Purpose
The Queensland Police Service Research Committee (QPSRC) seeks to ensure research and evaluation projects involving data and/or resources of the Queensland Police Service (QPS):

- Is strategically aligned to the QPS Strategic Plan and QPS Research Priorities;
- Informs QPS policy, practice, and performance;
- Represents a sound return on the Service’s investment, including the development and use of Intellectual Property;
- Supports business review and improvement;
- Is methodologically acceptable; and
- Is supported by the relevant QPS area affected by the research.

Functions
The key functions of the QPSRC are to:

- Make determinations on applications to undertake major research and evaluation projects or partnerships; and
- Promote significant findings from research, to help inform policy, practice and performance.

Secretariat Support
The function of the QPSRC are supported by the QPSRC Secretariat. This role is provided through the Research and Evaluation unit, Organisational Capability Command.

The key functions of the QPSRC Secretariat is to:

- Review applications prior to tabling, seeking clarification from the applicant where necessary;
- Undertake a process of internal consultation, with affected work areas, prior to tabling of application;
- Provide advice to senior departmental executives on QPS participation in research and evaluation projects or partnerships; and
- Collate, showcase and disseminate significant findings from research, to help inform policy, practice and performance.

Together, these processes allow the QPSRC Secretariat to provide sufficient advice to senior departmental executives on QPS participation in research and evaluation projects or partnerships, allowing the QPSRC to make determinations on the applications viability for progression.

Membership
QPSRC membership consist of core and rotational members.

Core members
- Assistant Commissioner, Organisational Capability Command, (Chair);
- Assistant Commissioner, Ethical Standards Command; and
- Director, Frontline Research and Information, Organisational Capability Command.

Rotational members
Rotational members consist of senior executive officers within the Executive Leadership Team. These members are reviewed annually and are appointed in accordance with their portfolio and current research priorities.

Meeting attendees
Although not part of the Committee 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 Committee 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 occur on a quarterly basis.

In extraordinary circumstances, out-of-session meetings can be held. A determination on an application’s applicability to be considered out-of-session is at the discretion of the Chair with advice from the QPSRC Secretariat. Extraordinary 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 Committee to act as Chair. Where members are 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 designed member positions in the Committee.

**Intellectual Property Considerations**

It is important for the Committee 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 Service.

As part of the Committee’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\(^1\) 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.

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\(^1\) 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.
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 default 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 Committee 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 Committee members present at any meeting. 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 will 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.

**Minutes**

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

**Review of Committee**

The Committee’s performance and Terms of Reference are scheduled for annual review.