

CDU Student Services and Amenities Fees (SSAF) Advisory Committee

Terms of Reference

1. Title of Committee

CDU Student Services and Amenities Fees (SSAF) Advisory Committee (from here on referred to as the Committee)

2. Establishment

SSAF is a Commonwealth Government legislated fee charged to students, to support and enrich the student experience by providing a range of non-academic services and amenities.

Australian Universities introduced SSAF in 2012, after the Australian Government passed [Higher Education Legislation Amendment \(Student Services and Amenities\) Act 2011](#). Student Services and Amenities Fees are administered in accordance with the [Higher Education Support Act 2003 Administration Guidelines 2012](#) and the [Student Services, Amenities, Representation and Advocacy Guidelines](#).

The Student Services and Amenities Fees (SSAF) Advisory Committee is established under Part 3 Section 19 of the [Charles Darwin University Act 2003](#).

3. Functions and Responsibilities

The function of the Committee is to consider proposals for the use of SSAF funding and make recommendations to the Pro Vice-Chancellor (PVC) Student Engagement and Success. The PVC Student Engagement and Success is responsible for the management of SSAF monies.

The Committee is made up of enrolled CDU students and staff and ensures the use of funds is compliant with Commonwealth legislation and rules, is in alignment with CDU priorities, and provides a vehicle for consultation with student representatives.

4. Membership

The SSAF Advisory Committee is comprised of:

- PVC, Student Engagement and Success (Chair)
- Director, Student Engagement
- Director, Student Operations and Administration
- Director, Marketing
- Director, Library Services
- Manager, Equity Services
- Student Engagement Project Officer
- Student Groups Support Officer (Secretary)
- Student Advocacy Officer
- Manager, Indigenous Student Services
- Elected Student Representatives (six individuals i.e. one student can only represent one cohort):

- I. Undergraduate Student
- II. Postgraduate Student
- III. International Student
- IV. Indigenous Student
- V. Online Student
- VI. CDUSA representative (nominated)

Invited observers

- Director, Finance
- Associate Director International Operations

Executive Committee

- PVC, Student Engagement and Success (Chair)
- Director, Student Engagement
- Student Engagement Project Officer
- Elected student representative

Staff members may nominate a delegate to attend in their stead for meetings when they are unavailable.

This will normally be a person that would act in their capacity. Decisions made by the Executive Committee will be reported to the SSAF Advisory Committee.

5. Chair

The Chair of the Committee will be the PVC, Student Engagement and Success.

6. Secretary

The Student Groups Support Officer will provide administrative support.

7. Term of Office

Staff members will hold office for the term of their appointment in their substantive role.

Student representatives can be appointed to fill vacancies at any time during the year and serve throughout the duration of their enrolment for a maximum of one (1) year. Student representatives that fail to attend two (2) consecutive meetings, may have their membership terminated.

9. Meetings

The Committee will meet twice a year to review SSAF projects proposals, and provide their recommendations to the PVC, Student Engagement and Success. The agenda with supporting documentation shall be distributed at least seven (7) days prior to the meeting. Urgent proposals can be considered out of outside this timeframe by the Executive Committee, at the discretion of the Chair.

10. Reporting

A report from the Committee meeting will be provided and tabled at the Executive Leadership Group.