

OFFICIAL

ANZPAA

Australia New Zealand
Policing Advisory Agency



ANZPAA NIFS Groups Terms of Reference

2024 | Final

OFFICIAL

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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 Health Directorate; ChemCentre Western Australia; Forensic Science Service Tasmania; Forensic Science SA; Institute of Environmental Science and Research Limited; National Measurement Institute; New South Wales Health Pathology; PathWest Laboratory Medicine, Western Australia; State of Queensland acting through Queensland Health; 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 Terms of Reference 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).

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Introduction

1. The National Institute of Forensic Science was founded in 1992 and became a directorate within the Australia New Zealand Policing Advisory Agency (ANZPAA NIFS) in 2008.
2. In 2015, the ANZPAA Board approved the current ANZPAA NIFS Operating Framework, including establishing a governance body known as the Australia New Zealand Forensic Executive Committee (ANZFEC). ANZFEC comprises a representative of each police and government agency party to the ANZPAA NIFS Service Level Agreement.
3. The ANZPAA NIFS Groups consist of nominated ANZFEC representatives from different forensic science disciplines. The ANZPAA NIFS Groups are managed by ANZPAA NIFS and provide an important mechanism for ANZFEC and ANZPAA NIFS to:
 - support and promote the continuous improvement of forensic disciplines, encouraging collaboration and innovative thinking
 - seek discipline-specific or cross-discipline technical advice and guidance in relation to contemporary issues affecting forensic science service provision in Australia and New Zealand.
4. This document provides information on the Terms of Reference (TOR) for the ANZPAA NIFS Groups and covers key elements, including:
 - purpose
 - roles
 - governance and accountability
 - membership and responsibilities
 - protocols and procedures.
5. This TOR applies to all ANZPAA NIFS Groups, and any additional information or deviations are detailed in the relevant Group's Annexe.

Purpose

6. The purpose of the ANZPAA NIFS Groups is to provide discipline-specific and/or cross-discipline technical advice to inform strategic policy and decision-making through:
 - identifying and addressing critical issues
 - forecasting emerging challenges
 - identifying opportunities to collaborate and leverage resources, between agencies and disciplines, to enhance capability.
7. Additional information in relation to purposes for specific Groups are detailed in the relevant Group's Annexe.

Roles

8. The roles of the ANZPAA NIFS Groups are provided in **Table 1**. Any variation to these roles are detailed in the relevant Group's Annexe.

Table 1: ANZPAA NIFS Groups Roles

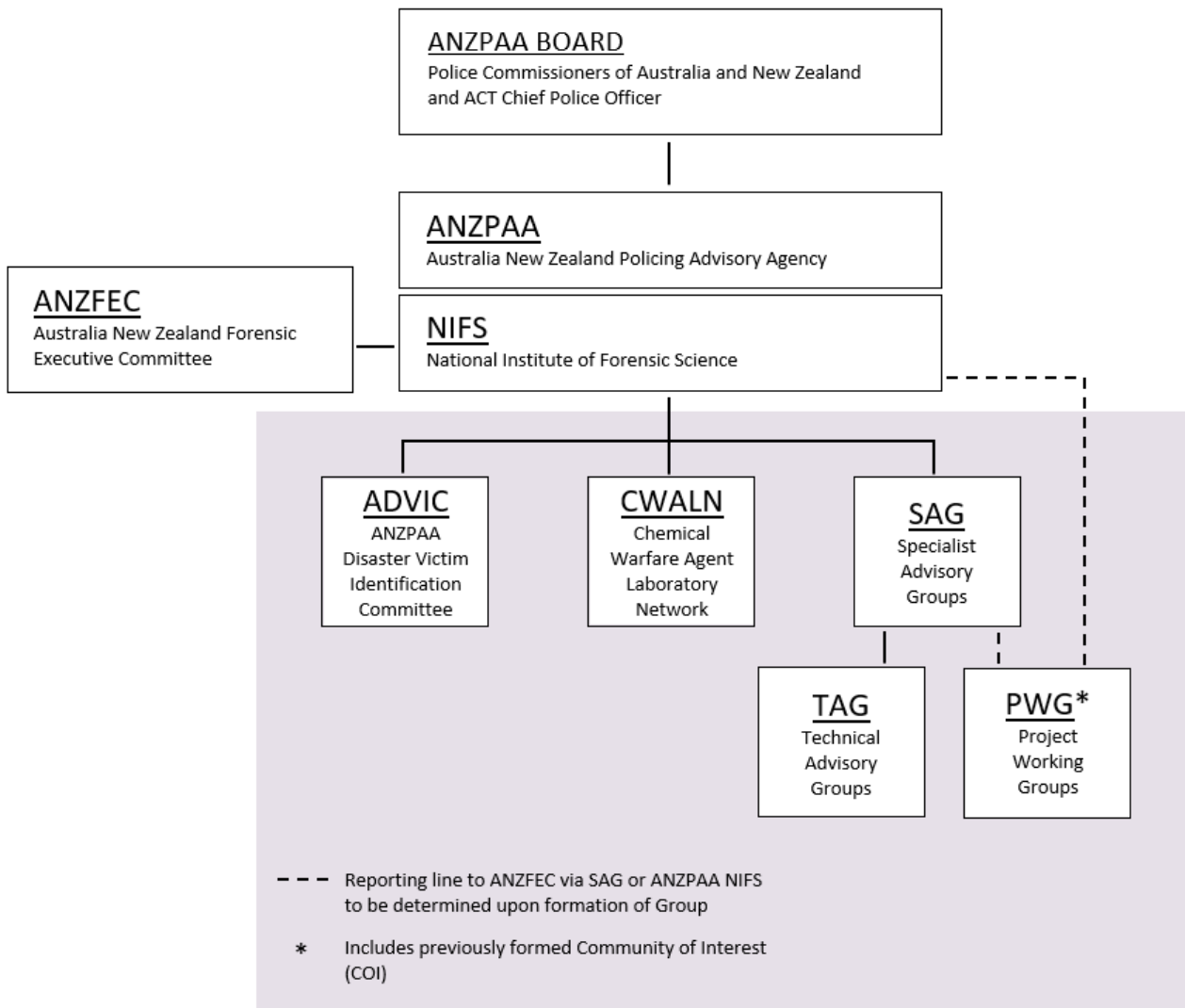
ANZPAA NIFS Groups Roles	
Co-ordination	<ul style="list-style-type: none"> • Provide specialist advice regarding technical issues, emerging challenges, and capability development • Identify agreed best practice and promote cross-jurisdictional standardisation • Collaborate in initiatives to enhance forensic science capabilities.
Research and Innovation	<ul style="list-style-type: none"> • Identify trends, new technology and research and innovation priorities to inform projects and initiatives • Participate in research projects and initiatives.
Information Exchange	<ul style="list-style-type: none"> • Share and exchange information to reduce duplication and leverage resources across jurisdictions • Communicate the activities of the Group to ANZPAA NIFS and ANZFEC through regular reporting • Liaise with equivalent national and international groups. • Represent the Group at relevant national and international meetings, facilitating communication between the groups.
Education and Training	<ul style="list-style-type: none"> • Identify and prioritise opportunities for cross-agency and cross-discipline training workshops and co-ordinate preparation of ANZPAA NIFS workshop applications • Propose, co-ordinate, and run cross-agency workshops.
Quality	<ul style="list-style-type: none"> • Identify cross-agency discipline-specific or general quality issues and initiatives to promote continuous improvement and recommend actions to address the issues • Action approved recommendations that address quality assurance issues.

Governance and Accountability

9. The ANZPAA NIFS Groups are advisory groups managed by ANZPAA NIFS, with reporting lines to ANZFEC.

10. The ANZPAA NIFS Groups governance model is provided in **Figure 1**. The ultimate responsibility of the ANZPAA NIFS Groups is to the ANZPAA Board. Reporting to the ANZPAA Board is facilitated through the Chief Executive Officer (CEO) of ANZPAA.

Figure 1: ANZPAA NIFS Groups Governance Model



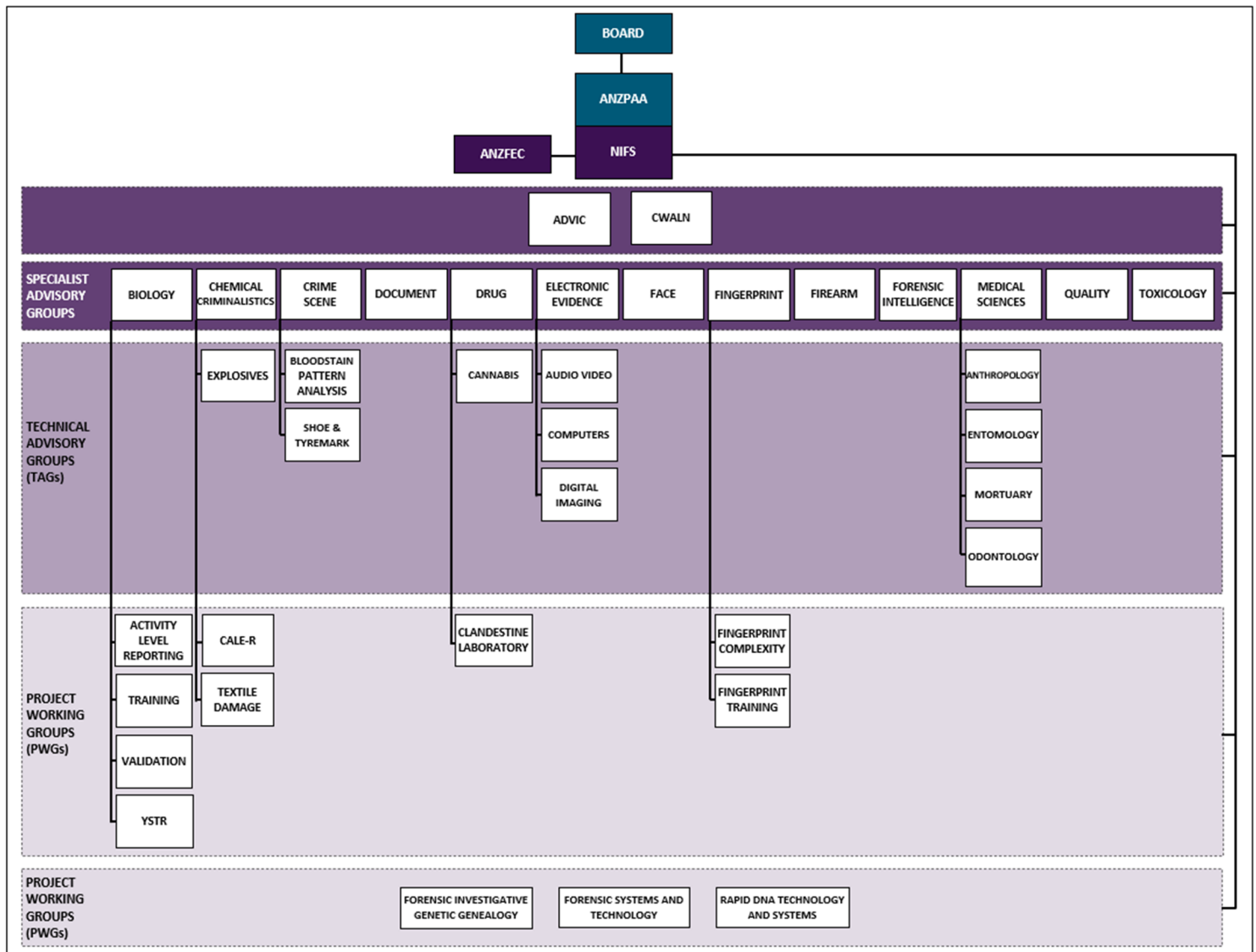
Groups Description

11. **Table 2** summarises the different ANZPAA NIFS Groups.
12. The table explains how groups report to ANZFEC.
13. ANZFEC and ANZPAA NIFS can directly task or request a report from any group, including TAGs and PWGs.

Table 2: ANZPAA NIFS Groups and Descriptions

Name	Description
ANZPAA Disaster Victim Identification Committee (ADVIC)	<p>ADVIC is an ANZPAA Group facilitated by ANZPAA NIFS comprising the Disaster Victim Identification commanders from each Australian State and Territory and New Zealand, as well as specialist scientific representatives from the areas of pathology, biology, odontology and anthropology.</p> <p>ADVIC meets in-person annually to discuss and resolve issues affecting the forensic and disaster victim identification community within Australia and New Zealand. ADVIC also participates in capacity building and education and training initiatives. ANZPAA provides funding for ADVIC meetings and activities.</p> <p>ADVIC reports to ANZFEC through ANZPAA NIFS.</p>
Chemical Warfare Agent Laboratory Network (CWALN)	<p>ANZPAA NIFS manages CWALN comprising representatives from ANZFEC agencies and the Defence Scientific and Technical Group (DSTG).</p> <p>The Network meets in-person annually if supported by an appropriate agenda, or meet virtually as required throughout the year.</p> <p>The DSTG provide training, collaborative trials and reference standards for the Network.</p> <p>CWALN reports to ANZFEC through ANZPAA NIFS.</p>
Specialist Advisory Group (SAG)	<p>ANZPAA NIFS manages and co-ordinates the SAGs. Figure 2 provides a summary of the current SAGs.</p> <p>SAGs report to ANZFEC through ANZPAA NIFS and are provided strategic support and direction by an ANZFEC Mentor.</p> <p>The SAGs can meet in-person annually if supported by an appropriate agenda, or meet virtually as required throughout the year.</p>
Technical Advisory Groups (TAG)	<p>There are three SAG/TAG operating models:</p> <p>SAG with no TAGs</p> <ul style="list-style-type: none"> • E.g., Toxicology <p>SAG with sub-discipline TAGs</p> <ul style="list-style-type: none"> • E.g., Crime Scene SAG with Bloodstain Pattern Analysis and Tyre/Shoe Mark TAGs • TAGs are considered sub-disciplines of the SAG and meet virtually • The TAG reports to the SAG with the TAG chair attending SAG meetings • SAGs may appoint a SAG representative on TAGs to provide advice and assistance and facilitate communication <p>SAG comprising distinct discipline TAGs</p> <ul style="list-style-type: none"> • E.g., Electronic Evidence and Medical Sciences SAGs • The SAG membership comprises TAGs which are considered distinct but related <p>All TAG members attend SAG meetings, which may include TAG breakout meetings.</p>
Project Working Group (PWG)	<p>PWGs are temporary groups created by ANZFEC with defined objectives and a finite life span (e.g., 12 or 24 months). PWGs generally meet virtually as required unless there is a specific reason to meet in-person.</p> <p>ANZFEC will determine the applicable governance reporting lines upon the formation of a PWG (i.e., via a SAG or direct to ANZFEC via ANZPAA NIFS) and whether an ANZFEC Mentor and/or ANZPAA NIFS representative are assigned to the group.</p> <p>An ANZFEC Mentor is required if the PWG is to report directly to ANZFEC via ANZPAA NIFS.</p> <p>The PWG governance framework applies to previously formed Community of Interest (COI) groups.</p>

Figure 2: ANZPAA NIFS Groups Overview (2024)

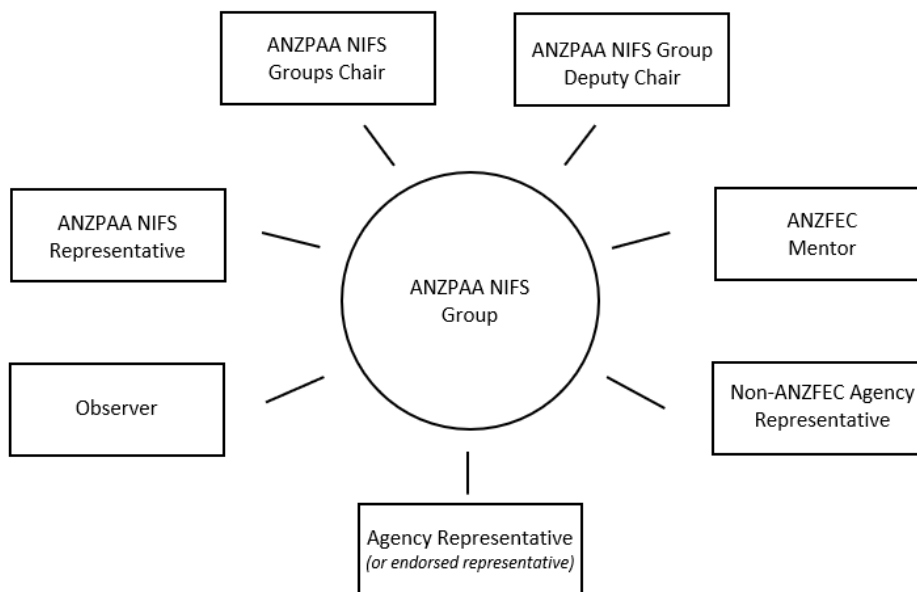


Membership and Responsibilities

Membership

14. **Figure 3** provides an overview of the general membership of ANZPAA NIFS Groups, noting the Groups section determines TAG and PWG representation at SAG meetings.
15. ANZFEC agencies may appoint representatives to the ANZPAA NIFS Groups where relevant to their services.
16. ANZFEC members may endorse a representative from non-ANZFEC agencies to join a group representing the jurisdiction's interest.
17. ANZPAA NIFS Groups may request that ANZFEC consider approving non-ANZFEC observers to join groups where appropriate (e.g., Australian Defence Force, Academic Institution etc).
18. All decisions in relation to ANZPAA NIFS Group membership will be at the discretion of ANZFEC.
19. Generally ANZFEC mentors and ANZPAA NIFS representatives don't attend TAG or PWG meetings unless needed.

Figure 3: ANZPAA NIFS Groups Membership



Member Duties and Requirements

20. The specific duties and requirements of members are detailed in **Table 3**.

Table 3: ANZPAA NIFS Groups Member Duties and Responsibilities

ANZFEC Mentor	
Criteria for Membership	<ul style="list-style-type: none"> • Recognised voting member of ANZFEC.
Nominations and Appointment	<ul style="list-style-type: none"> • Appointed by consensus ANZFEC agreement • Non-voting member of the ANZPAA NIFS Group.
Term of Appointment	<ul style="list-style-type: none"> • Reviewed every two years.
Duties	<ul style="list-style-type: none"> • Represent ANZFEC • Provide guidance, advice, and strategic direction to inform action plans, research initiatives and capability development • Attend in-person and virtual meetings and provide an ANZFEC update • Be a conduit of information between the ANZPAA NIFS Group and ANZFEC • Review requests and agendas for meetings • Review and prioritise workshop proposals in consultation with the Group Chair • Review and endorse submissions for the creation of a new Group • Monitor the overall performance of the Group • Monitor the performance of the Group Chair and Members and provide guidance/coaching as required • In consultation with ANZPAA NIFS, request another ANZFEC member or their ANZFEC proxy to attend meetings, if unavailable.
ANZPAA NIFS Group Chair	
Criteria for Membership	<ul style="list-style-type: none"> • An ANZFEC agency representative who is an existing ANZPAA NIFS Group member.
Nominations and Appointment	<ul style="list-style-type: none"> • Recognised ordinary voting member of the ANZPAA NIFS Group • Nominations are called and accepted at the end of each term with an election, if required (in-session or out-of-session) • The accepted nominee must be endorsed by their ANZFEC member before commencement • The ANZPAA NIFS Group Chair handover occurs on 1 January each year following the election of the new Chair. The outgoing Chair shall actively involve the incoming Chair, with respect to the activities of the Group between the election and handover • Due to operational requirements or unforeseen circumstances, ANZPAA NIFS have discretion to appoint a Chair as required if no nominations are forthcoming from the applicable Group.
Term of Appointment	<ul style="list-style-type: none"> • Two years, with the eligibility of re-appointment for a second two-year term if supported by the Group.
Duties	<ul style="list-style-type: none"> • Co-ordinate the development and submission of meeting agendas, strategic discussion papers and workshop proposals in consultation with the ANZFEC Mentor • Mediate and manage discussions between Group members • Be a conduit between the Group and ANZPAA NIFS • Record and distribute, or delegate the recording and distribution, of minutes from meetings in a timely manner

- Oversee and manage the completion of action items and action plans in a timely manner
- Appoint a Webmaster to co-ordinate the Group's ANZPAA NIFS Secure Server folder structure and user access
- If required due to absence, ensure the Deputy or another suitable Group member is available to meet Chair obligations, including reporting to ANZPAA NIFS and ANZFEC.

Deputy Chair

Criteria for Membership	<ul style="list-style-type: none"> • An ANZFEC agency representative who is an existing ANZPAA NIFS Group member.
Nominations and Appointment	<ul style="list-style-type: none"> • As per Chair Nominations and Appointment.
Term of Appointment	<ul style="list-style-type: none"> • Two years, with the eligibility of re-appointment for a second two-year term if supported by the Group.
Duties	<ul style="list-style-type: none"> • Provide support to the Chair to facilitate the delivery of the annual business plan • Assist in the recording and distribution of meeting minutes in a timely manner • Perform Chair duties when the Chair is unavailable.

TAG or PWG Mentor

Criteria for Membership	<ul style="list-style-type: none"> • An ANZFEC agency representative who is an existing SAG member.
Nominations and Appointment	<ul style="list-style-type: none"> • Appointed by the SAG Chair.
Term of Appointment	<ul style="list-style-type: none"> • Reviewed every two years.
Duties	<ul style="list-style-type: none"> • Be a conduit of information between the SAG and the TAG/PWG • Provide advice to align the TAG/PWG with the SAG strategic priorities.

ANZFEC Agency Endorsed Representative

Criteria for Membership	<ul style="list-style-type: none"> • An ANZFEC agency representative or • A forensic service provider endorsed by an ANZFEC agency to represent the interests of the relevant jurisdiction/agency.
Nominations and Appointment	<ul style="list-style-type: none"> • Recognised ordinary voting member of the ANZPAA NIFS Group • The relevant ANZFEC member, or a delegate, is responsible for approving their agency representative • Group membership is limited to one voting member per ANZFEC agency; however, an agency may send additional representatives as observers (see Non-ANZFEC Agency Representative/Observer for further information).

Term of Appointment	<ul style="list-style-type: none"> • Ongoing role, subject to review by relevant ANZFEC member.
Duties	<ul style="list-style-type: none"> • Represent the best interests of their agency • Be a conduit of information between the Group and their agency • Assume responsibility to complete action plan items in a timely manner.

Non-ANZFEC Agency Representative/ANZFEC Observer	
Criteria for Membership	<ul style="list-style-type: none"> • A non-ANZFEC agency that provides a service relevant to the ANZPAA NIFS Group, or • An additional ANZFEC agency representative.
Nominations and Appointment	<ul style="list-style-type: none"> • Non-voting member of the ANZPAA NIFS Group • ANZPAA NIFS Groups may nominate non-ANZFEC agencies for permanent representation on the groups for ANZFEC consideration and approval. Non-ANZFEC agency representatives shall be endorsed by the ANZPAA NIFS Group and the ANZFEC Mentor before forwarding the request to ANZPAA NIFS. ANZPAA NIFS shall submit requests to ANZFEC for approval • ANZFEC agency observers may hold a standing invitation or be invited on an ad hoc basis in consultation with the Group's Chair.
Term of Appointment	<ul style="list-style-type: none"> • Ongoing role, subject to review by relevant ANZFEC member.
Duties	<ul style="list-style-type: none"> • Represent the best interests of their agency • Be a conduit of information between the Group and their agency • Assume responsibility to complete action plan items in a timely manner • Nominate a spokesperson if multiple Non-Agency Representations and/or Observers are attending a meeting from the same agency.

ANZPAA NIFS Representative	
Criteria for Membership	<ul style="list-style-type: none"> • ANZPAA NIFS team member.
Nominations and Appointment	<ul style="list-style-type: none"> • Ex officio member of the ANZPAA NIFS Group and does not hold voting rights.
Duties	<ul style="list-style-type: none"> • Co-ordinate the ongoing support of the ANZPAA NIFS Group, facilitate reporting to ANZFEC and provide advice on matters with national implications, as required • Ensure the ANZPAA NIFS Group undertakes their roles and responsibilities in accordance with the ANZPAA NIFS Groups Terms of Reference • Provide an ANZPAA NIFS update at the ANZPAA NIFS Group meetings • Liaise with ANZPAA NIFS Group Chair and ANZFEC Mentor in relation to matters that require ANZFEC consideration and/or approval.

Invited Guests

21. A guest may be invited by the Group to present, facilitate or engage in discussions in relation to a topic of interest. Invitations shall be endorsed by the Group's Chair and ANZFEC Mentor.

Code of Conduct and Declaration of Interest

22. ANZPAA NIFS Groups members and attendees acknowledge that they will:

- work collaboratively to achieve outcomes
- disclose any actual or perceived conflicts of interest
- be responsive and engaged and exercise honesty, care and diligence in the discharge of their duties on the Group.

23. ANZPAA NIFS Group members will promote and enable genuine participation and contribution to ensure that everyone, regardless of their background, identity or circumstances feel valued, accepted and supported when undertaking work on behalf of the Group, ANZPAA NIFS and/or ANZFEC.

Protocols and Procedures

24. The protocols and procedures for the ANZPAA NIFS Groups are detailed below. Any variation to these protocols and procedures are detailed in the relevant Group's Annexe.

Meetings

25. Meetings of the ANZPAA NIFS Groups may be in-person or held virtually. All meetings of the Groups shall be agenda-led, and the agenda should be provided to participants in a timely manner upon finalisation of the meeting details.

26. At a minimum, an ANZPAA NIFS Group shall have one annual general meeting (this can be in-person or held virtually).

27. No more than one in-person meeting shall be held by an ANZPAA NIFS Group unless approval has been provided by ANZPAA NIFS and/or ANZFEC. There is no limit on the number of virtual meetings that a Group can hold per year (noting consideration should be given to the operational priorities/pressures of Group members etc.).

In-Person (Hybrid) Meetings

28. The activities the ANZPAA NIFS Group Chair has to complete as part of the approval process for in-person (hybrid) meetings is shown in **Figure 4** and **Table 4**.

Figure 4: Approval process for in-person ANZPAA NIFS Group meetings

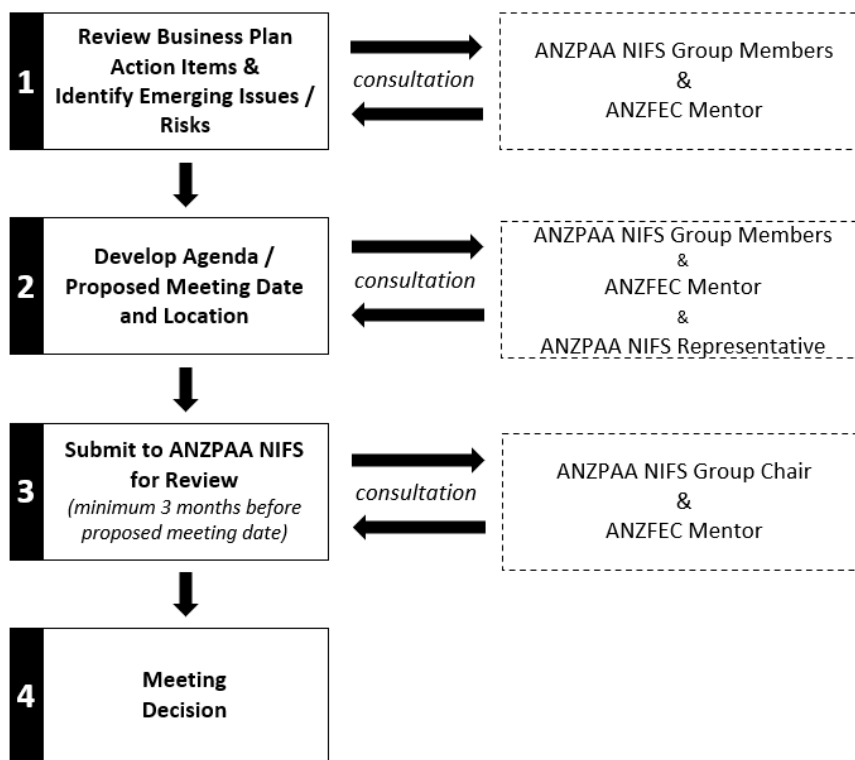


Table 4: Approval process for in-person ANZPAA NIFS Group meetings

In-Person (Hybrid) Meeting Approval Process		
1	Review Business Plan Action Items and Identify Emerging Issues/Risks	<ul style="list-style-type: none"> • In consultation with the Group members and ANZFEC Mentor, the ANZPAA NIFS Group Chair is to review the Group's Business Plan and identify issues and action items for inclusion in the meeting agenda. • Any emerging issues and/or risks are also to be considered for inclusion in the meeting agenda.
2	Develop Agenda/Proposed Meeting Date and Location	<ul style="list-style-type: none"> • In consultation with the Group members, ANZFEC Mentor and ANZPAA NIFS Representative, the ANZPAA NIFS Group Chair is to develop the meeting agenda with consideration given to: <ul style="list-style-type: none"> – any taskings and referrals from ANZFEC – current and emerging issues warranting the attention of the Group – workshop proposals for submission to ANZPAA NIFS – any matters raised by Group members, ANZPAA NIFS or ANZFEC – research, innovation and development opportunities or requirements – training, quality and accreditation (including inviting a NATA representative to meetings if appropriate) • The agenda should include the following standing agenda items: <ul style="list-style-type: none"> – Welcome and Apologies – ANZPAA NIFS Representative and ANZFEC Mentor update – Review of Business Plan and action items

In-Person (Hybrid) Meeting Approval Process

- Australasian Forensic Science Assessment Body (AFSAB) update (for Crime Scene, Fingerprint and Firearm)
 - TAG and/or PWG reports (for relevant disciplines).
 - The agenda should indicate the preferred location, including relevance or reason for selection. Consideration should be given to the geographic diversification of meeting locations to benefit those parties from jurisdictions that usually experience higher travel costs.
 - The agenda should also include an indication of the number of meeting participants (attending in-person versus those attending virtually) to allow ANZPAA NIFS to determine the catering requirements.
- 3 Submit Agenda to ANZPAA NIFS for Review**
- The ANZPAA NIFS Group Chair is to ensure that the agenda has been reviewed and endorsed by the ANZFEC Mentor before submitting it via email to the ANZPAA NIFS Representative (and cc secretariat.nifs@anzpaa.org.au).
 - The agenda is to be submitted to ANZPAA NIFS ideally **no less than three months** before the intended meeting date. This is to ensure there are no conflicts with other ANZPAA NIFS Group meetings and to allow sufficient time for ANZPAA NIFS Group members to submit travel applications to their agency (assuming the meeting is approved).
 - ANZPAA NIFS will consult with the ANZPAA NIFS Group Chair and ANZFEC Mentor if any issues with the agenda, meeting location or proposed meeting date are identified.
 - The ANZPAA NIFS Group Chair is to advise ANZPAA NIFS if the ANZPAA NIFS Secretariat Microsoft Teams link is required for the meeting as this will need to be booked in advance to ensure no conflicts with any other meetings.
- 4 Meeting Decision**
- ANZPAA NIFS will notify the ANZPAA NIFS Group Chair if the meeting is approved to run or whether changes to the agenda, meeting location or proposed meeting date are required.
 - If approved, the ANZPAA NIFS Group Chair is to co-ordinate the catering requirements (including quote from applicable vendor) with the ANZPAA NIFS Representative.

29. In-person meetings shall provide virtual meeting capabilities to allow members to attend remotely if required.

30. ANZFEC agencies are responsible for arranging and funding the travel expenses for their delegate(s) to attend in-person meetings and workshops held outside of their jurisdiction.

31. In consultation with ANZFEC, and where necessary the approval of the ANZPAA Board, ANZPAA NIFS will consider on a case-by-case basis supplementing the travel costs (in terms of flights only) for ANZFEC delegates to attend an ANZPAA NIFS in-person meeting or workshop should exceptional circumstances exist.

Virtual Meetings

32. Virtual meetings may be organised by the ANZPAA NIFS Group Chair in consultation with the ANZFEC Mentor and ANZPAA NIFS Representative to progress action items, provide jurisdictional updates, develop workshop proposals or discuss critical issues. Sufficient notice of the meeting time and date should be provided to all participants along with a brief agenda.

33. At a minimum, the ANZPAA NIFS Group Chair is to develop a bullet point agenda for the virtual meeting (noting that this can be an abbreviated version of the in-person meeting agenda).

34. It is recommended that the virtual meeting should last no longer than three hours.

35. ANZPAA NIFS can distribute MS Teams calendar invites for virtual meetings providing that sufficient notice of the meeting date and time is provided.
36. ANZFEC agencies are welcome to host virtual meetings through their own virtual meeting facilities, provided that all Group members can access the system.

Meeting Minutes

37. Meeting minutes shall be taken by a nominated ANZPAA NIFS Group delegate and provided to all participants in a timely manner after completion of the meeting.
38. The minutes shall reflect the discussions held and record decisions, recommendations and actions. The minutes shall also record who attended the meeting and whether this was in-person or virtually.
39. ANZFEC agency representatives are encouraged to share minute taking responsibilities across meetings.
40. Agendas and minutes should be stored on the NIFS Secure Server.

Meeting Decisions

41. Although the primary role of the ANZPAA NIFS Groups is to provide advice to ANZPAA NIFS and ANZFEC, where a decision is required, resolutions will be based on consensus. Only one vote is permitted per voting agency.
42. Consensus is defined as 75% of those who vote agreeing for a resolution to pass. ANZPAA NIFS Group members are permitted to abstain from voting where they deem it appropriate.
43. If consensus is not achieved on any particular issue, the matter is to be referred to the ANZFEC Mentor and ANZPAA NIFS for ANZFEC resolution.

Attendance and Engagement

44. ANZPAA NIFS Group members will make every effort to prepare for and attend all meetings, whether virtual or in-person. Where a member of an ANZPAA NIFS Group is not able to attend a meeting in-person, a proxy may be nominated by the relevant agency.

Meeting Support

45. ANZPAA NIFS will provide the following financial support to facilitate ANZPAA NIFS Group discussions:

Table 5: ANZPAA NIFS Meeting Support

ANZPAA NIFS Meeting Support	
Venue Hire	<ul style="list-style-type: none"> Unless the agenda provides a reason for a specific meeting location, an in-person meeting of the ANZPAA NIFS Groups should be hosted at no charge to participants by an ANZFEC agency with appropriate facilities to accommodate the meeting. ANZPAA NIFS will contribute up to \$500 (ex. GST) for the hiring of an appropriate meeting venue where required. Any remaining fees associated with the venue hire will be the responsibility of the hosting agency.
Catering	<ul style="list-style-type: none"> ANZPAA NIFS will provide funding for catering at ANZPAA NIFS Group meetings up to the value of \$30 (ex. GST) per person/per day. This funding is applicable to all ANZFEC agency registered attendees.

46. In addition to the above funding, some specific funding arrangements exist for ADVIC. These arrangements are described in **Annexe 1**.

Other Support

47. ANZPAA NIFS maintains the infrastructure for ANZPAA NIFS Group email distribution lists. Distribution list membership is the responsibility of the Group's members. ANZPAA NIFS will facilitate the addition of email addresses to the distribution lists as soon as practicable after receipt and authorisation of the addition(s).

48. ANZPAA NIFS engage an external IT provider to maintain the infrastructure of the NIFS Secure Server. The content of any information on the server is the responsibility of the relevant Group. The Group Chair or Webmaster are responsible for approving access to the server.

Registration Fee

49. A registration fee may be charged for the attendance of non-ANZFEC agency representatives at ANZPAA NIFS Group in-person meetings and workshops. The fee is subject to annual review.

Workshops

50. Workshop proposals shall be submitted to ANZPAA NIFS in June each year for consideration by the ANZFEC Mentors.

51. Proposals may be submitted by SAGs, TAGs and PWGs to assist in fulfilling their role and purpose. TAG and PWG workshop proposals shall be submitted to the relevant SAG for discussion and prioritisation. All workshop proposals shall be developed in consultation with the ANZFEC Mentor.

52. The financial support received for workshops will be determined as part of the workshop approval process.

53. The ANZPAA NIFS Group Workshop process is not applicable to ADVIC as this has a separate funding arrangement.

Reporting and Communication Responsibilities

54. The ANZPAA NIFS Groups shall update their action plans and report their progress and activities to ANZPAA NIFS via the 'Action Plan Reporting' template (see ANZPAA NIFS Groups Documents) by the following date each calendar year:

- 20 January
- 20 June
- 20 September

55. A report should also include the activities of any relevant TAGs and PWGs.

Raising Items to ANZFEC

56. ANZPAA NIFS Groups may raise items to ANZPAA NIFS or ANZFEC for the following reasons:

- strategic discussion
- approval
- noting.

57. The item should be raised in consultation with the Group Chair, ANZPAA NIFS Representative and ANZFEC Mentor. Formal endorsement by the ANZFEC Mentor of the item shall be sought by the Group Chair prior to submission to ANZPAA NIFS. ANZPAA NIFS will provide the relevant template for this item when required.

Creation, Disbandment and Elevation

58. ANZFEC approves the creation, disbandment and elevation of ANZPAA NIFS Groups.

59. ANZPAA NIFS Groups may submit a business case requesting the creation or disbandment of SAGs, TAGs, or PWGs for ANZFEC consideration. Groups shall develop the business case in consultation with the relevant ANZFEC Mentor. Group Chairs shall seek ANZFEC Mentor support before submitting business cases to ANZFEC. ANZPAA NIFS Groups may also request the elevation of a PWG to a TAG/SAG or TAG to a SAG through this mechanism. ANZFEC agencies may also submit business cases via their ANZFEC member.

60. The business case should address, but is not limited to, the following considerations:

- forensic environment as it relates to the Group
- proposed outcomes that would be delivered
- benefits and risks
- resource implications
- proposed membership.

Documents

61. The following are a list of documents for use by the ANZPAA NIFS Groups and are available on the ANZPAA NIFS website at <https://www.anzpaa.org.au/forensic-science/services/groups>.

- Agenda Template
- Action Plan Reporting Template
- Annual Presentation Template
- Workshop Proposal Form
- Notification of International Representation Forms.

62. All requests from external agencies for documents created by ANZPAA NIFS Groups should be directed to ANZPAA NIFS. The provision of documents to external agencies will be made on a case by case basis.

Grievance/Dispute Resolution Process

63. In the instance where a grievance or dispute arises within an ANZPAA NIFS Group that cannot be resolved by the Chair and/or ANZFEC Mentor, the issue can be formally raised to ANZPAA NIFS for review by the relevant ANZFEC members.
64. In instances where the grievance or dispute cannot be resolved by ANZFEC, the issue can be formally raised with the ANZPAA CEO, or in extraordinary circumstances, the ANZPAA Board.

ANNEXE 1 – ANZPAA Disaster Victim Identification Committee

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 Annexe provides additional terms of reference specific to ADVIC.

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.

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.

Vision

Excellence in the provision of DVI services for the community.

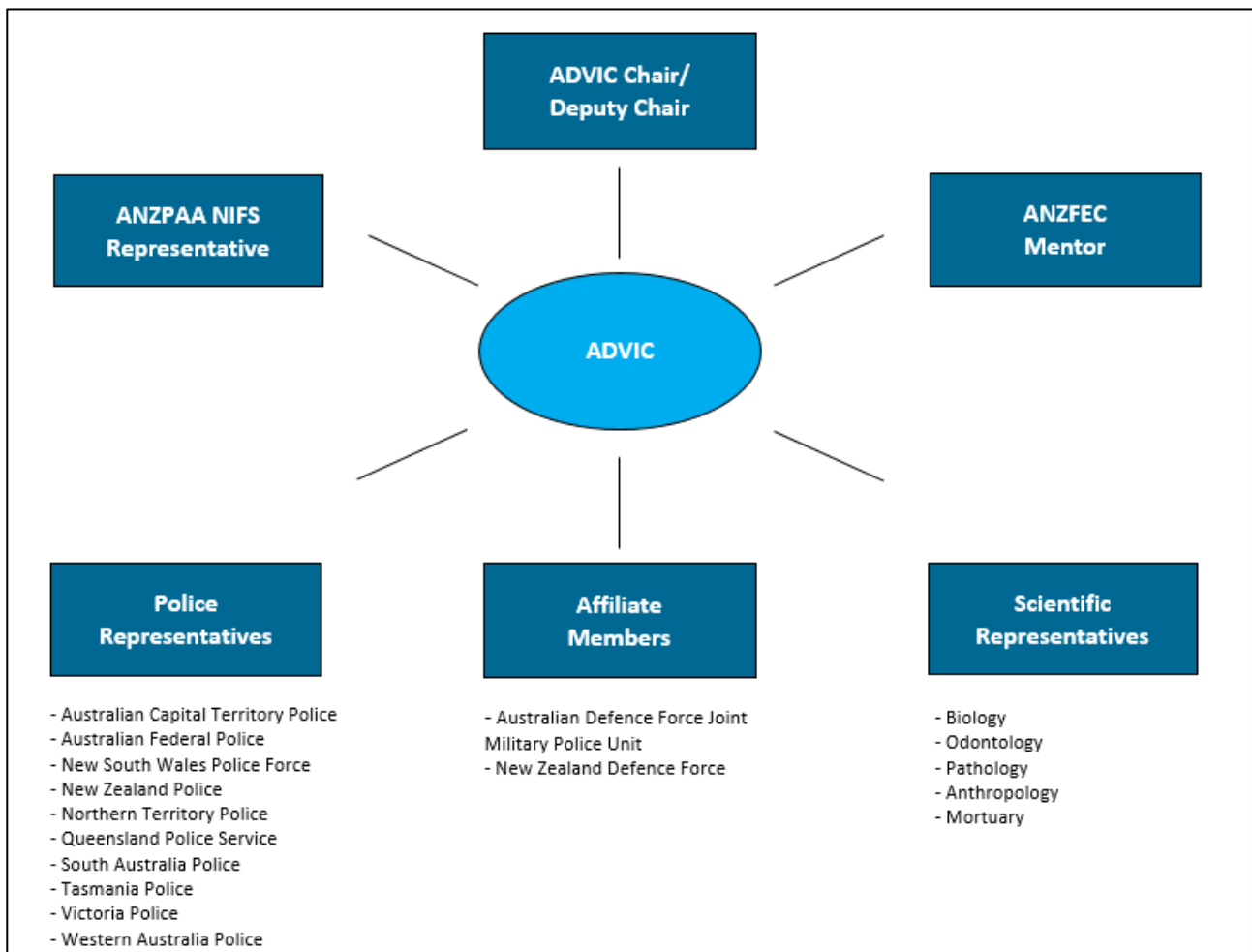
Mission

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

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 5**.

Figure 5: ADVIC Membership



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.

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.

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.

Deputy Chair

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

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.

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.

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.

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.

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.

ANNEXE 2 – Chemical Warfare Agent Laboratory Network

Annexe 2 is available to relevant agencies on request by emailing secretariat.nifs@anzpaa.org.au.



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