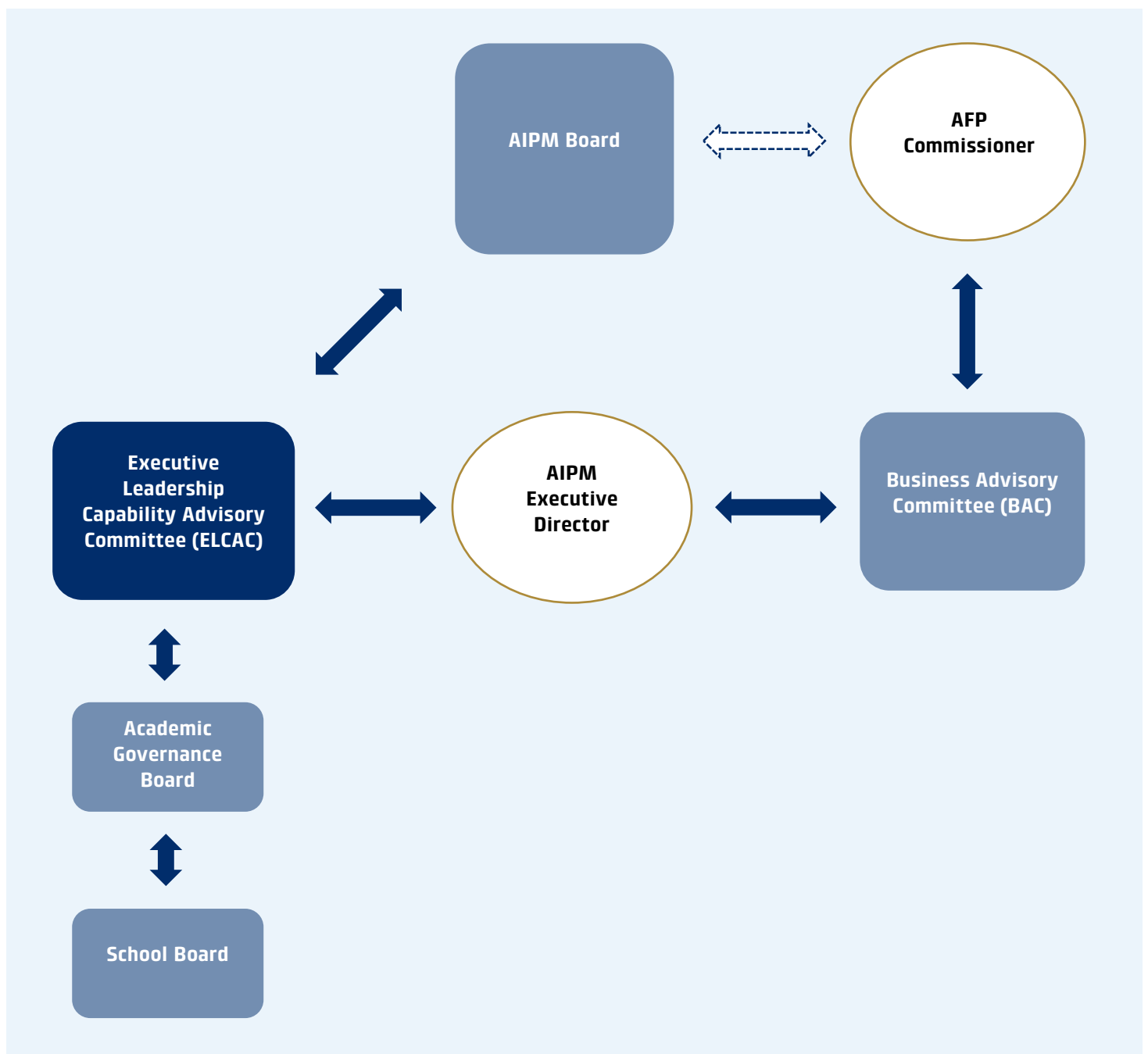


AIPM Executive Leadership Capability Advisory Committee (ELCAC) Terms of Reference 2020 -2025



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 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 includes the AFP Chief Operating Officer, AFP Chief Financial Officer, 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.

ELCAC Purpose

The ELCAC is a multi sectional public safety committee which reports bi-annually to the AIPM Board.

The purpose of the ELCAC is to provide guidance and input into the breadth of AIPM domestic and international 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.

Activities of the ELCAC include but are not limited to:

- consider emerging leadership capability issues within the public safety sector.
- Focus on developing national leadership capability and uplift.
- Work in partnership with the AIPM to explore emerging leadership development opportunities.
- Provide stakeholder input into the alignment / enhancement of core AIPM activities.
- Oversight and input into jurisdictional Memorandum of Agreement as required.
- Oversight of AIPM academic governance and practices.
- Be an advocate of the AIPM within their jurisdiction/agency.
- Support a broader framework to foster a community of practice.

ELCAC Membership

Membership comprises (a) representatives from each police jurisdiction at the rank of Assistant Commissioner or equivalent who are directly responsible for the delivery of police education in their agency (b) senior public safety representatives and higher education sector (c) non-voting members/observers.

ELCAC membership is set at a total of 14 members comprising:

(a) Jurisdictional Representatives:

1. Australian Federal Police
2. New South Wales Police Force
3. Northern Territory Police Force
4. New Zealand Police
5. Victoria Police
6. Queensland Police Service
7. South Australia Police
8. Tasmania Police
9. Western Australia Police

(b) Public Safety Representatives & Higher Education Sector:

10. Australasian Fire and Emergency Service Authorities Council (AFAC)
11. Australian Border Force (ABF)
12. Australia and New Zealand Policing Advisory Agency (ANZPAA)
13. Higher Education Sector – Position 1
14. Higher Education Sector – Position 2

(c) Non-Voting Members / Observers:

15. AIPM Executive Director
16. AIPM Deputy Director
17. AIPM Director Knowledge
18. AIPM Directors – Various
19. AIPM Secretariat

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

ELCAC Meetings

The ELCAC meets bi-annually with the first meeting ideally held in March and the second in September each year. The AIPM Board and ELCAC meetings are conjoined, with ELCAC meetings to be scheduled 6 weeks prior to an AIPM Board meeting.

Meetings may 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.

The ELCAC Chair and Deputy Chair positions are 2 year terms. Both are appointed by the AIPM Board on the recommendation of the ELCAC. These positions are filled by jurisdictional members only. The Deputy Chair provides assistance to the Chair and will act as a proxy Chair at meetings where required.

The ELCAC Chair is a member of the AIPM Business Advisory Committee.

The Higher Education positions are 2 year terms. Both are appointed by the AIPM Board on the recommendation of the ELCAC.

A minimum of 6 voting members is required to achieve quorum. This shall comprise a minimum of 4 jurisdictional members.

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

The Academic Governance Board minutes will be reported to the 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.