STUDENT SERVICES AND AMENITIES FEES
EXPENDITURE ADVISORY COMMITTEE

CONSTITUTION

1 ESTABLISHMENT

1.1 The Student Services and Amenities Fees Expenditure Advisory Committee 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 Student Services and Amenities Fees Expenditure Advisory Committee is established in accordance clause 8 of the SSAF Expenditure and Guild Grant Agreement, dated 26 April 2017.

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 via the Planning and Management Committee and the Guild Council via the President, Student Guild those facilities and services to be funded each year;

2.1.2 Recommend to the Vice-Chancellor via the Planning and Management Committee 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; and

2.1.4 Ensure that all monies collected from student services and amenities fees are spent in accordance with all relevant legislation;

3 COMPOSITION

3.1 The membership of the Student Services and Amenities Fees Expenditure Advisory Committee to comprise of 50 per cent of members from the University, on nomination by the Planning and Management Committee; and 50 per cent of members nominated by the Guild Council.

The SSAFEAC comprises of:

3.1.1 Deputy Vice-Chancellor, Academic or nominee (the Chair)
3.1.2 Director, Financial Reporting
3.1.3 Director Student Experience
3.1.4 One Faculty Representative with a responsibility for student engagement and/or student experience appointed by PMC after considering recommendations from SSAFEAC.
3.1.5 President, Student Guild (Deputy Chair)
3.1.6 Managing Director, Student Guild
3.1.7 A Portfolio Manager of the Student Guild, appointed by the Student Guild President
3.1.8 An Officer of the Student Guild, appointed by the Student Guild President
3.2 The Planning and Management Committee and Guild Council will endeavour to achieve gender balance on SSAFEAC.

4 RIGHTS OF AUDIENCE AND DEBATE
4.1 The Committee 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.

5 OBSERVER STATUS
5.1 The Student Services and Amenities Fees Expenditure Advisory Committee may grant observer status to any other person, in its absolute discretion.

6 TERMS OF OFFICE
6.1 The term of office of the member of SSAFEAC, who is not an ex officio member, under 3.1.4 is to be for 2 years, commencing on 1 April and concluding on 31 March.

6.2 The term of office of the members of SSAFEAC, who are not ex officio members, under 3.17 and 3.18 is to be for 1 year, commencing on 1 December and concluding on 30 November.

6.3 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 3 successive terms.

7 MEETINGS
7.1 Four meetings of the Committee will be scheduled in each calendar year, with additional meetings scheduled at the discretion of the Chair.

7.2 A quorum for the meeting shall be not less than one half of the membership; and 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.

8 VOTING AT A MEETING
8.1 A decision does not have effect unless it is made by a simple majority.
8.2 Each member present at a meeting is entitled to one vote.
8.3 The Chair is to have a deliberative vote only.

9 CHAIRING OF A MEETING IN ABSENCE OF CHAIR
9.1 In the absence of the Chair, the Deputy Chair shall chair the meeting.

9.2 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.

9.3 If an appointment is not made by the Chair under clause 8.2, the Committee is to elect one of its members who is present to chair the meeting.

10 RELATIONSHIP WITH OTHER COMMITTEES OF THE UNIVERSITY
10.1 The Committee will provide quarterly management reports detailing actual and proposed expenditure to the Planning and Management Committee.

10.2 The Committee will also report to Planning and Management Committee by way of its minutes.
11 PREPARATION, CLASSIFICATION AND DISSEMINATION OF COMMITTEE PAPERS

11.1 Agendas for, and minutes of Student Services and Amenities Fees Expenditure Advisory Committee meetings will be provided to members, principally via electronic media.

11.2 A copy of the minutes of Student Services and Amenities Fees Expenditure Advisory Committee meetings will be provided to the Planning and Management Committee and the Guild Council.

11.3 Each set of minutes of a Student Services and Amenities Fees Expenditure Advisory Committee meeting will generate an Action Sheet, which is the principal means by which the Student Services and Amenities Fees Expenditure Advisory Committee will ensure that all decisions taken are appropriately actioned, by a specific time.

12 ADMINISTRATIVE SUPPORT

12.1 Executive support to the Student Services and Amenities Fees Expenditure Advisory Committee is provided through the Chair.

12.2 Secretarial support to the Student Services and Amenities Fees Expenditure Advisory Committee is provided through the Secretariat.

REVISION HISTORY:

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<th>Approved/ Rescinded</th>
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<td>Approved</td>
<td>27 March 2012</td>
<td>Planning and Management Committee</td>
<td>PMC 29/12</td>
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<td>17 May 2016</td>
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<td>PMC 43/16</td>
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<td>PMC 57/18 (a)</td>
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