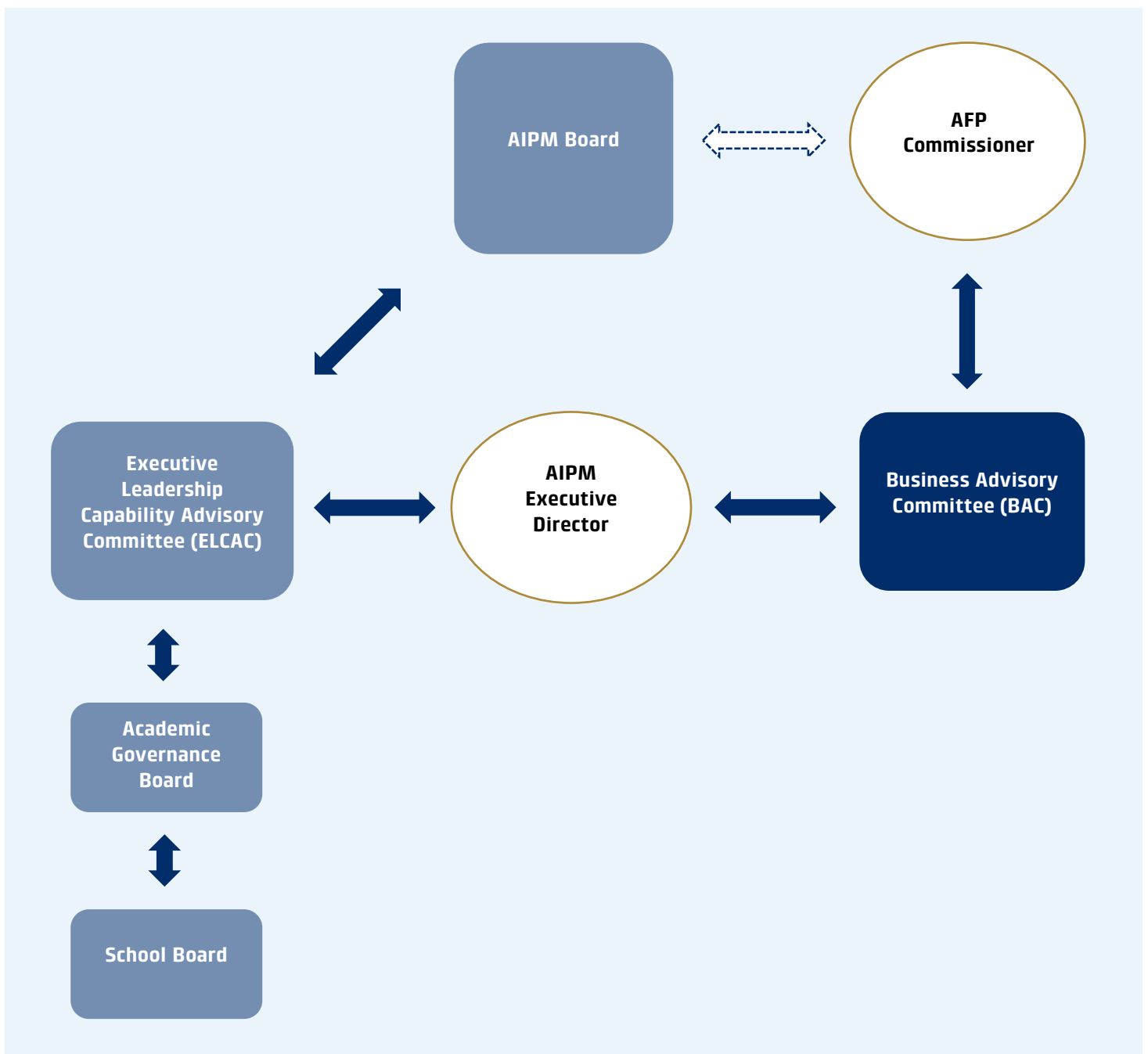


AIPM Business Advisory Committee (BAC)

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 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.

BAC Purpose

The BAC was established in 2014. Its purpose is twofold - to provide independent assurance to the AIPM Board on the risk management and business direction of the AIPM and to provide guidance and advice to the AIPM Executive Director in relation to the whole of AIPM business by:

- Assessing and advising on the ongoing effectiveness of the AIPM governance framework.
- Monitoring progress of ensuring an appropriate risk-aware culture is embedded at the AIPM.
- Monitoring the alignment of AIPM activities to the AIPM & Board strategic direction.
- Monitoring the sustainability of the AIPM business model.
- Monitoring the financial performance of the AIPM.
- Identifying future income revenue generating opportunities.
- Provision of high level guidance in relation to AIPM commercial decisions.
- Reviewing and advising on the financial sustainability of new programs developed.
- Monitoring effectiveness of the AIPM Business Engagement Strategy.
- Monitoring AIPM site and facility management.
- Monitoring internal and external audit reports and advice relating to the AIPM.

The BAC shall through various risk assessment, treatment strategies and monitoring; assist in identifying potential short and longer-term risks to current business arrangements, commercial and non-commercial financial decisions, future revenue opportunities and marketing that may:

- impede the AIPM from achieving its goals and objectives;
- impact on performance and reputation of the organisation and its staff;
- disrupt compliance with regulatory and legal obligations;
- affect the health or safety of AIPM staff, participants and visitors in its operations;
- affect the community and environment in which the AIPM operates.

BAC Membership

BAC membership comprises (a) AFP and AIPM representatives who are voting members and (b) non-voting observers and AIPM secretariat. Membership is set at 5 members comprising:

Voting Members

1. AFP Chief Operating Officer (Chair)
2. AFP Chief Financial Officer
3. AFP Chief of Staff
4. AIPM ELCAC Chair
5. External Member – Public/Private/Higher Education Sector

Non Voting Members /Observers:

1. AIPM Executive Director
2. AIPM Deputy Director
3. AIPM Director Engagement
4. AFP Team Leader Finance (VIC & TAS)
5. AFP Strategic Business Partner – People & Culture Command
6. AIPM Secretariat

Other members may be appointed at the discretion of the BAC Chair.

BAC Meetings

The BAC meets quarterly with meetings ideally held in March/June/Sept/Nov each year.

Meetings may be convened online or in Canberra / AIPM campus in Manly. Where travel is required, members are responsible for their own travel and related costs to the AIPM. The AIPM will be responsible for all costs associated with onsite meals, accommodation and catering charges.

The Chair of the Committee is the AFP Chief Operating Officer.

A minimum of 2 voting members is required to achieve quorum.

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

The BAC may obtain independent professional advice to assist it in the exercise of its powers and responsibilities. Costs shall be borne by the AIPM and/or AFP.

The BAC minutes will be reported to the AIPM Board 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.