
WORK CAMP CORRECTIONAL FACILITIES**COMMUNITY ADVISORY COMMITTEE****TERMS OF REFERENCE**

1. Role/Purpose:

The objective of the Community Advisory Committee is to ensure that Queensland Corrective Services (QCS) is responsive to the needs and interests of local stakeholders.

2. Term:

The terms of reference will be ongoing until modified by Council.

3. Membership:

Membership of the Committee is in accordance with Council resolution. Two Councillors and the Mayor will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of Council or acceptance of a resignation. In the event of a Councillor resigning their position on the Committee, the Council will nominate a Councillor to fill the vacant position.

3.1 Appointment of Chairperson

The Chairperson of the Committee shall be appointed by Council. In the absence of the appointed Chairperson from a meeting, the meeting will be chaired by the Deputy Chairperson, being Councillor 2 or the Mayor.

Voting Members of the Advisory Committee will comprise of:

- Mayor
- Portfolio Councillor 1
- Portfolio Councillor 2
- Work Camp Field Supervisor (if Work Camp)
- Community Member 1
- Community Member 2
- Community Member 3
- Community Member 4

Additional Members will comprise of:

- Director of Community and Economic Development
- Minute Secretary

3.2 Term of Membership

Community members will be renewed every 2 years. If a voting member is absent for two consecutive meetings, the Chair of the Committee will write to that member seeking an explanation on why they should remain on the Committee.

4. Roles and Responsibilities:

The Advisory Committee is accountable for:

- Implementing the objectives of Council's Corporate Plan;
- Fostering collaboration;
- Identify, assess and guide the management of community service projects for low security correctional centres, Work Camps and Probation and Parole offices as applicable;
- Provide information and advice with respect to the views and concerns of the local community;
- Promote effective and open communication between communities and the Queensland Corrective Services' low security correctional centres, Work Camps and Probation and Parole offices;
- Assist in developing opportunities for prisoners in their rehabilitation and reparation, and to facilitate the reintegration of offenders to the community. This may include identifying training and post-release employment opportunities.

5. The membership of the Advisory Committee will commit to:

The Community Advisory Committee should represent the activities and interests of the local community in which the Queensland Corrective Services low security correctional centre or Work Camp is located, together with the Probation and Parole offices in the area (if applicable).

The District or Regional Operation of Projects Manager from any associated Probation and Parole office/s will have a significant degree of responsibility to ensure the committee balances both custodial and community activities. Membership will be determined by the Council, in consultation with the District or Regional Manager.

Committees will consist of representatives from a variety of sections of the community, deemed as either essential or optional members.

6. Members of the Advisory Committee will expect:

- That each member will be provided with complete, accurate and meaningful information in a timely manner;
- To be given reasonable time to make key decisions;
- Open and honest discussion, without resort to any misleading assertions.

7. Meetings:

- A meeting quorum will be 50% + 1 membership of the voting members of the Advisory Committee;
- Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, Advisory Committee Chair makes the final decision;
- Meeting agenda and minutes will be provided by Winton Shire Council Administration staff. This includes:
 - Preparing agenda and supporting papers;
 - Preparing meeting notes and information.
- Meetings will be conducted:
 - 4 times per year
 - At the Winton Neighbourhood Centre Training Room
- If required subgroup meetings will be arranged outside of these times at a time

convenient to subgroup members.

8. Amendment, Modification or Variation:

Council may amend these Terms of Reference after consultation with the Advisory Committee members and Council.

RECORD OF AMENDMENTS and ADOPTIONS			
DATE	REVISION NO	REASON FOR AMENDMENT	ADOPTED BY COUNCIL
SEP 2018	1		SEP 2018
Sep 2020	2	Update	September 2020