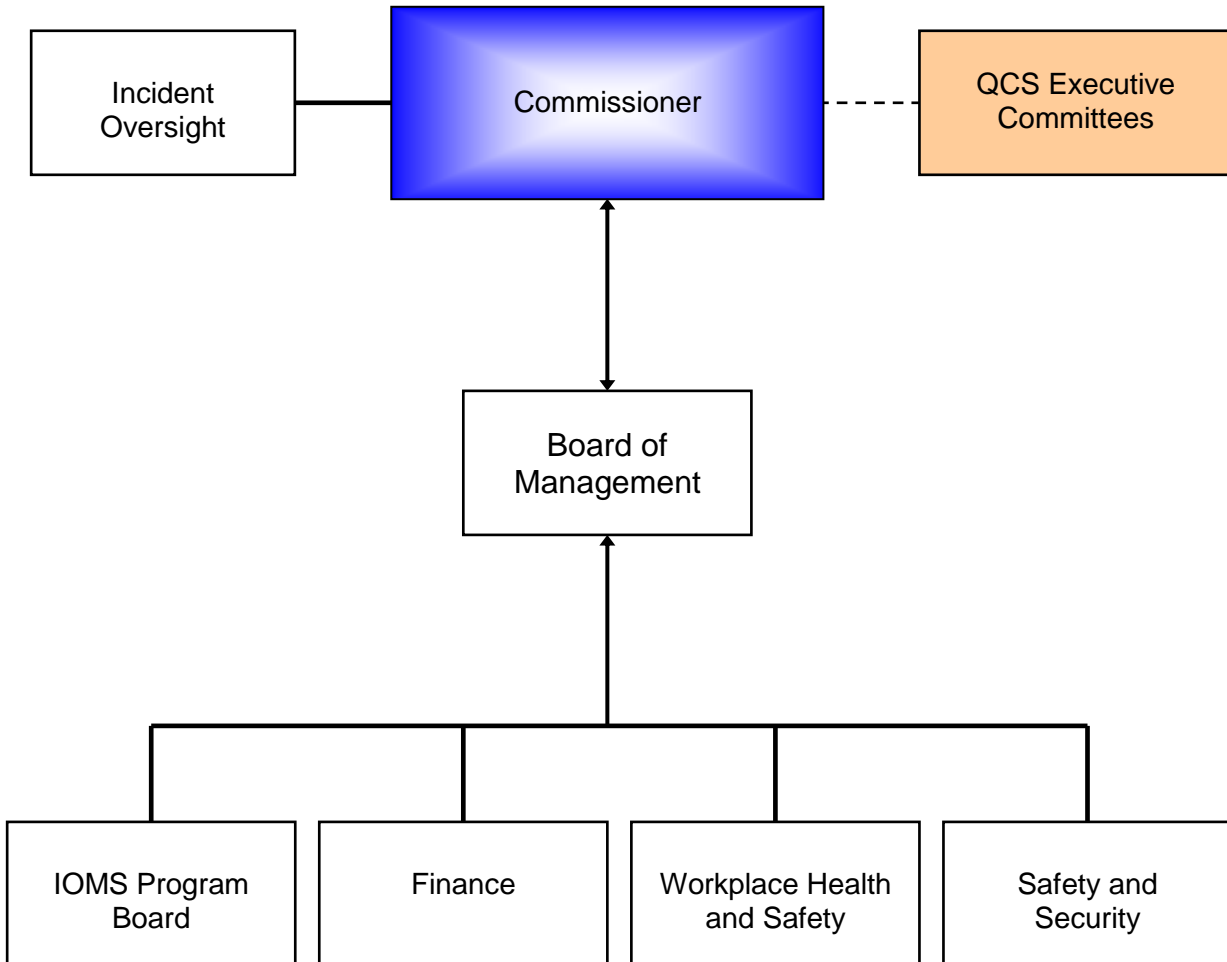**Queensland Corrective Services
Governance Committee**

Safety and Security Committee Terms of Reference

**Queensland Corrective Services
Governance Committee Structure
2016**

Incident Oversight	**Commissioner**	QCS Executive Committees

Board of Management

IOMS Program Board	Finance	Workplace Health and Safety	Safety and Security

CONTENTS

ROLE

The Safety and Security Committee is a Queensland Corrective Services governance committee established to provide identification and review of key risk issues which may negatively impact on the safe and secure operations of Statewide correctional services nd facilities.

OBJECTIVES

The Safety and Security Committee provides governance and risk management through the responsible consideration and oversight of submissions and strategies for change of practice, approach and direction in our safety and security processes, and community-based services to the Deputy Commissioner – Statewide Operations and Board of Management.

RESPONSIBILITIES

The Safety and Security Committee is responsible for ensuring a consistent and information-based approach to the management of five key areas – engagement, containment, community-based supervision, incentive and leadership.

MEMBERSHIP

The Safety and Security Committee will comprise:

- Depuy Commissioner Statewide Operations –

- Executive Director Operational Support Services

- General Manager Custodial Operations

- Executive Director Specialist Operations

- Executive Director QCS Academy

- A nominee from the Office of the Chief Inspector (observer)

- Director Intelligence and Investigation Branch

- Manager Electronics

- nominated General Manager (rotational)

REPORTING ARRANGEMENTS

The Safety and Security Committee chair will report to Board of Management when:

- The risk of a situation or systemic practice is beyond the control of the Committee

- The issue raised and solution proposed will affect multiple areas of the agency

- The issue raised and solution proposed has an inherent political or strategic impact.

MEETINGS

The Safety and Security Committee will meet on a monthly basis or as determined by the Assistant Director General Statewide Operations.

SECRETARIAT

Secretariat support is provided to the Committee by a member of the Statewide Operations team. The Secretariat is responsible for administering Committee proceedings, and for making necessary arrangements for the effective and efficient functioning of meetings. This includes:

- Maintaining a forward schedule of Committee meetings

- Preparing and maintaining agendas

- Recording Committee decisions

- Providing administrative support to the Committee

- Advising staff on requirements for documents for consideration by the Committee

AGENDA

The agenda's will be determined by the Assistant Director General, Statewide Operations in consultation with the directorate senior management team.

A standard agenda allows for the consideration of similar items of business and is also flexible to consider emergent issues.

Submissions can be tabled with the Committee by forwarding to committee members, Statewide Operations Directorate Senior management team and or the Safety and Security Committee secretariat.

A template for submissions is attached to this document.

MINUTES

Decisions made by the Committee are recorded and maintained by the Secretariat. Notification will be **Endorsed**

Mark Rallings

Commissioner

Dated:

Directorate/Branch/Unit:

Prepared by:

Paper presented by:

Safety and Security Committee

☐ **Authority to Proceed**

√ **Submission**

☐ **Information Paper**

SUBJECT

-

PURPOSE

-

NOTED / APPROVED / NOT APPROVED

....
Kerrith McDermott
Deputy Commissioner

         /   /20__

COMMENTS:

Queensland Government
Queensland **Corrective Services**

Safety and Security Committee
Submission

Date:

Subject:

Background:

1.   Provide a brief outline of the context for the submission including the source of the idea, concept, or proposal and the relationship between the submission and any relevant legislation, regulations, government or departmental policy, operational plans or other relevant documents.

Issues:

2.   Clearly identify the issues for consideration, provide a concise description and analysis of the issues requiring resolution, and indicate the reasons for any urgency.

Data and Risk Analysis:

3.   Identify and explain the information utilised to analyse the issue. This may include IOMS data or any other data sets to support the issue and solution.

4.   A risk analysis should be undertaken where the issue and / or proposed solution present a reduction or increase to the degree of risk being treated. The results of the risk analysis should be described in summary under the headings:

- Identified risk
- Likelihood
- Consequence
- Treatment / management of risk

Recommendations

5.   Provide clearly articulated recommendations for the Safety and Security Committee to consider.

6.   The final recommendation should refer to an evaluation, if necessary, and how the Safety and Security Committee could reasonably expect to receive feedback on implementation.

Action if Approved:

7.   Clearly indicate the action required if the recommendations are approved. This should include a paragraph outlining how the decision should be communicated, and any special communication requirements.

List of Attachments:

8.   List and number all attachments to the submission.

Author's initials:	Manager's Initials:
Date:	Date:
Name:	Name:

……………………………….
<NAME>
<TITLE>
<LOCATION>

DATE: …………