

COMMUNICATION
LINES of COMMUNICATION
CHAIN of COMMAND
5.01

Policy Rationale

Ensure that CCAE communicates information in accord with established protocols to preserve the professionalism of the College.

Policy Aims

Ensure internal/external CCAE communication is communicated in a manner that can be easily tracked and recovered

Procedure – Board of Management

The **Board of Management** is to oversee the strategic outlook of Campaspe College and will be responsible for the appointment and/or termination of the Manager.

- The Manager reports directly to the BOM
- The Manager hires and fires all other CCAE staff
- The Board members are directly involved in sub-committees of the Board.

Procedure – Manager

The **Manager** is to implement the strategic outlook of Campaspe College and will be responsible for the hiring and/or termination of all staff.

- The Manager reports directly to the BOM
- The Manager hires and fires all other CCAE staff
- The Manager organises the administrative structure of the College and has that ratified by the Board.
- The Manager acts within the approved communication parameters of approved Board of Management policies/practices.
- The Manager can delegate outward communication but is ultimately responsible for all outward communication of CCAE.
- The Manager is responsible for all communication with the ACFE Regional Manager, ACFE Regional Board, ACFE Central Council of which Campaspe College is an affiliated and directly funded organisation. This involves attendance at all ACFE Provider Forums or meetings organised by ACFE - if the Manager is unable to attend, a delegate must be arranged to represent CCAE at such meetings.
- The Manager is responsible for all communication with Community Colleges Victoria/Australia of which Campaspe College is an affiliated organisation. This involves attendance at all CCV meetings - if the Manager is unable to attend, a delegate must be arranged to represent CCAE at such meetings.
- The Manager is responsible for all communication with VRQA. This involves attendance at all VRQA meetings - if the Manager is unable to attend, a delegate must be arranged to represent CCAE at such meetings.

Procedure – Staff

The **Staff** is to implement the strategic outlook of Campaspe College and will be responsible for the satisfactory performance of any duties/roles assigned to them by the Manager, or duties/roles negotiated with the Manager.

- The Staff reports directly to their “Supervisor” or if not available, to the “CCA E Manager”.
- The Manager can delegate outward communication to other staff for ordinary day-day administrative functions. The staff are expected to act within the approved communication parameters of Board of Management’s policies/practices and will be given official warning for breaches.
- The Manager can delegate outward communication to others staff for more sensitive matters involving request for assistance, grants, letters of complaint/praise. In such matters the staff are to have their outward DRAFT correspondence [email/mail] approved by the Manager and the Manager or Office Supervisor will transfer the text to letterhead for mail outwards. Staff are expected to act within the approved communication parameters of Board of Management’s policies/practices and will be given official warning for breaches.

Evaluation

This policy will be reviewed bi-annually