

# STUDENT SERVICES AND AMENITIES FEE (SSAF)

## ANNUAL REPORT 2016



### INTRODUCTION

The Student Services and Amenities Fee (SSAF) supports the provision of a range of non-academic services and facilities for students of the University of New England. This report provides an overview of the implementation of the fee and the use of funds.

In 2016, SSAF revenue provided a range of services and activities for on campus students, determined in consultation with democratically elected student representatives and the SSAF committee. Implementation of the fee was conducted in accordance with the Australian Government's Student Services, Amenities, Representation and Advocacy Guidelines.

The University consulted widely and earnestly with internal student service areas, individual students and on-campus providers of services to students to identify priorities for the use of SSAF revenue in 2016, including amenity (capital) projects primarily through the SSAF Committee (SSAFC)

### HIGHLIGHTS 2016

The SSAFC has overseen the successful allocation of funds that have resulted in the following highlights in 2016.

- The SSAF committee coordinated and managed the allocation of over \$1.9 million in funding through a range of unique projects and initiatives;
- Funded initiatives and projects have delivered significant services that have improved the quality of campus life.
- The committee has overseen a structured and meaningful student consultation and engagement process.
- SSAF Committee has moved to three (3) year budget planning cycle to improve project planning and the timely delivery of student support and related services; and
- Implementation of the fee was conducted in accordance with the Australian Government's Student Services, Amenities, Representation and Advocacy Guidelines.

## ABOUT SSAF AT UNE

UNE has a formal consultation process with students and their representative bodies to identify priorities for the allocation of funds generated by the student services and amenities fee. Implementation of the fee is conducted in accordance with the Australian Government's Student Services, Amenities, Representation and Advocacy Guidelines.

The Higher Education Support Act places limits on the allowable use of funds generated through the SSAF. SSAF is not used to support political parties, or to support the election of a person to a Commonwealth or State or Territory Parliament or local Government body. SSAF is used for the provision of services and amenities that fall within one or a number of allowable expenditure categories.

Depending on the nature of the activity, the University may deliver the services and amenities itself or contract a third party to deliver them on its behalf. A detailed list of allowable expenditure is available at the end of this report.



## FEE MANAGEMENT & PRIORITIES

Student consultation and fund allocation is overseen by the SSAF committee (SSAFC), delivering expertise in the management of the fee and a vehicle for consultation with students and student representative bodies. The SSAFC plays a pivotal role in managing the student consultation and the fund allocation process.

The SSAFC is made up of a balanced membership of student representatives, UNESA and University staff that provide expertise in specific areas, including facilities management, student administration and services, operations and residential systems. The SSAFC is chaired by the Chief Financial Officer, reports to the University Executive and is supported by a project manager.

In 2016, the SSAFC continued to utilise the Strategic Framework developed in 2014 to manage the program and to ensure direct benefits for students are realised.

From 2014, off-campus and cross-institutional students were exempt from paying the fee for the full academic year. In 2016 fee was invoiced in two periods (Trimester 1 & 2 or Research Period 1 & 2) except students enrolled in a Year-Long Teaching Period, in which case it was invoiced once at the annual rate.

<i>Enrolment Type</i>	<i>Full-Time Fee 2016</i>	<i>Part-Time Fee 2016</i>
Domestic On-Campus Coursework students	\$290	\$217
Domestic On-Campus Higher Degree Research students	\$217	\$162
International On-Campus students	\$290	\$217
Off-Campus	Exempt	Exempt



## STUDENT CONSULTATION AND ENGAGEMENT AT UNE

UNE engages in a range of student consultation activities to support student participation in SSAF. This consultation is genuine, meaningful and collaborative. The University continued its formal consultation process with students and their representative bodies to consider the specific uses, priorities and allocation of SSAF revenue in 2016 through the SSAFC. Additional student consultation in 2016 also included:

- Publishing identified budget priorities for proposed fee expenditure and allowing the broader student body opportunities to comment on those priorities; and
- Regular meetings with democratically elected student representatives and major student organisation at the University outside SSAFC.

Student consultation in relation to SSAF in 2016 continued to evolve. Assessments were undertaken of historical funding initiatives to gather ideas and feedback from students and stakeholders about their ongoing viability and relevance. A number of key findings were generated, including:

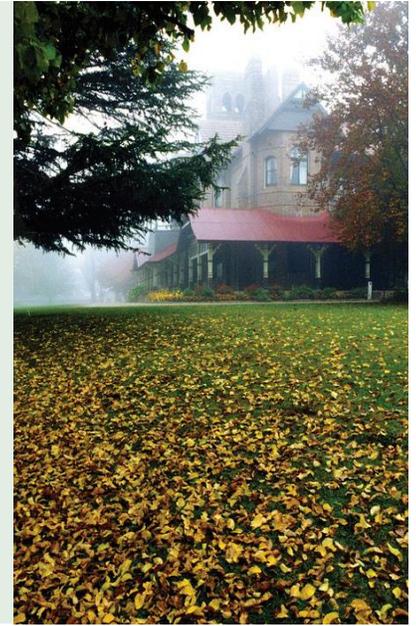
- SSAF often invests in projects where benefits are not easily measured in monetary terms;
- SSAF funded activities and services are generally providing direct benefit to students and are supporting the unique requirements of the student body;
- SSAF enables a broad and comprehensive student experience at UNE;
- The increased need for the provision of targeted services and amenities within the residential colleges;
- The need for supporting a coordinated approach to the delivery of on-campus mental health activities and services;
- The ability of SSAF to facilitate increased opportunities for on-campus international and domestic students interaction; and;
- The benefits of project support to SSAF funded initiatives to improve their financial and project accountability.

## SERVICES AND AMENITIES FOR STUDENTS

SSAF enabled the delivery of a range of benefits for students in 2016 by building on the quality and quantity of services and amenities available to students. Based on student consultation and feedback, a number of projects were continued in 2016.

The SSAFC continued its work in the allocation and management of the fee in 2016, to maximise access for students to services and amenities that increase the quality of availability of services that enhance the quality of student experience at the university.

UNE enjoys a rich diversity across its total student profile. Over 82% of the total student body at UNE is enrolled online, the majority of which study part-time (70%). The composition of on-campus students differs in many ways from the off-campus cohort. Typical enrolment patterns are in reverse among international students, the majority of whom (80%) are enrolled on-campus, constituting 21% of all on-campus students.



**The following activities, initiatives and services were supported by SSAF in 2016.**

### **Student spaces and facilities**

Specific improvements to student spaces and facilities were delivered in 2016. The focus was improving the amenities within the residential colleges. Improvements in 2016 focused on upgrades to common rooms and outside spaces of all residential colleges.

### **Exam breakfasts**

Exam breakfasts continue to be a focal point of SSAF funding in 2016. SSAF continued to ensure the provision of over 20 days of nutritious breakfasts during the exam period to students at on campus exam centres.

### **Uni4Me Social Events**

A key interface with the student body, Uni4Me has continued to deliver a range of exciting student-led activities and social events across the 2016 calendar year. Whilst this year heralded new management arrangements for Uni4Me, collaborative arrangements and activities continued. Together with supporting a range of social activities of the student body, Uni4Me also continued to provide advocacy services to students.

### **Student orientation**

Orientation is an integral part of the transition to university life. Orientation planning at UNE is facilitated through the orientation committee. Fourteen (14) specific orientation activities were facilitated in 2016, all designed to assist student's transition into tertiary study and UNE.

An online orientation was also offered to every enrolled off campus students in 2016. Commencement packs were again a resounding success in 2016. Support was also provided through SSAF in 2016 for enhancements to the lifesaver days, orientation catering, Uni4Me events, student-led activities and social events, and SSAF informational material.

### **Blue Shirts Volunteers**

Blue shirts volunteer program continues to be a focal point providing assistance to students particularly during orientation.

### **Sport & Recreation**

Maintaining a healthy and active life is made easier and more affordable with support provided for the operation of UNE Sport and a range of supporting services and amenities for members of the gym.

## Well Fair Day

The fourth annual Well Fair day drew together numerous Student Clubs & Societies and support agencies of the University to have active displays focused on extracurricular activities and the general wellbeing of students. The day always includes a large-scale free lunch, live music and multiple active amusements.

## Clubs and Societies

Clubs and societies are an integral part of University life and continued to be funded through the SSAF program in 2016. Clubs and societies at UNE are an excellent way for students to engage directly in the delivery of services and amenities offered on campus. Ensuring a vibrant campus and a diverse range of student activities saw UNE clubs and societies being offered three (3) opportunities to access SSAF funding in 2016 to support their endeavors.

Administration of clubs and societies saw a program of continuous improvement offered in 2016. Clubs and societies were required to upload their applications for funding through an online portal in 2016 to ensure timely dissemination of information, payment, club communication and engagement.

Clubs and societies provide opportunities for student leadership as well as organizational and financial management experience. Good governance is continuous process and 2017 will see continued efforts to improve and consolidate changes initiated in 2016.

A snapshot of clubs and societies activities funded in 2016 includes:

- ASPIRE –provision of trauma skills workshops;
- Sir Frank Kitto events – an inter college competition for debating, performance, arts and musical skills;
- Enactus – enabled UNE’s internationally successful team to attend national events; and
- Duval Kayaking club – enabled the purchase of new equipment and facilitated participation in the 2016 Hawkesbury Classic.

## Tune!FM

As one of Australia’s longest running student radio stations, Tune!FM is a pivotal part of student life at UNE. With over 80 active volunteers, 2016 saw continued student engagement. Tune!FM continues to facilitate student leadership and training and provide real life experience to students seeking to work within the media industry. Significant planning has taken place in 2016 with regard to diversifying Tune!FM to ensure that it remains relevant and is aligned with student activity on campus. The establishment of Tune!TV was a major undertaking in 2016. Students have been learning the finer arts of TV production in 2016 to launch Tune!TV in 2017. This is another exciting evolution of student engagement offered through SSAF at UNE.





## **UNE Medical Centre**

Ensuring the health and welfare students at UNE remained a priority for SSAF in 2016. Supporting the operation of the UNE Medical Centre is an important student service and amenity.

## **Emergency Support**

An allocation for emergency financial or other support is made available to students through Uni4Me in times of crisis or financial hardship.

## **Nucleus**

Nucleus is the university's student newspaper available online and in print each month. Written for students, by students the publication covers a range of issues and creative articles that distill university life. The development and publication of Nucleus is made possible with support provided by the SSAF and is made available to all students of the university.

In 2016, four (4) editions of the Nucleus were printed. 2016 saw a transition of Nucleus to primarily an online format coupled with limited print run. This was facilitated through the purchase of appropriate hardware and software.

## **Supporting International Students**

For the forth-consecutive year, Armidale International Association and UNE International have collaboratively delivered a series of exciting activities specifically designed for international students. Provision of swimming lessons to international female and male students together with a photography course have proved to be hugely successful programs again in 2016. Demand for both courses was high and accommodating the specific cultural needs of our international students has been an important factor in the success of these programs.

Gaining a first-hand experience of a few of Armidale's gorgeous natural wonders and a chance to network with other students, saw the international student social gathering project in 2016 continue with increasing popularity and appreciation by students.

## **PASS Study Groups**

SSAF funded 350 hours of peer assisted learning group sessions in 2016. Business, Law, Medicine, Psychology and Health were initial key offerings. Study group size varied between units (2-16 participants per group) and fluctuated depending on student need, often associated with assessment and exam dates.

Outcomes from PASS study Groups had dramatic effects on participating students approaches to their academic work in 2016, with 87% of students studying more regularly, 91% being more organised, 87% of students having a better understanding expectations and requirements of their units of study and amazingly 90% of students were better prepared for exams.



## Student Representation and Advocacy

UNESA was the primary vehicle for student representation and advocacy in 2016 at UNE. SSAF funds provided UNESA with the financial means to operate their organization, deliver activities and also provided a stipend for board participation.

UNESA actively participated in the collaborative delivery of Orientation, Blue Shirts, exam breakfasts and UNE4Me activities in conjunction with oversight of Nucleus. In addition, UNESA conducted two (2) student survey's, participated in a review of the SSAF funded projects, elected a new board and developed a draft strategic plan.

### Note

Care has been taken to ensure the accuracy and integrity of data contained within this report.

Further information regarding the implementation and management of the fee is available on the UNE website [www.une.edu.au/study/fees/student-services-and-amenities-fee/fee-management-and-student-consultation](http://www.une.edu.au/study/fees/student-services-and-amenities-fee/fee-management-and-student-consultation)

### Contact Details

Queries regarding the contents of this report should be directed to:

Email: [ssaf@une.edu.au](mailto:ssaf@une.edu.au)

## Clubs and Societies supported by SSAF in 2016

Armidale Blues Netball	St Albert's Netball
Armidale International Association (AIA)	St Albert's Rugby
ASPIRE	Students for Christ
Austin College JCR	Underwater Hockey
Barbarians Rugby	UNE Archaeology Society
Drummond Smith Soccer Club	UNE Athletics
Duval College Netball	UNE Badminton
Earle Page College Community Projects Group and Sustainability Committee	UNE Cricket
Earle Page College Community Projects Group and Sustainability Committee	UNE Economics and Business Society
Earle Page College Musical Society	UNE Fencing Association
Earle Page College Netball	UNE Hockey Club
General Practice Students Network	UNE Law Students Society
Indigenous Students Association	UNE Medical Students Association
International Students Association	UNE Men's Basketball
Mary White College Netball	UNE Netball
Mature Students Association	UNE Scuba
Mums@UNE	UNE Skills Trade Society
New England Mountain Biking Club	UNE Soccer
New England Nomads Australian Football Club	UNE Surgical Society
New England Rural Club for Health Alliance	UNE Townies
Outdoor Adventure Club	UNE Volleyball Club
Outlaws Baseball	UNE Water Polo
Pharmacy Students of UNE	UNE Women's Basketball
Robb College Hockey	UNE Women's Society
Robb College Netball	Wright College and Wright Village Musicians
Robb College Rugby	Wright College Netball
Rural Science Undergraduate Society (RSUS)	Wright College Rugby
St Albert's College JCR	Wright Village/College Residents' Association
St Albert's Hockey Club	

## 2016 Financial Report

Items	2016 Budget
<b>Legislated Activities</b>	<b>\$ 286,100.00</b>
SSAF Project Manager	\$ 100,000.00
UNESA Independent Student Advocates	\$ 67,000.00
UNE Orientation	\$ 115,000.00
UNE International Orientation	\$ 4,100.00
<b>UNESA</b>	<b>\$ 187,000.00</b>
Nucleus	\$ 42,000.00
UNESA Board Governance	\$ 52,000.00
UNESA Executive Officer	\$ 68,000.00
UNESA Honarium (President)	\$ 25,000.00
<b>Student Sporting and Recreational Activities</b>	<b>\$ 1,027,910.00</b>
Clubs and Societies	\$ 113,560.00
Café student discount (10%)	\$ 100,000.00
Student Breather	\$ 5,000.00
Contribution to sports facilities	\$ 193,000.00
Contribution to funding of sporting activities and participation	\$ 180,000.00
UNE Student Sport Membership	\$ 155,000.00
Stro Precinct Contribution	\$ 78,000.00
Music Courtyard	\$ 3,350.00
Tune FM	\$ 100,000.00
Childcare support	\$ 100,000.00
<b>On Campus Activities, Services &amp; Funded Activities</b>	<b>\$ 295,500.00</b>
SSAF Diary and Planners	\$ 7,000.00
SSAF Promotion	\$ 1,000.00
Well Fair	\$ 15,000.00
Uni4me social events	\$ 15,000.00
Blue Shirts	\$ 500.00
Exam Breakfasts	\$ 4,000.00
Student Medical Care	\$ 130,000.00
Emergency Fund	\$ 5,000.00
Night Rider bus service	\$ 70,000.00
International Ag Manx Conference	\$ 5,000.00
UNE Writing Centre	\$ 10,000.00
PASS- Peer Assisted Study Sessions (Sciences)	\$ 22,000.00
Peer Maths Tutors	\$ 10,000.00
Education badges	\$ 1,000.00
<b>International Student Community Engagement &amp; Activities</b>	<b>\$ 38,040.00</b>
Pilot International Food and Culture Fair	\$ 3,000.00
Swimming lessons subsidy for International students	\$ 5,040.00
International Student Community Engagement	\$ 15,000.00
English Language circle	\$ 15,000.00
<b>Capital Expenditure</b>	<b>\$ 95,000.00</b>
Residential College Amenities and Facilities	\$ 95,000.00
<b>Operating Expenditure</b>	<b>\$ 1,929,550</b>