**Background**

SSAF is managed by VU's Students Portfolio, led by the Deputy Vice-Chancellor, People & Organisation who oversees the governance and management of the fee.

The SSAF Consultative Committee provides feedback and a point of consultation for the annual schedule of funded activities and program design to benefit students. The Committee also has responsibility to champion and communicate the benefits of SSAF to students, assist with SSAF Grant panels, report against funded activities. ,SSAF Recipients, those VU departments and entities that receive core funding from SSAF are voting member on the SSAF Consultative Committee. Together they share responsibility for governance oversight, providing feedback on SSAF priorities and assisting with continuous improvement activities.

The SSAF Consultative Committee ensures the continuous improvement of SSAF funded services and programs to students. Individual members and funding recipients are required to act within the compliance requirements of legislative frameworks related to SSAF and VU activities. The Committee aims to provide transparent communications to students around the use of their SSAF funds, ensuring that funding allocation and expenditure is open and transparent and is aligned with the strategic goals of VU.

**Purpose**

The purpose of the SSAF Consultative Committee is to:

- ensure the SSAF is allocated and expended in accordance with legislation and is aligned with funding criteria, as well as VU priorities;
- provide feedback on the priorities of monies for future funding;
- provide approval for the allocation of SSAF Student Experience Initiative Grants;
- ensure the use of SSAF funds remains focused on improving the student experience and delivers benefits to students, in line with their expectations.

**Responsibilities**

- Ensure sufficient and appropriate consultation with students relating to specific proposals and funding priorities.
- Provide feedback regarding funds allocation and expenditure that is open and transparent and aligned with the strategic goals of Victoria University.
- Monitor SSAF Recipients' compliance with legislative requirements.
- Monitor the use of SSAF funds against proposed priorities and provide recommendations.
- Maintain engagement with Victoria University Student Union (VUSU) and the Victoria University Postgraduate student Association (VUPA) to ensure funds allocations are responsive and appropriate within their student representative organisations; delivering benefits to all students and affiliated groups.
- Meet reporting requirements as outlined in the VU SSAF Governance and Management Framework and other reporting requirements as required by Victoria University.
- Ensure students are provided with transparent and regular communications regarding the use of SSAF funds.

Appendix A _ Victoria University Governance Framework for the Management of SSAF

- Review and discuss all comments received from student consultation activities.

- Participate in the regular student consultation and engagement activities established each year to provide regular opportunities for SSAF Consultative Committee members to engage with students and receive feedback on the priorities for SSAF funding.

- As SSAF Recipients, develop and maintain appropriate service/supply contracts with service/supply providers selected to deliver services to students.

- Promote SSAF to students and other key stakeholders and the benefits delivered to students through this funding source.

**Reports to**
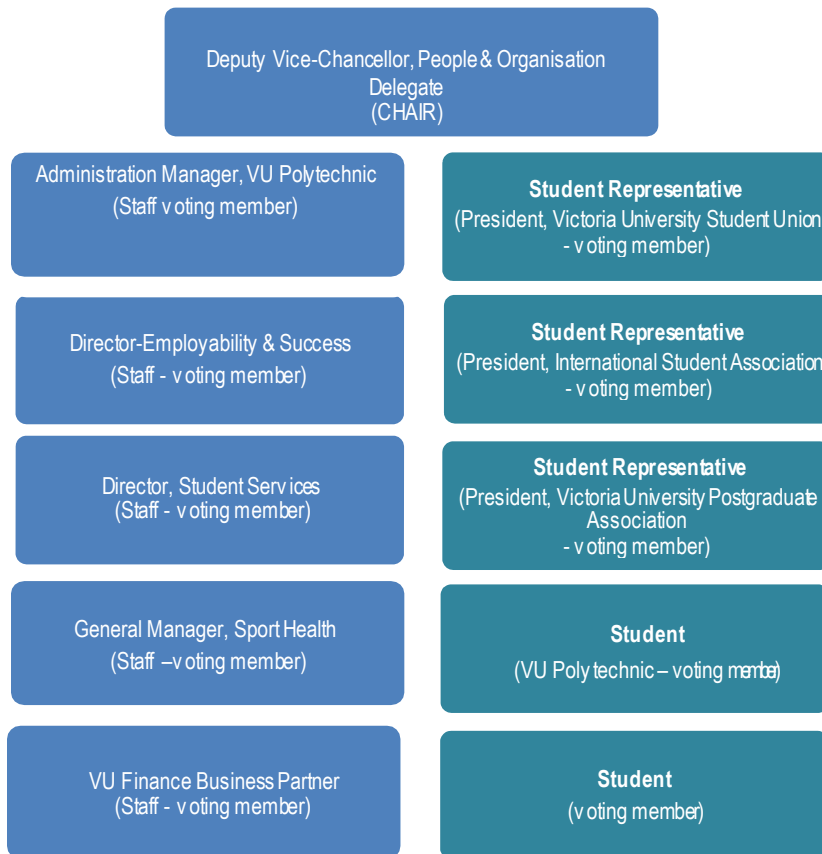Student body and Deputy Vice-Chancellor, People & Organisation

**Chaired by**
Delegate of the Deputy Vice-Chancellor, People & Organisation

**Meetings**

- SSAF Consultative Committee to meet at least twice per annum. All meetings will be chaired by the Deputy Vice-Chancellor, People & Organisation Delegate.

- Where a member is not able to attend, they will be required to nominate a proxy with sufficient knowledge and expertise to vote at meetings, contribute to the discussion and meet the requirements of the Committee's responsibilities.

- Student members appointed must be available to attend all meetings.

- A meeting quorum will consist of four members of the SSAF Consultative Committee being a minimum of two students and two staff with voting rights.

- Decisions will be made by consensus. If consensus cannot be reached, the SSAF Consultative Committee Chair makes the final decision.

- The Committee shall devote time in discussion at every meeting to review its work, practice and benefit to students.

**Membership & Voting Structure**

## 2023 SSAF CONSULTATIVE COMMITTEE TERMS OF REFERENCE (APPENDIX A)

| | |
|---|---|
| **Deputy Vice-Chancellor, People & Organisation Delegate (CHAIR)** | |
| Administration Manager, VU Polytechnic (Staff voting member) | **Student Representative** (President, Victoria University Student Union - voting member) |
| Director-Employability & Success (Staff - voting member) | **Student Representative** (President, International Student Association - voting member) |
| Director, Student Services (Staff - voting member) | **Student Representative** (President, Victoria University Postgraduate Association - voting member) |
| General Manager, Sport Health (Staff –voting member) | **Student** (VU Polytechnic – voting member) |
| VU Finance Business Partner (Staff - voting member) | **Student** (voting member) |

Membership is balanced with five voting members from staff and five from the student body.

**Membership Term**

Membership is reviewed annually or when vacancies arise and is renewed for each calendar year that SSAF is received and distributed.

The membership term is for one calendar (financial) year. One of the student voting members may be a casual arrangement to allow for a VU Polytechnic student to participate on the Committee.

**Appeals Process**

Individuals who strongly disagree with a decision of the Committee should register their objection with the Chair. The Appellant must include a summary of the issue, decision and rationale for the objection. The objection must be made available to the Committee members who may raise counter arguments and rationales. The Chair will escalate the Appeal to the Deputy Vice-Chancellor, People & Organisation for final determination.

To appeal a decision, applicants must email the Deputy Vice-Chancellor, People & Organisation, Peter.Radoll@vu.edu.au within five working days of the consensus decision.

The Deputy Vice-Chancellor, People & Organisation will provide a response within 15 working days. The decision of the Deputy Vice-Chancellor, People & Organisation is final and binding.

**Consultation**

The Chair of the SSAF Consultative Committee may invite any person (whether internal or external to VU) to participate in discussion / present on topics of expertise or provide guidance to Committee members where the Chair determines it necessary.

**Review**

The Terms of Reference and Membership of the SSAF Consultative Committee will be reviewed each year at the conclusion of the calendar year and Committee members will be consulted for feedback. The new Terms of Reference will be published in January of the following year online for students and circulated to Committee members. The review is conducted by the Office of the Deputy Vice-Chancellor, People & Organisation in partnership with members of the SSAF Consultative Committee.

**SSAF Governance & Management Framework**

The SSAF Governance & Management Framework can be viewed online at

https://www.vu.edu.au/current-students/your-course/fees/your-ssaf-contribution/ssaf-student-consultation-fee-managementCurrent students | Victoria University | Melbourne Australia

## 2023 SSAF CONSULTATIVE COMMITTEE TERMS OF REFERENCE (APPENDIX A)

Version Control

| Version | Date modified | By whom | Purpose |
|---|---|---|---|
| 2016 Draft | 14 April 2016 | Naomi Dempsey, Craig Barrie, Dafiya Pampori | Document creation |
| 2016 Draft | 8 June 2016 | Naomi Dempsey | Consultation with members and endorsement |
| 2016 - v1.0 | 8 June 2016 | Naomi Dempsey | Final document and release |
| 2016 - v2.0 | 31 August 2016 | Naomi Dempsey | Voting members updated. In Attendance updated. Membership term added. |
| 2016- v3.0 | 22 December 2016 | Lisa Kalms | Voting Members updated. |
| 2017 – v1.0 | 28 March 2017 | Naomi Dempsey | Background, Purpose, Responsibilities, Membership and Meetings, Governance Framework updated. Endorsed by the Committee at the 12 April 2017 meeting. |
| 2018 – v1.0 | 20 October 2017 | Natalie Glenton | Updated to reflect 2018. Endorsed by the Committee at the October 2017 meeting. |
| 2018 – v2.0 | 1 February 2018 | Naomi Dempsey | Updated to reflect Student Services role changes within the department. |
| 2019- v3.0 | 1 March 2019 | Robyn Shilton | Updated to reflect that PVC (Students) chairs meetings. |
| 2020- v4.0 | 16 December 2019 | Robyn Shilton | Updated to; <br>• Reflect that PVC (Students) may delegate chair<br>• Record Assoc.Director Employability& Success as member<br>• Remove Assoc.Director Student Life & Well Being from membership<br>• Include an Appeal Clause |
| 2020- v5.0 | 18 November 2020 | Robyn Shilton | Removed references to Pro Vice-Chancellor (Students) and replaced with Associate Provost (Students) to reflect VU realignment. Edited dot points 2 & 5 under Responsibilities |
| 2020- v6.0 | 6 December 2021 | Robyn Shilton | Removed references to Associate Provost (Students) and replaced with Pro Vice-Chancellor (Students) |
| 2020- v7.0 | 7 March 2022 | Leon Kerr | Removed reference to Pro Vice-Chancellor (Students) and replaced with Deputy Vice-Chancellor, People & Organisation |
| 2022 – V8 | 19 December 2022 | Robyn Shilton | Reviewed to remove references to Recipients as part of Committee Governance responsibilities (P1, & P2). Removed reference to Pro Vice-Chancellor in membership diagram. Edits and changes endorsed by SSAF CC 14/12/22 |
| 2023 – V8.1 | 13 March 2023 | Robyn Shilton | Updated references to Chief Student Officer to Deputy Vice-Chancellor, People & Culture |

Appendix A _ Victoria University Governance Framework for the Management of SSAF

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|---|---|---|---|
| | | | Updated Appeal contact address to Peter.Radoll @vu.edu.au |

Appendix A _ Victoria University Governance Framework for the Management of SSAF