



Student Services Amenities Fee Steering Committee

Terms of Reference

February 2022

Purpose

These Terms of Reference define the function, membership and procedures of the RMIT Student Services Amenities Fee (SSAF) - Steering Committee. The purpose of the SSAF Steering Committee is to ensure the effective execution of SSAF related consultation, initiative delivery and process compliance in line with the [Higher Education Support Act 2003 - Student Services, Amenities, Representation and Advocacy Guidelines](#).

Scope and Objectives

The SSAF Steering Committee will foster collaboration and sharing among RMIT's work units responsible for delivering SSAF funded initiatives and RMIT University Student Union, with the purpose of enhancing the student experience at RMIT. Key objectives of the Committee include:

- Overseeing student consultation and related activities in line with the requirements of the Student Services, Amenities, Representation and Advocacy Guidelines.
- Serving as a forum for the University to meet with democratically elected student representatives to consider priorities for the use of all SSAF funding.
- Providing the Deputy Vice-Chancellor Education with recommendations for the distribution of competitive SSAF funds.
- Monitoring the progress and delivery of competitive SSAF funded activity.
- Providing advice, feedback on reporting and communications of all SSAF funded activity to students.

Structure

Executive Sponsor: Deputy Vice-Chancellor Education

Chair: Executive Director Students

Secretariat Support: Senior Adviser Student Partnerships

Voting Members:

- Student Representative – RUSU President
- Student Representative – RUSU Governance & Operations Manager
- RMIT Representative – an Associate Director from Students group
- RMIT Representative – Health, Safety & Wellbeing representative

Non-voting Members:

- RMIT Finance Representative
- RMIT Student Communications Representative





Quorum

A quorum will consist of at least three RMIT staff and one student representative.

Member Responsibilities

- Attend SSAF Steering Committee meetings - with appropriate delegate nominated if unable to attend.
- Communicate outcomes and insights from SSAF Steering Committee meetings to the staff /student communities they represent.
- Follow up on action items and issues raised where appropriate.

Co-option and Delegation

The Committee can invite individuals to provide appropriate expertise as necessary, and Committee Members can appoint a delegate on their behalf.

Consultation

The SSAF Steering Committee may invite any person (whether internal or external to the University) to provide appropriate consultation and expertise, as necessary.

Meeting Frequency

The SSAF Steering Committee will meet a minimum of 3 times per year.

Incorporation in the RMIT SSAF Governance Framework



Policy Drivers
 Higher Education Legislation Amendment (Student Services and Amenities) Act 2011
 Student Services, Amenities, Representation and Advocacy Guidelines
 HESA Administration Guidelines
 RMIT Rules, Codes, Policies and Procedures





Communication and Reporting

- Initiative Leaders provide the Executive Director Students and Steering Committee with quarterly progress reports to track expenditure on budget and confirm delivery of value to students in alignment with the Commonwealth Government's 19 Allowable Items.
- The Executive Director Students reports quarterly to the Deputy Vice-Chancellor Education regarding the business of the SSAF Steering Committee.
- Decisions of the SSAF Steering Committee and SSAF Student Consultation Processes will be communicated to students via the Student SSAF Website.

Review and Improvement

The Committee will annually devote at least part of one meeting to a review of its work and practice over the previous 12 months. The Executive Director Students is responsible for developing Terms of Reference for the SSAF Steering Committee. This will be reviewed and presented to the Committee for endorsement on an annual basis. Any major change recommendations will be approvable by the Deputy Vice-Chancellor Education.

