

Procedures for the Development and Approval of the Student Services and Amenities Fee Budget

1. Introduction

- 1.1 On 11 October 2011, the Higher Education Legislation Amendment (Student Services and Amenities) Bill 2011 was passed by the Federal Parliament to amend the Commonwealth Higher Education Support Act (“HESA”) 2003 to allow higher education providers to charge a student services and amenities fee (“SSAF”) from 1 January 2012.
- 1.2 HESA 2003 requires that higher education providers must:
 - not spend revenue from the SSAF to support political parties or candidates for parliamentary or local government office (section 19 – 38 (1));
 - only spend revenue received from the SSAF on items that are listed in section 19-38 (4) of the Act. These items are listed in Appendix A to this procedure.
- 1.3 HESA 2003 provides for the expenditure of SSAF revenue by a higher education provider on infrastructure for the provision of a service specified in section 19-38 (4) of the Act.

2. Guiding principles

The annual SSAF budget:

- 2.1 will be allocated in accordance with the allowable uses for expenditure of the SSAF revenue as specified in Section (19-38) of HESA 2003 and set out in appendix A;
- 2.2 will be allocated to those services that are identified as most likely to provide the maximum benefit to the student body as a whole in terms of:
 - improving the quality of student services; and/or
 - enhancing student engagement; and/or
 - providing a positive and vibrant out of classroom experience for students; and/or
 - improving student well-being; and/or
 - improving student retention;
- 2.3 may be used to fund infrastructure and capital development to support the continued provision and improvement of student services and amenities.

3. Budget development

- 3.1 There will be a SSAF Budget Advisory Committee, comprising:
 - Deputy Vice-Chancellor (Students) (Chair);
 - President, Flinders University Student Association;
 - General Secretary, Flinders University Student Association;
 - Student member, nominated by the Student Council, Flinders University Student Association;

- Director, Student Services;
- Chief Financial Officer (or nominee);
- A senior College academic or professional staff member, appointed by the Deputy Vice-Chancellor (Students);
- Manager, Student Engagement (non-voting).

3.2 The Deputy Vice-Chancellor (Students) will invite applications for the use of the SSAF funds from the:

- Flinders University Student Association;
- Flinders Sport and Fitness;
- University units responsible for the delivery of student services, amenities, transition and retention programs; and
- the Colleges.

3.3 There will be a call for applications for SSAF funding in August of each year seeking applications for funding. The quantum of funds available will be no less than 90 percent of projected revenue. A second call may be made in the following year inviting applications for the remainder of funds if available.

3.4 Proposals submitted to the Office of the Deputy Vice-Chancellor (Students) for SSAF funds must be made on the prescribed form and will:

- specify the program, service or amenity that will be funded and the amount of funding requested;
- provide a rationale for the use of SSAF funds taking into account the principles set out in section 2.1 and a detailed budget justifying the amount requested; and
- include any proposal for the use of any unspent funds as carry forward for the following year.

3.5 The SSAF Budget Advisory Committee will consider budget proposals from the organisations and units specified in Clause 3.2, and provide advice to the Deputy Vice-Chancellor (Students) on a draft SSAF annual budget. The draft Budgeted expenditure will not exceed the expected overall SSAF revenue plus an approved carry forward amount that can be not greater than 2.5% of the expected overall budgeted SSAF revenue and will take into account the outcome of the consultation process with student representatives and students as specified in Section 4 below. The setting of the approved carry forward amount must be completed in consultation with the CFO.

4. Student consultation

4.1 The Manager, Student Engagement will be responsible for implementing a consultation process with student representatives and students on the uses of the SSAF revenue in accordance with the Commonwealth's *Student Services, Amenities, Representation and Advocacy Guidelines*. As a minimum this consultation process must include:

- a) publishing identified priorities for proposed fee expenditure and allowing opportunities to comment on those priorities by students; and

b) meeting with democratically elected student representatives at the SSAF Budget Advisory Committee to consider the priorities for use of fee revenue.

4.2 The Manager, Student Engagement will coordinate, in collaboration with Planning and Analytical Services, a survey of student views on the expenditure of revenue and expenditure priorities, not less than every three years.

5. Approval of SSAF budget

5.1 Taking into account the advice of the SSAF Budget Advisory Committee, the Deputy Vice-Chancellor (Students) will recommend the SSAF budget to the Vice-Chancellor for approval.

5.2 The Deputy Vice-Chancellor (Students) may approve, on the advice of the SSAF Budget Advisory Committee, minor amendments to the annual SSAF Budget, provided:

- any amendment is in accordance with the Guiding Principles set out in Clause 2;
- any additional expenditure, over that specified in the Budget, can be accommodated within the expected SSAF revenue and is not greater than \$200,000.

6. Reconciliation of SSAF expenditure

6.1 Organisations, areas and units in receipt of SSAF funds will provide annual certification that SSAF funds were spent in accordance with the requirements of the HESA 2003. Programs seeking continuing funding will provide an update on the current year program(s) when applying for funding for the following year.

*Approved 12.08.16
Updated September 2019*

**Allowed Amenities and Services as provided for under
Section (19-38) of the Higher Education Support Act 2003**

Clause (4) specifies the following allowable services and amenities that the fee can be expended on:

- a) providing food or drink to students on a campus of the higher education provider;
- b) supporting a sporting or other recreational activity by students;
- c) supporting the administration of a club most of whose members are students;
- d) caring for children of students;
- e) providing legal services to students;
- f) promoting the health or welfare of students;
- g) helping students secure accommodation;
- h) helping students obtain employment or advice on careers;
- i) helping students with their financial affairs;
- j) helping students obtain insurance against personal accidents;
- k) supporting debating by students;
- l) providing libraries and reading rooms (other than those provided for academic purposes) for students;
- m) supporting an artistic activity by students;
- n) supporting the production and dissemination to students of media whose content is provided by students;
- o) helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
- p) advising on matters arising under the higher education provider's rules (however described);
- q) advocating students' interests in matters arising under the higher education provider's rules (however described);
- r) giving students information to help them in their orientation;
- s) helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.