

# STUDENT SERVICES AND AMENITIES FEES (SSAF) COMMITTEE TERMS OF REFERENCE



## CONTENTS

1	ESTABLISHMENT .....	1
2	FUNCTIONS AND RESPONSIBILITIES .....	1
3	REFERRAL OF MATTERS.....	1
4	MEMBERSHIP AND TERMS OF OFFICE .....	2
5	RIGHTS OF AUDIENCE AND DEBATE.....	2
6	OBSERVERS.....	2
7	CHAIR.....	2
8	SECRETARY .....	2
9	REMOVAL OF A MEMBER FROM OFFICE .....	2
10	QUORUM.....	3
11	CONFLICT OF INTEREST .....	3
12	MEETINGS .....	3
13	AGENDAS AND MINUTES.....	3
14	FEEDBACK.....	3
15	RELATED DOCUMENTS .....	3
16	APPROVAL AND REVIEW DETAILS.....	4

## 1 ESTABLISHMENT

The Vice-Chancellor and President established the Student Services and Amenities Fees (SSAF) Committee to provide reports, recommendations and/or advice to the University Management Committee and Vice-Chancellor and President.

## 2 FUNCTIONS AND RESPONSIBILITIES

This Committee's functions and responsibilities are to:

- 2.1 Monitor, distribute, evaluate and recommend to the Vice-Chancellor and President, via the University Management Committee, SSAF funds in accordance with [Student Services, Amenities, Representation and Advocacy Guidelines](#) (Cwlth).
- 2.2 Monitor progress and report to the Vice-Chancellor and President on matters relating to this Committee's activities and recommendations.
- 2.3 Develop and recommend to the Vice-Chancellor and President, via the University Management Committee, SSAF priorities, objectives and projects with a communication plan, against which to measure and improve ongoing performance.

## 3 REFERRAL OF MATTERS

This Committee may refer any item to the University Management Committee for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

## **4 MEMBERSHIP AND TERMS OF OFFICE**

This Committee shall comprise:

Ex-officio members:

- Vice-President (Student and Corporate Services)
- Vice-President (Global Development)
- Deputy Vice-President (Students) and University Secretary
- Student Representative Council Chair

Co-opted members:

- Such additional members co-opted by the Committee to provide input into particular matters.

All members are expected to represent and maintain effective communications between their organisational area and this Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

Members shall serve on this Committee for the duration of their appointment. Where persons are co-opted for a specific purpose, membership to this Committee will cease when the specific purpose has been completed.

## **5 RIGHTS OF AUDIENCE AND DEBATE**

This Committee may extend rights of audience and debate on a standing or ad hoc basis. Rights of audience and debate may participate in meetings, but have no voting rights.

Employees and external stakeholders may request the opportunity to address this Committee. The Chair will consider and determine these requests.

## **6 OBSERVERS**

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

## **7 CHAIR**

The Chair shall be the Vice-President (Student and Corporate Services).

The Chair shall nominate an Alternate Chair if the Chair is unable to attend a scheduled meeting.

## **8 SECRETARY**

The Vice-President (Student and Corporate Services) shall nominate the Secretary.

## **9 REMOVAL OF A MEMBER FROM OFFICE**

This Committee may terminate a person's membership for misconduct by a vote of two-thirds of those present at a committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

## 10 QUORUM

The quorum for a committee meeting shall be 50 per cent of the membership, plus one. The quorum must at all times include the Student Representative Council Chair.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified by the University Management Committee or at the next Committee meeting before those decisions can be actioned.

## 11 CONFLICT OF INTEREST

Members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before this Committee, the member will be excused from committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

## 12 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. This Committee will meet as scheduled.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and electronically approved by at least a quorum of members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

## 13 AGENDAS AND MINUTES

Agenda papers will be distributed at least three working days before the meeting. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

## 14 FEEDBACK

Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 15 RELATED DOCUMENTS

[Student Services and Amenities Fees \(SSAF\) Policy and Procedure](#)

[Student Services, Amenities, Representation and Advocacy Guidelines](#) (Cwlth)

## 16 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Administrator	Vice-President (Student and Corporate Services)
Next Review Date	02/03/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 5/12/2018.
Amendment Authority and Date	Senior Deputy Vice-Chancellor (International and Services) 19/11/2019; Vice-President (Student and Corporate Services) 02/03/2021.
Notes	