



GLEN INNES SEVERN COUNCIL
Secretarial Assistance Policy to
Section 355 Committees of Council

RESOLUTION NUMBER:	23.06/20	MEETING:	25 June 2020
	11.07/17		27 July 2017
	6.03/15		26 March 2015
	10.02/13		28 February 2013
	6.11/05		17 November 2005

INTRODUCTION

Council acknowledges the importance of its Section 355 Committee structure with regards to providing essential functions / services to the community, with an adequate level of community engagement and input.

AIMS OF POLICY

It is the aim of this policy for Council to offer administrative assistance to those Section 355 Committees of Council which would not be able to function properly and at an adequate standard without such assistance; recognising that it puts an additional burden on Council resources.

APPLICABILITY

This policy applies to the following Section 355 Committees of Council:

- Aboriginal Consultative Committee;
- Australia Day Committee;
- Annual Donations Review Committee;
- Community Access Committee;
- Glen Innes and District Sports Council;
- Glen Innes Saleyards Advisory Committee;
- Glen Innes Severn Cemetery Committee;
- Glen Innes Severn Learning Centre Management Committee;
- Library Committee;
- Minerama Committee;
- Open Spaces Committee;
- Roads Consultative Committee;
- Youth Advisory Committee.

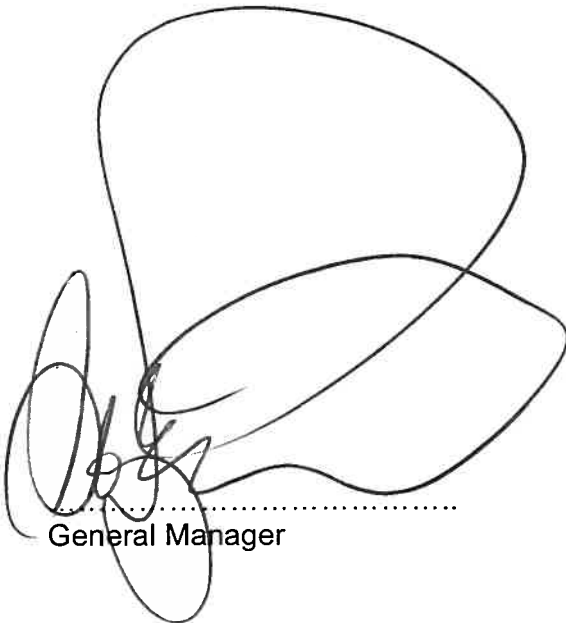
Reference Number:	Version Number: 5 Date: 26/6/20	Review Date: June 2023	Responsible Officer: PA (DCCS)
Related Documents: Manual for Community Committees of Council			

IMPLEMENTATION / COMMUNICATION

This Policy will be communicated to Section 355 Committees of Council as part of their annual training. Revised versions of this Policy that contain significant changes will be communicated to the relevant Section 355 Committees of Council and staff members by the Personal Assistant Director of Corporate and Community Services.

VARIATION AND REVIEW

This Secretarial Assistance Policy to Section 355 Committees of Council shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.



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General Manager

6/7/20

Date

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