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ANZPAA
Australia New Zealand
Policing Advisory Agency



ANZPAA Disaster Victim Identification Committee (ADVIC) Terms of Reference

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Contents

1. Introduction	3
2. Background	3
2.1. Role	3
2.2. Vision	3
3. Mission	4
4. Membership	4
4.1. Police Representatives	5
4.2. Scientific Representatives	5
4.3. Chair	5
4.4. Deputy Chair	5
5. Budget	6
6. Principles	6
7. Activities	6
8. Strategic Output Groups	7

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1. Introduction

The general terms of reference for the ANZPAA Disaster Victim Identification Committee (ADVIC) are provided in the *ANZPAA NIFS Groups Terms of Reference*. The terms of reference covers, but is not limited to, the general role and election of the Chair and Deputy Chair, the roles of the Mentor and members, decision making, governance and accountability and reporting responsibilities. This document provides additional terms of reference specific to ADVIC.

2. Background

ADVIC originated from a proposal presented to the Australasian and South West Pacific Region Police Commissioners' Conference in 1994. The proposal recommended the establishment of a Disaster Victim Identification (DVI) Committee, to standardise and enhance DVI capabilities in each jurisdiction.

The Commissioners accepted this proposal and in June 1996, the inaugural meeting of the National DVI Committee was convened. In 2002, New Zealand became a member of the Committee, resulting in a name change from the National DVI Committee to the Australasian DVI Committee.

Since the establishment of ADVIC, significant progress has been made in the form of standardising DVI practices and enhancing interoperability across all jurisdictions in the region and internationally. The outcomes from the strategic alliances that have been formed through the Committee have been operationally practiced both regionally and internationally.

In 2007, the Australia New Zealand Policing Advisory Agency (ANZPAA) was created by a joint initiative of the Australian and New Zealand Police Ministers and Commissioners. ANZPAA is directed by and accountable to the ANZPAA Board. The ANZPAA Board consists of all the Police Commissioners in Australia and New Zealand and the Chief Police Officer of the Australian Capital Territory. The National Institute of Forensic Science (NIFS) is a directorate of ANZPAA and is responsible for the facilitation and management of ADVIC.

In 2015, the number of agencies funding ANZPAA NIFS increased to better represent the forensic science community of Australia and New Zealand. This resulted in the creation of the Australia New Zealand Forensic Executive Committee (ANZFEC), which comprises the Director or Head of Departments of each government forensic science service provider part of the ANZPAA NIFS Service Level Agreement. The creation of ANZFEC saw reporting lines for ANZPAA NIFS Groups transfer to ANZFEC, with ultimate responsibility remaining with the ANZPAA Board.

2.1. Role

In Australia and New Zealand, the planning for and response to disaster situations is controlled by the applicable National/State/Territory disaster plans and relevant emergency management legislation. The role of ADVIC is to facilitate standardisation of DVI practices, enhance DVI capacity and promote an atmosphere of cooperation and interoperability across Australia and New Zealand. To support this philosophy, ADVIC has an ongoing commitment to form strategic alliances and relationships with key agencies, both regionally and internationally.

2.2. Vision

Excellence in the provision of DVI services for the community.

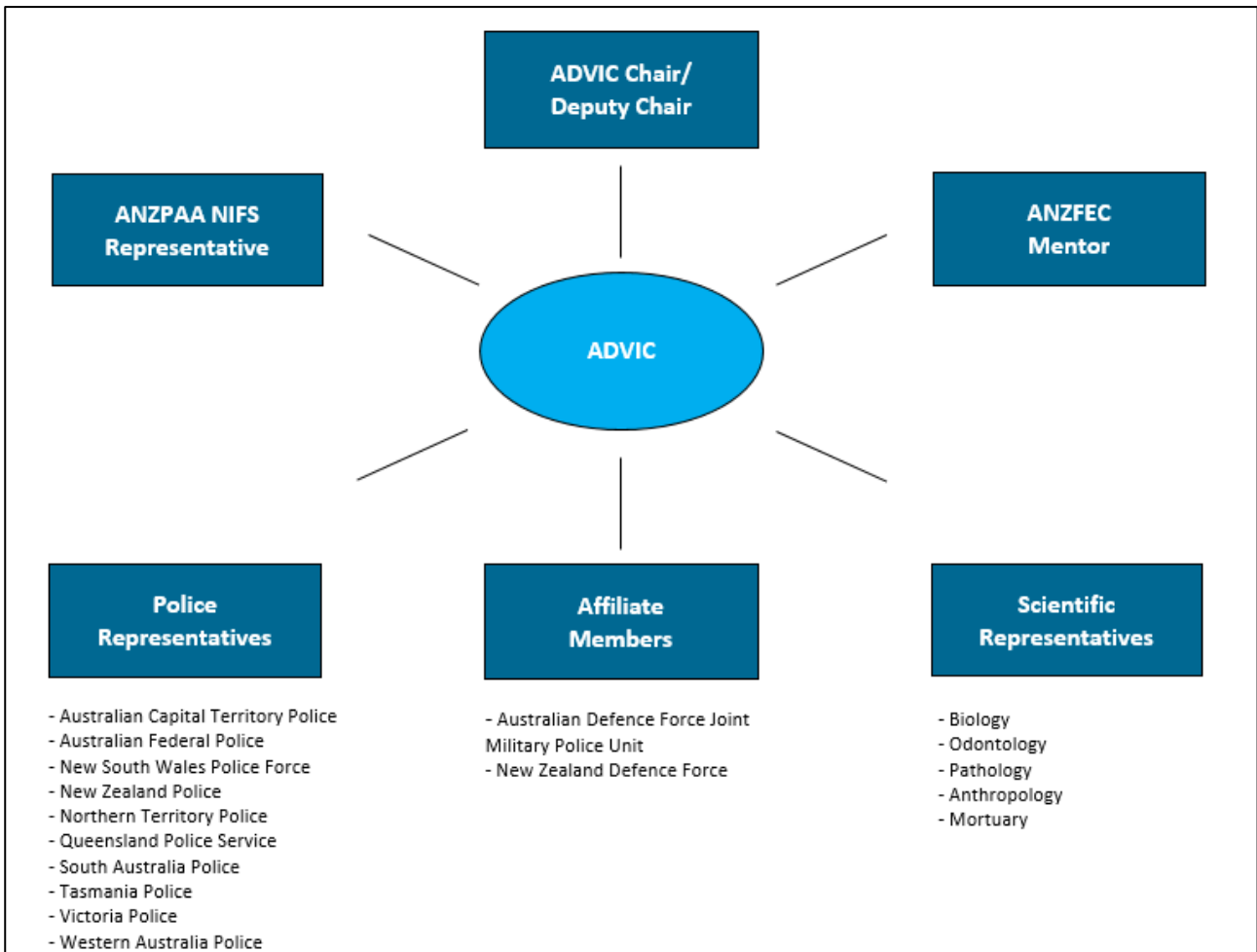
3. Mission

To enhance the regional DVI capacity, through the collaborative development of adaptive procedures and protocols.

4. Membership

Membership of ADVIC comprises the DVI Commander from each police jurisdiction in Australia and New Zealand, as well as a representative from the forensic disciplines of Pathology, Odontology, Biology, Anthropology and Mortuary Services. Scientific representatives will be from the relevant ANZPAA NIFS Specialist Advisory Group (SAG)/Technical Advisory Group (TAG), or from an appropriate externally managed body, with preference given to those employed by an ANZFEC agency. Police Representatives will be the appointed DVI Commander for the jurisdiction. All Scientific Representatives will need to be endorsed by ANZFEC. In addition to the Jurisdictional Police and Scientific representatives of the Committee, an Affiliate membership arm exists. An Affiliate Member carries no voting rights with respect to affecting selections on the Committee or the expenditure of jurisdictional funds. This membership includes representation from the Australian Defence Force Joint Military Police Unit and New Zealand Defence Force. When deemed appropriate, the Committee may also invite observers or presenters to participate in annual committee meetings. The ADVIC membership structure is provided in **Figure 1**.

Figure 1: ADVIC Membership



4.1. Police Representatives

- Participate in and contribute to ADVIC activities
- Provide updates in relation to DVI operations within their jurisdiction
- Attend the annual meeting and participate in teleconferences as required
- Represent the interests of and report back to the police jurisdiction they represent

4.2. Scientific Representatives

- Participate in and contribute to ADVIC activities
- Provide discipline specific advice to ADVIC as required
- Attend the annual meeting and participate in teleconferences as required
- Represent the interests of and report back to the practitioner group they represent:

Pathology¹	Royal College of Pathologists of Australasia
Biology	ANZPAA NIFS Biology SAG
Odontology	ANZPAA NIFS Odontology TAG
Anthropology	ANZPAA NIFS Anthropology TAG
Mortuary	ANZPAA NIFS Mortuary TAG

The process for endorsing each scientific representative is coordinated by ANZPAA NIFS and approved by ANZFEC.

4.3. Chair

- Police representative member of ADVIC
- Two-year term (extension subject to ANZFEC approval)
- Co-ordinates arrangements for teleconference meetings as required
- Co-ordinates arrangements of the annual in-person meeting and develops the agenda
- Facilitates requests for national and international support
- Represents ADVIC in correspondence with international counterparts
- Attends annual Interpol Conference and Working Group meeting and reports back to members

4.4. Deputy Chair

- Police representative member of ADVIC
- Two-year term (extension subject to ANZFEC approval)

Footnotes

¹ The process for electing a Pathology representative is captured in the relevant Royal College of Pathologists of Australasia Policy, which also details the term of appointment and reporting requirements.

- Assists the Chair in performing their duties as required
- Assumes the role of Chair at the conclusion of the two-year term as Deputy Chair

5. Budget

ADVIC can request access to ANZPAA funds to support the activities of the Committee. Applications should be made to the ANZPAA CEO via the ANZPAA NIFS Director. Any approved budget expenditure is managed by ANZPAA NIFS and reported to ANZFEC and the ANZPAA Board through the ANZPAA CEO. Items that may be considered by the ANZPAA CEO for potential funding include:

- Facilitation of an annual meeting
- Capability building initiatives
- Attendance at Interpol meetings by the Chair
- Other initiatives that support the ADVIC mission

6. Principles

The following principles were developed in 2012 and are designed to set the overarching approach to policing within the region. It is therefore appropriate that all projects and activities pursued by the ADVIC are undertaken with these principles in mind.

- **Collaboration** – working together to pursue common goals, enhance interoperability and coordinated responses and to create a central body of knowledge
- **Professionalism** – promoting integrity and ethical behaviour, building respectful cultures and implementing strategies to enhance professionalism
- **Accountability** – building trust and confidence through being responsive to communities, appropriately exercising authority and being sensitive to safety, privacy and security concerns
- **Value** – achieving value for money through reducing duplication, optimising business processes and systems and pursuing opportunities to reduce costs

7. Activities

In order to achieve its role, ADVIC undertake numerous activities in relation to policy and procedure development and education and training as follows:

- Maintain a uniform approach to DVI planning and response throughout Australia and New Zealand
- Develop and maintain contemporary DVI standards in accordance with Interpol and international guidelines and practices
- Provide a structure for the provision of national and international DVI support, including mutual support between Australia and New Zealand
- Develop procedures in response to emerging issues relevant to the DVI environment (e.g., terrorism, CBR and explosive incidents)

- Review national and international incidents, to identify best practice opportunities for the Australia and New Zealand region
- Maintain liaison between DVI Commanders, Forensic Science Specialists, and other stakeholders in respect to planning and preparing for potential DVI related incidents
- Maintain an acute awareness of, and proactive response to occupational health, welfare and safety issues, including stress management
- Ensure Australia and New Zealand maintain status as leaders in the DVI discipline

8. Strategic Output Groups

These activities are incorporated into an Action Plan that is developed on an annual basis during ADVIC meetings and aligned to one of the following four output groups.

Output Group 1 – Operational Readiness

- Plan and prepare to respond to Australian and New Zealand disaster incidents
- Plan and prepare to respond to international disaster incidents

Output Group 2 – Policy Development

- Contribute to policy development for DVI in an Australian and New Zealand context
- Contribute to international policy development through membership on the Interpol DVI Steering Group and Standing Committee

Output Group 3 – Develop And Review Procedures

- Research, review and develop best practice procedures and protocols in DVI, to respond to disaster incidents in the Australian and New Zealand region
- Contribute to international best practice procedures and protocols development through membership on the Interpol DVI Steering Group and Standing Committee

Output Group 4 – Education And Training

- Contribute to education and training program development in DVI
- Provide greater exposure of DVI to government, the community and police command

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The National Institute of Forensic Science is a directorate within the Australia New Zealand Policing Advisory Agency (ANZPAA NIFS).

ANZPAA is established by a Memorandum of Understanding between the following members: Victoria Police; Australian Federal Police; Australian Capital Territory Policing; New South Wales Police Force; New Zealand Police; Northern Territory Police; Queensland Police Service; South Australia Police; Tasmania Police and Western Australia Police, collectively, the 'Members of ANZPAA'.

The Australia New Zealand Forensic Executive Committee (ANZFEC) is established by a Service Level Agreement between the 'Members of ANZPAA' listed above and the following agencies: ACT Government Analytical Laboratory; ChemCentre Western Australia; Forensic Science Queensland; Forensic Science Service Tasmania; Forensic Science SA; National Measurement Institute; New South Wales Health Pathology; New Zealand Institute for Public Health and Forensic Science Limited; PathWest Laboratory Medicine, Western Australia; Forensic Pathology and Coronial Services; and Victorian Institute of Forensic Medicine.

References in this notice to ANZPAA are references to the Members of ANZPAA.

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Acknowledgments

This document was prepared by ANZPAA NIFS.

ANZPAA acknowledges Aboriginal and Torres Strait Islanders are Australia's first peoples and the traditional owners and custodians of the land on which we work. ANZPAA is committed to fulfilling the principles of New Zealand's founding document The Treaty of Waitangi (Te Tiriti o Waitangi). Central to the principles is a common understanding that all parties will relate and participate with each other in good faith with mutual respect, co-operation and trust. This document is committed to fulfilling the intent of international treaties and human rights legislation applicable to the various jurisdictions in which we operate, our obligations to Aboriginal and Torres Strait Islander peoples, and the principles of the New Zealand (Aotearoa) Treaty of Waitangi (Te Tiriti o Waitangi).