

# Gerogery West Tennis Club

Greenwood Road GEROGERY WEST 2642

Attn David Smith  
Greater Hume Shire  
39 Young Street  
Holbrook NSW 2644  
Email: [mail@greaterhume.nsw.gov.au](mailto:mail@greaterhume.nsw.gov.au)

20<sup>th</sup> July 2016

Dear David,

The Gerogery West Tennis Club currently operates 6 tennis courts, 2 synthetic grass and 4 clay courts. We would like to convert 2 of the clay courts into synthetic grass. The cost of the synthetic courts is approximately \$50,000, the club has raised \$25,000 and are enquiring if the Greater Hume Shire would help fund the shortfall through either a grant or a low interest loan.

Yours faithfully

Geoff Taylor  
Georgery West Tennis Club

Please address all correspondence to: Geoff Taylor, 66 Blight Road West Jindera 2642  
Email [geoff.taylor@wtc.com.au](mailto:geoff.taylor@wtc.com.au)

## Bereavement Leave Policy

Document Name	Document Version Number	Review Date
Insert Document Title Here	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

### Purpose

To govern the provisions of bereavement leave to all Council employees.

### Scope

This Policy does not form part of any employee's contract of employment. The Policy is not intended to override the terms of any award, certified agreement or contract that applies to an employee.

This Policy reflects the provisions of, where relevant, the Industrial Relations Act 1996 (NSW), the Local Government (State) Award 2014 but does not override any more beneficial provision in an employee's contract of employment.

### Definitions

Immediate Family –

- A spouse or a de facto partner of the employee
- A child of the employee
- A parent of the employee
- A sibling of the employee
- A grandchild of the employee
- A child of the spouse or de facto partner of the employee
- A parent of the spouse or de facto partner of the employee
- A sibling of the spouse or de facto partner of the employee
- A grandchild of the spouse or de facto partner of the employee
- A member of the employee's extended family living in the same domestic dwelling as the employee
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Extended Family –

- A niece of the employee
- A nephew of the employee
- An uncle of the employee
- An aunt of the employee
- A grandparent of the employee
- A grandparent of the spouse or de facto partner of the employee
- A spouse or de facto partner of the employee's child (son in law or daughter in law)

### Policy Content

Council provides Bereavement Leave in accordance with the Local Government (State) Award 2014.

Employees, other than casual employees, who are absent from duty because of the death of a person and provides satisfactory evidence to Council shall be entitled to:

- Up to four days paid bereavement leave upon the death of a member of the employee's immediate family, or
- Up to two days bereavement leave upon the death of a member of the employee's extended family.

## Bereavement Leave Policy

Casual employees are entitled to be unavailable to attend work for these periods, however are not entitled to payment for the period of non attendance.

### No Accumulation

As bereavement leave is an event based leave, it does not accrue and accordingly will not be paid out on termination of employment.

### Notice Requirements

Employees must notify Council as soon as practicable of the intention to take leave.

Council may require an employee to provide to the Council's satisfaction, proof of the death of a member of the employee's immediate family.

### Applications For Leave

Any employee who requests bereavement leave of a type specified by this Policy should submit a Leave Application Form and comply with the relevant notice and documentation requirements outlined in this Policy. All documents should be given to the employee's Immediate Supervisor.

### Links to Policy

Nil.

### Links to Procedure

Nil.

### Links to Forms

Personnel Leave Application Form

### References

Local Government (State) Award 2014

### Responsibility

Director Corporate & Community Services

### Document Author

Manager Corporate Services

### Relevant Legislation

Local Government (State) Award 2014

Industrial Relations Act 1996 (NSW)

### Associated Records

Nil.

## Councillor Access to Information and Staff Policy

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### Purpose

The purpose of this policy is to provide a consistent set of guidelines to ensure legal and appropriate Councillor access to Council records, information and staff that may assist them in undertaking their responsibilities as elected representatives.

This policy defines appropriate interactions between Councillors, employees and contractors of Greater Hume Shire Council. It defines potential, perceived and actual improper or undue influence or direction by Councillors of staff and ensures that risks associated with improper or undue influence are mitigated.

### Scope

This policy applies to Councillors, all staff and contractors of Greater Hume Shire

### Definitions

**Councillors** - all elected representatives of Greater Hume Shire Council as defined by the Local Government Act 1993.

**General Manager** – Executive as appointed by Council.

**Directors** – refers to the Department Directors.

**Public Officer** – this position is held by the Director of Corporate & Community Services.

**Staff** – is defined as any staff member below the level of Director.

### Policy Content

#### Access to Council Records by Councillors

Councillors are entitled to access all council files, records or other documents in accordance with the Government Information Public Access Act 2009 (GIPA) and as identified in Councils GIPA Publication Guide, or which relate to a matter currently before the Council.

Councillors can request access to Council documents relating to their civic duties from the General Manager or relevant Director.

Councillors who have a personal (as distinct from civic) interest in a document of Council have the same rights as any other person.

Councillors must not release personal information about a third party except in accordance with the provisions of the Privacy and Personal Information Act.

The Government Information Public Access Act 2009 (GIPA) also include provisions for a member of the public to a general right of access to Council documents.

The General Manager, public officer or a person identified by the General Manager shall keep a record of all requests by councillors for access to information (other than those listed in the GIPA Act or GIPA Publication Guidelines or by a Notice of Motion at a Council meeting).

## Councillor Access to Information and Staff Policy

### Use of Information by Councillors

Reference should be made to Council's Code of Conduct and Statement of Business Ethics which offer specific guidance to Councillors in dealing with information provided to them in the course of their civic duties.

It is recognised that Councillors have a role both as a member of the governing body of the Council and as an elected person and importantly it recognises the difficulty for Councillors to reconcile the two areas of responsibility when dealing with Council information and documents. It notes that while it is desirable in the public interest to maintain open government, not all information available to Councillors is available to members of the public.

Councillors are made privy to information of a confidential nature the disclosure of which is specifically prohibited in certain circumstances.

Councillors must undergo to protect confidential information and only use confidential information for the purpose it was intended. Confidential information gained through your official position should not be used for the purpose of securing a private benefit for yourself or any other person.

Confidential information must not be used with the intention to cause harm or detriment to Council or any other person or body and information discussed during a confidential session of a Council meeting must not be disclosed.

The right of Councillors to have access to records is for the purpose of exercising the office of Councillor. It does not carry with it the right to disclose any information obtained by a Councillor to another person, unless it is already in the public domain. A Councillor has no authority to release documents on behalf of Council.

The Mayor shall not cause the by-passing of the general access provisions by providing to another Councillor information made available through the Mayoral role.

Councillors shall not cause the by-passing of GIPA provisions by providing to a member of the public information made available to Councillors as an elected representative.

The General Manager will provide further guidance and assistance to Councillors in determining whether a document is confidential and/or not to be released.

### Interaction Between Councillors and Staff

The General Manager is responsible to the Council for the performance of all staff and day to day management of Council. Therefore, it is appropriate that all requests for information and approaches to staff on matters not generally available to the public and which are outside the forum of Council and Committee meetings, be directed to the General Manager or to person(s) nominated by the General Manager.

Persons nominated by the General Manager include the Directors. Only the General Manager and Directors can provide advice to Councillors and any other officer nominated by the General Manager and/or Director, from time to time.

Requests for actions, services or maintenance should be made by emailing [mail@greaterhume.nsw.gov.au](mailto:mail@greaterhume.nsw.gov.au) or by contacting a Customer Service Centre who will record the request in Councils Customer Request Management system.

When a detailed report is required, a Notice of Motion should be made to Council.

## Councillor Access to Information and Staff Policy

If a Councillor is concerned about any refusal to provide information, the matter should be raised with the General Manager. If the Councillor is still dissatisfied they should request the information by way of a Question on Notice to the Council.

Councillors who have lodged a Development Application must not discuss their application with staff unless the Director or General Manager is present. All enquiries must be directed through the General Manager or Director. Discussions must be documented.

Councillors shall not approach members of staff directly for information or advice, other than public contact staff and then only for routine administrative matters.

The Mayor may communicate with Council staff in the course of fulfilling the Mayor's responsibilities and the General Manager is responsible for keeping the Mayor informed of all matters relevant to those responsibilities.

Staff members will not approach Councillors directly on matters other than routine administrative matters. Any other contact with Councillors must be arranged through their Departmental Director or the General Manager.

Staff members will not lobby Councillors on policy issues.

Councillors must not attempt to direct or influence staff as to the performance of their work.

Councillors must not request staff to undertake work of a personal nature for them or any other person.

### **Councillor Access to Council Offices**

As elected members of the Council, Councillors are entitled to have unimpeded access to all civic areas, the Council Chamber and meeting rooms.

Councillors who are not in pursuit of their civic duties only have the same rights of access to Council buildings and premises as any other member of the public.

Councillors may not enter "staff only" areas unless with the permission of the General Manager or Divisional Director.

The General Manager provides secretarial services through the Executive section and will instruct staff to provide secretarial support on particular matters as required.

### **Responsibility and Accountability**

Councillors and staff are responsible for ensuring that any breaches of this policy are reported to the General Manager.

Where the breach relates to the conduct of a Councillor, the General Manager is responsible for immediately reporting the matter to the Mayor and where the breach relates to the conduct of the Mayor, the General Manager is responsible for reporting this to Council.

Where the breach relates to the conduct of staff the General Manager is responsible for taking appropriate disciplinary action if the breach is proven.

## Councillor Access to Information and Staff Policy

### Inappropriate Interactions

The Council has determined that the following interactions are inappropriate:

- councillors approaching members of staff for information on sensitive or controversial matters, other than the General Manager, Directors or other staff nominated by the General Manager and as advised to councillors
- members of staff approaching councillors directly other than via the General Manager or their Director on staffing or political issues
- councillors approaching staff outside the council building or outside hours of work to discuss Council business
- staff refusing to give information which is available to other councillors to a particular councillor because of the staff member's or councillor's political views
- councillors who have a development application before the Council discussing the matter with staff in staff-only areas of the Council
- councillors entering general staff only areas with the exception of the intention to visit the office of the General Manager or Directors
- staff being asked to answer questions or provide documents to councillors who are overbearing or threatening
- councillors directing or pressuring staff in the performance of their work, or recommendations they should make
- staff providing advice to councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community.

### Links to Policy

Access to Information Policy  
Bullying and Harassment Policy  
Code of Meeting Practice Policy  
Complaints Against Staff Policy  
Complaints Handling Policy  
Councillor Induction Training Policy  
Customer Service Policy  
Grievance Policy and Procedure  
Internal Reporting (Public Interest) Disclosure Policy  
Model Code of Conduct Policy  
National Competition Policy and Complaints Handling Procedure  
Performance and Misconduct Policy  
Professional Personal Relationships Policy  
Statement of Business Ethics Policy

### Links to Procedure

Nil.

### Links to Forms

Government Information (Public Access) Act 2009 Access Application

### References

Under Careful Consideration: Key Issues for Local Government (ICAC)  
Good Conduct & Administrative Practice-Guidelines for Councils (NSW Ombudsman)

### Responsibility

General Manager

## Councillor Access to Information and Staff Policy

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### Document Author

Manager Corporate Services

### Relevant Legislation

Local Government Act 1993

Local Government (General) Regulations 2005

Government Information (Public Access) Act 2009

Public Interest Disclosures Act 1994

Independent Commission Against Corruption Act 1988

### Associated Records

GIPA Publication Guide for Greater Hume Shire Council

Draft