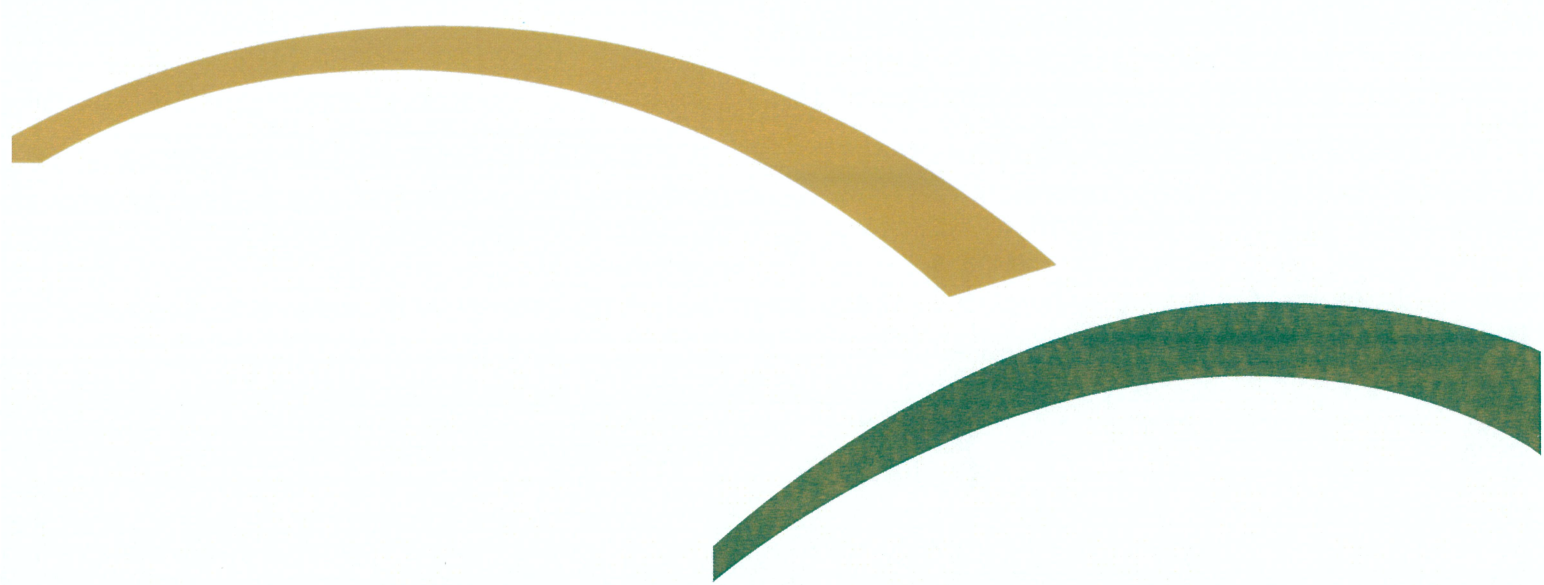


Secretarial Assistance to Community Committees of Council Policy



Acknowledgement of Country

Glen Innes Severn Council acknowledges and pays respect to the Ngarabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

Purpose

The purpose of this policy is to offer administrative assistance to some Community Committees of Council which would not be able to function effectively without such assistance, whilst recognising that such assistance places an additional burden on Council resources, in particular Council staff that have been assigned secretarial responsibilities.

Applicability

This policy applies to the following Community Committees of Council identified as requiring secretarial assistance:

- Aboriginal Consultative Committee;
- Australia Day Committee;
- Glen Innes Community Access Committee;
- Glen Innes Saleyards Advisory Committee;
- Glen Innes Severn Library Committee;
- Recreation and Open Spaces Advisory Committee; and
- Roads Consultative Committee.

Outcomes

The main outcomes of this policy are:

- To identify the Community Committees of Council which require secretarial assistance; and
- Identify the roles and responsibilities of Council staff providing secretarial assistance.

Roles and Responsibilities

Governance Administration Officer

This Policy will be communicated by the Governance Administration Officer to the relevant Community Committees of Council and Council staff providing secretarial assistance pursuant to revised versions of this Policy containing significant changes.

Directors

Community Committees of Council requiring secretarial assistance, will be identified by the Director of the functional area in which the Committee's advisory function rests.

Council staff responsible for providing secretarial assistance will be identified by the relevant Director and provided instruction on responsibilities to be undertaken in fulfilling secretarial support.

Council staff responsible for providing secretarial assistance

Providing secretarial assistance offers the committee a reference point for clarifying best practice and decisions, confirming requirements, and retrieving relevant information or documentation. In summary, the following responsibilities are likely to be undertaken:

- To support the smooth functioning of the committee;
- Ensuring meetings are effectively organised and minuted;
- Maintaining effective records and administration;
- Upholding the requirements of governing legislation and documents (i.e., policies, manuals);
- Communication and correspondence;
- Following up on actions or decisions by committee members; and
- Any other duties as requested.

Policy Statement

Council acknowledges the importance of its Community Committee structure with regards to providing essential functions/services to the community, with an adequate level of community engagement, input and involvement.

Council is committed to providing some administrative support (where resourcing and capacity allows) to identified Community Committees of Council.

Legislation And Supporting Documents

Relevant Legislation, Regulations and Industry Standards include:

- *Local Government Act 1993*

Relevant Council Policies and Procedures include:

- Community Committees of Council Manual; and
- Volunteer Policy

Variation And Review

The Secretarial Assistance to Community Committees of Council Policy will be reviewed every term of Council (four years), or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

Appendix A

Document Control/Authorisation

Responsible Officer:	Governance Administration Officer (GAO)				
Reviewed By:	Manager, Governance, Risk and Corporate Planning, and Management Executive Team (Manex)				
Review Due Date:	May 2028				
Version Number:	6				
Versions:	Date:	Resolution No:	Description of Amendments:	Author / Editor:	Approved / Adopted By:
6	23/05/2024	10.05/24	Update to new policy template, update policy name, relevant applicability and broaden roles and responsibilities.	GAO	Council
5	25/06/2020	23.06/20		PA (DCCS)	Council
	27/07/2017	11.07/17		PA (DCCS)	Council
3	26/03/2015	6.03/15		PA (DCCS)	Council
2	28/02/2013	10.02/13		PA (DCCS)	Council
1	17/11/2005	6.11/05		PA (DCCS)	Council



 General Manager

3/6/24

 Date