



Work Camp Community Advisory Committee - Terms of Reference

1. TERMS OF REFERENCE

This Terms of Reference is provided to outline the requirement for the Work Camp Community Advisory Committee (the Committee) and is to be read in conjunction with Balonne Shire Council's (BSC) Code of Meeting Practice. The Work Camp Community Advisory Committee is established by BSC under Section 265 of the Queensland *Local Government Regulation 2012*.

2. PURPOSE

The purpose of the Committee is to promote, consider and recommend community group and BSC requests for works assistance by the Queensland Corrective Services (QCS) Work Camp program in the Balonne Shire, and to recommend associated policy and resourcing to both QCS and BSC in line with BSC's Corporate Plan:

- 1.1 – Active and inclusive community engagement
- 4.2 – Robust asset management, infrastructure, and facility management
- 5.1 – Excellence in service delivery to customers and communities

The Objectives of the Committee are to:

- Make Work Camp accessible to community groups to economically achieve works projects
- Make Work Camp accessible to BSC for up to 50 percent of Work Camp time to economically achieve project works or maintenance and to provide a base program of works to sustain Work Camp.
- Provide an opportunity for Work Camp prisoners to use and develop their skills to benefit the Balonne community.
- Provide a community perspective in assessing applications for Work Camp works projects to align with Work Camp's purpose, availability, skills, resourcing, and workplace safety requirements.
- Assist QCS and BSC with understanding program performance and resourcing requirements.

3. DEFINITIONS

- **The Committee** – Work Camp Community Advisory Committee
- **QCS** – Queensland Corrective Services
- **BSC** – Balonne Shire Council
- **Work Camp** – A QCS Program supporting supervised low-security prisoners to provide community services
- **Work Camp Rotations** – Prisoners scheduled to reside and operate from St George and Dirranbandi Camps



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4. TENURE

The Committee will remain operational for the current term of BSC (ending in March 2028) and will be reviewed at the commencement of the next term of BSC.

5. MEMBERSHIP

Individuals who make up the Committee are nominated by themselves via an Expression of Interest, individuals or community organisations or BSC, or are State or Local Government officers. Committee members are appointed by BSC in consultation with QCS. A condition of membership is to pass the QCS background check.

The core membership of the Committee will comprise of:

- **Core Members**
 - 3 BSC Councillors, one of which is the chair, plus the Mayor (ex officio member)
 - 1-3 community members of the Balonne Shire who represent different sectors and different geographical areas
 - 1 Local Queensland Police Service representative
- **Supporting Officers**
 - 4 BSC Officers: Chief Executive Officer, Manager Community Services, Admin Officer Communities, and Senior Town Supervisor
 - 2 QCS Officers: Work Camp Coordinator, a Work Camp supervisor

6. ADMINISTRATIVE SUPPORT

Administration of the Committee will be provided by BSC's Community Services unit with meetings, correspondence, reports, and procurement by the Admin Officer Community Services.

7. MEETINGS

- a) The Committee shall meet at least 3 times per annum.
- b) Meetings will be chaired by a BSC Councillor appointed by BSC.
- c) The Committee will adopt a consensus decision-making style.
- d) Quorum will be defined as 50% of voting members plus one.
- e) Members will disclose any conflict of interest and remove themselves from the meeting. Conflicts of interest are to be recorded in the minutes.
- f) Minutes of the Committee's meeting will be taken and be available in Resolve for Councillors to review. Draft



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minutes will be approved at the following ordinary meeting. Confirmed agendas and minutes will be available in Resolve for BSC Councillors to review.

8. SCOPE

- Consideration of Community and Council work projects applications for recommendation to QCS.
- Consideration of work program performance and community and officer feedback to recommend improved services, processes, or resourcing. Requesting information to support such consideration.
- Operating within QCS or BSC approved policy, guidelines, or processes associated with Work Camp.
- The Chair may confer with senior officers over inclusion of items in agendas and minutes.
- Administration, including procurement, is provided by the Admin Officer Communities in accordance with policy.
- Operations management and delivery is provided by BSC and QCS Officers.
- The Committee cannot direct officers of the QCS or BSC.

Limitations:

- Work will be limited by available prisoner skills, prisoner numbers in rotations, supervision, resources, and health and safety requirements.
- QCS may decline any recommended works or restrict the scope of works as necessary.

9. REPORTING

Minutes of Committee ordinary or special meetings will be reported to BSC and QCS and may include recommendations made within the scope and objectives outlined in this Terms of Reference.

10. DELEGATED AUTHORITY

The Committee is delegated to make recommendations to the QCS or BSC as outlined in this Terms of Reference. The Committee has no delegation to make decisions on behalf of QCS or BSC. Decisions will be made by BSC Resolution or as delegated to the Chief Executive Officer.

11. CONFIDENTIALITY

Committee members acknowledge certain information provided may be of a sensitive nature, such as for commercial, legal, Intellectual Property, staff, or other reasons. Committee members are requested to treat such information in an



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appropriate manner.

Minutes of meetings will not be made public except as presented to BSC. Where appropriate recommendations will be considered by BSC in closed session depending on the phase of the project.

12. REVISION HISTORY

- **Revokes:** Work Camp Community Advisory Committee Terms of Reference
- **Suggested review date:** March 2028