

STUDENT SERVICES AMENITIES FEES (SSAF) COMMITTEE TERMS OF REFERENCE



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1 ESTABLISHMENT

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

2 FUNCTIONS AND RESPONSIBILITIES

The Committee's functions and responsibilities are to:

- 2.1 Monitor, distribute, evaluate and recommend SSAF funds in accordance with [Higher Education Support Act 2003 - Student Services, Amenities, Representation and Advocacy Guidelines](#) (Cwlth).
- 2.2 Monitor progress and report to the Vice-Chancellor and President on matters relating to the Committee's activities and recommendations.
- 2.3 Develop and maintain SSAF priorities, objectives and projects with a communication plan, against which to measure and improve ongoing performance.

3 REFERRAL OF MATTERS

The Committee may refer any item to the Executive Management Committee (EMC) 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

The Committee shall comprise:

Ex-officio members :

- Senior Deputy Vice-Chancellor (International and Services)

- Deputy Vice-Chancellor (Finance and Planning)
- Deputy Vice-Chancellor (Student Experience and Governance)
- Student Representative Council Chair
- Management Accountant, International and Services Division and Capital
- Division Coordinator, International and Services

Co-opted members:

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

All members shall serve on the Committee for the continuation of the role. Where persons are co-opted for a specific purpose, membership to the Committee will cease when the specific purpose has been completed.

Gender representation on the Committee's membership is encouraged.

5 RIGHTS OF AUDIENCE AND DEBATE

The Committee may extend rights of audience and debate on a standing or ad hoc basis.

Staff and external stakeholders may request the opportunity to address the Committee at any time. The Chair will consider and determine these requests.

6 CHAIR

The Chair shall be Senior Deputy Vice-Chancellor (International and Services).

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

7 SECRETARY

The Chair shall nominate the Secretary.

8 REMOVAL OF A MEMBER FROM OFFICE

The 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.

9 QUORUM

The quorum for a committee meeting shall be 50% 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 Executive Management Committee or at the next Committee meeting before those decisions can be actioned.

10 CONFLICT OF INTEREST

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

If the Chair or Committee deems a member to have a conflict of interest in a matter before the 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](#).

11 MEETINGS

The Committee shall determine its meeting schedule annually in advance and meet as scheduled.

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and physically or electronically signed 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.

12 ACCESS TO RESOURCES

Committee members will be provided with access to any resources they reasonably require to fulfil their duties as a Committee member.

13 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.

14 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days before the meeting. Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online 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.

15 EVALUATION AND REVIEW

To ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to Executive Management Committee, along with any information the Executive Management Committee requests to facilitate its review of the Committee's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Executive Management Committee.

16 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

17 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Senior Deputy Vice-Chancellor (International and Services)
Next Review Date	5/12/2020

Approval and Amendment History	Details
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Amendment Authority and Date	
Notes	