

UTS Student Services Amenities Fee (SSAF) Committee Terms of Reference

The Deputy Vice-Chancellor Academic (DVCA) oversees the governance and management of Student Services and Amenities Fee (SSAF) at the university. The Terms of Reference define the function, membership and procedures of the UTS SSAF Committee.

Purpose

The SSAF Committee will oversee, monitor and make recommendations to the DVCA on the allocation and expenditure of SSAF funding at the university in line with the requirements of the Higher Education Support Act (HESA) 2003 [including the Higher Education (Student Services, Amenities, Representation and Advocacy) Guidelines 2022] and the University's strategic requirements. The Committee will facilitate collaboration and knowledge sharing among all stakeholders including SSAF recipients responsible for delivering SSAF funded initiatives to enhance the student experience at UTS. This Committee is intended to fulfill the University's primary obligations on consulting with students and student organisations as per Part 3 of the Guidelines referenced above.

The responsibilities of the SSAF Committee include:

- providing the DVCA with recommendations for the distribution of SSAF funds, for both base and contingency funding.
- establish, and review as required, the SSAF Budget Allocation process.
- ensuring the allocation of budgets in accordance with the legislative requirements, UTS 2030 priorities, and input from students and student associations.
- reviewing proposed budgets, priorities, and initiatives.
- monitoring fund utilisation against proposed priorities and receiving expenditure acquittals and reports from SSAF recipients.
- communicating transparently and regularly with students about the use of SSAF funds to students.
- establishing additional arrangements for consulting with UTS students on the uses of SSAF funds.
- considering other matters related to SSAF.

Structure

Reports to: Deputy Vice-Chancellor Academic

Chaired by: Pro Vice-Chancellor Education

Secretariat support: Executive Officer, DVCA

Membership

The membership is balanced with four staff members and four students as voting members. It is renewed annually or when vacancies arise. The composition of student representatives must include a member from a student organisation and a student who has been democratically elected.

Voting members

1. Chair, SSAF Committee (Pro Vice-Chancellor Education) – casting vote.
2. Staff Representative: Director, SSU
3. Staff Representative: Director, Experience and Quality, UTS Library
4. Staff Representative: Director, Student Experience
5. Staff Representative: Faculty representative (nominated by the DVCA)
6. Student Representative: President, UTSSA
7. Student Representative: President, ActivateUTS
8. Student Representative: Student representative, UTS Council.
9. Student Representative: nominated by the SCLG

Student representatives can nominate an alternate who will also receive training and can attend meetings as an observer and may attend as a voting member when the student member cannot attend.

Non-voting members

1. Staff Representative: Senior Finance Partner
2. Student Representative: CEO, ActivateUTS
3. Student Representative: Executive Officer, UTSSA

Quorum

A quorum will consist of at least three staff and three student voting members.

Consultation

The SSAF Committee may invite any person internal or external to the university for consultation on areas of expertise as relevant to the committee.

The Student Experience Team will undertake a SSAF Student survey each year and will provide the results and insights to the SSAF Committee for review by early October so that the insights can support the Committee's decision making when allocating budget for the next year.

The Committee will consider other ways to consult with students on the impact and effectiveness of programs and initiatives funded by SSAF.

Meeting frequency

The SSAF Committee will generally meet every second month and will meet a minimum of four times per year. Additional meetings can be scheduled if required. It is envisaged that three meetings will usually need to occur between July and December to review expenditure and identify and prepare SSAF commitments for the next year.

Agendas and Minutes

Meeting agendas will be made available by email and Sharepoint at least seven (7) days prior to a meeting.

Minutes of all meetings should be shared (by email and Sharepoint) within two weeks of each meeting and should make note of apologies, attendees, items discussed, as well as any decisions or votes taken by the committee. At each meeting, the minutes of the previous meeting are to be accepted as a true and accurate record (with any amendments as agreed).

Voting

The Committee shall reach decisions by consensus, however any member of the committee may call for a vote on a resolution. Any vote shall be determined by a simple majority of those voting on the issue in question.

Decision-Making Between Meetings

The Committee may make decisions outside of scheduled meetings by email or other written communication. These are called *circular resolutions*. A circular resolution is valid if:

- All members are given a reasonable opportunity to consider the proposal;
- A majority of members agree in writing (including by email); and
- The decision is recorded and included in the minutes of the next meeting.

Circular resolutions should only be used for straightforward matters that do not require detailed discussion.

Reporting

The progress reports of SSAF-funded allocations and initiatives to track expenditure on budget and confirm delivery of value to students in alignment with HESA Guidelines on 19 allowable items will be provided to the SSAF Committee annually.

The Chair of the SSAF Committee will report to the DVCA regarding the matters discussed in the Committee.

Induction of new members

The Committee shall, via the Secretary to the Committee, make available to new members of the Committee a suitable induction process and, for existing members, ongoing training as discussed and agreed by the Committee.

Communication

The recommendations of the SSAF Committee will be communicated to students via the university SSAF website and other student channels, and updated throughout the year, as appropriate.

Annual Review of Process

The Committee shall annually review its Terms of Reference and may recommend to the University Council any amendments to its Terms of Reference. As this Committee constitutes the primary mechanism for consulting with students, the Terms of reference must be considered and approved annually by the University Council.