

TOTAL COLLEGE ADVISORY COUNCIL OPERATIONAL GUIDELINES

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