

# STAFF COLLEGE COURSE PROGRAM



## SYNDICATE REQUIREMENTS

### SYNDICATE CHAIRMAN

1. Start and close on time
2. Don't let any-one monopolise discussion
3. Be a director of group thinking, not an instructor
4. Keep discussion "on the beam"
5. Obtain participation of all members by direct questions, if needed
6. See that all worthwhile ideas and questions are recorded, for presentation and discussion in Assembly

### SYNDICATE MEMBERS

1. Give the syndicate the benefit of your viewpoint and experience
2. Respect the opinions of others – discuss rather than argue
3. Avoid private conversations
4. Express opinions briefly – be critical but constructive

## ASSEMBLY

When assemblies are held, members should be seated by the time stated on the timetable.

Visiting speakers and conference leaders will enter and move to their seats. It will not be necessary for members to stand.

A conference leader will, on most occasions, assume chairmanship of the Assembly and will introduce the visitor.

Active discussion with the visitors is encouraged both as a follow-up to the topic under consideration and, time permitting, on points of interest not covered in the session.

At the end of the session, the chairman will ask a member, who will be notified beforehand, to thank the visitor on behalf of the College.

During the course some members will be called upon to move a vote of thanks to a visitor.

### CAPTAIN OF THE DAY

A Captain of the Day is appointed for each course.

The Captains will liaise with the College staff and each other to ensure that arrangements at the College work smoothly.

The duties of the Captain of the Day are as follows:—

1. Open the external doors of the College each morning.
2. Pick up newspapers at 6.45 a.m. from front entry and partially push a newspaper under each bedroom door for your course members.
3. If newspaper has not been removed by 7.15 a.m., ensure student is awake.
4. Make sure that members are on time for meals and lectures.
5. Attend a briefing session with the Course Director at 8.30 a.m. to learn the day's activities.
6. Welcome visiting speakers in the College Foyer (with the Course Director).
7. Look after visiting speakers at meals and recreation periods.  
Ensure that they know where the toilets are situated and are provided with morning tea etc.
8. At the invitation of the Assembly Chairman other members may be nominated to propose subsequent vote of thanks.
9. Ensure that all external doors to the College are locked at night and that lights other than security lights in passages are turned off.

### BAR CAPTAIN

A bar captain is appointed for each day of the course. The bar captain will be required to perform the following duties:—

1. Take over the stock of liquor etc. from the Administrative Officer during the lunch break.
2. Ensure that bar is opened and closed at the specified time.
3. Dispense the liquor etc. in exchange for tokens and generally take charge of the bar.
4. Before dinner, see that all empty glasses are removed to the kitchen for washing and that empty cans are placed in the appropriate bin.
5. At the end of the day, balance the stock on hand and tokens received and hand over to the Administrative Officer next morning.
6. Bar hours are —

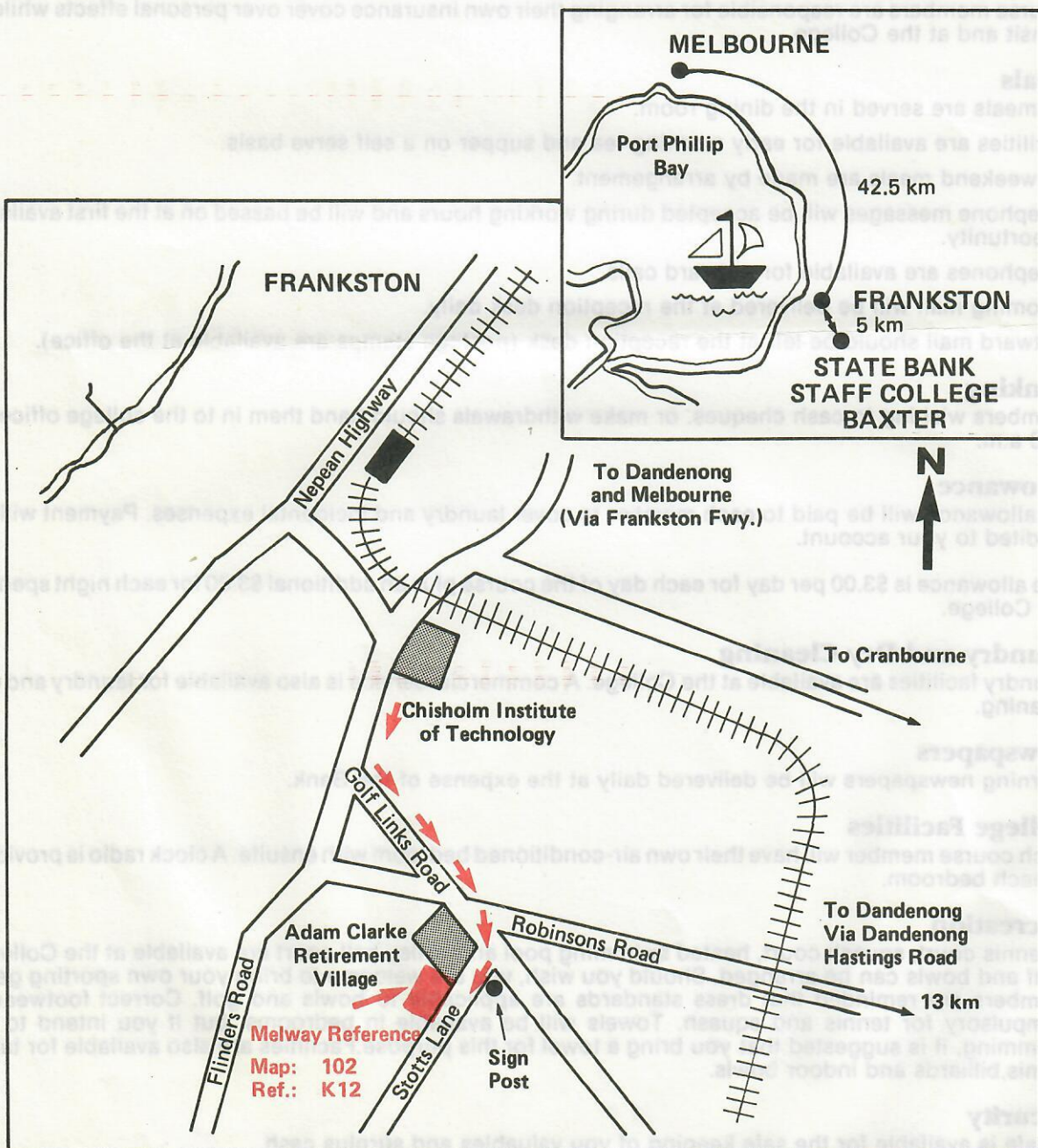
Monday to Thursday — 5.15 p.m. to 6.15 p.m.  
9.00 p.m. to 10.30 p.m.

Friday, Saturday  
& Sunday — Bar not open (or by arrangement)



# STATE BANK STAFF COLLEGE

## WHERE TO FIND US



# State Bank Staff College

## General Information - All Courses

The College is located about 5 kilometres from Frankston, in Stotts Lane, Baxter.

A map is attached.

The mailing address is P.O. Box 191, Frankston, Victoria, 3199, and the telephone number is (STD 059) 712 100.

### **Fares and Travelling Expenses**

Fares will be paid in accordance with Clause 6087 B of Volume 6, Division 4, Officers' Salaries, Allowances and Leave

All such reimbursements will be approved at the College.

If you are travelling by public transport, please advise the College office if you wish to be met at Frankston station.

There is adequate, off-street parking.

### **Insurance**

Course members are responsible for arranging their own insurance cover over personal effects while in transit and at the College.

### **Meals**

All meals are served in the dining room.

Facilities are available for early morning tea and supper on a self serve basis.

All weekend meals are made by arrangement.

Telephone messages will be accepted during working hours and will be passed on at the first available opportunity.

Telephones are available for outward calls.

Incoming mail will be delivered at the reception desk daily.

Outward mail should be left at the reception desk (postage stamps are available at the office).

### **Banking**

Members wishing to cash cheques, or make withdrawals should hand them in to the college office by 8.30 a.m.

### **Allowance**

An allowance will be paid to each member to cover laundry and incidental expenses. Payment will be credited to your account.

The allowance is \$3.00 per day for each day of the course plus an additional \$3.00 for each night spent at the College.

### **Laundry and Dry Cleaning**

Laundry facilities are available at the College. A commercial service is also available for laundry and dry cleaning.

### **Newspapers**

Morning newspapers will be delivered daily at the expense of the Bank.

### **College Facilities**

Each course member will have their own air-conditioned bedroom with ensuite. A clock radio is provided in each bedroom.

### **Recreation**

A tennis court, squash court, heated swimming pool and volley ball court are available at the College. Golf and bowls can be arranged. Should you wish, you are welcome to bring your own sporting gear. Members are reminded that dress standards are applicable to bowls and golf. Correct footwear is compulsory for tennis and squash. Towels will be available in bedrooms, but if you intend to go swimming, it is suggested that you bring a towel for this purpose. Facilities are also available for table tennis, billiards and indoor bowls.

### **Security**

A safe is available for the safe keeping of you valuables and surplus cash.

### **Refreshment Bar**

A bar operates under a token system. Tokens are only available at the Staff College.

STATE BANK STAFF COLLEGE  
SPECIAL INFORMATION FOR YOUR COURSE

ARRIVAL

Members are asked to arrive at the College reception area by 8.45 a.m. on the day of commencement of the course.

If this is impractical for you, the facilities of the College will be made available to you from 5.00 p.m. on the day prior. However, the College office must be informed of your intended arrival time and your meal requirements (if any) no later than 12.00 noon on the Friday prior to the course, in order that arrangements can be made to open the building.

DRESS - MEN

Dress during the course is neat casual. Short/long socks, slacks, open neck shirt and cardigan or pullover are suggested.

A business suit and tie will not be required during this course.

DRESS - WOMEN

Dress during the course is neat casual.

There will not be an occasion when semi-formal dress will be required during the course.

(NOTE: The wearing of thongs is discouraged).