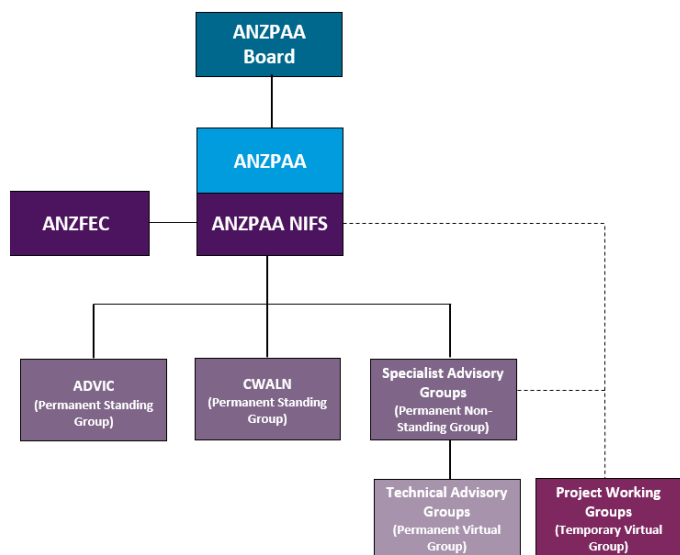


Group Name	Group Chair	ANZFEC Mentor	ANZPAA NIFS Representative
ADVIC	Rod Anderson (ACT Police)	Des Carroll (NTPOL)	Robert Morgan
CWALN	Jim Pearson (VICPOL)	Sarah Benson (AFP) / John Doherty (QHSS)	Dean Catoggio
Biology SAG	SallyAnn Harbison (ESR)	Gavin Turbett (PathWest)	Robert Morgan
Chemical Criminalistics SAG	Hayley Brown (FSSA)	Colin Priddis (ChemCentre)	Tracie Gould
Crime Scene SAG	Rod Munro (VICPOL)	Les Buckley (SAPOL)	Dean Catoggio
Document SAG	Linda Jones (VICPOL)	Rebecca Kogios (VICPOL)	Robert Morgan
Drug SAG	Lecinda Collins-Brown (ChemCentre)	Michael Symonds (NSW FASS)	Tracie Gould
Electronic Evidence SAG	Jason Barr (ESR)	Sarah Benson (AFP)	Dean Catoggio
Face SAG	Aniela Mundy (AFP)	Bruce McNab (QPS)	Dean Catoggio
Fingerprint SAG	Scott Osborn (AFP)	Anthony Lee (WAPOL)	Dean Catoggio
Firearm SAG	Michael Jackson (AFP)	Grant Twining (TASPOL)	Linzi Wilson-Wilde
Medical Sciences SAG	Denice Higgins (Uni. of Adelaide)	Noel Woodford (VIFM)	Robert Morgan
Quality SAG	Frances Adamas (VIFM)	Jill Vintiner (ESR)	Stephen Smith
Toxicology SAG	Chris Kostakis (FSSA)	Chris Pearman (FSSA)	Tracie Gould

## Governance



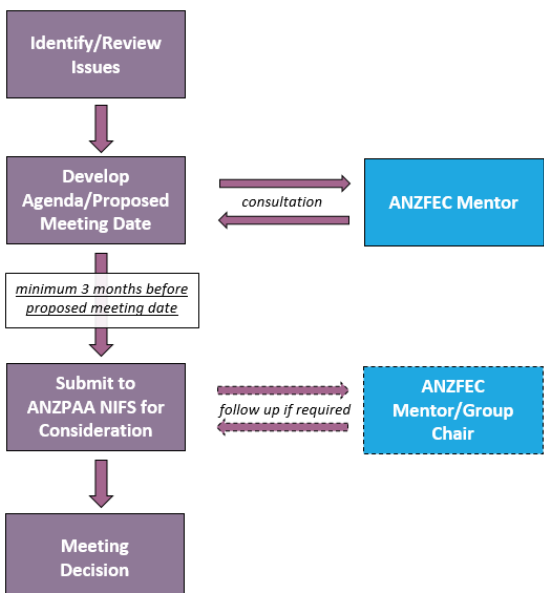
## Purpose

The purpose of the ANZPAA NIFS Groups is to provide discipline specific technical advice and opportunities for capability development to inform strategic policy and decision makers through:

- Identifying and addressing critical issues
- Forecasting emerging challenges
- Informing best practice
- Identifying opportunities to collaborate and leverage resources, between agencies and disciplines.

For more information, please refer to the [ANZPAA NIFS Groups Terms of Reference](#) on the ANZPAA NIFS website.

## 2019 Meeting Approval Framework



### New Approval Framework for SAG Face-to-Face Meetings

All meetings of the ANZPAA NIFS Groups shall be agenda-led.

As per the approval framework shown, all Specialist Advisory Groups (SAGs) are required to submit, in consultation with their ANZFEC Mentor, a draft agenda for consideration to ANZPAA NIFS **at least 3 months** before the proposed meeting date.

A decision will then be made on whether a face-to-face meeting is approved based on the agenda content provided or whether the meeting will be facilitated through technology-supported means.

## ANZPAA NIFS Group Chair – Meeting and Reporting Responsibilities

Task	Action
<p><b>Meeting Preparation</b></p> <ul style="list-style-type: none"> <li>• Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Update <b>ANZPAA NIFS Group Agenda Template*</b> in consultation with ANZFEC Mentor and submit to ANZPAA NIFS <b>at least 3 months</b> before proposed meeting date (<i>applicable to SAGs only</i>).</li> </ul>
<ul style="list-style-type: none"> <li>• Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Notify <b>all</b> attendees of the requirement to complete the <b>Registration &amp; Flight Booking Form* no later than six weeks</b> prior to the meeting.</li> <li>• Advise non-ANZFEC agency attendees of registration fee (\$350 ex GST).</li> </ul>
<p><b>In Person Meeting</b></p> <ul style="list-style-type: none"> <li>• Meeting Expenses (venue &amp; catering)</li> </ul>	<ul style="list-style-type: none"> <li>• Catering funded up to the value of \$30 (ex GST) per person per day (quote to be sent to ANZPAA NIFS).</li> </ul>
<ul style="list-style-type: none"> <li>• Travel Expenses (flights &amp; accommodation)</li> </ul>	<ul style="list-style-type: none"> <li>• Accommodation and personal expenses to be funded by the attendee's agency.</li> <li>• One ANZFEC member agency approved representative is entitled to an ANZPAA NIFS funded airfare.</li> </ul>
<p><b>Virtual Meeting</b></p> <ul style="list-style-type: none"> <li>• Confirm Meeting Arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• In consultation with ANZPAA NIFS, confirm date of virtual meeting and meeting teleconference/web conference details and provide these to attendees.</li> </ul>
<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Meeting Information <ul style="list-style-type: none"> <li>• Minutes</li> <li>• Updated <b>Action Plan/Quarterly Reporting Template*</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Send meeting minutes to ANZPAA NIFS <b>within four weeks</b> following meeting date.</li> <li>• Update Action Plan to show progress against agreed deliverables and email to ANZPAA NIFS for reporting to ANZFEC each quarter (first week of January/April/July/October).</li> </ul>
<ul style="list-style-type: none"> <li>• Annual Presentation to ANZFEC (6 November 2019)</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare using the <b>ANZPAA NIFS Group Annual Presentation Template*</b>.</li> </ul>
<ul style="list-style-type: none"> <li>• Raising Issue(s) for strategic discussion to ANZFEC / ANZPAA NIFS / other Groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the <b>Raising Issues for Strategic Discussion Template*</b> as required.</li> </ul>

\* All **templates** can be found at [www.anzpaa.org.au/nifs](http://www.anzpaa.org.au/nifs) under 'Resources – Specialist Advisory Groups'.

• Any Group Chair who is approaching their end of term or who is unable to continue their role should provide sufficient warning ANZPAA NIFS to allow for nominations to be called for the election of a new chair.