

# AIPM Board of Studies (BOS)

## Terms of Reference 2025-2030

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Endorsed by AIPM Board 24 November 2025



## 1. About the AIPM

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First established as a Commonwealth Police College in 1960, the AIPM is a national common police service resource providing leadership development to executive and senior managers in policing and public safety. Administered by the Australian Federal Police (AFP), its staff are employed under the Australian Federal Police Act 1979, with terms and conditions of employment governed by the relevant AFP Enterprise Agreement/AFP Executive Level Enterprise Agreement. Operating with a 'mixed model' of funding, its ethos is guided by a not-for-profit approach, applying a commercial mindset to assure its financial viability and longer-term sustainability.

The purpose of the AIPM is to develop tomorrow's leaders today. Its vision is to be a world leader in police and public safety leadership development and management development. Its mission is to develop and deliver evidence-based, contemporary and future focused police and public safety leadership education. The AIPM partners with Australia and New Zealand police jurisdictions and other agencies to develop and deliver exceptional leadership programs and activities both domestically and internationally. This includes the 22 Pacific Islands Chiefs of Police participating nations, to develop and support their senior and emerging Pacific Police leaders.

## 2. Governance Structure

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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. The Board is chaired by the Commissioner of the AFP and meets bi-annually.

The Board is supported by a Business Advisory Committee (BAC). Established in 2014, its purpose is to provide independent assurance to the AIPM Board on the business direction of the AIPM and to provide guidance and advice to the AIPM Executive Director in relation to the whole of AIPM business. BAC membership comprises the AFP Chief Operating Officer, Chief Financial Officer, AFP Chief of Staff, AFP National Manager Learning and Development Command and the AIPM Executive Director.

The AIPM Executive Director reports to the Chief Operating Officer of the AFP and operates within the corporate governance framework of the AFP including: human resources, financial management and audit, purchasing and procurement, contract and assets management, capital development and work, health and safety. AIPM staff are employed under the Federal Police Act 1979.

### 3. BOS Purpose

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The purpose of the BOS is to provide guidance and input into the breadth of AIPM domestic leadership development activities and focus.

The BOS has strategic responsibility for academic governance at the AIPM and is supported in doing this by the AIPM Higher Education Assurance and Regulation (HEAR) committee, which meets on conclusion of each Graduate Certificate and Graduate Diploma cohort or as required. Together this provides a line of accountability and quality assurance from individual programs through to the AIPM Board.

The BOS also represents the jurisdictional partners in the oversight and monitoring of AIPM program development and delivery, to ensure the AIPM meets the Board's strategic direction and complies with its accreditation as a higher education provider. The key functions of the BOS are to:

1. Provide advice on all academic and education matters relating to the AIPM.
2. Set and maintain academic standards in line with higher education sector requirements.
3. Oversight of student academic needs and progression.
4. Fulfill the role and functions of an Academic Governance Board.
5. Monitor AIPM compliance with TEQSA threshold standards.
6. Consider emerging leadership capability issues within the public safety sector.
7. Focus on developing national leadership capability and uplift.
8. Advise on curriculum and program design for professional development programs & activities.
9. Work in partnership with the AIPM to explore emerging leadership development opportunities.
10. Assist the AIPM on matters relating to frequency and planning of programs & activities.
11. Briefing of their respective staff & jurisdiction executives on AIPM matters as required.

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.

### 4. Board Membership

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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.

<b>Jurisdictional Representatives</b>		<b>Other Representatives</b>	
1	Australian Federal Police	1	AFAC
2	New South Wales Police Force	2	ANZPAA
3	Northern Territory Police Force	3	Australian Border Force (ABF)
4	New Zealand Police	4	Higher Education Sector – Position 1
5	Victoria Police	5	Higher Education Sector – Position 2
6	Queensland Police Service	<b>Non-Voting Members / Observers</b>	
7	South Australia Police	1	AIPM Executive Director
8	Tasmania Police	2	AIPM Deputy Director
9	Western Australia Police	3	AIPM Directors – Various
		4	AIPM Secretariat

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

## 5. Meetings

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The BOS meets bi-annually with meetings ideally held in March and September each year.

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 BOS Chair and Deputy Chair positions are two year terms. Both are appointed by the AIPM Board on the recommendation of the BOS. 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 Higher Education positions are two year terms. Both are appointed by the AIPM Board on the recommendation of the BOS.

A minimum of 6 voting members is required to achieve a 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 BOS minutes are reported to the AIPM Board as a standing agenda item.

The minutes of the AIPM HEAR meeting are a standing agenda item of the BOS.

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.