobbying Record Register.
- 5.3 A Councillor is not required to complete a Lobbying Record Form in respect of any interactions with Registered Lobbyists or Property Developers:
- a) at events, social and public functions where no substantial interactions took place (unless the interaction leads to a substantive discussion of values);
 - b) in respect of any interaction with a Registered Lobbying or Property Developer, where:
 - i. That Councillor has previously disclosed a pre-existing relationship with that Registered Lobbyist or Property Developer through Council’s written returns of interest processes; and
 - ii. The interaction is not held in a Councillor’s capacity as an Inner West Councillor, and/or does not directly relate to matters involving Inner West Council;
 - c) in respect of any interaction that is not held in a Councillor’s capacity as an Inner West Councillor, and/or does not directly relate to matters involving Inner West Council.

Lobbying Record Register

- 5.4 Council’s General Manager will:
- a) Record all information in Lobbying Record Forms in the Lobbying Record Register;
 - b) Publish the Lobbying Record Register on Council’s website within four weeks of the end of the relevant three-month reporting period.
 - c) Ensure that updates made to the Lobbying Record Register remain on Council’s website for 12 months after the initial date of publication of the updates.
 - d) Where a Councillor does not submit a Lobbying Record Form for a three-month reporting period, note in the Lobbying Record Register that the Councillor has not submitted a Lobbying Record Form for the relevant three-month reporting period.

Training

- 5.5 Council’s General Manager will include training in respect of this policy as part of Councillors’ induction following each local government election, or the election of the individual Councillor.

6 Breaches of this Policy

- 6.1 Breaches of this policy may result in an investigation of the alleged breach in line with relevant Council policies including the Model Code of Conduct.
- 6.2 Any alleged criminal offence or allegation of corrupt conduct will be referred to the relevant external agency.

7 Administrative Changes

- 7.1 From time-to-time circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made including branding, Council Officer titles or department changes and legislative name or title changes which are considered minor in nature and not required to be formally endorsed.

8 Version Control – Policy History

- 8.1 This policy will be formally reviewed every three years from the date of adoption or as required.

Governance use only:

Document	Lobbying Policy	Uncontrolled Copy When Printed	
Custodian	Senior Manager Governance and Risk	Version #	Version 2
Adopted By	Council	ECM Document #	33820274
Next Review Date	August 2028		
Amended by	Changes made	Date Adopted	
Governance and Risk	Amended Policy	19 August 2025	
Governance and Risk	New Policy	11 August 2020	



Appendix A – LOBBYING RECORD FORM

Councillor name:

Period:

Councillors must disclose all meetings with registered lobbyists and property developers for the period on this form.

If no meetings with registered lobbyists or property developers have been held, please enter “NIL” in the below table and sign and submit the form.

Date	Organisation/Individuals in attendance	Purpose of meeting
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Councillors must inform relevant persons at the time of meeting that their name and purpose of the meeting will be published on the Inner West Council website in accordance with the Lobbying Policy.

I confirm that the information I have provided on this form is complete and accurate.

Councillor signature:

Date: