# Purpose

The Queensland Police Service Research Committee (QPSRC) is an internal body which considers research and evaluation projects involving data and/or resources of the Queensland Police Service (QPS). All research and evaluation, which involves the use of QPS resources (such as data, documents, or personnel), require submission to the QPSRC.

The QPS will endeavour to satisfy, where possible, any reasonable request for research where there is a clear benefit to the QPS and a tangible outcome is likely. Accordingly, the QPSRC seeks to ensure research and evaluation projects involving data and/or resources of the QPS:

* align to the QPS Strategic Plan;
* represent a desirable research topic;
* inform QPS policy, practice and performance with tangible outcomes;
* represent a sound return on the QPS’s investment; including the development and use of Intellectual Property;
* support business review and improvement;
* operate in a methodologically acceptable and rigorous manner; and
* include the support of the QPS area affected by the research.

The QPSRC will also consider how the research impacts on the QPS’s ability to effectively and efficiently:

* meet law enforcement obligations;
* properly administer justice;
* protect the privacy of individuals (internal and external to the QPS) through compliance with legislative requirements including the *Information Privacy Act 2009*;
* comply with statutory provisions when dealing with such requests;
* maintain standards regarding the ethical conduct of research; and
* comply with the obligations of the *Queensland Human Rights Act 2019.*

# Functions

The key functions of the QPSRC are to:

* act as a central coordination point for QPS research activities in accordance with the QPS Research Policy;
* make determinations on applications to undertake research and evaluation projects;
* ensure research and evaluation activities are focused in line with QPS direction;
* ensure research and evaluation represents a sound return on QPS investment; and
* promote findings from research and evaluation, to inform policy, practice and performance.

# Secretariat Support

The functions of the QPSRC are supported by the QPSRC Secretariat. This role is provided through the Research and Evaluation unit, Policy and Performance Division.

The key functions of the QPSRC Secretariat are to:

* review applications prior to tabling, seeking clarification from the applicant where necessary;
* undertake a process of internal consultation, prior to tabling applications;
* provide advice to senior departmental executives on QPS participation in research and evaluation projects;
* monitor the progress of conditionally approved research and evaluation projects; and
* collate, showcase and disseminate significant findings from research and evaluation projects, to help inform policy, practice and performance.

# Membership

QPSRC membership consists of core and rotational members.

## Core members

* Executive Director, Policy and Performance Division (Chair)
* Assistant Commissioner, Ethical Standards Command;
* Executive Director, Chief Risk Office, Specialist Operations; and
* Director, Research and Analytics, Policy and Performance Division.

## Rotational members

Rotational members consist of senior officers from across the QPS and invited subject matter experts from universities, other government departments, or non-government organisations. These members are reviewed as required and are appointed in accordance with their portfolio.

# Meeting attendees

Although not part of the QPSRC membership, the Manager of the Research and Evaluation unit, and a Research and Evaluation unit delegate, represent the Secretariat at meetings to assist the Chair.

Additionally, if required, the QPSRC may invite observers and/or people with relevant specialist knowledge to meetings to assist with assessing specific applications. This decision is made at the discretion of the Chair of the QPSRC.

# Meetings

Meetings will be scheduled to occur on a quarterly basis. QPSRC meetings may be held face-to-face, via telephone, videoconference, or other electronic means. The Secretariat will disseminate the meeting agenda and papers prior to the meeting and QPSRC members will be required to be sufficiently prepared for each meeting.

Out-of-session applications are only considered for exceptional circumstances where immediate urgency is clearly stated; however, this decision is at the discretion of the QPSRC Chair with advice from the QPSRC Secretariat. Exceptional circumstances may include, for example, government mandated research or contracted research by the QPS, with deadlines not suitable to be carried over to the next meeting. The determination made by the Chair is final, with applications deemed not suitable for out-of-session consideration carried over to the next scheduled QPSRC meeting.

A quorum for the QPSRC meeting consists of the Chair. The Chair may nominate another member of the QPSRC to act as Chair. Where a member is unable to attend a meeting, with the concurrence of the Chair, a member can be nominated as a representative. However, a member cannot represent more than one of the designated member positions in the QPSRC.

# Intellectual Property Considerations

It is important for the QPSRC to consider Intellectual Property (IP) factors from the outset when assessing whether to approve applications for research. This includes determining an appropriate ownership position of IP assets that stem from research involving the QPS.

As part of the QPSRC’s initial assessment for the approval of research projects, additional factors should be considered such as:

* any background or third-party IP intended for use in the research project;
* confidentiality and sensitivity of material;
* potential value and opportunity for commercialisation of IP assets;
* whether it is in the interest of the public for the QPS to retain ownership of IP; and
* any costs that may be associated with the QPS retaining ownership of IP assets.

## Determining Ownership

Section 2.7 of the *Queensland Public Sector Intellectual Property Principles* specify that in determining ownership of IP, the option that maximises opportunity for the State to benefit from the IP should be chosen (this may not necessarily be sole ownership).

The assessment for approval of a research project should determine one of three IP ownership positions:

1. Sole Ownership – Any IP created is solely owned by the QPS and all IP rights vest in the QPS (moral rights[[1]](#footnote-1) to be attributed to the author as required).
2. Joint Ownership (the default) – Any IP created is jointly owned by the researcher or entity and QPS, to be negotiated as necessary. IP rights are shared.
3. Licence – IP rights are licensed (i.e. royalty-free or otherwise) to the QPS by the researcher/entity either in the form of an exclusive or non-exclusive licence (to be considered where third-party IP already exists).

The preferred position is joint IP ownership between the researcher and QPS. Departure from this position should only be taken in exceptional circumstances. In the event this should occur, the *QPSRC Formal Deed of Agreement* should include additional conditions beyond the default position to clearly stipulate IP ownership.

In the event that IP is to be licensed to the QPS, the QPSRC will need to determine if it will be on a royalty-free basis or if a licence fee will be required.

Individual assessments involving complex IP considerations should be consulted with the QPS Intellectual Property Coordinator.

# Decisions

Decisions are made with the agreement of the majority of QPSRC members. When instances of majority agreement cannot be met, the Chair will make the final determination.

Decisions made within a QPSRC meeting are final. The QPSRC will not engage in debate as to decisions and no appeals process regarding these decisions is available. However, if research is not supported in the first instance, advice as to why such a decision was made may be provided, with resubmission opportunities available.

Applicants will be advised by the QPSRC secretariat as to the outcome of their applications as soon as practical following a QPSRC meeting. Outcomes will be delivered through receipt of an electronic Letter of Notification from the Chair of the QPSRC.

## Conflict of Interest

QPSRC members are required to declare potential conflicts of interest they may have with any item on the meeting agenda. If the Chair of QPSRC determines a member to have a conflict of interest in any item, the member will be excused from QPSRC discussions and deliberations for that matter.

# Minutes

Draft minutes are to be prepared by the Secretariat for QPSRC consideration as soon as practicable after the meeting, no later than the next scheduled meeting date. Minutes are not provided publicly.

# Review of QPSRC

The QPSRC and Terms of Reference are scheduled for annual review or as required.

1. Moral rights derive from the *Copyright Act 1968* (Cth) and are defined as personal rights that belong to authors in relation to their work including:

	* A right of attribution of authorship;
	* A right not to have authorship falsely attributed; or
	* A right of integrity of authorship (doing anything to the work that would be prejudicial to the author’s reputation).Moral rights are consigned to authors and may not be disposed of or sold, however, authors may consent to waive their moral rights. [↑](#footnote-ref-1)