



NATIONAL  
INSTITUTE  
OF  
FORENSIC  
SCIENCE

*'Serving the  
Forensic Science  
Community'*

# **The Promotion of Excellence in the Forensic Sciences**

***How Forensic Science  
Organisations in Australia and  
New Zealand Co-operate and  
Link***

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# The Promotion of Excellence in the Forensic Sciences

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# The Promotion of Excellence in the Forensic Sciences

## 1. Introduction

The Australasian Police Ministers' Council (APMC)\* endorsed for development a key directions document that would improve the direction of and co-operation between policing services, thereby enhancing the quality of their service delivery. This strategy document (*Directions in Australasian Policing 2002-2005: An Australasian Policing Strategy* issued by the Australasian Police Ministers' Council) is also relevant to the National Common Police Services.

*The purpose of this Strategy [Directions in Australasian Policing 2002-2005] is to present a shared vision and a framework for co-operation and partnerships. It provides a basis for strategic direction to the year 2005 for policing agencies of Australia and New Zealand. This Strategy endeavours to foster continual improvement in security, peace and order in society, resource efficiency and quality of policing services.<sup>1</sup>*

The National Institute of Forensic Science (NIFS) is a National Common Police Service. Its functions and objectives are matched against the key directions of the Australasian Policing Strategy<sup>2</sup>. The context of the Strategy makes note of several important factors that influence policing and its associated services. To combat the changing environment, policing will need to be properly coordinated, intelligence-led, problem-oriented, co-operative, cohesive, innovative and responsive. This means keeping up with trends in crime, policing, and technology, which also means developing new technology, and ensuring police and practitioners are educated and developed.

The directions of NIFS are endorsed by the Ministerial Council for Police & Emergency Management-Police (MCPEMP). In order for NIFS to meet the key directions and its vision to promote excellence in the forensic sciences<sup>3</sup>, there is a network of partnerships and stakeholders in operation. Each of these co-operates to meet the same aim of a safer and more secure community, in particular, through promoting excellence in the forensic sciences.

This document outlines the key agencies, how they operate and how they interact and co-operate. Attachment One displays this co-operation and linkages in a simple diagram.

\* Now the Ministerial Council for Police & Emergency Management-Police

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<sup>1</sup> *Directions in Australasian Policing 2002-2005: An Australasian Policing Strategy* issued by the Australasian Police Ministers' Council

<sup>2</sup> There are three key directions: 1. Leadership, partnership, and consultation; 2. Professionalism and accountability; and 3. Co-operation and coordination in operations and resources

<sup>3</sup> The NIFS vision, as detailed in the 2001-2004 Corporate Plan



## 2. National Institute of Forensic Science

### 2.1 Structure

In 1991, NIFS was established as a National Common Police Service under an Agreement by the APMC. NIFS reports to APMC through the Senior Officers' Group (SOG)<sup>4</sup> and a Board of Control (BOC).

NIFS structure is detailed in the Enabling Agreement and comprises:

- BOC – which consists of:
  - Chairperson (appointed by the Commonwealth);
  - Director of the Victoria Police Forensic Science Centre;
  - Director of the NSW Forensic Science Institute (or person nominated by the NSW Minister for Police and Emergency Services);
  - Three Commissioners of Police, other than NSW or Victoria (appointed by the APMC); and
  - Forensic scientist from a Territory or State other than NSW or Victoria (appointed by the APMC).
- Panel of Advisers (POA) – which consists of (all appointed by the APMC for a term not exceeding three years):
  - Scientist not being a forensic scientist;
  - Legal practitioner having experience in the administration of criminal justice, not being a prosecutor;
  - Crown Prosecutor or Director of Public Prosecutions;
  - Assistant Commissioner Crime or equivalent;
  - Police Officer in charge of a forensic science laboratory; and
  - Person, not being a police officer, in charge of a forensic science laboratory.
- Directorate – which consists of:
  - Director (appointed by the BOC for a period not exceeding three years but may be reappointed);
  - Officers seconded from participating forces; and
  - Administration staff as required.

### 2.2 Functions

NIFS has seven core functions, most of which are defined in the Enabling Agreement:

- Sponsor and support research in forensic science of interest to all jurisdictions;
- Advise on and assist with the development and coordination of forensic science services;
- Gather and exchange forensic information;
- Support, coordinate and conduct training programs in forensic science;
- Conduct relevant quality assurance programs;
- Raising the profile of forensic science; and
- Constructive and accountable resource management.

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<sup>4</sup> SOG is a standing committee of officials and meets at least twice per year prior to the APMC meetings. The SOG comprises the Police Commissioners of the States and Territories, New Zealand and the Australian Federal Police, the Secretary of the Victorian Department of Justice, the Director-General of the NSW Ministry of Police, the Chief Executive of the ACT Department of Justice and Community Safety, the ACT Chief Police Officer and the General Manager, Criminal Justice and Security, Australian Attorney-General's Department. The Directors of the National Common Police Services have observed status at SOG meetings.

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In carrying out its core functions, NIFS will further develop and maintain sound working relationships with overseas forensic service and education providers.

## **2.3**

### **Operations**

#### **2.3.1**

##### ***General business***

NIFS is considered the ‘clearing-house’ for the forensic sciences in Australasia. One reason for its establishment is to ensure that common goals are reached and that there is consistency in the approaches to forensic science. It is recognised that not all of the forensic service providers are police agencies, however, NIFS maintains an equal relationship and liaison with all service providers.

NIFS is the central hub for all things forensic science related. All operations leading to the MCPEM-P, SOG, BOC and POA go through NIFS. In turn directions from MCPEM-P and the BOC are delivered via NIFS.

How NIFS interacts with other stakeholders is detailed in the specific sections following.

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## **3. Board of Control**

### **3.1 Structure**

The BOC is a part of NIFS and was established by the Enabling Agreement. Its structure is detailed in the NIFS structure, section 2.1 of this document.

### **3.2 Functions**

The BOC has eight core functions, which are defined in the Enabling Agreement:

- Oversee the general administration and performance of the functions of NIFS;
- Determine policy, methods and procedures necessary for the effective functioning of NIFS;
- Determine the number of officers to be seconded and terms and conditions;
- Determine the duties of the Director;
- Determine the selection or secondment of all members of staff;
- Examine management control, change of procedures and other relevant matters;
- Make appropriate recommendations to the MCPPEM-P to improve the effectiveness of NIFS; and
- Make appropriate recommendations to MCPPEM-P on remuneration and expenses payable to non-governmental members of the BOC and POA.

### **3.3 Operations**

#### **3.3.1 General business**

The BOC is the conduit between NIFS and the MCPPEM-P. It directs and controls the administration and operation of NIFS and reports annually to the MCPPEM-P (via the SOG) on the functioning of NIFS.

SMANZFL may also use the BOC as a conduit to the SOG and MCPPEM-P.

#### **3.3.2 Meetings**

The BOC meets twice per year (once each financial year). Proceedings are as follows:

- Chair or temporary Chair elected at the time by the BOC;
- Five members are needed for a quorum;
- A member of the BOC may appoint, in writing, a deputy to act in their absence;
- Decisions are by majority vote;
- Each member has one vote, the Chair does not have a casting vote; and
- The POA may be present at the discretion of the BOC, but POA members do not have a vote.

#### **3.3.3 Contact**

Contact with the BOC is via NIFS.

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## **4. Panel of Advisers**

### **4.1 Structure**

The POA is a part of NIFS and was established by the Enabling Agreement. Its structure is detailed in the NIFS structure, section 2.1 of this document.

### **4.2 Functions**

The POA is established to support and advise the NIFS Directorate. Its key functions are to:

- Assist with strategic planning;
- Assist in setting the national workshop program;
- Assist in the assessment of research grant applications; and
- Assist in the assessment of awards.

### **4.3 Operations**

#### **4.3.1 Meetings**

The POA meets annually but is available to NIFS out-of-sessions when required.

#### **4.3.2 Contact**

Contact with the POA is via NIFS.

## 5. Senior Managers of Australian and New Zealand Forensic Laboratories

### 5.1 Structure

The Senior Managers of Australian and New Zealand Forensic Laboratories (SMANZFL) was formed to facilitate co-operation and support between the managers of forensic science laboratories and services in Australia and New Zealand. A current list of the SMANZFL member organisations is at Attachment Two.

The structure of SMANZFL is as follows:

- Membership:
  - Heads of government forensic science facilities in Australia and New Zealand; and
  - Director of NIFS.
- Regional structure:
  - Each Australian State and Territory and New Zealand has two representatives that between them cover the laboratory and field based sciences in their region. Variations can be made with approval of the SMANZFL Executive.
- SMANZFL Executive:
  - Five elected members plus the immediate past president and the Director of NIFS (ex-officio);
  - The Executive serves for a term of two years;
  - Regarding elections to the Executive, each regional representative submits five names to NIFS (who act as the 'returning-officer'). Election is based on 'first-past-the-post';
  - Outgoing Executive members may be re-elected;
  - Voting occurs in the month preceding the annual meeting of an election year and the new Executive will take over after the meeting; and
  - The Executive elects a Chair, Deputy Chair and Treasurer. (Incumbents may be re-elected).

### 5.2 Functions

The role of SMANZFL is to promote leadership in the forensic sciences in the pursuit of excellence. Its functions are to:

- Provide leadership and best management practice in the forensic sciences;
- Promote interaction and co-operation with stakeholders;
- Promote science excellence;
- Contribute to police issues in the justice system;
- Promote confidence in the forensic sciences; and
- Promote efficient and effective use of resources.

### 5.3 Operations

#### 5.3.1 General business

SMANZFL is the conduit for the Specialist Advisory Groups (SAG). How SMANZFL and the SAG's interact is detailed in section 6 of this document.

### 5.3.2

#### **Meetings**

SMANZFL meets annually but the Executive has monthly out-of-sessions contact.

### 5.4

#### **SMANZFL sponsor**

The SMANZFL Executive has responsibility for the promotion of and advice to the SAG's. Specific sponsorship of each SAG is the responsibility of a designated member of the SMANZFL Executive as determined by the Executive.

The role of the SMANZFL sponsor is to:

- Provide corporate and mentor support for the SAG Chair;
- Attend SAG meetings;
- Communicate SAG outcomes to SMANZFL in conjunction with the Chair; and
- Consult with the SAG Chair regarding the invitation of any persons or organisations to SAG meetings outside of the usual SAG structure.

### 5.5

#### **Code of ethics**

Ethical conduct is a fundamental principal underpinning all professions. In order to signal management commitment to ethics, SMANZFL has adopted the Australian and New Zealand Forensic Science Society (ANZFSS) Code of Ethics (a copy is at Attachment Three).

In addition, SMANZFL members:

- Commit to management practices in forensic science that ensure forensic science services have the confidence of the users of the community;
- Commit to excellent quality management practices and the National Association of Testing Authorities (NATA) and American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD/LAB) accreditation programs;
- Commit to training and education in the forensic sciences to ensure that the highest professional standards are achieved;
- Provide input and support to programs undertaken by NIFS;
- Support initiatives and programs of ANZFSS;
- Co-operate to ensure forensic science initiatives are in the best national interest;
- Foster linkages with the wider scientific and academic communities;
- Promote SMANZFL in the international arena;
- Establish exchange of information and professional support mechanisms;
- Establish a working environment that actively encourages employees to pursue the highest attainable competencies and ethical work practices;
- Positively promote the forensic sciences as an important component of the criminal justice system;
- Support strategies that encourage research and development and the continual improvement of forensic science technology;

- 
- Actively discourage behaviour that will bring the forensic science profession into disrepute; and
  - Discharge their responsibilities towards the public, employers, employees and peers in accordance with the ANZFSS Code of Ethics.

## 6. Specialist Advisory Groups

### 6.1 Structure

#### 6.1.1 *Represented disciplines*

SAG's exist to provide SMANZFL with advice on discipline specific issues. They report to and through SMANZFL. There are eight SAG's that represent the forensic scientists in the disciplines of:

- Medical Sciences;
- Biology;
- Chemical Criminalistics;
- Document Examination;
- Field and Identification Sciences;
- Toxicology;
- Illicit Drugs; and
- Electronic Evidence.

The SMANZFL Executive has responsibility for the promotion of and advice to the SAG's. Specific sponsorship of each of the Groups is the responsibility of a designated member of the Executive or co-opted SMANZFL member as determined by the Executive. The SMANZFL sponsor role is to provide corporate and mentor support for the SAG Chair, attend the SAG meeting and communicate SAG outcomes to SMANZFL in conjunction with the Chair.

#### 6.1.2 *Membership*

Membership of a SAG is restricted to one representative from each laboratory or facility that is part of SMANZFL and practices the specific discipline. Other organisations or persons may attend at the invitation of the SAG Chair in consultation with the SMANZFL sponsor. The following also apply:

- For SAG's, other than the Pathology Sciences SAG, the organisation's representative will be the official representative of that organisation. The SAG representative should therefore be the Section Head or a senior person given full responsibility to make decisions on behalf of that organisation;
- The representation of the Pathology Sciences SAG differs. This SAG represents the fields of odontology, anthropology, entomology and mortuary management. Membership of the SAG represents the disciplines rather than jurisdictions. To that end, each discipline should have at least two representatives with total membership to be limited to twelve people. However, each jurisdiction should be represented on the SAG;
- Term of a SAG representative is at least one year (i.e. from one annual meeting until the next), but can be ongoing. This ensures that action items from the meeting and issues which arise during the year are dealt with in a timely manner and that SAG business continues throughout the year, out-of-session;
- Only official SAG representatives are eligible to vote. It is highly recommended that where possible, SAG should discuss issues and come to a consensus position. A formal vote should be seen as a last resort only. Where a vote is necessary, voting would be on an organisational basis (i.e. one vote for each jurisdiction represented). The SAG chair does not have a casting vote;

- It is essential that SAG representatives are a conduit for information from their organisation/discipline/jurisdiction to the SAG and from the SAG to their organisation/discipline/jurisdiction.

### 6.1.3

#### **Chair**

Each SAG elects a Chair for a term of two years to oversee the SAG activities. In addition, the SAG elects a Deputy Chair. The following also apply:

- The SAG Chair may be re-elected for a further term;
- The Deputy Chair does not automatically fill the Chair's position once the Chair's term expires or they stand down, however, it is highly recommended that they stand for election;
- If the SAG Chair is from a New Zealand organisation, the Deputy Chair must come from an Australian organisation
- The Biology SAG Chair is a member of the CrimTrac User Advisory Group; if they are not in a position to represent at this forum, an appropriate Deputy Chair must be elected
- Hand over of the SAG Chair occurs on 1 January the year following election of the new Chair. The outgoing Chair should actively involve the incoming Chair with respect to the activities of the SAG until the hand over. Upon hand over, the outgoing Chair will supply the incoming Chair with copies of all SAG minutes, mailing lists, etc.
- NIFS acts as the returning-officer to resolve any issues or disputes regarding election of the Chair or Deputy Chair.

### 6.2

#### **Functions**

The purpose of each SAG is to promote science excellence in SAG disciplines by influencing decisions on:

- Technical systems/advice –
  - Source of technical advice to SMANZFL Executive, NATA, Forensic Science Accreditation Advisory Committee (FSAAC), NIFS;
  - Development of standards, databases, reference collections;
  - Consumer issues, bulk purchasing.
- Research and development –
  - Identify research priorities;
  - Coordinate the application for funding from NIFS;
  - Evaluate conferences, meetings (pre and post).
- Training –
  - Identify training priorities;
  - Coordinate the application for workshop funding from NIFS;
  - Organise and run training workshops.
- Quality –
  - Proficiency review (PRC's);
  - Proficiency tests/trials;
  - Development of standards, databases and reference collections;
  - Continuous improvement;
  - Validation studies;
  - External audit – peer review;
  - Benchmarking.

- Legislative policy/framework –
  - Input to development of policy – carry out practical tasks;
  - Input into legislation;
  - Development of common reporting standards;
  - Development of guidelines for case reporting;
  - Human resource advice.
- Communications/representation –
  - Networking resource re unusual or different cases, reference point;
  - Literature review/currency/role of newsletter;
  - External links with similar/equivalent technical advisory groups;
  - Lobby;
  - Representation at international working groups etc;
  - Evaluate conferences, meetings (pre and post).

## 6.3

### Operations

#### 6.3.1

#### **General business**

SAG's interact with:

- SMANZFL Executive – primary reporting:
  - SAG's advise SMANZFL on discipline specific issues;
  - SAG's report to and through SMANZFL;
  - Each SAG Chair attends the annual SMANZFL meeting.
- NATA, FSAAC – primary responsibility to NATA (formal);
- NIFS – formal contact through Chair;
- International Working Groups – report annually to executive, direct contact/relationship with IWG's;
- Laboratory/line management – influence decision making/lobbying. Inform management of discussion/decisions;
- Industry groups – individual contact on issues such as bulk purchase, equipment register etc;
- Educational establishments – provision of advice on courses, members of industry reference groups

#### 6.3.2

#### **Meetings**

Each SAG meets annually contingent on the submission of an approved agenda

Minutes of SAG meetings must:

- Be submitted to the SMANZFL Chair prior to the annual SMANZFL meeting
- Be published on the SAG website upon ratification by the SAG (within six weeks of the last day of the meeting)
- The date and location of the next SAG meeting must be included in the minutes of each SAG meeting.

Between annual meetings, the SAG should remain in contact throughout the year to ensure that action items and issues which arise during the year are dealt with in a timely manner.

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Scientific Working Group (SWG) Chairs attend relevant SAG meetings (see section 7 of this document for further information on SWG's).

### **6.3.3**

#### ***NIFS funding***

NIFS provides some funding for SAG meetings, however, they do not organise venues, accommodation, etc. This is the responsibility of the SAG Chair or nominee.

## 7. Scientific Working Group

### 7.1 Structure

#### 7.1.1 Purpose

A SAG may form a subcommittee or technical/scientific working group (SWG) to address specific issues, including discipline specific issues. The forming of a SWG must be approved by the SMANZFL Executive.

There are currently five SWG's formed from the Field and Identification Sciences SAG:

- Ballistics;
- Impressions;
- Physical evidence;
- Bloodstain Pattern Analysis; and
- Fingerprints.

#### 7.1.2 Membership

Membership of a SWG is restricted to one representative from each laboratory or facility that is part of SMANZFL and practices the specific discipline. Other organisations or persons may attend at the invitation of the SWG Chair in consultation with the SMANZFL sponsor. The following also apply:

- Each organisation's representative is the official representative of that organisation, so should therefore be the section head or a senior person given full responsibility to make decisions on behalf of that organisation; however, other members of staff are strongly encouraged to attend;
- Term of an organisation's representative is at least one year (from one annual meeting until the next), but can be ongoing. This ensures that action items from the meeting and issues which arise during the year are dealt with in a timely manner and that SWG business continues throughout the year, out-of-session;
- Only SWG representatives are eligible to vote. It is highly recommended that where possible, SWG should discuss issues and come to a consensus position. A formal vote should be seen as a last resort only. Where a vote is necessary, voting would be on an organisational basis (i.e., one vote for each organisation represented); and
- It is essential that SWG representatives are a conduit for information from their organisation to the SWG and SAG, and from the SWG to the SAG and to their organisation.

#### 7.1.3 Chair

Each SWG elects a Chair for a term of two years to oversee the SWG activities. In addition, the SWG may elect a Deputy Chair. The following also apply:

- The SWG Chair may be re-elected for a further term;
- The Deputy Chair does not automatically fill the Chair's position once the Chair's term expires or they stand down, however, it is highly recommended that they stand for election;
- If the SWG Chair is from a New Zealand organisation, the Deputy Chair must come from an Australian organisation;

- Hand over of the SWG Chair occurs on 1 January the year following election of the new Chair. The outgoing Chair should actively involve the incoming Chair with respect to the activities of the SWG until the hand over. Upon hand over, the outgoing Chair will supply the incoming Chair with copies of all SWG minutes, mailing lists, etc; and
- NIFS acts as the returning-officer to resolve any issues or disputes regarding election of the Chair or Deputy Chair.

## **7.2**

### **Operations**

#### **7.2.1**

##### ***Meetings***

Each SWG meets on an as-needs basis contingent on the submission of an agenda, which must be approved by the SMANZFL SAG sponsor, via NIFS (six weeks prior to the meeting). Once approved, the SWG Chair must circulate the agenda to SWG members. Dependent on the reason and nature of the meeting, approval may be sought from the POA instead of the SMANZFL SAG sponsor.

Between meetings, the SWG should remain in contact to ensure that action items and issues which arise are dealt with in a timely manner.

#### **7.2.2**

##### ***NIFS funding***

NIFS provides some funding for SWG meetings, however, they do not organise venues, accommodation, etc. This is the responsibility of the SWG Chair or nominee.

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## **8. Australian and New Zealand Forensic Science Society**

### **8.1 Structure**

#### **8.1.1 Purpose**

ANZFSS was formed with the aim of bringing together scientists, police, criminalists, pathologists, and members of the legal profession actively involved with the forensic sciences. It is a learned and impartial society working to enhance the quality of forensic science.

#### **8.1.2 Membership**

ANZFSS accepts membership from all persons with bona fide interests in forensic science.

There is a Branch of the Society in each state of Australia, the ACT, and New Zealand. Each of these appoints delegates to a National Committee. (Note, NT members are a part of the Qld Branch).

Local Branch meetings are organised by a local committee. This committee is elected at the Annual General Meeting and the committee comprises president, vice president, secretary, treasurer and other general members.

### **8.2 Code of Ethics**

With the understanding that certain standards of conduct are essential for the proper practice and good standing of their profession, ANZFSS members have adopted a Code of Ethics. Although not intended to represent an inflexible set of rules, it is desirable to guide their practice of forensic science and ANZFSS members declare that:

- The practice of forensic science requires the application of science and scientific techniques with the object of providing objective and impartial evidence to assist in the administration of the law;
- Compliance with the provisions of the Code of Ethics will in any particular instance ensure a member the support of ANZFSS; and
- Non-compliance with the provisions of the Code of Ethics may be regarded as inconsistent with membership of ANZFSS.

A copy of the Code of Ethics is at Attachment Two.

### **8.3 Functions**

ANZFSS objectives are to enhance the quality of forensic science providing formal and informal lectures, discussions and demonstrations encompassing the various disciplines within the science.

### **8.4 Operations**

Individual branches have regular newsletters, which promote meetings and lectures of interest. The Biennial Symposium is the major event for the ANZFSS and each Branch is responsible in turn for organising this. In order to encourage members to participate in the Symposium, the National Committee and the individual Branches of the ANZFSS award scholarships to attend this meeting. In addition, the National Committee awards scholarships to attend international forensic science conferences. Another role of

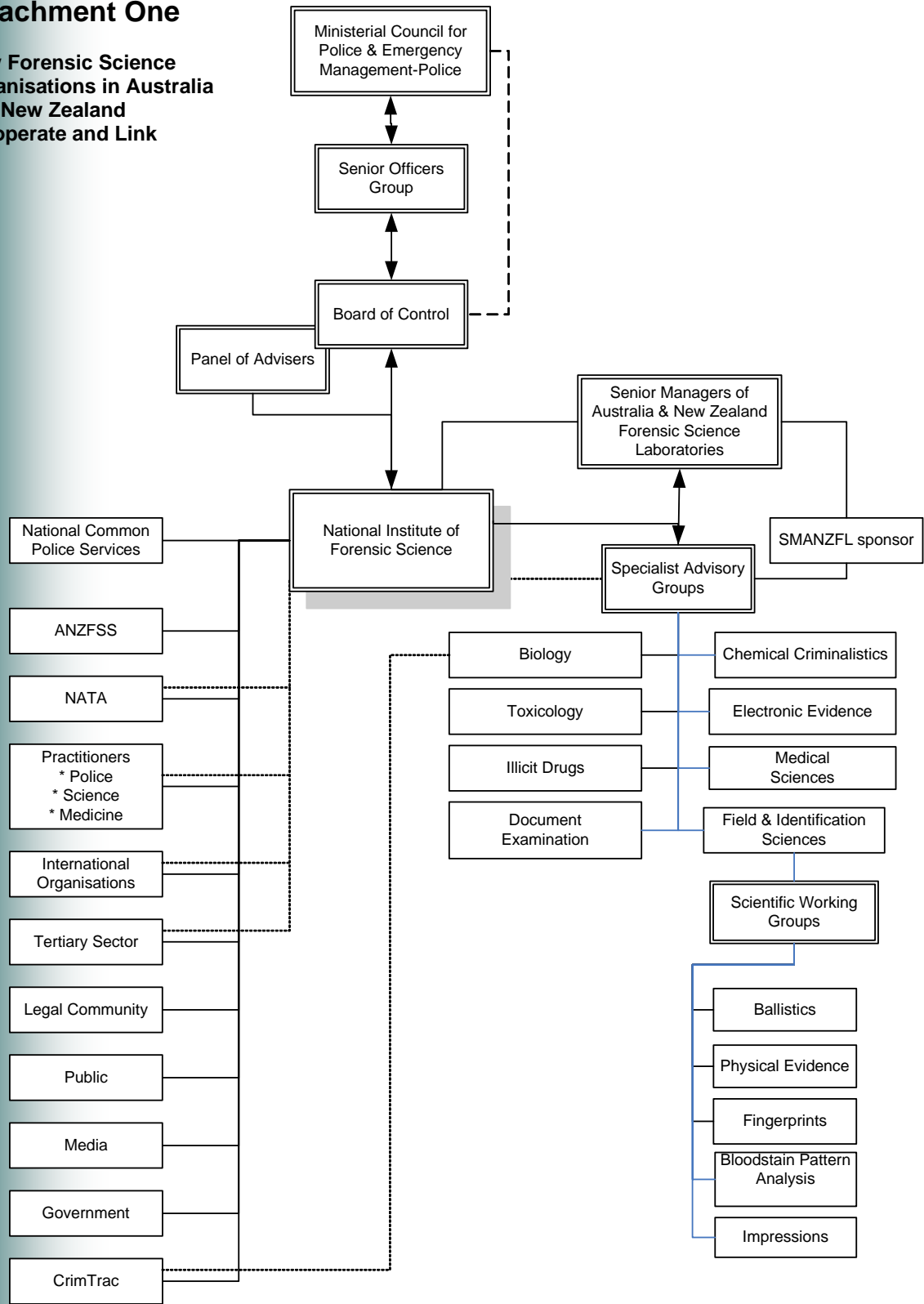
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ANZFSS is to organise and fund visits by forensic specialists from interstate and overseas.

Local Branches hold regular meetings and visits to places of forensic interest. These meetings usually involve lectures by experts in their field and provide opportunities for members and guests to meet in an informal atmosphere.

# Attachment One

## How Forensic Science Organisations in Australia and New Zealand Co-operate and Link



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## Attachment Two

### Senior Managers of Australian and New Zealand Forensic Laboratories (SMANZFL) Member Organisations

#### Commonwealth

- Forensic & Technical Services, Australian Federal Police
- National Measurement Institute

#### Victoria

- Victorian Institute of Forensic Medicine
- Victoria Police Forensic Services Department

#### New South Wales

- Division of Analytical Laboratories, Department of Health
- Forensic Services Group, New South Wales Police Service
- Institute of Forensic Medicine, Department of Health

#### Queensland

- Forensic Services, Queensland Police Service
- Queensland Health Scientific Services

#### Northern Territory

- Forensic Services, Northern Territory Police

#### Western Australia

- Forensic Science Laboratory, Chemistry Centre
- Forensic Branch, Western Australian Police
- Forensic Biology, QEII Medical Centre

#### South Australia

- Forensic Science, South Australia
- Forensic Services Branch, South Australia Police

#### Tasmania

- Forensic Science Service, Tasmania
- Forensic Services, Tasmania Police

#### Australian Capital Territory

- ACT Government Analytical Laboratory

#### New Zealand

- ESR
- New Zealand Police

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## Attachment Three

# Australian and New Zealand Forensic Science Society Inc. Code of Ethics

The members of the Australian and New Zealand Forensic Science Society, being resolved that certain standards of conduct are essential for the proper practice and good standing of their profession, and that a code of ethics, although not intended to represent an inflexible set of rules, is desirable to guide their practice of forensic science declare that:

- The practice of forensic science requires the application of science and scientific techniques with the object of providing objective and impartial evidence to assist in the administration of the law.
- Compliance with the provisions of this Code will in any particular instance ensure a member the support of the society.
- Non-compliance with the provisions of the Code may be regarded as inconsistent with membership of the Society.

### Scientific Method

1. Accepted scientific principals and methods should be utilised unless a particular investigation requires the use of a novel method.
2. Appropriate methods should be used having regard to the standard of proof that is required and that can be reasonably achieved.
3. Objectivity should be maintained at all times, from when examining scenes and collecting items for further examination, to reaching conclusions based on available evidence.
4. Relevant experimental controls should be used and, where appropriate, results verified by retesting or by the application of additional or alternative techniques.
5. Examination should not be taken beyond the limits of one's expertise.
6. Where applicable, the physical results of tests, field notes, test notes, reports and photographs should be retained for as long as possible or at least during the currency of any relevant legal proceedings.

### Reporting

1. Distinctions should be made between the results of tests and examinations, and opinions based on these. Any pertinent limitations to the test results and conclusions should be explained.
2. Opinions should be expressed in simple, precise and unambiguous terms.
3. Where test results or conclusions are capable of being interpreted to the advantage of either side in a legal proceeding, each result or conclusion should be given weight according to its merit.
4. There should be a preparedness to concede that other opinions, being contrary to or at variance with one's own can be honestly held.
5. Reference should be made in the report to all items examined or tested.
6. The nature and character of all tests and examinations should be available to the court.
7. Reports will be signed only by the persons who have either carried out the work described or have directly or indirectly supervised it.

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### **Pre-Trial Conduct**

1. Every endeavour should be made to produce the report in sufficient time before the relevant legal proceedings so as to enable proper consideration of it, provided that sufficient notification of the date of legal proceedings has been received.
2. On the understanding that there is no property in expert scientific witnesses, the prospective witness should be reasonably available for discussion with professional representatives of all parties involved with the proceedings.
3. Any retainer offered should be refused if it is suspected that a purpose of the offer is to prevent relevant evidence being presented to a Court.

### **Conduct in Court**

1. As far as possible, simple terms should be used when giving evidence.
2. Any attempt made to press the witness to testify as to matters beyond and/or outside their expertise should be firmly resisted.
3. An objective and moderate manner in giving evidence should be cultivated.
4. In the conduct of giving evidence the witness, upon request, is under an obligation to disclose all tests and experiments performed, subject to the directions of the presiding judicial officer.
5. The witness should plainly state opinions as such and take care to distinguish them from statements of fact.
6. The witness should appeal to presiding judicial officer (in the absence of the jury if the trial be by judge and jury) if they believe that the manner in which evidence is being elicited is such to prevent the disclosure of a significant relevant matter or circumstance.

### **General Matters**

1. It is proper to advise a lawyer concerning the reports and evidence of another expert even though such advice may be used in the cross-examination of that expert. To this end, co-operation in the provision of notes/records should be given with, if desired, the proviso of open consultation and discussion with the reviewing expert.
2. Confidential information received should not be inappropriately disclosed.
3. Media association of an expert's name with specific cases or accomplishments, or association of one's name with developments, publications or organisations with which that expert played no significant part, should be discouraged.
4. Professional and personal behaviour consistent with membership of a skilled profession should be observed and colleagues treated with due respect and inappropriate criticism of them avoided.
5. No services should be rendered where the fee is dependent on the outcome of the examination.
6. Errors or omissions discovered prior to, during or after any hearing should be disclosed.