

STUDENT SERVICES AND AMENITIES FEES EXPENDITURE ADVISORY COMMITTEE

CONSTITUTION

1 ESTABLISHMENT

- 1.1 The Student Services and Amenities Fees Expenditure Advisory Committee (SSAFEAC) was established as a committee by Planning and Management Committee at meeting 03/2012 on 27 March 2012 (Resolution PMC 29/12).
- 1.2 The SSAFEAC is established in accordance clause 8 of the *SSAF Expenditure and Guild Grant Agreement*, dated 26 April 2017.
- 1.3 The SSAFEAC was re-established as committee reporting directly to the Vice-Chancellor on 1 April 2021.

2 FUNCTIONS OF THE COMMITTEE

- 2.1. The Student Services and Amenities Fees Expenditure Advisory Committee shall:
 - 2.1.1 Develop and monitor the Student Services and Amenities Fees (SSAF) Expenditure Plans on a yearly basis, identifying gaps in the facilities and services provided, and recommending to the Vice-Chancellor and the President, Student Guild via the Guild Council, those facilities and services to be funded each year.
 - 2.1.2 Recommend to the Vice-Chancellor the organisational units and bodies that have responsibility for the provision of the facilities and services that are funded with revenue collected from student services and amenities fees.
 - 2.1.3 Recommend to the President, Student Guild (in conjunction with section 2.1.2) the areas that have responsibility for the provision of facilities and services that are funded with revenue collected from the student services and amenities fees.
 - 2.1.4 Ensure that all monies collected from student services and amenities fees are spent in accordance with all relevant legislation.
 - 2.1.5 Provide recommendations to the Vice-Chancellor in relation to the annual Student Services and Amenities Fee and any proposed changes in relation to the Student Services and Amenities Fee.
 - 2.1.6 Refer, by exception, specific matters to the Senior Executive Team (SET) for consideration.

3 MEMBERSHIP

- 3.1 The Vice-Chancellor and the Guild Council will endeavour to achieve gender diversity on the SSAFEAC.
- 3.2 The membership of the SSAFEAC is to comprise 50 per cent of the members from the University and 50 per cent of the members nominated by the Guild Council.
- 3.3 The membership of the SSAFEAC is to comprise:
 - 3.3.1 Deputy Vice-Chancellor, Academic, or nominee (Chair);
 - 3.3.2 President, Student Guild (Deputy Chair), *ex officio*;
 - 3.3.3 Director, Financial Reporting, *ex officio*;
 - 3.3.4 Director, Student Life and Community, *ex officio*;
 - 3.3.5 One Faculty Representative with a responsibility for student engagement and/or student experience appointed by the Vice-Chancellor after considering recommendations from SSAFEAC;

- 3.3.6 Managing Director, Student Guild, *ex officio*;
 - 3.3.7 A Portfolio Manager of the Student Guild, appointed by the Student Guild President, *ex officio*; and
 - 3.3.8 An Officer of the Student Guild, appointed by the Student Guild President.
- 3.3 The membership of SSAFEAC may include up to 2 additional co-opted members appointed by the Vice-Chancellor in consultation with the President, Student Guild, having regard to gender balance (to achieve at least 40% of either gender), diversity and expertise.

4 TERMS OF OFFICE

- 4.1 The term of office of the member of SSAFEAC, who is not an *ex officio* member, under 3.3.5 is to be for 2 years, commencing on 1 April and concluding on 31 March.
- 4.2 The term of office of the member of SSAFEAC, who is not an *ex officio* member, under 3.3.8 is to be for 1 year, commencing on 1 December and concluding on 30 November of the following year.
- 4.3 A member who is not an *ex officio* member may serve consecutive terms provided that:
 - (1) they continue to hold the specified qualification for office; and
 - (2) they may serve for no more than 2 successive terms.

5 DEPUTIES

- 5.1 A member of the SSAFEAC may nominate an appropriate person to be the deputy of that member for any meeting.
- 5.2 A member is to ensure details of the nomination are provided in writing to the Chair (or Committee Secretary) prior to commencement of the relevant SSAFEAC meeting which the member is unable to attend.
- 5.3 A member of the SSAFEAC is not eligible to be a deputy or to remain a deputy if they are a current member of the SSAFEAC.
- 5.4 A deputy may act temporarily in place of the member on any occasion on which, or during any period in which, the member is unable to perform the functions of the position.

6 QUORUM

- 6.1 A quorum for the meeting shall be not less than one half of the membership.
- 6.2 At least one representative from the Curtin University members and one representative from the Student Guild members to be included as part of the quorum.

7 OFFICERS IN ATTENDANCE AND ATTENDANCE OF OBSERVERS

- 7.1 The Chair may appoint an Executive Officer, as appropriate, for the Committee. The Executive Officer is to have the rights to be present and participate (but not vote) at all meetings of the SSAFEAC.
- 7.2 The SSAFEAC may invite any person, or persons, whether from within the University or external to the University, to attend an entire meeting or meetings, or to attend for one or more specified items, with rights of audience and debate.
- 7.3 The SSAFEAC may permit the attendance of observers, whether from within the University or from external organisations, at any of its meetings.
- 7.4 Unless the Chair determines otherwise, an observer does not have the right to participate in a meeting of the SSAFEAC.

8 MEETINGS

- 8.1 Three meetings of the Committee will be scheduled in each calendar year, with additional meetings scheduled at the discretion of the Chair.

9 VOTING AT A MEETING

- 9.1 A decision does not have effect unless it is made by a simple majority.
9.2 Each member present at a meeting is entitled to one vote.

10 CHAIRING OF A MEETING IN ABSENCE OF CHAIR

- 10.1 In the absence of the Chair, the Deputy Chair shall chair the meeting.
10.2 Where sufficient advance notice is given of the intended absence of the Chair and Deputy Chair at a scheduled meeting, the Chair is to appoint one of the members to chair the meeting.
10.3 If an appointment is not made by the Chair under clause 10.2, the Committee is to elect one of its members who is present to chair the meeting.

11 ESTABLISHMENT/DISESTABLISHMENT OF WORKING PARTIES OR SUB-GROUPS

- 11.1 The SSAFEAC may establish and disestablish, as appropriate, working parties or sub-groups to undertake particular tasks.
11.2 The composition of a working party or sub-group may include persons other than members of the SSAFEAC, and may include persons who are external to the University.
11.2 The role of a working party or sub-group is advisory.

12 PREPARATION, CLASSIFICATION AND DISSEMINATION OF COMMITTEE PAPERS

- 12.1 Agendas and minutes for SSAFEAC meetings will be provided to members, principally via electronic media.
12.2 Agendas and minutes may be accessed by non-members at the discretion of the Chair.
12.2 A copy of the agenda and minutes of each SSAFEAC meeting will be provided to the Guild Council for their records.

13 ADMINISTRATIVE SUPPORT

- 12.1 The Chair shall provide executive support to the SSAFEAC.
12.2 The Secretary of the Committee will be appointed by the Director, Secretariat and Council Secretary.

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
NEW	Approved	27 March 2012	Planning and Management Committee	PMC 29/12	Attachment 1 to Document 00304/12 to Item 9
Revised	Approved	17 May 2016	Planning and Management Committee	PMC 43/16	Attachment A to Item 15
Revised	Approved	20 September 2016	Planning and Management Committee	PMC 87/16	Attachment A to Item 15.1

Revised	Approved	22 May 2018	Planning and Management Committee	PMC 57/18 (a)	Attachment A to Item 18.2.2
Revised	Approved	18 September 2018	Planning and Management Committee	PMC 100/18	Attachment A to Item 13.2
Revised	Approved	7 March 2019	Planning and Management Committee	PMC 16/19	Attachment A to Item 11.3
Revised	Draft	12 January 2021	Vice-Chancellor		
Re-established	Approved	1 April 2021	Vice-Chancellor	-	Item 3 of SET agenda
Revised	Approved	29 March 2022	Vice-Chancellor		
Revised	Approved	9 November 2022	Vice-Chancellor		