



Forensic Science Services Operational Review Committee: Terms of Reference

TERMS of REFERENCE

Meeting Name:	Forensic Science Services Operational Review Committee
Version Number:	First version
Date Prepared:	1 st July 2020
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1 Information and Governance

The Forensic Science Services (FSS) Operational Review Committee is an amalgamation of the previous FSS Advisory Committee and the FSS Operational Committee. The merging of the two committees, with a revised membership, was agreed to following the 2019 NSW Forensic Process Review (also referred to as the FETS/FASS Review). Governance and oversight will be held in accordance with the following criteria:

Item	Details
Chair	Rotational basis by the Assistant Commissioner, FETSC and Executive Director, FASS
Frequency	Quarterly
Secretariat Support	NSWPF and FASS shared resource
Venue	Block E Conference Room, FASS, Lidcombe
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	FSS Executive Committee
Quorum	Half of membership plus one (1)
TOR Review Frequency	Annual; earlier if sanctioned by committee Chair

2 Members

The core composition of the FSS Operational Review Committee will be based on the following positions in the organisations:

Details
Assistant Commissioner, Forensic Evidence & Technical Services Command, NSW Police Force
Commander, Identification Services Branch, Forensic Evidence & Technical Services Command, NSW Police Force
Commander, Crime Scene Services Branch, Forensic Evidence & Technical Services Command, NSW Police Force

Chief Scientific Officer, Forensic Evidence & Technical Services Command, NSW Police Force
Business Manager, Forensic Evidence & Technical Services Command, NSW Police Force
Executive Director, Forensic & Analytical Science Service, NSW Health Pathology
Management Accountant, Forensic & Analytical Science Service, NSW Health Pathology
Branch Director Criminalistics, Forensic & Analytical Science Service, NSW Health Pathology
Director Information Communication Technology, Forensic & Analytical Science Service, NSW Health Pathology
Director Integrations Science, Forensic & Analytical Science Service, NSW Health Pathology
Team Leader Forensic Biology/DNA Database Management

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 to attend meetings as specific projects or issues arise.

3 Purpose

The central purpose of the Operational Review Committee is to review the service provision, operational performance, financial management, resources management and issues/risk management between NSW Police Force and the Forensic & Analytical Science Service.

4 Objectives

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

- a) Provide a forum for furthering the organisational partnership and overall joint implementation of the Service Level Agreement (the Agreement) in respect of performance, finance, resources and quality;
- b) Consider and recommend, to the Executive Committee, variations to the Agreement in respect of operations and financial arrangements and performance measurement;
- c) Review and make recommendations to the Executive Committee on service delivery requirements including legislative and policy enhancements;
- d) Regular reporting to the Executive Committee on all aspects of the Agreement and partnership;
- e) Address key risk areas for both agencies through the development and implementation of strategies within an action plan;
- f) Review and action reports relating to the management of Forensic Science Services operations; including recommendations from cross-agency committees to address specific operating policy issues, including opportunities for improvement in process and service delivery;
- g) Escalate operational issues to the Executive Committee where necessary for advice, guidance and/or decision-making by the Executive Committee as per governance, clause 3.0;
- h) Implement effective change management within and across agencies; and
- i) Agree on a joint communication plan to deliver cultural change.

5 Other Responsibilities

Function as a network to link and support staff involved in the collection, analysis and reporting of forensic evidence.