

TERMS OF REFERENCE Tocal College Advisory Council

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

2023

