

NOTE: ALL MEASUREMENTS AND COORDINATES TO BE CONFIRMED BY SURVEYOR

DP/PS: 758544		PHONE:		PROPOSED SUBDIVISION		Lanfranchi Design	
LOT: 112		FAX:				PO Box 2423 Port Macquarie NSW 2444	
Sq m.		EMAIL:		SCALE: 1:400		PHONE: 0400 890 333 FAX: 02 8212 582	
				DATE: 15/03/2018		bevelanfranchigroup.com.au	
						Page No : 3	
						DRAWN BY: BC	



144/128

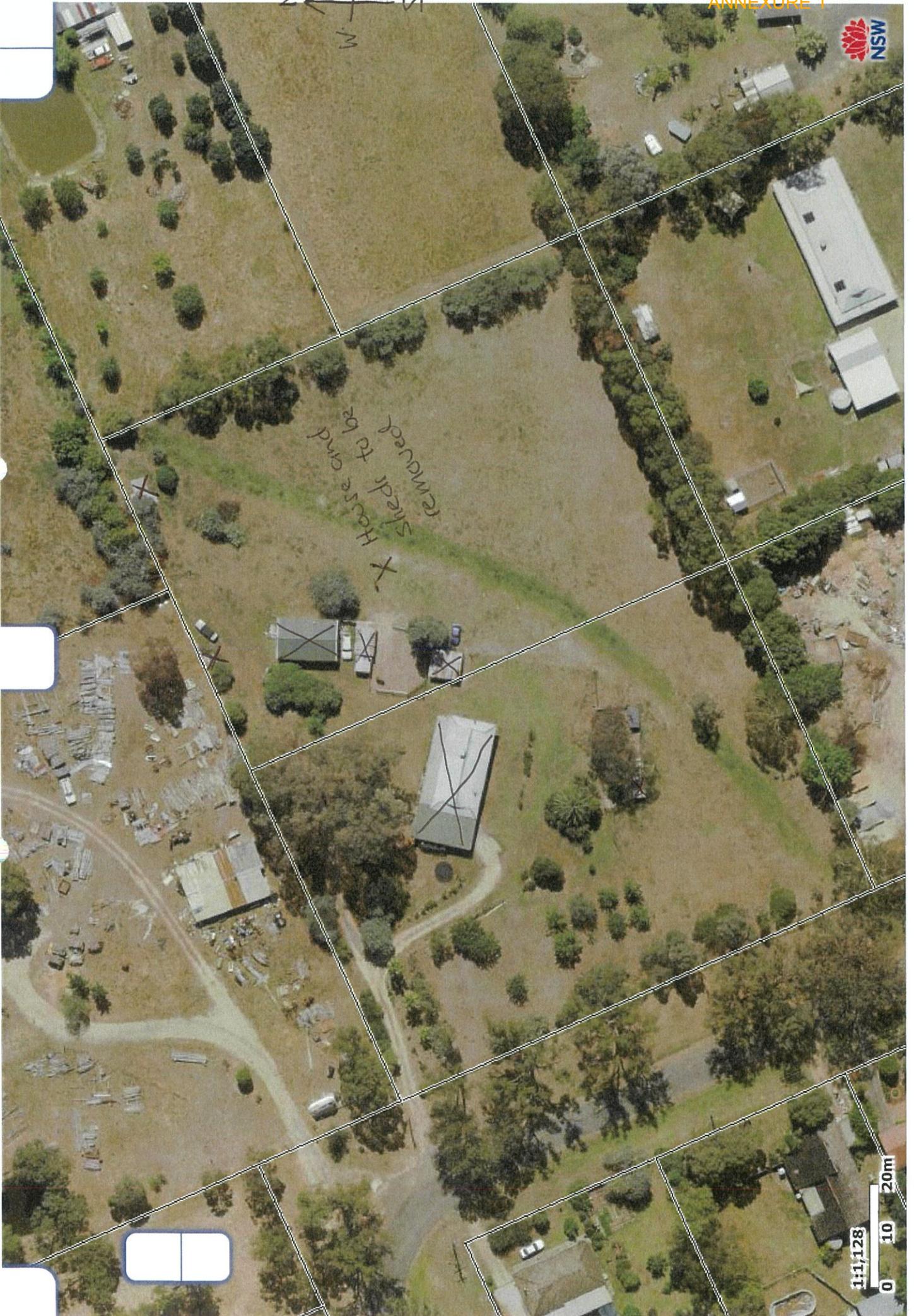


Native trees to
be removed



1:17,128





1:11,128



Other trees not
to be removed

114/128
0 10 20m



[Show header](#)**Opposition to: CJK: SLG: P10016863 DP 758544 DA Application number:
10.2019.38.1**

Ref #5285/2019

From : Peta Kosonen 'petakoz1@gmail.com'**To :** Colin Kane 'CKane@greaterhume.nsw.gov.au'; MailMailbox 'mail@greaterhume.nsw.gov.au';**Sent :** 8 April 2019 19:21:54

R Buchs & P Kosonen
Petakoz1@gmail.com.au
0433995873
PO Box 686
Jindera NSW 2642

Mr Colin Kane
Director Environment and Planning
Greater Hume Council
ckane@greaterhume.nsw.gov.au

RE: NOTIFICATION OF DEVELOPMENT APPLICATION

81-89 Mitchell Street, JINDERA

Name of Applicant: J W Lanfranchi PTY LTD

DA Application number: 10.2019.38.1

Lot: 1 Sec: 23 DP: 758544, Lot: 2 Sec: 23 DP: 758544

14 Lot Subdivision and Demolition of Dwelling and Shed and Tree Removal

Dated 26 March 2019

With respect to the above notification the land owners of 64-66 Adams Street, Jindera, NSW, 2642 are opposing the proposed Development Application (DA) for 81-89 Mitchell Street Jindera, NSW, 2642.

The environmental considerations for opposing the DA include, however are not limited to the following factors:

1. Natural Water Course / Seasonal Creek. The property of the proposed DA has a natural water course through the block, which is evidenced in the aerial photos. This water course provides natural drainage for run-off for residences in the immediate vicinity. 64-66 Adams Street naturally flows into 81-89 Mitchell Street, Jindera waterway.
2. Water Pressure. The water pressure for our residence has significantly reduced over the past 4 years and 10 months. This is thought to be induced by developments that have been occurring in the township over the past few years, that are closer to the Albury fed water source. These developments include both Pioneer and Anne Drive, where a significant number of dwellings have and are still being built. It is highly plausible that our water pressure would continue to drop, with the proposed additional dwellings. The reduction in water pressure has been an item for discussion at previous council meetings.
3. Sewerage. At the front of 66 Adams Street is the last sewerage pumping station for the township, prior to the Jindera sewerage plant. This sewerage pump has failed on numerous occasions in the past 4 years and 10 months, due to increased demand on the ageing infrastructure as described above with the housing developments in Pioneer and Anne Drive. The stench from the failing sewerage point is at times unbearable, causing residents nausea. With the addition of another 14 premises, with a reasonable estimate of at least 30 additional residents, this already unreliable pumping station would be under considerably more strain, and likely fail more often. The matter of failing sewerage systems has been an item of discussion at previous council meetings and during the rate rise discussions.

4. Habitat for wild life. The grasses and trees bring an assortment of native birds and wildlife to the area that include, however are not limited to: Possums, Galahs, Cockatoos, King Parrots, Eastern Rosellas, Crimson Rosellas, Herron, Magpies, Ibis, Plovers and grass finches. Additionally there are also ground dwelling native frogs in the area. With the proposed tree removal and development of 14 residences the natural habitat for wildlife would be further diminished and cause displacement for the species that live in this area which we strongly oppose.

5. Disturbance from Development. The proposed development will invariably bring small and heavy machinery, trucks and many vehicles, large and small power tools which create noise and airborne particulate matter disturbance for residents on the neighbouring properties.

6. Increase in traffic. The proposed DA will, if all the proposed residences were to be occupied, would have an impact on the roads of the rural township. With a conservative estimate of an additional 25 vehicles, travelling in and out of the town on a near daily basis would further degrade the the current state of the roads, which are already in a poor condition. Increases in traffic also brings additional noise for residents in the proximity of the DA. Additionally the road between Mitchell Street and Creek Street would require remediation to ensure that the roadway was safe. There has been public discussion on the safety of the roadway being inadequate at present.

Personal statement towards opposing the DA - We moved into the Jindera township to enjoy a quiet lifestyle, and specifically purchased our premises due to the semi-rural aspect, being on the outskirts of town, on larger blocks, and not in a built up residential area. We considered Jindera to be a lifestyle choice as we could have a semi-rural block, close to amenities without the "residential" feel. We currently have three neighbours, one of which is only there during business hours. The other residences do not impact on the peace and quiet, due to their proximity from our residence. If the DA were approved we could potentially have an additional three neighbours on or rear boundary in close proximity of our dwelling. We did not choose our residence to look out the kitchen window into neighbours en-suites, to hear their children screaming, to see their animals that desecrate wildlife and hear their animals that bark incessantly during the night either.

Additionally, Mr John Lanfrachi had the pleasure of advising myself that if the DA were approved, I would be liable for half of the supply and construction costs for proposed colourbond fencing. In accordance with a recent NSW Civil and Administrative Tribunal hearing the current Hinge Joint Fencing is more than suitable for a residence in the immediate vicinity of 64-66 Adams Street, Jindera. We are not in a financial position to provide alternate fencing for a development that we are opposing.

I hope that these reasons for objection are considered, as if the DA is approved, it will have a significant impact on our chosen semi-rural lifestyle, and wellbeing.

Could you kindly advise if this e-mail notification is sufficient, or if you require a formal written, posted or hand delivered response.

Kind regards

Peta Kosonen and Roger Buchs
08 April 2019

Sent from my iPad

GREATER HUME SHIRE COUNCIL
JINDERA CUSTOMER SERVICE
CENTRE

Ref# 5283/2019

To

Greater Hume Shire,
40 Balfour St,
Culcairn,
NSW...2660.

5 APR 2019

B

Attention,

Mr Colin Kane,

In reference to the development application number- 10.2019.38.1,
81-89 Mitchell St Jindera.

My three main concerns are:-

1. Failing water pressure.

With 14 more houses in the immediate area our water pressure will be almost non existent.

2. Storm water drainage.

As can be seen on your ariel photo part of the proposed development site is a natural water course. Where will this water go as on the development application there is NO mention of drainage.

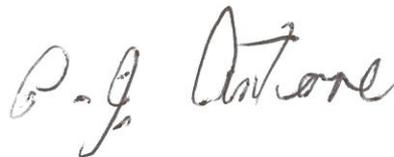
3. Sewerage.

We have a huge problem with sewer smell NOW at the front of our house, we are very concerned about the smell when 14 more houses are lived in.

Jindera is a beautiful small rural village; please try to keep it this way for as long as possible.

Yours Faithfully,

Peter Antone



60 Adams St

Jindera.....2642

Phone:- 02 60 263515. Email:- pfantone@bigpond.net.au

ANNEXURE 343615
10 2019-38

GREATER HUME SHIRE COUNCIL
JINDERA CUSTOMER SERVICE
CENTRE

8 APR 2019

BF
Ref #5284/2019

Colin Kane
Director Environment & Planning
Greater Hume Council

Dear Mr Kane,

I wish to express my disapproval at the proposed development on 81-89 Mitchell St Jindera for a number of reasons.

Firstly, I feel that 14 new houses will seriously impact on our street and the quality of life of the residents. The street is already a busy thoroughfare with people accessing the retirement home and the shops/Drs etc. The traffic will increase dramatically.

Secondly, Jindera's popularity stems greatly from its semi-rural nature, and more homes detract from this. It is wonderful to have some open natural spaces for residents and visitors. Also, there already appears to be a number of developments on the market in the area and I question the necessity of yet another when the others are still readily available.

Thirdly, the destruction of even one of the beautiful, very old gums would be a tragedy. I expect they are some of the oldest in Jindera and are irreplaceable.

I also have concerns about disturbance for the residents of the retirement facility. The noise from the building site and extra traffic will no doubt be something these people will find intrusive when they need and deserve relative peace.

Lastly, speaking on a personal level, I work and study from home and do not wish to have constant, long-term construction noise outside my home. Additionally, in terms of resale and rental potential, prospective buyers/tenants will not be as interested in living opposite a noisy construction site.

I am hoping you will take all of my objections into consideration and not allow this development to go ahead.

Thank-you for your consideration,



Donna Fortini

90 Mitchell St Jindera

donna.fortini@yahoo.com.au

ATT: Colin Kane - Your Ref: CK:SG

From : "Kristian Swart" <kristianamy@gmail.com>

To : MailMailbox

Sent : 28 March 2019 16:28:57

Dear Mr. Kane,

I have received the exhibition of planning proposal for which council plans to reclassify land from community land to operational land in Britton court.

Thank you for providing notification, I have reviewed the exhibition, I am not in favour of the proposal and feel disheartened at the thought of losing this fantastic local space for which is used more than you possibly know. When my family made the decision to move to Jindera and specifically to build in Britton court, one of the key features that brought us here was the reserve that was mapped out on LOT 42 Britton Court, at this point we were advised, it was community land and cannot be built on. This we felt would suit our growing family and provide a safe, close area, in a cul de sac that my children could play and socialise with other children in the street. To our delight this has been fantastic for our family and has provided exactly what we had hoped.

The disappointment with the reserve has only been council waits too long before maintaining it, so I have maintained the grounds for the past 7 years with assistance from other neighbours with mowing, edging and weed removal.

I understand this is not far away, but is too far for the children in the street to be away from home at their young age. Since our arrival in Jindera there have been numerous children approached by suspicious vehicles (white van in Molkentin street in 2018 was the last one), it is not suitable to have young children far away like the recreation area to play, it is unsafe. In my street alone there would be 30 + children, my children play with at least 10 or more of these and travel to and from school with kids that back onto that block. In summer it is Cricket, Winter it is Footy, random "nerf gun wars" and on weekends a quiet beer for the adults. it has even brought our street together through New Year's street get togethers, community roasts, pizza night and various other small neighbourhood events.

I understand you want to benefit the greater community, I applaud council for their intentions, but funding it with the sale of community land that is already well used for the purpose of the same, and fully maintained by the community is not the answer. Again I must reiterate, consideration to come to Jindera for us was the access to such a close parkland.

I hope my neighbours also express their concern (they have already verbalised with me) via writing as this community land is an important part to our community.

Thanks for your consideration and the invitation to suggest a public hearing, I would suggest that is an appropriate forum for the community to have a voice, not everyone is going to be as motivated to write or feel comfortable to.

Yours Sincerely,

Kristian Swart
21 Britton Court
Jindera NSW 2642
M: 0402 893 051

Attention: Colin Kane - Your Reference: CK:SG

Dear Mr Kane,

Re: LOT 42 DP1132425 Britton Court, JINDERA NSW 2642

I have viewed the exhibition of the council planning proposal plans to reclassify; Community Parkland to transfer into Operational Land being turned into house holder land.

I have to declare my disappointment in this matter, as this block of land is based at the end of our court, and is used on a daily basis as a court community neighbourhood centre.

In our young family neighbourhood this block of land, has been looked after by a number of the neighbours, for more than the eight years that I have resided here.

In every regard is viewed as a community focus centre for the court. Activities of tree planting, intending to start up a local community garden where the families gather and grow many healthy choice vegetables to share. There are many family gatherings held within the neighbourhood from children playing cricket, footy, playing with their toys, and many barbeques are held all during the year to celebrate special occasions and to the simple thing of meeting the neighbour to catch-up. All this builds the foundations for sense of network for friendship, community and most importantly support for each of the families.

As we live through and cope with young family challenges and stress within their own neighbourhood.

I implore you to review this decision, to take this as an opportunity to be seen as a forward looking plan to support this community garden in a bigger scope to show the rural sense of the Jindera township has to offer. That it could be clearly seen that we may live in an urban area. However they have kept the sense of rural with building community neighbourhoods. Children can play in their own street. Live a lifestyle of healthy communication through being together in play and not indoors on their computer games.

And not knowing their neighbours is lost forever. What this court has built up now, can build generations of friendship.

This sentiment would appeal to newcomers when they are comparing to the Albury/Lavington urban areas, as they could attain a feeling of rural community living, which offers a richer quality of lifestyle.

Yours Sincerely,

Travis S. Lafferty

13 Britton Court, JINDERA NSW 2642

Mobile: 0439 514 005

[Show header](#)

From : karenlafferty karenlafferty 'karenlafferty@bigpond.com'

To : MailMailbox 'mail@greaterhume.nsw.gov.au';

Sent : 31 March 2019 21:06:49

Attachments :  KidsParkland.docx (15KB)

Please find letter attached for the proposed re-classification of land in LOT
42 DP1132425 Britton Court, Jindera

Thanking you

Travis S. Lafferty

#341799
ANNEXURE 2

P10069490

ATT: Colin Kane - Your Ref: CK:SG

Dear Mr. Kane,

I have received the exhibition of planning proposal for which council plans to reclassify land from community land to operational land **LOT 42 DP1132425 Britton court.**

Thank you for providing notification, I have reviewed the exhibition, I am not in favour of the proposal and feel disheartened at the thought of losing this fantastic local space for which is used more than you possibly know. When my family made the decision to move to Jindera, one of the key features that brought us here was the reserve that was mapped out on LOT 42 Britton Court (which is situated directly behind our property) and at this point we were advised, it was community land and cannot be built on. This we felt would suit our growing family and provide a safe, close area, in a cul de sac that my children could play and socialise with other children in the street. To our delight this has been fantastic for our family and has provided exactly what we had hoped.

The disappointment with the reserve has only been council waits too long before maintaining it, so I have maintained the grounds for the past 12 years with assistance from other neighbours with mowing, edging and weed removal.

I understand the expanding of the Jindera Recreational Grounds this is not far away, but is too far for the children in the street to be away from home at their young age. Since our arrival in Jindera there have been numerous children approached by suspicious vehicles (white van in Molkentin Road in 2018 was the last one), as well as free camping now available at the recreational grounds, it is not suitable to have young children far away like the recreation area to play, it is unsafe. In my street alone there would be 30 + children, my children play with at least 10 or more of these and travel to and from school. Within the last 12 months, we have planted and maintained 6 fruit trees on this block to provide a free healthier snack choice for the neighbourhood children. In summer it is Cricket, Winter it is Footy, random "nerf gun wars" and on weekends a quiet beer for the adults. it has even brought our street together through New Year's street get togethers, community roasts, pizza night and various other small neighbourhood events.

I understand you want to benefit the greater community, I applaud council for their intentions, but funding it with the sale of community land that is already well used for the purpose of the same, and fully maintained by the community is not the answer. Again I must reiterate, consideration to come to Jindera for us was the access to such a close parkland.

I hope my neighbours also express their concern (they have already verbalised with me) via writing as this community land is an important part to our community.

Thanks for your consideration and the invitation to suggest a public hearing, I would suggest that is an appropriate forum for the community to have a voice, not everyone is going to be as motivated to write or feel comfortable to.

Yours Sincerely,

Phillip and Emma Manwaring
146 Pioneer Drive
Jindera NSW 2642
M:0421 867 144

[Show header](#)

ref: CK:SG EXHIBITION OF PLANNING PROPOSAL

From : Phillip Manwaring 'philmanwaring@gmail.com'

To : MailMailbox 'mail@greaterhume.nsw.gov.au';

Sent : 30 March 2019 16:13:42

Attachments :  [objecting plan proposal britton ct.docx](#) (14KB)

ATT: Colin Kane

Attached a copy of a letter objecting to planning proposal of land at LOT 42 DP1132425 Britton Court.

Community Bulletin

Reclassification of land located in Jindera from Community Land to Operational Land

Surplus land in Britton Court, Pech Avenue, Klein Court & Pioneer Drive

Council has advertised a Planning Proposal in accordance with the requirements of the Environmental Planning and Assessment Act 1979 seeking to amend the Greater Hume Local Environmental Plan 2012 to facilitate the sale of surplus land not required for public open space or drainage purposes in Jindera. Adjoining neighbours have been notified in writing early in March 2019 and statutory advertisements placed in the Border Mail on 2 March 2019.

Although Council has already met the statutory notifications, Council has decided to provide this article to inform the general Jindera community about the proposal, and to highlight the date of the Public Hearing which all interested residents can attend.

Right: the map highlights the location of the land proposed to be reclassified and for future sale.



Council intends to use the funds from the sale of the land for the construction of an Adventure Park to be built on the Jindera Recreational Reserve



adventure+ spectrum+ pinnacle+ motion+

Proposed Adventure Park

In order to reclassify the land, a public hearing is being held.

In accordance with Section 29 of the Local Government Act 1993, Greater Hume Council is holding a public hearing about the planning proposal. The meeting will be chaired by an independent adjudicator. Any persons who are interested in attending the hearing may raise issues that they have with the proposed reclassification of community land. **The public hearing will be held at 6pm Thursday, 2 May 2019 at the Jindera Community Hub, 83 Urana Street, Jindera.**

Plans for the planning proposal and proposed Adventure Park can be viewed at Jindera Community Hub, 83 Urana Street or on Council's website greaterhume.nsw.gov.au



**PUBLIC HEARING
THURSDAY, 2 MAY STARTS 6PM
AT JINDERA COMMUNITY HUB. ALL WELCOME**



Our Ref: 09014000Le01p
10 May 2019

Partners
Peter O'Dwyer
Ralph Roberts
Brendon Windsor

Head Office
99 Hume Street Wodonga Vic 3690
PO Box 317 Wodonga Vic 3689

Phone: 02 6057 8578
Facsimile: 02 6056 2392
www.edmgroup.com.au
ABN: 12 532 366 914

Colin Kane
Director Environment & Planning
Greater Hume Council
PO Box 99
HOLBROOK 2644

By Email: ckane@greaterhume.nsw.gov.au

Dear Colin

RE: PLANNING PROPOSAL – RECLASSIFICATION OF COMMUNITY LAND TO OPERATIONAL LAND – JINDERA

I refer to the recent Public Forum held 2 May 2019 in respect of the proposed reclassification of land located in Jindera from Community Land to Operational Land.

The meeting provided an opportunity for further community feedback and submissions in respect of the Planning Proposal.

The attached report provides an independent summary of the meeting proceedings and the subsequent matters raised, with the aim of assisting Council in its deliberation on the Planning Proposal.

Should you have any further enquiries in respect of the attached please contact me at our Wodonga office.

Yours faithfully

EDM Group

A handwritten signature in black ink, appearing to read 'Peter O'Dwyer'.

Peter O'Dwyer
Manager Planning & Environment



REPORT ON OUTCOMES OF PUBLIC FORUM 2 May 2019.

Meeting Commenced 6.00PM

Meeting Chair: Peter O'Dwyer – EDM Group

Council Staff in attendance: Director Environment and Planning, Director Engineering

Council Observer. Councillor O'Neil

+++++

The meeting was held at the Jindera Community Hub and was attended by six (6) members of the public.

The Chair introduced the proceedings and provided a brief summary of the aim of the meeting and its purpose relative to the overall Planning Proposal processes.

Council's Director Environment and Planning provide a description of the Planning Proposal including intended outcomes in respect of the proposed sale of land.

Council's Director Engineering described relevant aspects of the Adventure Playground proposal.

From the floor came a number of comments and suggestions as summarised below in no specific order of significance.

- Landowner at No. 31 Pech Avenue purchased his property with an understanding that there would be no neighbours on the adjoining property at No.33 Pech Avenue.
- Question raised as to what will happen with the concrete walkway that runs along the adjacent property boundary. Will it remain? If so will require lighting.
- Issues raised in respect of existing fencing which requires maintenance.
- Commentary that feedback has been received via the Post Office that has been generally positive in relation to the intended outcomes of the Planning Proposal, including the implementation of the broader masterplan for the Jindera Recreational Reserve.
- Comment that any money raised needs to be spent on the adventure playground and that if there is any money left over that it be directed to the Multi-purpose Facility project.
- Questions raised about the possibility of further submissions after the Public Forum.
- Statement that whatever is raised from the sale of land should only be directed to projects within the Jindera Recreational Reserve.

In summary there was general consensus among Forum attendees that there was community support for the Planning Proposal and its intended outcomes as related to the purchase of Playground equipment.

Environment Design Management

Town Planning Surveying Engineering Environmental Planning Building Design Project Management

Councillor Access to Information and Staff Policy

Document Name	Document Version Number	Review Date
Councillor Access to Information and Staff Policy	1.0.1	February 2022
Date Adopted	Minute Number	Status
Click here to enter a date.	4457	Revised

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.

Access to Information

The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions.

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

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

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~~ *Notice of Motion* to the Council.

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.

Councillors must not:

- direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution,
- in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate
- contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
- contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor exercising their functions under section 226 of the LGA.

A councillor, member of staff or delegate must not take advantage of their official position to improperly influence other councillors, members of staff or delegates in the performance of their public or professional duties for the purpose of securing a private benefit for themselves or for some other person.

~~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.~~

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.~~

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

Councillor Access to Information and Staff Policy

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.

A councillor 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.

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 operational issues (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters 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 approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor has a right to be heard by the panel at the meeting
- 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 making personal attacks on council staff or engaging in conduct towards staff that in public forums including social media

Councillor Access to Information and Staff Policy

- 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

Code of Meeting Practice
Model Code of Conduct

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

Document Author

General Manager

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