



AUSTRALIAN CATHOLIC BISHOPS CONFERENCE

MANDATE

OF THE

BISHOPS COMMISSION

FOR

SOCIAL JUSTICE, MISSION AND SERVICE

NOVEMBER 2020

Preamble

“The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor.”
Luke 4:18–19

1. Membership and Meetings

- 1.1. The Commission shall comprise six (6) members as determined by the Conference by-laws.
- 1.2. The Commission shall meet at a time and place that the members determine.
- 1.3. The Commission shall meet using communications technology when the agenda or circumstances warrant.

2. Areas of Responsibility

The Commission sets priorities in consultation with the Conference, plans and develops strategies at the national level to promote the life and mission of the Catholic Church in Australia in the following specific areas of responsibility:

- 2.1. International aid and integral ecology
- 2.2. Health and aged care
- 2.3. Marginalised or disadvantaged people in Church life and Australian society
- 2.4. Social services
- 2.5. People with disability
- 2.6. Specialist pastoral ministries (prisons, seafarers)
- 2.7. Catholic social teaching and especially social justice.

3. Particular Functions

In particular, the Commission performs the following functions:

- 3.1. The Commission guides and supports the activity of the Church in these areas:
 - 3.1.1. Social services
 - 3.1.2. Health and aged care
 - 3.1.3. Stella Maris
 - 3.1.4. International aid and integral ecology
 - 3.1.5. The formulating of a submission to the Annual Wage Review to the Fair Work Commission.

- 3.2. The Commission develops national policies in the specific areas of its responsibilities as approved or requested by the Conference.
- 3.3. The Commission, in accordance with Conference policy, undertakes public and private advocacy in support of:
 - 3.3.1. Asylum seekers, migrants and refugees
 - 3.3.2. Health and aged care
 - 3.3.3. Marginalised or disadvantaged people in Church life and Australian society
 - 3.3.4. People with disability
 - 3.3.5. Social services
 - 3.3.6. International aid and integral ecology
 - 3.3.7. Social justice issues, including on behalf of the low paid and unemployed
 - 3.3.8. Pastoral care related to other areas within the Commission's mandate.
- 3.4. The Commission undertakes such specific projects as the Conference may from time to time approve or request.
- 3.5. The Commission delegates to individual bishops responsibility for the following areas:
 - 3.5.1. Stella Maris (The Episcopal Promoter shall be the national delegate to the Holy See and other international representative bodies for this apostolate)
 - 3.5.2. Advocacy for asylum seekers, migrants and refugees
 - 3.5.3. Employment relations
 - 3.5.4. Health and aged care
 - 3.5.5. International aid and integral ecology
 - 3.5.6. People with disability
 - 3.5.7. Prisoners' pastoral care
 - 3.5.8. Social justice
 - 3.5.9. Social services

4. Advisory Role

The Commission advises the Conference and its members on issues that arise in the areas of its responsibility and, where appropriate, makes recommendations for action

that the Conference might undertake at a national level.

5. Advisory Bodies

The Commission establishes, in accordance with the mandates in Schedule 1, the following advisory bodies to assist it in its responsibilities:

- 5.1. Australian Catholic Social Justice Council
- 5.2. Australian Catholic Council for Employment Relations

6. Relations

6.1. The Commission maintains relations with:

- 6.1.1. Stella Maris
- 6.1.2. Catholic Health Australia
- 6.1.3. Catholic Social Services Australia
- 6.1.4. International Catholic Migration Commission

6.2. Through the Office for Social Justice, the Commission maintains consultative status with the Economic and Social Council of the United Nations and the Holy See's Dicastery for Promoting Integral Human Development.

6.3. The Commission may approve the establishment of relations between its Offices and other organisations.

7. Governance Roles

The Australian Catholic Bishops Conference nominates a Bishop as a Director to the Boards of the following incorporated bodies in accordance with the constitutions of each:

- 7.1 Catholic Health Australia
- 7.2 Catholic Social Services Australia

8. Incorporated Works

The Australian Episcopal Conference of the Roman Catholic Church (ABN 76 000 665 958) appoints its Directors of the following incorporated body in accordance with its Constitution:

- 8.1 Caritas Australia

9. Offices

The Commission supervises the work of the following offices:

9.1 Office for Social Justice

9.2 Disability Projects Office

10. Secretariat

The Secretariat for Social Justice, Mission and Service assists the Commission in fulfilling its tasks.

Schedule 1: Mandates for Advisory Bodies

Name:	Australian Catholic Social Justice Council
Area(s) of Responsibility:	The Council is the central body advising the Commission, in accordance with an agreed rolling triennial strategic plan, in the promotion of Catholic Social Teaching through the engagement of social justice issues with the Catholic faithful and wider Australian society.
Number of Councillors:	<p>The Council will comprise six (6) appointed councillors and four (4) <i>ex officio</i> councillors, namely: the Chief Executive Officer of Caritas Australia; the Chief Executive Officer of Catholic Health Australia; the Chief Executive Officer of Catholic Social Services Australia and a representative nominated from the membership of the National Aboriginal and Torres Strait Islander Catholic Council or its National Administrator.</p> <p>A Bishop Delegate will represent the Commission at all meetings of the Council and will liaise as required with the Council Chair in between meetings.</p> <p>The Executive Secretary will provide support at all meetings of the Council and will liaise as required with the Council Chair in between meetings.</p> <p>The Social Justice Officer will be invited to attend Council meetings.</p> <p>The Council Chair will ordinarily include the Bishop Delegate, the Social Justice Officer and the Executive Secretary in discussions and consult them as part of the process of developing advice to the Commission.</p>
Appointment of Councillors:	Following the appointment of members to the Commission at the May Plenary Meeting, the Commission will appoint councillors for the triennial term and will report these appointments to the Conference at the November Plenary Meeting. The Commission may re-appoint councillors for up to two subsequent terms.
Appointment of the Chair:	The Commission, on recommendation from the Council, will appoint the Chair from among those members appointed by the Commission for a triennial term from the membership of the Council.
Meetings:	The Council will meet biannually at a place of mutual convenience. The Council may meet at other times as required using a variety of communications technology.
Administrative Support:	The Executive Secretary will provide administrative support to the Council.

Name:	Australian Catholic Council for Employment Relations
Area(s) of Responsibility:	<p>The Council researches, develops and presents the Conference's annual submission to the National Minimum Wage review with particular consideration to the needs of families and the low paid.</p> <p>The Council provides advice as required to the Commission as follows:</p> <ol style="list-style-type: none"> 1. Promotion of the life and mission of the Catholic Church in Australia in the area of work and the employment relationship. 2. Advocacy in support of work and the employment relationship in Australian society based on Catholic Social Teaching.
Number of Members:	<p>The Council will comprise eight (8) appointed members.</p> <p>A Bishop Delegate will represent the Commission at all meetings of the Council and will liaise as required with the Council Chair in between meetings.</p> <p>The Employment Relations Manager will liaise as required with the Council Chair and the Executive Secretary for Social Justice, Mission and Service in between meetings.</p> <p>The Council Chair will ordinarily include the Bishop Delegate and the Employment Relations Manager in discussions and consult them as part of the process of developing advice to the Commission.</p>
Appointment of Members:	Following the appointment of members to the Commission at the May Plenary Meeting, the Commission will appoint members for the triennial term and will report these appointments to the Conference at the November Plenary Meeting. The Commission may re-appoint members for up to two subsequent terms.
Appointment of the Chair:	The Commission, on recommendation from the Council, will appoint the Chair for a triennial term from the membership of the Council.
Meetings:	<p>The Council will meet as required to deal with the setting of the National Minimum Wage and the submission to the annual wage review.</p> <p>The Council will meet at other times in response to a request for advice by the Bishop Delegate using a variety of communications technology.</p>
Administrative Support:	The Office for Employment Relations will provide administrative support to the Council.

Schedule 2: Mandates for Offices

Name:	Office for Social Justice
Area(s) of Responsibility:	<p>The Office is responsible for the following tasks:</p> <ol style="list-style-type: none"> 1. Development of policies for the consideration of the Commission and advice of the Australian Catholic Social Justice Council. 2. Undertaking initiatives and on-going programmes as approved by the Commission such as the annual social justice statement. 3. Developing and maintaining relationships with Church and other agencies concerned with social justice issues. 4. Collaboration where appropriate with other Catholic, other church, and wider community based agencies with objects similar or complementary to those of the Office. 5. Preparation of an annual operations programme setting out a schedule of activities and targets against which the Commission can measure performance. 6. Engaging with the Australian Catholic Social Justice Council. 7. Engaging with the annual meeting of the Social Justice Diocesan Contacts.
Appointment of Social Justice Officer :	The Commission will appoint the Social Justice Officer on recommendation of a suitably qualified selection panel. The Commission will comply with the Conference policy on recruitment and selection and will appoint the Social Justice Officer in accord with Conference policy.
Staff:	The Social Justice Officer may employ staff as required from time to time to assist and be accountable to the Social Justice Officer in meeting the Mandate with the approval of the Commission and in accordance with Conference policy.
Accountability:	The Social Justice Officer is accountable to the Bishop Delegate for fulfilling the Mandate of the Office. The Social Justice Officer is accountable to the Executive Secretary of the Commission for fulfilling the position of Social Justice Officer.

Name:	Disability Projects Office
Area(s) of Responsibility:	<p>The Office undertakes projects as approved by the Commission that promote the full participation of people with disability in the life of the Church.</p> <p>The Office is responsible for the following tasks:</p> <ol style="list-style-type: none"> 1. Manage and deliver projects approved by the Commission that deal with the promotion of the full participation of people with disability in the life of the Church. 2. Provide advice to the Commission, and other commissions and agencies as requested, on disability issues in the Church and society that relate to the full participation of people with disability. 3. Provide a central point of contact for dioceses, parishes and other Church organisations to obtain resources and references to assist in the full participation of people with disability. 4. Promote a forum in Australia for people with disability, their families, and individuals and organisations, in raising awareness of their needs in participating in Church life. 5. Promote the full participation of people with disability in the life of the Church through liaison with and advice to agencies of the Conference, as well as provincial and diocesan-based Catholic agencies.
Appointment of the Disability Projects Officer:	The Commission will appoint the Disability Projects Officer on recommendation of a suitably qualified selection panel. The Commission will comply with the Conference policy on recruitment and selection and will appoint the Disability Projects Officer in accord with Conference policy.
Staff:	The Disability Projects Officer may employ staff as required from time to time to assist and be accountable to the Disability Projects Officer in meeting the Mandate with the approval of the Commission and in accordance with Conference policy.
Accountability:	The Disability Projects Officer is accountable to the Bishop Delegate for fulfilling the Mandate of the Office. The Disability Projects Officer is accountable to the Executive Secretary of the Commission for fulfilling the position of Disability Projects Officer.

Schedule 3: Incorporated Works

Constitution references noted in [square] brackets

Name:	Caritas Australia (ACN 639 801 380)
Area(s) of Responsibility:	Caritas Australia serves those who are most vulnerable to extreme poverty, injustice and the effects of environmental degradation, undertaking humanitarian relief and development both overseas and in Australia in accordance with its Constitution . Caritas Australia promotes the Church's mission for justice, peace and integral human development in accordance with Catholic social teachings.
Member of the Company (Member) [8]	Australian Episcopal Conference of the Roman Catholic Church (ABN 76 000 665 958).
Type of Company [2]	The Company is a not-for-profit public company limited by guarantee which is established to be, and to continue as, a charity.
Relations with Commission	The Commission relates with Caritas Australia on behalf of Conference via a twice-annual briefing from the Chief Executive Officer.
Appointment of Board Chair [38.1]	The Member appoints the Board Chair giving written notice to the Company.
Appointment of Director(s) and Term [23.1]	The Member appoints Director(s) giving written notice to the Company, for a term as may be specified by the Member.
Appointment of the Chief Executive Officer [27b]	The Board recommends the appointment of the Chief Executive Officer to the Member for consent.
Philosophy, vision, mission, values [27a]	The Board recommends the philosophy, vision, mission and values of the Company to the Member and adopts any changes following the Member's consent.
Approval of Strategic Plan [27a & c]	The Board recommends the Strategic Plan to the Member and adopts the Strategic Plan following the Member's consent.
Annual Report [11.1 b]	The Member receives annual reports of the Company including financial reports for each financial year.
Amendment to Constitution [7]	The Member may amend the Constitution by passing a Special Resolution.

Power of Directors [26]	All day-to-day control, management and conduct of the Company shall be vested in the Board, with the Member's consent being required for specified Reserve Powers [27] as listed in the Constitution.
Winding Up [49.1]	The Company may be wound up by a Special Resolution of the Member.

Schedule 4: Constitutions of Incorporated National Peak Bodies**[Catholic Health Australia](https://www.cha.org.au/about/company-rules)**

<https://www.cha.org.au/about/company-rules>

[Catholic Social Services Australia](https://cssa.org.au/wp-content/uploads/2019/04/1-2009_Final_CSSA_Ltd_Constitution.pdf)

https://cssa.org.au/wp-content/uploads/2019/04/1-2009_Final_CSSA_Ltd_Constitution.pdf