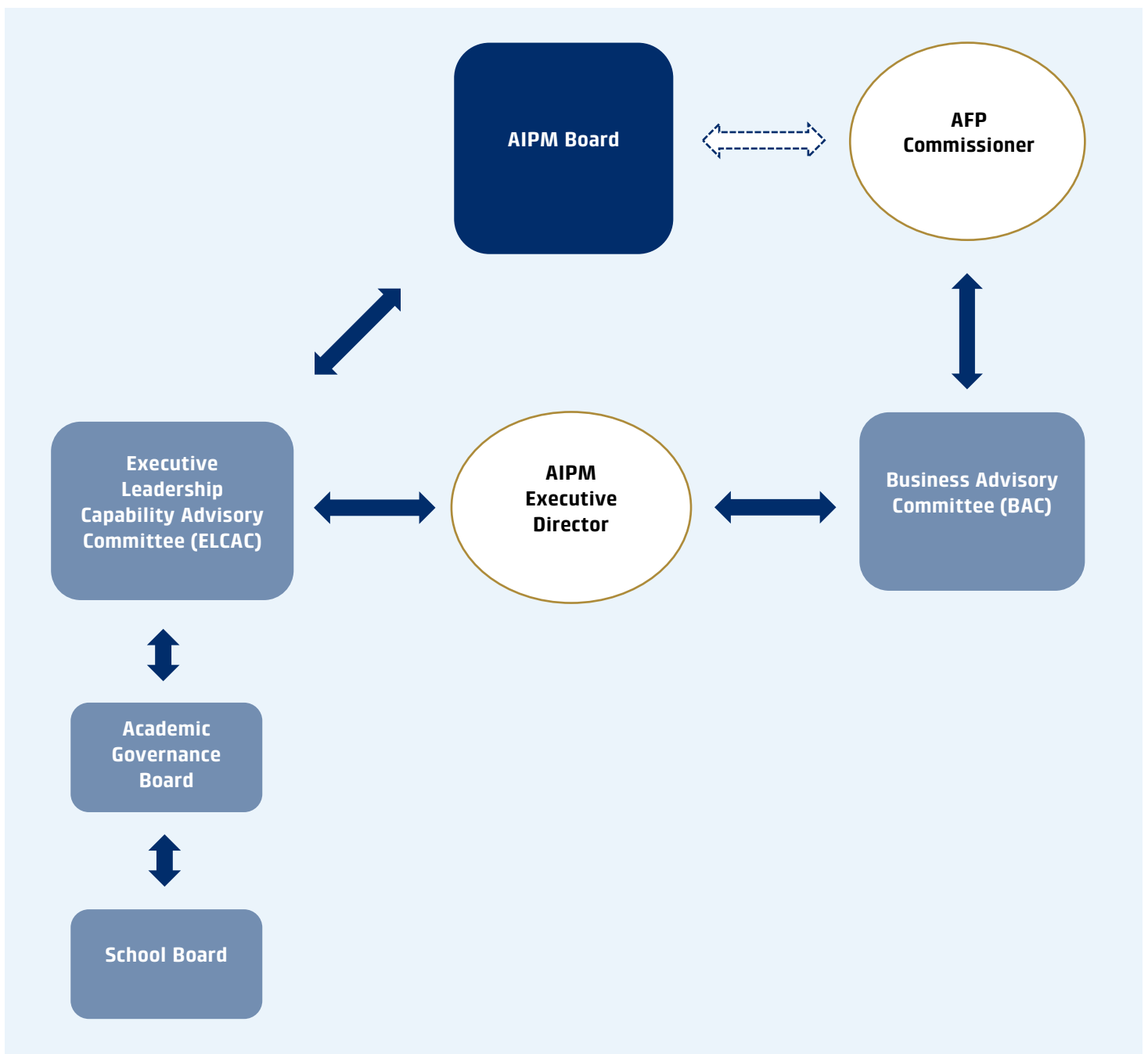


AIPM Board

Terms of Reference 2020 -2025



About the AIPM

Governance Structure

The AIPM reports to a Board whose membership comprises all the Police Commissioners of Australia and New Zealand. The Board is responsible for setting the broad strategic direction of the Institute. In addition to its oversight responsibilities it approves the AIPM Strategic Plan and Business Plan. The Board is chaired by the Commissioner of the AFP and meets bi-annually.

The Board is supported by a multi sectional public safety Executive Leadership Capability Advisory Committee (ELCAC). This comprises representatives from each of the jurisdictions and invited members from within the broader public safety sector. The ELCAC is an advisory body to the AIPM and meets bi-annually. The ELCAC provides input into the breadth of AIPM leadership development activities and focus. Its span includes AIPM program offerings through to stewardship of broader issues of national strategic leadership relevant to capability development. Its contribution ensures the work of the AIPM is both contemporaneous and attuned to the current and emerging needs of law enforcement agencies and future public safety leaders.

The Board is also supported by a Business Advisory Committee (BAC). Established in 2014, its purpose is twofold – to provide independent assurance to the Board on the risk management and business direction of the AIPM and to provide guidance and advice to the Executive Director in relation to the whole of AIPM business. BAC membership currently includes the AFP Chief Operating Officer, Chief Financial Officer, AFP Chief of Staff, AIPM Executive Director and Chair of the ELCAC.

The AIPM Executive Director reports directly to the Commissioner of the AFP on all Board matters and the Chief of Staff, on all other matters related to the administration of the AIPM. The AIPM operates within the corporate governance framework of the AFP. This is applied to all aspects of the AIPM's corporate service functions including HR, financial management & audit, purchasing & procurement, contract & assets management, capital development and work health & safety. Staff are employed under the Federal Police Act 1979.

Board Purpose

The AIPM is a National Common Police Service administered by the AFP. The Board is the governing body of the AIPM and is responsible for setting and monitoring its strategic direction. The purpose of the Board is to:

- Set the strategic direction of the AIPM to achieve its stated Vision and Mission.
- Monitor the alignment of AIPM activities to the Board's strategic direction.
- Advance the professionalisation of policing.
- Provide high level strategic policy advice to the AIPM.
- Monitor the overall financial and administrative performance of the AIPM.
- Oversight the activities of the ELCAC and the BAC.
- Consult with the Chair in the appointment/performance of the AIPM Executive Director.
- Appoint the Chair and Deputy Chair of the ELCAC.

Board Membership

Membership comprises (a) all Commissioners of Police of Australia and New Zealand who are voting members and (b) non-voting Board Members & AIPM Secretariat. Board membership is set at a total of 12 members comprising:

1. Commissioner - Australian Federal Police
2. Commissioner - New South Wales Police Force
3. Commissioner - New Zealand Police
4. Commissioner - Northern Territory Police Force
5. Commissioner - Queensland Police Service
6. Commissioner - South Australia Police
7. Commissioner - Tasmania Police
8. Chief Commissioner - Victoria Police
9. Commissioner - Western Australia Police
10. Executive Director - AIPM (non voting)
11. Deputy Director - AIPM (non voting)

Observers:

1. Chief Executive Officer – ANZPAA
2. AIPM Secretariat

Other members may be appointed at the discretion of the Board.

The Board Chair is the Commissioner of the AFP (commensurate with its responsibility as the host jurisdiction for the AIPM). A Deputy Chair is appointed by a majority vote of the Board and rotated amongst Board members. The term of appointment is determined by the Board.

Board Meetings

The Board meets bi-annually with the first meeting ideally held in June and the second in November. ELCAC meetings are conjoined to the Board meetings and ideally scheduled to occur 6 weeks prior to a Board meeting, to enable sufficient preparation of agenda papers.

The minutes of the ELCAC and the BAC, as well as the annual FY calculation of the Jurisdictional Baseline Commitment (JBC) will be reported as standing agenda items of the Board.

A minimum of 5 voting members is required to achieve quorum, either in person or online.

A proxy may be appointed by a member to attend and vote on their behalf. In the event of a proxy being unavailable, the relevant member may vest his/her decision-making power with another voting board member. The Chair is to be advised of this prior to the meeting

Secretariat support in the preparation of agenda papers, follow up of action items and preparation of minutes is the responsibility of the AIPM.

Meeting co-ordination including the location and timing of meetings is the responsibility of the Australian New Zealand Police Advisory Agency (ANZPAA) Secretariat.