



## AIPM Governance and Delegations

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<b>Category</b>	Policy
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<b>Policy Contact</b>	Director of Academic Programs
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<b>Related Documents</b>	AIPM Committees' Terms of Reference AIPM Organisational Chart

### 1. Purpose

- 1.1 The Delegations Policy sets out the circumstances under which academic responsibilities of the Australian Institute of Police Management (AIPM) may be delegated.
- 1.2 The Delegations Policy assists staff to understand the higher education regulatory framework and general principles that apply to Delegations.
- 1.3 Delegations of authority are the mechanisms by which the AIPM enables staff of the Institute to act on behalf of the Institute.

### 2. Scope

- 2.1 This policy applies, either directly or indirectly, to all staff of the AIPM within the Higher Education Faculty.

### 3. Policy Principles

- 3.1 The Delegations Policy establishes a framework for delegating authority within the AIPM Higher Education Faculty in a manner that facilitates efficiency and effectiveness and increases the accountability of staff and affiliates for their performance.
- 3.2 Delegations of authority are a key element in the effective governance and management of higher education within the AIPM and provide formal authority to particular staff and affiliates to carry out their duties.
- 3.3 Delegations are formally recorded, are transparent and accessible to all the AIPM staff.
- 3.4 Delegations of authority within the AIPM are intended to achieve four objectives:

- 3.4.1 To ensure the efficiency and effectiveness of the AIPM's administrative processes.
- 3.4.2 To ensure that the appropriate staff have been provided with the level of authority necessary to discharge their responsibilities.
- 3.4.3 To ensure that authority is exercised by the most appropriate and best-informed individuals within the AIPM.
- 3.4.4 To ensure internal controls are effective.

## 4. Policy Statements

- 4.1 The Board of the AIPM is responsible for the management of the organisation.
- 4.2 The Board of the AIPM can delegate any of its functions except:
  - The 'Power of Delegation'.
  - Any reserved functions of the Board.
- 4.3 The Board of the AIPM may delegate any functions other than those listed in 4.2, to:
  - A member or members of the Board.
  - A sub-committee of the Board.
  - The Executive Director.
  - The Head of School and through them to members of the staff.
- 4.4 The AIPM is committed to the highest standards of integrity, fairness and ethical conduct and requires all staff acting on behalf of the AIPM meet those same standards.
- 4.5 A delegation cannot be exercised if the staff member holding the delegated authority has a conflict of interest.
- 4.6 The Head of School may at any time vary or terminate any academic delegation.

### *Academic Delegations*

- 4.7 In order to carry out its principal function as an education provider certain delegations are in place at the AIPM:
  - 4.7.1 Delegations must be exercised within the corporate and academic framework of the AIPM.
  - 4.7.2 Delegations reflect the AIPM's organisational structure as set out in the [AIPM organisational chart](#), which assigns bands of authority in relation to reporting lines within the AIPM.
  - 4.7.3 Delegations are attached to the position occupied not to the occupant of the position personally.
  - 4.7.4 The responsibilities of a position appear in a duty statement, role statement or statement of responsibility appropriate to the position.
  - 4.7.5 Levels of authority are hierarchical through relevant lines of responsibility up to and including the Executive Director.

- 4.7.6 Formal authorities held by a delegate are included in those held by that delegate’s supervisor or line manager, providing due account is taken of any requirements for professional qualifications.

## 5. Definitions

The **Board** is the AIPM 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 **Business Advisory Committee** provides 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

**ELCAC** is the Executive Leadership Capability Advisory Committee who 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.

**Academic Governance Board** draws on jurisdictional members and external academic advisors to provide academic oversight and advice on AIPM Higher Education activities. 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.

**Higher Education Assurance and Regulation** provides governance on the management of AIPM higher education programs in accordance with the TEQSA threshold standards. Reporting to the AGB inter alia on teaching, assessment, student performance and feedback. The HEAR also formally approves graduate program grades, confirming satisfactory completion of an award.

**Staff** includes continuing, fixed-term, casual, visiting and affiliate staff associated with the learning, teaching and scholarly activities of the AIPM.

REVISION HISTORY				
Version	Endorsed By	Approved By	Approval Date	Description of changes
1.0	ELCAC	AGB	1.7.23	New document.
1.1	N/R (minor)	DAP on behalf of AGB	31.10.23	Minor revisions of wording for clarification.