

Legislative requirements

The [Higher Education Support \(Student Services, Amenities, Representation and Advocacy\) Guidelines 2022](#) (‘the Guidelines’) requires the University to support student engagement by:

- establishing a process through which students are consulted regarding the specific uses of proceeds from Student Services and Amenities Fee (SSAF); and
- establishing a process through which enrolled students are consulted generally and made aware of the avenues available for students to be involved in decision making processes.

Student Consultation Process

Student consultation in relation to SSAF

Under the *Edith Cowan University Act 1984* (WA), the University must pay to the ECU Student Guild (‘the Guild’) at least 50% of the SSAF proceeds collected each year.

Annually, the University will consult with students on the uses of SSAF proceeds in accordance with *University Statute No. 29 – Student Services and Amenities* (‘Statute 29’) by undertaking the following steps:

- consulting with University management on the proposed expenditure priorities for the following year, as part of the University’s annual financial planning;
- consulting with the Guild on the proposed expenditure priorities for the Guild’s share of the SSAF proceeds;
- publishing the proposed expenditure priorities on the University’s website for feedback from enrolled students;
- inviting the Guild to publish the proposed expenditure priorities on their website and/or social media platforms; and
- convening a meeting of the SSAF Advisory Forum to consider proposals from the University and the Guild on the proposed allocation and expenditure of SSAF proceeds, and any feedback provided by enrolled students.

The University also invites students to provide feedback on the use of SSAF proceeds at any time, by emailing SSAF@ecu.edu.au, and by encouraging students to approach representatives of the Guild in relation to any services or amenities that they believe the University needs, or needs to improve.

Consultation with the ECU Student Guild

The University recognises the Guild as the representative voice of the student body and will consult with the Guild on matters pertaining to the interests of students by:

- Inviting elected representatives of the Guild to meet with the Vice-Chancellor (or delegate) and senior staff;
- Including a representative of the Guild as an accredited observer of Council, as members of Academic Board and its committees, and other committees and working groups as detailed in Schedule 1.
- Considering reports or submissions from the Guild; and
- Requesting opinion or comments from the Guild.

Vice-Chancellor's Student Advisory Forum

The University has established the Vice-Chancellor's Student Advisory Forum (VC's Student Advisory Forum) to provide a forum for students to raise issues and provide advice to the Vice-Chancellor and senior staff on any matters that would lead to improving the experiences and outcomes of students. The membership includes all elected representatives of the Guild, the student members of University Council, other enrolled students from each of the Schools including the Graduate Research School, students enrolled at the South West Campus, and First Nations students nominated by Kurongkurl Katitjin

The VC's Student Advisory Forum typically meets four times per year.

Student members of decision-making bodies

ECU includes students in decision-making and advisory bodies as detailed in Schedule 1. From time to time, these student members may be consulted on specific matters pertaining to the interests of students.

Review and improvement

This process will be reviewed and approved annually by the University Council, as required by the Guidelines. Prior to this, the process will be presented to the SSAF Advisory Forum and made available to students for comment. Any major change recommendations will be submitted to the Vice-Chancellor for endorsement prior to being reviewed by the Council.

For queries related to this document please contact the University Secretary (universitygovernance@ecu.edu.au).

Process approved by:	Council
Date procedures first approved:	14 December 2023
Date last modified:	
Revision history:	Nil
Next revision due:	2024

Schedule 1

Student members of decision-making bodies

Academic Board – Guild President or nominee; Postgraduate student nominated by the Guild

Council – 1 undergraduate student and 1 postgraduate student, elected annually

Disability Access and Inclusion Sub-Committee – 3 students who have a disability or who have carer responsibilities for a person(s) appointed by the Chair following an expression of interest process

ECU South West Campus (Bunbury) Advisory Board – 1 student enrolled at the South West campus appointed by the Council following an expression of interest process

Education Committee – Guild President or nominee and Postgraduate student nominated by the Guild

Equity and Diversity Committee – Guild Equity Officer

Honorary Awards Committee – Guild President

Kudjikat Wow-r-ing Committee – Guild President or nominee and up to 2 x Aboriginal and Torres Strait Islander students

Research and Higher Degrees Committee – Guild President or nominee and Postgraduate student nominated by the Guild

Schools Teaching and Learning Committees – Guild Academic Department School Representative or Guild Vice-President (Academic)

Course Consultative Committees – 1 current student or graduate

Sports and Fitness Committee – Guild Vice-President (Activities and South West) and Guild Sports Officer

Student Appeals Committee – Guild President or nominee

Student Services Amenities Fee Advisory Forum - Guild President, undergraduate student member of Council and/or 1 undergraduate student nominated by the Guild, postgraduate student member of Council and/or 1 postgraduate student nominated by the Guild, and as observer participants – the Guild Operations Manager and Guild Financial Controller

Vice-Chancellor's Student Advisory Forum - Elected representatives of the Guild, the student members of University Council, other enrolled students from each of the Schools including the Graduate Research School, students enrolled at the South West Campus, and First Nations students nominated by Kurongkurl Katitjin

WAAPA Advisory Board 1 student enrolled at WAAPA appointed by the Council following an expression of interest process