THE UNIVERSITY OF NEWCASTLE

STUDENT SERVICES AND AMENITIES FEE MANAGEMENT GROUP (SSAFMG)

TERMS OF REFERENCE

1.0 Establishment
1.1 The Student Services and Amenities Fee Management Group (SSAFMG) was established by the Deputy Vice-Chancellor (Services), to manage the implementation of the SSAF Legislation.

2.0 Purpose
2.1 The purpose of the SSAFMG is to:
   2.1.1 advise the University on potential uses of SSAF funds that align with the student life-cycle and priority support categories;
   2.1.2 oversee the ongoing distribution of SSAF funds aligned priorities;
   2.1.3 oversight reporting, as needed, to the relevant Commonwealth Department.

3.0 Scope and Responsibilities
3.1 The SSAFMG shall be responsible for:
   3.1.1 consideration and review of future proposals for SSAF expenditure in the context of the University’s approved SSAF principles, existing services and amenities, and service level agreements with campus service providers and student organisations;
   3.1.2 ensuring there has been appropriate student consultation and input relating to specific proposals;
   3.1.3 ensuring compliance with the provision of the SSAF legislation;
   3.1.4 making recommendations for expenditure to the Executive Committee for approval by the Vice-Chancellor;
   3.1.5 ensuring that the process of allocating SSAF is conducted openly and transparently;
   3.1.6 developing and maintaining appropriate service level agreements and/or contracts with campus service providers or third parties which are selected to deliver services to students;
   3.1.7 establishing and implementing appropriate evidence-based performance and feedback mechanisms to ensure that positive outcomes are generated from the SSAF;
   3.1.8 providing reports to the Vice-Chancellor and/or University Council as may be required from time to time; and
   3.1.9 ensure internal and external reporting requirements on the allocation and distribution of SSAF funds is complete as required.

4.0 Membership
4.1 The SSAFMG shall consist of:
   4.1.1 Deputy Vice-Chancellor (Academic), (Chair);
   4.1.2 Financial Controller;
4.1.3 Academic Registrar;
4.1.4 Director Regional Campuses;
4.1.5 PVC of a Faculty as nominated by the Vice-Chancellor

5.0 Rights of Audience and Debate
5.1 The SSAFMG may invite any person or persons whether from within or external to the University as it may determine, to assist in its assessment of proposal and allocation of SSAF funds.
5.2 The provision of support and advice may be sought any area within the University.

6.0 Quorum
6.1 The quorum for meetings of the SSAFMG shall be the attendance of the Deputy Vice-Chancellor (Academic) and two other group members.

7.0 Consultation
7.1 The SSAFMG shall undertake consultation with relevant internal and external stakeholders as required.

8.0 Servicing
8.1 The SSAFMG shall be serviced by:
8.1.1 Executive Officer (Academic Division).

9.0 Frequency of Meetings
9.1 The SSAFWG shall meet at least twice per annum or as required.

10.0 Reporting
10.1 The SSAFMG shall provide advice and/or reports to:
10.1.1 the University’s Senior Executive Committee;
10.1.2 the Vice-Chancellor;
10.1.3 the University Council (as required);
10.1.4 The Commonwealth Department responsible for Higher Education, as required.

Change history:

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