

CDU Student Services and Amenities Fees (SSAF) Advisory Committee

1. ESTABLISHMENT

- 1.1. 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.
- 1.2. 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](#).
- 1.3. The Student Services and Amenities Fees (SSAF) Advisory Committee is established under Part 3 Section 19 of the [Charles Darwin University Act 2003](#).

2. FUNCTIONS AND RESPONSIBILITIES

- 2.1. The function of the Committee is to consider proposals for the use of SSAF funding and make recommendations to the Pro Vice-Chancellor Students and VET. The Pro Vice Chancellor Students and VET is responsible for the management of SSAF monies.
- 2.2. 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.

3. MEMBERSHIP

- 3.1. The SSAF Advisory Committee is comprised of:
 - a. Pro Vice-Chancellor, Students and VET (Chair)
 - b. Director, Student Engagement
 - c. Director, Student Operations and Administration
 - d. Director, Marketing
 - e. Director, Library Services
 - f. Associate Director, Student Support
 - g. Deputy Director, Assets, Planning and Projects (Property and Facilities)
 - h. Student Leadership Officer (Secretary)

- i. Student Advocacy Officer
 - j. Manager, Indigenous Student Success
 - k. Associate Director, International Operations
- l. 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

3.2. Invited observers

- a. Senior Manager, Business Advisory

3.3. Executive Committee

- a. Pro Vice-Chancellor, Students and VET (Chair)
- b. Director, Student Engagement
- c. Student Leadership Officer
- d. Elected student representative

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

3.5. 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.

4. CHAIR

4.1. The Chair of the Committee will be the Pro Vice-Chancellor, Students and VET.

5. SECRETARY

5.1. The Student Leadership Officer will provide administrative support.

6. TERMS OF OFFICE

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

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

7. MEETINGS

7.1. The Committee will meet twice a year to review SSAF projects proposals, and provide their recommendations to the Pro Vice-Chancellor, Students and VET. Urgent proposals can be considered out of outside this timeframe by the Executive Committee, at the discretion of the Chair.

8. AGENDA

- 8.1. The agenda with supporting documentation shall be distributed, to all members, at least seven (7) days prior to the meeting. meeting.

9. MINUTES

- 9.1. Meeting minutes will be taken and distributed within two weeks of the meeting.

10. REPORTING

- 10.1. This Committee must provide a report in a timely manner to the next meeting of the Vice Chancellors Advisory Committee.

11. CONFLICTS OF INTEREST

- 11.1. Where a member has a real or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the [Conflicts of Interest Policy](#).

12. NON-COMPLIANCE

- 12.1. Non-compliance with Governance Documents is considered a breach of the [Staff Code of Conduct](#) or the [Student Code of Conduct](#) as applicable and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.
- 12.2. All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Governance Framework, [Fraud and Corruption Control Policy](#) and [Whistleblower reporting \(Improper Conduct\) Procedures](#).

GOVERNANCE

Responsible Executive	Pro Vice-Chancellor Students and VET	
Implementation Officer	Director Student Engagement	
Category	Management Policy	
Approving authority	Vice-Chancellor	
Effective date	1 Sep 2021	
Review date (every two year)	1 Sep 2023	
Version	1.00	ter-048
Content enquiries	governance@cdu.edu.au	



DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
1.00	1 Sept 2021	Vice-Chancellor	<ul style="list-style-type: none">Document approved and published on the CDU website