LA TROBE UNIVERSITY

Academic Portfolio

LA TROBE UNIVERSITY STUDENT SERVICES AND AMENITIES FEE (SSAF) GOVERNANCE FRAMEWORK

September 2026

ENQUIRIES
E oodvca@latrobe.edu.au
La Trobe University
Victoria 3086

Table of contents

Purpose	2
SSAF Overview	2
SSAF Governance Structure and Decision Making	2
Reporting and Assurance	4
Annual Timeline for SSAF Governance	5

PURPOSE

This Framework outlines La Trobe's approach to ensuring robust and effective governance around the use and allocation of Student Services and Amenities Fee (SSAF) revenue.

Robust and effective governance is fundamental to ensuring that SSAF allocations align with La Trobe's strategic goals, legislative obligations, and the diverse needs of its student body. The governance framework promotes transparency, accountability, and inclusive decision-making, reflecting the University's commitment to student needs and compliance with the *Higher Education Support Act 2003* (HESA).

SSAF OVERVIEW

The SSAF is a legislated charge under the *Higher Education Support Act 2003*. The use of SSAF funds is limited to allowable categories defined in the *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022 (SSARA)*. These include services that support student wellbeing, engagement, representation and campus life, and do not permit funding of academic course delivery or teaching-related activities.

The University is required to consult with students on the use of SSAF revenue. This includes seeking and considering student input on priorities and proposed allocations prior to final decision-making, and ensuring that SSAF funding reflects student needs and preferences. La Trobe's consultation process is set out in the SSAF Consultation Framework.

The University is also required to submit an annual SSAF report to the Department of Education, detailing SSAF revenue, expenditure by allowable category, key achievements and allocation to student-led organisations. This report must be published on the University's website to ensure transparency and accountability, and to demonstrate compliance with the *Higher Education Support Act 2003* and associated Guidelines.

In line with legislative requirements, from 2027, 40% of SSAF revenue at La Trobe is allocated to student-led organisations. Funding Agreements are the key governance mechanism through which SSAF funding is allocated to student-led organisations, defining approved activities, compliance requirements, and reporting obligations to ensure alignment with legislative and University expectations.

At La Trobe, SSAF is administered in accordance with the *Student Fees Policy*. The *Student Organisations Policy* and associated procedures establish the requirements for the recognition of student-led organisations by the University, both those that meet the statutory definition as well as other organisations that are recognised by the University. The Policy also sets out governance and accountability requirements.

SSAF GOVERNANCE STRUCTURE AND DECISION MAKING

SSAF governance operates through a structured hierarchy, where student consultation informs committee deliberations, leading to formal endorsement and approval. Key governance committees and bodies include:

- Council
- Senior Executive Group (SEG)
- Student Support Sub-Committee (SSSC)
- Student Council

- Student Services Advisory Group (SSAG)
- Student-Led Organisation Governance Panel

Figure 1: La Trobe SSAF Governance Framework



Council

The Council is the governing body of the University and the approval authority for both the SSAF Consultation Framework and the SSAF budget.

Senior Executive Group (SEG)

SEG provides advice on strategic and operational planning at La Trobe. SEG endorse the SSAF Consultation Framework and SSAF budget prior to consideration by Council. SEG also receive minutes of the Student Support Sub-Committee for noting and oversight.

Student Support Sub-Committee (SSSC)

The SSSC is a sub-committee of SEG. The Committee comprises senior academic and administrative leaders with equity focused representation. SSSC endorse the annual SSAF budget prior to consideration by SEG,

receive the annual government SSAF report, note SSAF priorities for the following year and receive outputs from student consultation, including SSAG minutes. They also review any policy relating to SSAF and make recommendations to the DVCA or SEG as appropriate.

Action items from each SSSC meeting are captured and reported on at future meetings to ensure continuous improvement.

Student Services Advisory Group (SSAG)

The Student Services Advisory Group (SSAG) is a consultative body established to provide feedback on SSAF-funded services and offer a forum for student representatives to provide feedback and contribute to the decision-making process regarding future SSAF priorities. Feedback is captured in formal minutes and action items recorded and reported on at future meetings to ensure continuous improvement.

Student Council

The Student Council comprises students currently enrolled at La Trobe and elected by their peers to represent student interests. The purpose of the Student Council is to partner with the University to provide independent student-led input into decision-making of the University. The Student Council provides advice on La Trobe's SSAF allocation (60% of total funds) and has representation on the SSAG.

Student-Led Organisation Governance Panel

Student-led organisations (as defined by HESA and SSARA Guidelines) are democratically elected and represent students, promote their interests and welfare, organise activities and provide essential services for the student community. Student-led organisations receive 40% of La Trobe's SSAF revenue to fund these activities and services.

La Trobe's student-led organisations report quarterly to a Governance Panel chaired by Pro Vice-Chancellor Student Experience and Employability, with reports published on the public facing website. As set out in the *Student Organisations Policy*, student-led organisations must meet a number of governance obligations, including publishing annual audited accounts if they are in receipt of a Funding or Service Agreement with the University.

REPORTING AND ASSURANCE

SSAF expenditure and performance are governed, monitored and reported to ensure compliance, financial oversight, and alignment with approved priorities. Key elements include:

- **Annual SSAF Report to Department of Education**: Submitted by 30 June each year and published on the University website, this report provides detailed information on funding allocation and key achievements and ensures compliance with the Higher Education Support Act 2003.
- **Student-led organisation reporting**: Quarterly reports are published on the public website following Governance Panel meetings, and annual audited financial statements are also published to support transparency and accountability.
- **Ongoing monitoring and compliance**: The Deputy Vice-Chancellor (Academic) monitors expenditure against approved SSAF allocations to ensure compliance and alignment with approved budget settings.
- **Student-led organisation Funding Agreements**: Establish the basis for monitoring and assurance by setting out approved activities, compliance requirements, and reporting obligations for SSAF funding.

ANNUAL TIMELINE FOR SSAF GOVERNANCE

The SSAF Governance Timeline provides a structured overview of key milestones and processes involved in the effective governance of SSAF. Consultation activities and timing are outlined in the SSAF Consultation Framework.

Each activity ensures alignment with legislative requirements fostering transparency and accountability throughout the year.

Month	Activity	Responsibility
February	Proposed SSAF allocation published on the public-facing website	DVCA
April	La Trobe and Student Led Organisation (quarterly meeting) Governance Panel # 1	SLO / PVC SEE
August	SSAG meeting #1	DVCA
April	SSSC meeting # 1	DVCA
June	La Trobe and Student Led Organisation (quarterly meeting) Governance Panel # 2	SLO / PVC SEE
June	Annual SSAF report submitted to Department of Education	DVCA
July	Annual Department of Education SSAF report published on La Trobe's public-facing website	DVCA
August	SSAG meeting #2	DVCA
September	SSSC meeting # 2 including: • Endorsement of SSAF budget • Endorsement of SSAF Consultation Framework • Approval of SSAF priorities for following year	DVCA
September	La Trobe and Student Led Organisation (quarterly meeting) Governance Panel # 3	SLO / PVC SEE
October	Approved SSAF priorities for following year published on public facing website	DVCA
October	Approval of SSAF Consultation Framework	Council
October	Student-led organisation Funding Agreements issued.	PVCSEE
October	Signed Student-led organisation Funding Agreements due back to LTU (frequency depends on length of Agreement but timing remains the same)	PVCSEE
December	La Trobe and Student Led Organisation (quarterly meeting) Governance Panel # 4	SLO / PVC SEE
December	Approval of SSAF budget for the upcoming year.	Council

KEY:
DVCA – Deputy Vice-Chancellor (Academic)
SLO – Student-led organisation
PVC SEE – Pro Vice-Chancellor (Student Experience and Employability)
SSSC – Student Support Sub-Committee
SSAG – Student Services Advisory Group