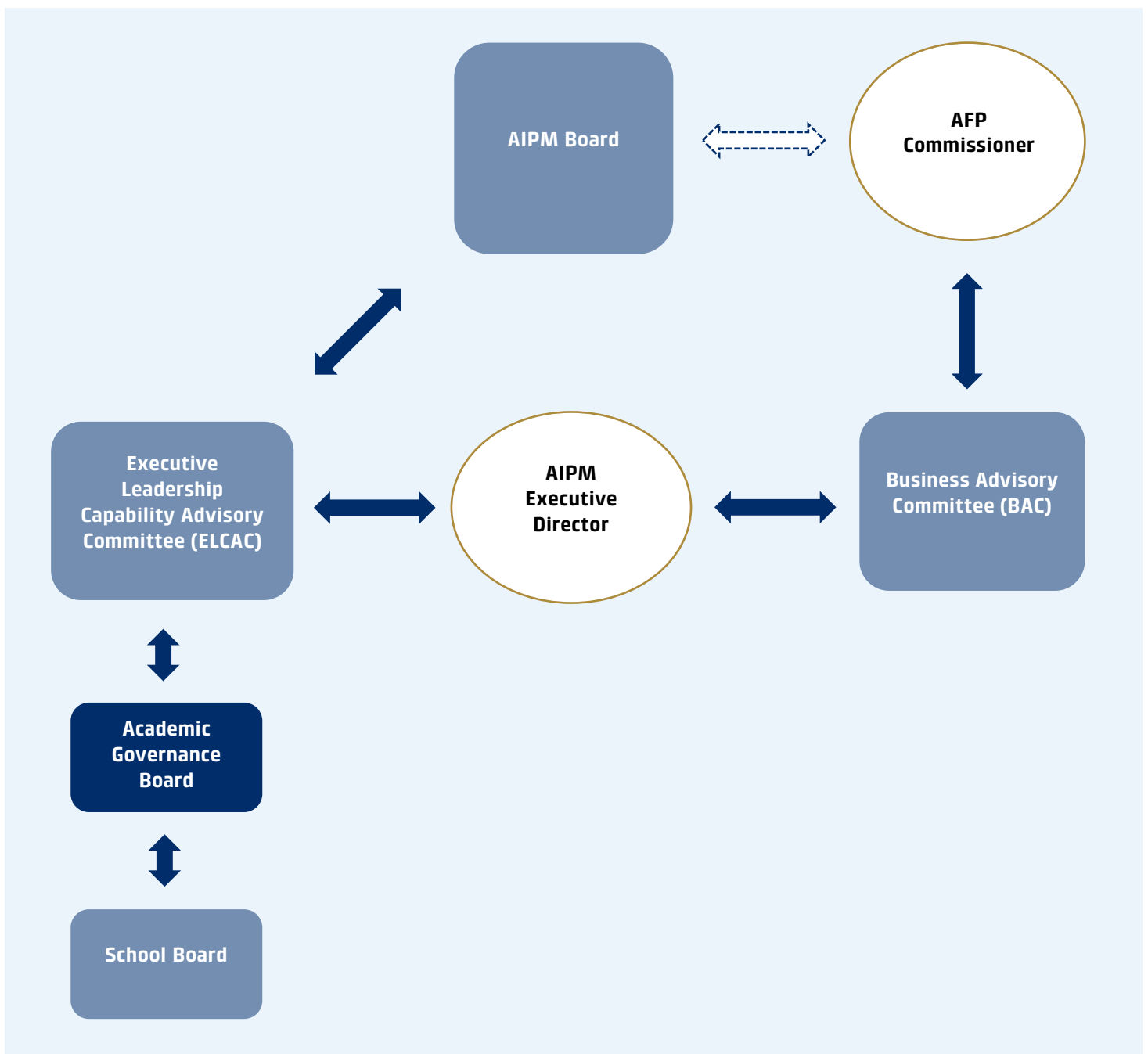


AIPM Academic Governance Board

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.

The ELCAC has strategic responsibility for academic governance at the AIPM and is supported in doing this by the Academic Governance Board, and the School Board, which together provide a line of accountability and quality assurance from individual programs through to the Board.

Purpose

The AGB draws on jurisdictional members and external academic advisors to provide academic oversight and advice on AIPM Higher Education activities and in that regard, does not have decision making powers. The AGB reports bi-annually to the AIPM ELCAC. It is in turn supported by data from the AIPM School Board, which meets on conclusion of each graduate certificate and graduate diploma cohort. The minutes of the School Board are a standing item on the agenda.

Activities of the AGB include but are not limited to:

- Providing advice on all academic and education matters relating to the AIPM.
- Setting and maintaining academic curriculum in line with sector requirements.
- Advising the AIPM on curriculum and program design innovations and managing course reviews.
- Oversight of student academic needs and progression.
- Note/advise on AIPM learning, teaching and scholarship activities to support staff development.
- Providing advice and oversight on compliance with TEQSA threshold standards.

Membership

Membership comprises (a) the Chair of the ELCAC or delegate who is a voting member of the ELCAC, (b) 3 x representatives from AIPM faculty (c) 2x jurisdictional representatives who are Visiting Fellows at AIPM, (d) 4 x external academic advisory members, at the level of discipline head (typically associate professor or professor) in their university, with expertise in public safety or a cognate discipline.

AGB membership is set at a total of 10 members comprising:

(a) ELCAC Representative and AGB Chair

1. A member of the ELCAC, nominated and endorsed by the ELCAC.

(b) AIPM Faculty

2. Director Knowledge
3. Director Education Services
4. Director Design, Standards and Evaluation

(c) Jurisdictional Representatives

5. Visiting Fellow
6. Visiting Fellow

(d) Academic Advisory Members

7. Representative Charles Sturt University
8. Representative University of Tasmania
9. 1 x representative from UWS, Sydney University, ECU, Griffith, UNSW Canberra
10. 1 x representative from UWS, Sydney University, ECU, Griffith, UNSW Canberra

(e) Observers:

11. AIPM Secretariat

Other members may be appointed at the discretion of the AIPM ELCAC.

Meetings

The AGB meets bi-annually conjoined with ELCAC meetings, enabling reporting through the ELCAC to the Board. This means the first meeting will ideally be in February each year. The second meeting will be in August. Meetings will be convened online or at the AIPM campus in Manly.

Where travel is required, members are responsible for their travel and related costs.

The AIPM is responsible for all costs associated with meals, accommodation and venue charges.

Academic Advisory Membership of the AGB is for two years in the first instance, to coincide with the rotation of ELCAC Chair and Deputy Chair positions, and ELCAC Higher Education positions. This may be extended at the discretion of the Chair.

A minimum of 4 voting members is required to achieve quorum. The ELCAC Chair or delegate must be one of these 4. 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.

Members and advisors are required to declare any conflicts of interest that may arise at the start of each meeting. If required, the member will exclude themselves from any discussion or deliberation of the matter or absent the meeting for that agenda item.

All members and invited guests are subject to AFP security and confidentiality requirements.

The AGB minutes will be reported to the AIPM ELCAC as a standing agenda item.

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