

2024 SSAF CONSULTATIVE COMMITTEE TERMS OF REFERENCE

Background

SSAF is managed by Victoria University's Students Services & Administration Portfolio, led by the Chief Student Officer 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 and report against funded activities. SSAF recipients, those VU departments and entities that receive core funding from SSAF, are voting members on the SSAF Consultative Committee. Together they share responsibility for governance oversight, providing feedback on SSAF priorities and monitoring SSAF expenditure.

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.
- Review and discuss all comments received from student consultation activities.
- Participate in the student consultation and engagement activities established each year to provide opportunities for SSAF Consultative Committee members to engage with students and receive feedback on the priorities for SSAF funding.
- Consultative Committee members who are SSAF Recipients are obliged to 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 Chief Student Officer

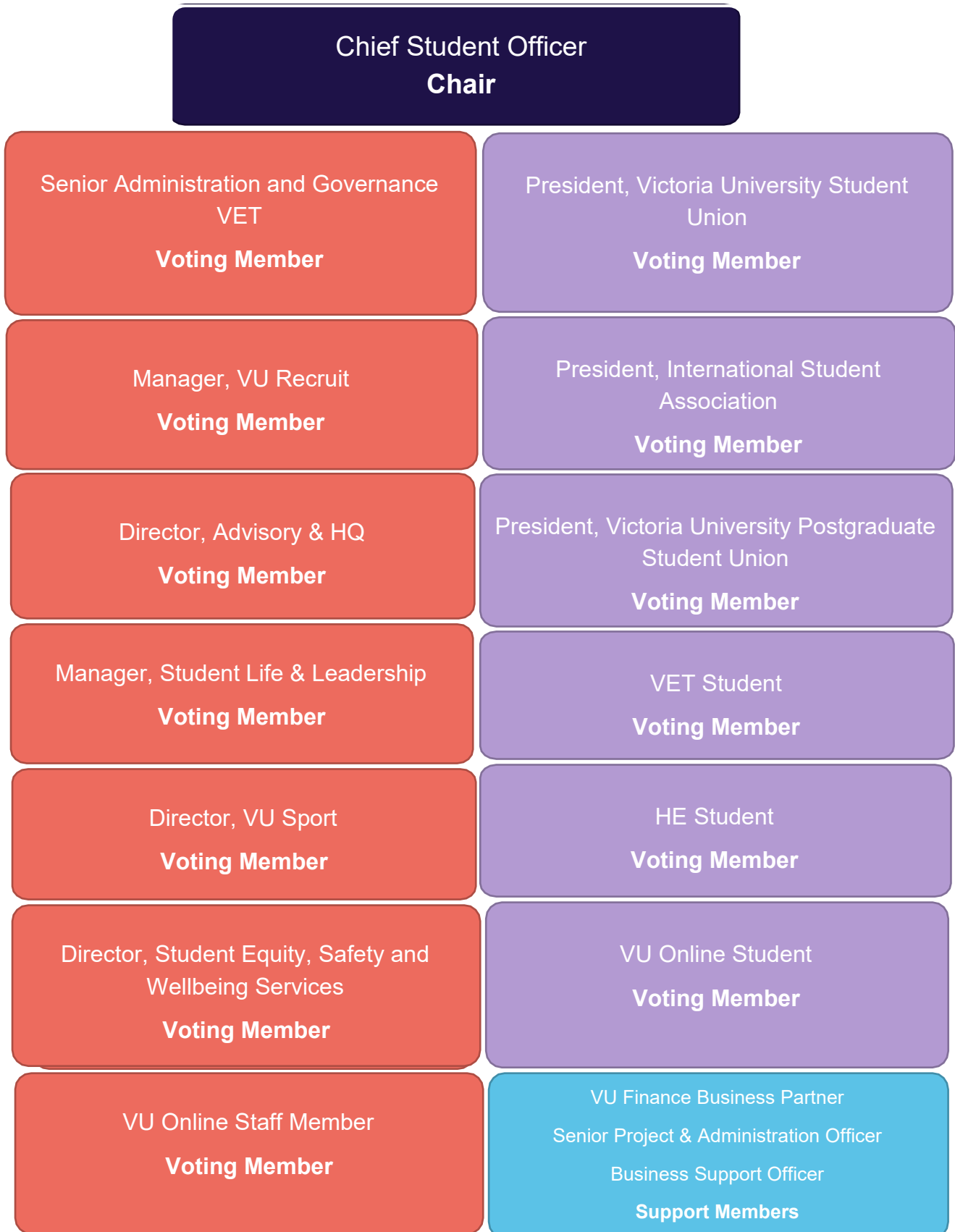
Chaired by

Delegate of the Chief Student Officer

Meetings

- SSAF Consultative Committee will meet at least twice per annum. All meetings will be chaired by the Chief Student Officer Delegate.
- Where a member is not able to attend, they are 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 to the Committee 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 and Voting Structure



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 VET student to participate on the Committee.

Appeals Process

Individual members who believe they have grounds to 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 Chief Student Officer for final determination.

To appeal a decision, applicants must email the Chief Student Officer chiefstudentofficer@vu.edu.au within five working days of the consensus decision. The Chief Student Officer will provide a response within 15 working days. The decision of the Chief Student Officer 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 Chief Student Officer in partnership with members of the SSAF Consultative Committee.