



Department of  
Primary Industries



## **Tocal is seeking new advisory council members**

Tocal College is currently seeking expressions of interest for new members to join the Tocal Advisory Council. The Council provides advice and input on the College's education programs, emerging industry needs and employment opportunities for graduates.

To be successful for the voluntary role you will:

- be passionate about agricultural education and training, and the future of agriculture
- have skills and experience in agriculture, land management or agribusiness
- have an interest in and/or a history of service in rural communities and industry
- be available to participate in three meetings a year.

For further information see the Tocal College Advisory Council Terms of Reference and Operational Guidelines.

To be considered for this role, please submit a current resume and short statement (no more than two pages) on why you would like to join the Tocal Advisory Council. Expressions of Interest are to be emailed to [robyn.papworth@dpi.nsw.gov.au](mailto:robyn.papworth@dpi.nsw.gov.au) by the 14 December 2018.

## TOTAL COLLEGE ADVISORY COUNCIL OPERATIONAL GUIDELINES

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The following guidelines have been prepared to outline how the Tocal College Advisory Council will operate. It is based on the experience of College Councils' operation.

### **Terms of Reference**

These are the guiding principles for the Council's establishment. It also provides details as to membership arrangements. There are however, other operational guidelines which prospective members need to be aware of.

### **Meeting Frequency**

It is proposed that there will be up to three meetings each year either in person or by electronic means.

### **Sitting Fees**

Members are not paid sitting fees.

### **Meeting expenses**

Members are paid the travelling rate specified within NSW Government and regularly updated. The rates will be advised as necessary.

Members will also be reimbursed for incidentals and accommodation costs for attending meetings. When meetings are held on one of the College campuses, accommodation will be provided by the College. When meetings are held in another location, the College will usually block book and pay for accommodation and meals associated with the meeting.

### **Sub Committees**

The Council will establish sub committees with co-opted representative of college stakeholders to provide advice to the College. These sub committees will be formed for specific purposes and will operate for a set period. They may meet on only one occasion to respond to a college matter and then dissolve.

### **Official functions**

The College will from time to time have official functions, some of which are predictable, others not. Graduation Days are held at both campuses on Fridays usually in March. Members will be invited to these functions but should not feel obliged to attend due to distance and time involved.

Foundation Day is held at the CB Alexander campus on the first Friday in November. There may be other official functions which members are invited to but again, there is no compulsion to attend.

### **Communication**

The advisory Council is an exercise in good communication and consultation. Meetings tend to be relatively informal and open discussion providing for a rich exchange of ideas which will then be fed into the College's management structure. Past Advisory Councils have given outstanding guidance to College management and we are sure that this will continue.

Council members will be circulated an update on the College's activities on a monthly basis. On other occasions documentation will be forwarded to members regarding particular issues.

It is expected that all members will be on email and be happy to receive all information electronically.

### **Meeting attendance**

It is hoped that members can attend most meetings however, it is understood that this is not always possible. Members who are unable to attend the meeting should inform the College of this so that a quorum can be ensured.

The Advisory Council members are in many ways the eyes and ears of the College within the industry and community. There is often considerable informal communication between Advisory Council members and College management, this allows for a free flow of information and also prompt attention to issues that may arise. Informal contact with College management by Advisory Council members on specific issues is encouraged particularly if timely clarification of matters is required.

Details of email contacts of individual college staff will be available to Council members.

### **Conclusion**

Advisory Councils have served Tocal College very well in the past. We are confident that the present council will serve Tocal College well into the future.

A handwritten signature in black ink, appearing to read 'D. Bayley', followed by a period.

D Bayley  
Principal  
15 January 2018

## TERMS OF REFERENCE Tocal College Advisory Council

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### 1. **PURPOSE**

1.1 The Council will make recommendations to the Deputy Director-General, Agriculture, on the following matters:

- (a) The education policy and strategic direction of the College;
- (b) The scope and relevance of the College's education programs;
- (c) Developments in industry and the community with implications for the College's activities and services;
- (d) Employment opportunities for College graduates; and
- (e) The development of the College sites and buildings to facilitate the achievement of the College's functions.

1.2 The Council will assist with:

- (a) Negotiations with non-government organisations or individuals about the provision of resources for the College;
- (b) Establishing and maintaining a process for determining industry and the community's education needs that may be met by the College;
- (c) Providing feedback on the effectiveness of the College in meeting industry and the community's need;
- (d) Promoting the College and its courses; and
- (e) Supporting and negotiating with Tocal Alumni.

1.3 The Council will act as a major link between the College, industry and the community.

### 2. **REPORTING**

2.1 The Council will report to the Deputy Director-General, Agriculture NSW.

### 3. **MEMBERSHIP**

#### 3.1 **Appointment**

Expressions of interest will be called for through the media and College/ industry networks in accordance with the Appointment Standards set by the Public Service Commission for Boards and Committees in the NSW Public Sector.

The Chair and Members will be appointed by the Director-General, NSW Department of Primary Industries

Other Members gain their membership by virtue of their positions or representation.

The Expression of Interest (EOI) process will also provide a list of persons who may have skills to serve on Advisory Council sub-committees which will be constituted from time to time. Appointment to sub-committees may not be limited to those on this list.

Criteria for appointment:

- Demonstrated interest and commitment to the educational scope of Tocal College
- A background of representation for interest area through the community and/or industry
- Availability to attend meetings and actively participate in the College's activities (subject to distance).
- Willingness to have virtually all communication through digital technology apart from face-to-face meetings.

### 3.2 Term of Appointment

- (a) Appointments will be for a four year term. Repeat terms are permitted.
- (b) Casual vacancies will be filled by appointment by the Director-General for the remaining term for that vacancy.

### 3.3 Members

**The Tocal Advisory Council has 10 members:**

- (a) Chair
- (b) Industry/Community members (with consideration to gender balance);
  - Eight members who have particular skills and experience relevant to the College's scope of course delivery, including:
    - A member nominated by the NSW Farmers' Association
    - A Member nominated by the NSW Country Womens Association (CWA)
    - A member nominated by the NSW Local Land Services (LLS)
    - One ex-student from the Tocal Alumni

*\*nominated representatives of NSW Farmers, CWA and NSW LLS through CEO of respective organisation*  
The Principal of the College

- (c) Ex-Officio members:
  - The Deputy Principal and Manager Education Delivery of the College;
  - The President of the Tocal Students Association or their representative
  - The Council may co-opt additional members on a casual basis for specific needs;

## 4. QUORUM

4.1 Six members must be available and participate in a meeting to make proceedings of that meeting valid.

## **5. OPERATIONS**

- 5.1 Members of the Council will act collegiately in the interests of the College and in the interests of primary industries' education.
- 5.2 The Council will meet up to three times per year in person or by electronic means. One of these meetings will be an annual Strategic Review to assess the operating environment and identify new opportunities and assess progress of current operations. This meeting will most likely be held in Sydney.
- 5.3 The Council will provide minutes and a written report to the Deputy Director-General, Agriculture, following each meeting.
- 5.4 The Council's advice to the Deputy Director-General, Agriculture, will be formulated by consensus and where differing views cannot be resolved, the range of views will be provided to the Deputy Director-General, Agriculture, for consideration.
- 5.5 The Council shall appoint sub-committees from its members and from recommendations provided by the College as are required for it to fulfil its role. These will be an important element for the College's industry consultation. The sub-committees will be formed for a specific purpose and then disbanded.
- 5.6 Non-government members will receive reimbursement for travelling and out of pocket expenses to attend to council business. Sub-committee members may receive reimbursement of expenses.
- 5.7 Members and sub-committee members will not receive a sitting fee.
- 5.8 The College will provide secretariat services to the Council in consultation with the Chair (minute taking and reporting, agenda preparation, travel and meeting arrangements).

# Total Entities

2018

