

Document Name	Document Version Number	Review Date
Councillor Access to Information and Staff Policy	1.0.3	May 2025
Date Adopted	Minute Number	Status
21 September 2022	6299	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).

---

## 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.

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 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.

The General Manager is responsible for keeping the Mayor informed of all matters relevant to supporting the Mayor in fore filling his/her 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.

**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.**

### **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 operational issues (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters.
- 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
- 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