

## Social Justice Committee – Terms of Reference

Date Adopted: 2017  
Review Date: As required

---

### 1. Establishment

The *Social Justice Committee* (the Committee) is established as a confidential advisory committee to the Council in accordance with the Local Government Act Part 5.2.

The objective of the Committee is to provide advice and assistance to the Central Desert Regional Council (the Council) and the Chief Executive Officer (CEO) on:

- The level, incidence and causes of criminal activity throughout the CDRC region.
- The status of criminal activity, imprisonment, recidivism and the return of offenders back into the community.
- The level of criminal justice system activity within and from the CDRC region: Police, courts, correctional services and alternatives to imprisonment.
- The development, progress and status of CDRC programs to provide alternatives to imprisonment for members from the CDRC region, for early prison release and for direct placements by the courts.
- The development and operation of work camps, diversionary and social programs for ex-prisoners.
- The operation and efficacy of through-care programs established for the benefit of ex-prisoners.
- The post release care, social benefit status, employment, education, health status and community reintegration of ex-prisoners.
- The status and efficacy of stakeholder relationships relevant to CDRC Social Justice programs.

### 3. Authority

With consideration of legal and confidentiality implications the committee is authorised, within the capacity of its role and responsibilities, to:

- Obtain any information it requires from relevant employees and external parties.
- Discuss relevant matters with the Council, CEO or program staff.
- Request the attendance of relevant employees at committee meetings.
- Provide information, advice and recommendations to the Council.

### 4. Members and Tenure

The Committee shall consist of at least one Councillor and four additional committee members. To ensure gender representation, the committee will have male and female committee members on an equal or near equal basis. The President will be an additional member *ex officio*, creating a Committee of six members.

Committee appointments will be reviewed annually by the Council.

The Chief Executive Officer and other relevant staff may attend committee meetings.

### 5. Key Responsibilities

The Committee will undertake the following functions:

- Hold Committee meetings quarterly or as required.
- Provide advice and direction to Council relevant to CDRC social justice programs.
- Liaison with Council, communities and stakeholders as appropriate.

- Monitor and supervise the operation and functions of Social Justice program activity.
- Review program outcomes and operational targets.
- Maintain an update on criminal justice system activity within the CDRC region.
- Make recommendations for actions and solutions to mitigate the causes of imprisonment and social dysfunction.
- Meet with external stakeholders and make representations as required.
- Report and advise the Council upon the activities of the social justice programs.
- Represent and further the interests of the Council and social justice programs.

## 6. Reporting

The Committee will report regularly on its operation and activities, including:

- A summary of the key issues arising from each meeting of the committee.
- Annually, an overall assessment and summary of the work the committee performed in conducting its responsibilities during the preceding year.
- The committee will make recommendations and report directly to Council.

## 7. Meetings

- The Committee will meet at least four times per year, and a Chair will be chosen by the Committee on an annual basis. If the Chair is not in attendance, an acting Chair will be appointed by the meeting.
- Minutes of meetings will only record recommendations and resolutions, and will be provided to all Committee Members in accordance with legislative requirements.

## 8. Quorum

A quorum will consist of half of Committee Members, including the President (ex officio), being three members.

## 9. Proxies

In order to ensure continuity and a useful level of knowledge and experience, the *Social Justice Committee* members are not permitted to send proxies to the meeting.

## 10. Secretariat

Secretariat support will be provided by the Central Desert Regional Council.

### Responsibilities

The Secretariat will be responsible for ensuring that the agenda for each meeting and supporting documentation are circulated at least one week prior to the meeting. The Secretariat will prepare and maintain the minutes ensuring they are signed by the chair and distributed to each member.

## 11. Conflict of Interest

In accordance with Section 74(1) of the Local Government Act, Committee members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. All details of any conflict of interests are to be minuted.

If members or observers at a Committee meeting are deemed to have a real or perceived conflict of interest, they are to be excused from Committee discussions on the issue where the conflict of interest exists.

**12. Confidential and Improper Use of Information**

two ways :: one outcome

Committee Members will from time to time deal with confidential reports. Section 75 of the Local Government Act outlines the penalties applicable to people who disclose confidential information acquired as a member of a Council committee. Section 76 of the Local Government Act states that a person who makes improper use of information acquired as a member of a Council committee is guilty of an offence.

**13. Reporting and Review of the Committee**

Decisions made by the Committee will be reported by inclusion of its minutes at the next Council meeting. Minutes and all reports will be dealt with in closed session.

**14. Approval and Review History**

Date	Comment
2017	Adopted by Council