



Health
Pathology

Forensic & Analytical
Science Service



Terms of Reference - Forensic Science Services Executive Committee

Document Information

Meeting Name:	Forensic Science Services Executive Committee
Revision Number:	Sixth revision
Date Prepared:	10 th April 2018

1 Meeting Information

The Forensic Science Services (FSS) Executive Committee will be held in accordance with the following criteria:

Item	Details
Chair	Rotational basis by the Deputy Commissioner, Specialist Support, NSW Police and the Chief Executive, NSW Health Pathology
Frequency	Every four (4) months
Secretariat Support	Rotating NSW PF and FASS resource
Venue	TBA
Meeting Papers	To be emailed to members at least one (1) week prior to meeting date
Draft Minutes	To be emailed to members within ten (10) working days of meeting date
Reports to	Nil
Quorum	Half of membership plus one (1)
TOR Review Frequency	TBA

2 Members

The composition of the FSS Executive Committee will be based on the following positions in the organisations:

Details
Deputy Commissioner, Specialist Support, NSW Police Force
Assistant Commissioner, Forensic Evidence & Technical Service Command, NSW Police Force
Assistant Commissioner, State Crime Command, NSW Police Force
General Manager, Management Accounting and Reporting, NSW Police Force
Executive Officer, Forensic Evidence & Technical Service Command, NSW Police Force
Policy Director, Department of Justice – Office for Police
Chief Executive, NSW Health Pathology
Executive Director, Forensic & Analytical Science Service, NSW Health Pathology

2.1 Co-opted Members

The Committee will co-opt or invite other staff from NSW Police Force, Forensic & Analytical Science Service, NSW Health Pathology or other external agencies such as Treasury, Attorney General's Department and Department of Premier and Cabinet, to attend meetings as specific projects or issues arise.

3 Purpose

The purpose of the Executive Committee is to provide senior executive strategic direction, endorsement, leadership, advice and decision making on matters relevant to the partnership and the delivery of Forensic Science Services within NSW.

4 Terms of Reference for Committee and Representatives

The objectives of the Executive Committee will be executed via the Terms of Reference for the Committee and its constituents as follows:

- a) Provide strategic direction and decision making with respect to service delivery strategies, financial management and operational performance;
- b) Identify and manage organisational risk whilst progressing service capabilities;
- c) Demonstrate leadership in organisational change;
- d) Identify strategic investment priorities and opportunities;
- e) Approve and align service strategy with NSW Government objectives;
- f) Review of annual budget allocation;
- g) Advise appropriate Government representatives on issues relevant to services as required;
- h) Ensure above objectives are met in light of various legislative requirements;
- i) Oversee the monitoring of the Service Level Agreement; and
- j) Consider recommendations submitted to it by the Advisory Committee.

5 Other Responsibilities

As directed by the NSW Government.