

# People, Culture and Safety committee (PCSC) Terms of Reference (ToR)



## Acknowledgement

The Department of Justice recognises and acknowledges Aboriginal and Torres Strait Islander peoples as the First Peoples of Queensland and as the Traditional Custodians of Queensland's precious land and waters. We pay our respects to their Elders past, present and emerging.



## Document history

Number	Version	Implementation date	Review date	Notes
1.0	V.1	12 March 2024	Initial draft approved	
	V1.1	6 June 2024	updates approved	
2.0	V.2	4 December 2024	4 December 2025	Updated membership

## Security classification

This document is classified as OFFICIAL under the Queensland Government Information Security Classification Framework.

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## 1. Terms of Reference

- 1.1 This Terms of Reference (ToR) outlines the purpose, responsibilities, cadence, and operating guidelines of the Department of Justice (DoJ) People, Culture and Safety Committee (PCSC).
- 1.2 This document has been approved by the Director-General through the Executive Leadership Team (ELT).

## 2. Purpose

- 2.1 The purpose of PCSC is to provide advisory services and assurance to the ELT that DJAG is meeting its people, culture and safety obligations, including reframing of the State's relationship with Aboriginal and Torres Strait Islander Peoples, under legislation including the *Public Sector Act 2022* (PS Act) and the *Work Health and Safety Act 2011* (WHS Act) and directives, codes of practice and policies that it is required to comply with.
- 2.2 The PCSC does not replace or replicate delegated management responsibilities or the reporting lines within DoJ.

## 3. Responsibilities

- 3.1 The responsibilities of PCSC include:
  - 3.1.1 providing assurance that DoJ is delivering its strategic plan people, culture and safety objectives and initiatives;
  - 3.1.2 reviewing and monitoring organisational culture, workforce capability and development, recruitment and retention, pay and employment conditions, grievances, unsatisfactory performance and conduct, health, safety and wellbeing (HSW) risk management, HSW management system continuous improvement, injury management and incident management;
  - 3.1.3 consulting on people, culture and safety policies, strategies, initiatives and DJAG communities of practice relating to strategic workforce planning, safety and culture matters, psychosocial management and occupational violence;
  - 3.1.4 considering strategic matters to be referred to, or that are referred to it from, other internal committees e.g. the ELT, the Finance Committee, or the Audit and Risk Management Committee; and
  - 3.1.5 giving proper to consideration to and compatibility with human rights obligations under the *Human Rights Act 2019* and due diligence duties under the WHS Act.

## 4. Principles

- 4.1 The agreed principles for attending PCSC members:
  - 4.1.1 valuing and upholding respect, integrity, and confidentiality;
  - 4.1.2 recognising members represent the whole of the department;
  - 4.1.3 listening to understand and being solution-oriented;
  - 4.1.4 being frank and fearless, respectfully, and constructively challenge areas of focus; and
  - 4.1.5 being courageously open to new ideas and offering different perspectives.



## 5. Membership

### 5.1 Membership is as follows:

#### 5.1.1 Standing Members (expected to participate)

- Deputy Director-General, Harm Prevention and Regulation (Chair)
- Executive Director, People, Capability and Culture (Deputy Chair)
- Assistant Director-General, Corporate Services
- A Senior Executive Service (SES) Officer from the following areas (unless an alternative position is approved by the Chair):
  - Courts and Tribunals
  - Community Justice Services
  - Justice Policy and Reform
  - Crown Law
  - Portfolio Governance and Executive Services
  - Office of the Director of Child Protection Litigation
  - Office of the Director of Public Prosecutions
  - Office of the Public Guardian
  - Office of the Director of Forensic Science Queensland
  - Queensland State Archives
  - Legal Services Commission.

#### 5.1.2 Observers (invited to observe)

- Executive Director, Strategy and Governance
- Director, Capability and Culture
- Director, Health, Safety and Wellbeing
- Director, Workforce Strategy and Services
- Director, First Nations Advisory Unit.

5.2 The head of each division and Statutory Authority should nominate an officer with the required seniority to effectively represent them or may choose to nominate themselves. Any change in member nominations is to be approved by the Chair.

5.3 The Deputy Chair will oversee the secretariat support function and assist the chair to carry out their role.

5.4 A person acting in any of the above positions is a member of the PCSC for the term of the acting arrangement.

5.5 If the Chair is temporarily unable to perform their duties (e.g. they are unable to attend a meeting), the Chair will ensure their replacement with another ELT member.

5.6 Proposals to use proxies on behalf of Standing Members and Observers requires approval by the Chair.

## 6. Secretariat

6.1 Secretariat support is provided by People, Capability and Culture, Corporate Services.

6.2 The secretariat is responsible for the:

- 6.2.1 preparation, circulation and maintenance of a forward agenda plan as approved by the Chair;
- 6.2.2 distribution of meeting agendas and supporting papers at least two business days before meetings;

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- 6.2.3 recording and finalisation of meeting minutes;
- 6.2.4 recording and tracking of actions raised within the agreed timeframes;
- 6.2.5 coordination of the out-of-session process;
- 6.2.6 appropriate recordkeeping of PCSC documentation;
- 6.2.7 review all Committee submissions before the meeting to confirm proposals are appropriate for PCSC consideration, provides necessary commentary and are in an appropriate format for review and/ or decision making; and
- 6.2.8 as a form of induction, provide to new members and proxies before their first meeting, the PCSC ToR, DoJ governance committee structure, minutes of the last three meetings and any other documents determined relevant by the Chair to help members understand their obligations.

## 7. Meetings

- 7.1 The PCSC will meet monthly or as required by the Chair.
- 7.2 Attendance at meetings will be in person or via Microsoft Teams and will be conducted on a formal basis with minutes recorded.
- 7.3 A quorum consists of the Chair and a majority of Standing Members. Where a quorum cannot be reached, the item will be escalated to ELT for decision.
- 7.4 Proposals for any other individuals to attend meetings require agreement of the Chair prior to the meeting.

## 8. Out-of-session process

- 8.1 The Chair can authorise circulation and endorsement of meeting papers out-of-session.
- 8.2 The out-of-session process should be used where the urgency of an item requires it to be finalised ahead of the next scheduled meeting, or where the item does not require extensive discussion.
- 8.3 The secretariat will coordinate endorsement of out-of-session packages by PCSC members and seek Chair approval and/or noting once all members have endorsed.
- 8.4 The secretariat will circulate the outcome of the out-of-session item to PCSC, or in the event that full endorsement is not reached, the item will be discussed at the next PCSC meeting.

## 9. Minutes

- 9.1 The Minutes of the meeting must be forwarded to members two weeks after the meeting.
- 9.2 The minutes must record the following:
  - 9.2.1 date and location of meeting;
  - 9.2.2 attendees and apologies;
  - 9.2.3 agenda items discussed and decisions taken (including rationale for decisions);
  - 9.2.4 action items (including status, responsibility and timeframe); and
  - 9.2.5 a summary of documents distributed and any decisions made out-of-session
- 9.3 Minutes of the preceding meeting must be confirmed at each meeting.



## 10. Sub-committees

- 10.1 The PCSC may create sub-committees at any time to perform specific tasks or responsibilities.
- 10.2 The Chair of any sub-committee will be a member of the PCSC or a subject matter expert approved by the PCSC.
- 10.3 Terms of reference, membership, reporting arrangements and timeframes must be specified at the time of establishment.

## 11. Reporting

- 11.1 The PCSC will report to the ELT through the Chair as required.

## 12. Annual review

- 12.1 The PCSC will be reviewed each year by Strategy and Governance Branch in consultation with the chair, deputy chair and secretariat:
  - 12.1.1 to ensure the ToR reflect the purpose and function of the PCSC;
  - 12.1.2 to determine the extent to which the PCSC has discharged its purpose and function;
  - 12.1.3 give consideration for the rotation of the Chair; and
  - 12.1.4 to develop recommendations for improvements, where appropriate.
- 12.2 The outcome of the annual review will be provided to the ELT.
- 12.3 Amendments to the ToR require approval by ELT.





### 13. Roles

Role	Duties
Chair	The Chair will lead the monthly PCSC meetings and represent the committee at the monthly ELT meetings.
Deputy Chair	The Deputy Chair will oversee the Secretariat and ensure documents are developed, distributed and managed, as required. The Deputy Chair will assist the Chair to carry out its role.
Secretariat	The secretariat is responsible for the preparation and circulation of the forward agenda plan as approved by the Chair, meeting agendas (and supporting papers) and recording meeting minutes.
Standing Members	Standing Members will facilitate effective two-way flow of information between the PCSC and their business area. Standing Members are responsible for consulting with their business areas regarding matters before the PCSC and representing their business areas at PCSC meetings. Standing Members will support DJAG’s people, culture and safety initiatives and monitor and report back to the PCSC on implementation of actions in their business areas.
Observers	Observers will attend PCSC meetings as key stakeholders and contribute to discussions as subject matter experts when requested by Standing Members

