

Letter from the SSAF Chair and Student Senate Representative



Jacqueline Clements



Timothy Van Veen

Dear students of Charles Sturt University,

As members of the Student Services and Amenities Fee (SSAF) Steering Committee, we are pleased to present the 2019 SSAF annual report. This is a detailed list of how and where the financial contribution made by students is allocated across Charles Sturt University's campuses and in the online community. Student representatives including Timothy Van Veen sit on the Committee, playing an important role in the decision making process of the Steering Committee. Tim is currently studying a Bachelor of Education K-12 on the Albury Campus. All students are encouraged to have their say on spending decisions by completing the yearly SSAF survey, by submitting funding proposals or by speaking with their Student Representative Council (SRC) or Student Liaison Officer.

Jacqueline Clements is the Executive Director, Student Services and Chair of the SSAF Steering Committee and is responsible for managing and enhancing all aspects of student life at Charles Sturt University. Jacqueline is committed to making the students' needs a priority, and this ethos goes to the heart of every decision made by the Committee. Jacqueline commenced the Executive Director, Student Services role in October 2018 and has therefore only been involved in the SSAF Steering Committee for a portion of the year, with this being her first SSAF report. This Committee has dedicated much time and effort to ensuring as many students as possible benefit from SSAF funding. More importantly, this Committee has been committed to the fact that each and every initiative and project funded by this program is designed to enhance the student experience at Charles Sturt University.

It may be an initiative as simple as stocking tea and coffee supplies in the Dubbo Campus library. Or it may be funding a program as robust as the construction of the Albury Campus Mountain Bike Track. This report outlines the results from last year's SSAF survey, and shows you how Charles Sturt University uses SSAF funds to benefit students. Remember, all SSAF funded initiatives will have the SSAF stamp on them so it's easy to identify them around your campus, in print and online.

If you have any queries about SSAF please refer to information found on the Finances tab on the Student Portal or email ssaf@csu.edu.au.

Jacqueline Clements
Executive Director,
Student Services

Timothy Van VeenStudent Senate
SSAF Representative

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What is SSAF?

The Student Services and Amenities Fee (SSAF) helps provide funding for non-academic student services, support and facilities. Since 2012, this compulsory fee has allowed Charles Sturt to enhance the range and quality of support services available to both on campus and online students, helping to improve and enrich student life. In the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011, the Commonwealth Government identified these 19 areas in which SSAF can be spent.

Legislated areas for SSAF expenditure

1.	Providing food or drink to students on a campus of the higher education provider
2.	Supporting a sporting or other recreational activity by students
3.	Supporting the administration of a club, most of whose members are students
4.	Caring for children of students
5.	Providing legal services to students
6.	Promoting the health or welfare of students
7.	Helping students secure accommodation
8.	Helping students obtain employment or advice on careers
9.	Helping students with their financial affairs
10.	Helping students obtain insurance against personal accidents
11.	Supporting debating by students
12.	Providing libraries and reading rooms (other than those provided for academic purposes) for students
13.	Supporting an artistic activity by students
14.	Supporting the production and dissemination to students of media whose content is provided by students
15.	Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled
16.	Advising on matters arising under the higher education provider's rules (however describe)
17.	Advocating students' interests in matters arising under the higher education provider's rules (however described)
18.	Giving students information to help them in their orientation
19.	Helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.

Students will pay SSAF for each subject they're enrolled in at Charles Sturt. In 2019, the fee is \$37 per 8 point subject, up to a maximum of \$296 per year. This is a compulsory fee and most Charles Sturt students are required to pay, although there are some exemptions. You may choose to pay the fee upfront, or defer it under the SA-HELP scheme, which is similar to the schemes available to defer your tuition.

For more information about whether you need to pay the SSAF and how to pay or defer, visit:

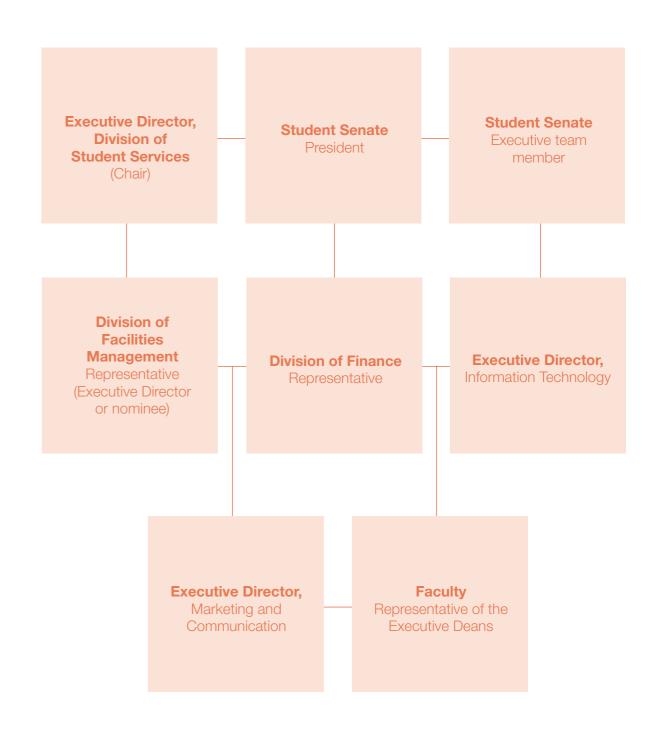


Who decides how SSAF is spent?

Charles Sturt has a SSAF Steering Committee responsible for deciding how SSAF funds are spent. Its job is to make sure SSAF funds are distributed appropriately and meet student needs and preferences. It also works on improving the information you receive to help you understand what SSAF is, the spending process and what services are available.

The SSAF Steering Committee includes the Executive Director of Student Services as Chair, representatives from Charles Sturt's Divisions and Faculties, and two student representatives, the Student Senate President and a Student Senate executive team member. The SSAF Steering Committee determines how SSAF funds are spent at Charles Sturt. Its purpose is to provide a forum for collaborative discussion about SSAF expenditure and ensure funds are appropriately distributed. Comprised of student representatives and representatives from Faculties and Divisions, this committee relies on evaluation of outcomes relating to student and staff submissions, as well as historical data, to ensure funds are distributed equitably and responsibly. Spending also needs to be in accordance with student need and spending preferences.

As well as ensuring funds are used to enhance the student experience, the Steering Committee is also responsible for improving the ways students are informed about SSAF income, spending and available services. This report is just one of the ways of informing Charles Sturt students and staff.



Enhance student life at Charles Sturt University

As the essence of SSAF is to improve student life, it's vital you put your stamp on SSAF and have a say in how your funds are spent. Each year, Charles Sturt calls for submissions from students and staff about how you'd like to see SSAF funds spent.

As a student, you can turn your idea into a complete Initiative Proposal and submit for funding. You'll receive emails letting you know when the Student Initiative Rounds are open and where to find the documents you need to submit your ideas. The range of SSAF projects funded is designed to benefit all students, whether you're studying on campus or online. The 2019 scheduled dates are listed below. Proposals need to address student need and are developed collaboratively with Divisions and Faculties across Charles Sturt to ensure a "whole of University" approach. Each proposal should have Student Representative Council endorsement before submitting. The SSAF Steering Committee reviews all submissions against government requirements and funds student-centred projects and initiatives that best align with student needs, existing programs and Charles Sturt strategies.

The SSAF Steering Committee ensures you can get help in developing and executing your proposal. This includes advice on funding remittance, assessing your submissions, and helping you effectively report on your project outcomes. The Steering Committee also ensures if you put forward an unsuccessful submission, you receive feedback to help you understand SSAF spending priorities and processes for future submissions. A sample of students will also be asked to complete an annual online survey. The survey will ask students to rank the 19 government criteria in order of their preference for future spending. You'll also have an opportunity to provide feedback about your awareness of and feelings towards SSAF. The survey will run in Session 2, 2019.

2019 Key dates for submission rounds

Student Initiatives

Round 1 opens: 1 April 2019 Round 1 closes: 9.00am 27 May 2019

Student Survey: Session 2, 2019

Student and Staff Submission

Round 2 opens: 16 September 2019

Round 2 closes: 9.00am 11 November 2019

You can also find more information online at:

http://student.csu.edu.au/ finances/current-year-fees -and-charges/ssaf

At any time of year, you can also have your say via your Student Representative Councils, Student Liaison Officers or direct to the Division of Student Services via email to: ssaf@csu.edu.au

SSAF has been used to fund a range of staff roles that benefit online and on campus students.

What has SSAF funded?

SSAF at Charles Sturt funds a range of services, events and projects that students can access online and face-to-face.

Some examples of SSAF funded services, events and projects in 2018 included:

- Career development service
- Orientation program including virtual
- Student Counsellors
- Student Liaison Officers
- Food and beverage discounting
- Online and international student transfer service
- Residential school events
- Online students return postage for Library books including express postage
- Respect campaign
- International student events
- Student Leadership Program and Conference
- Contribution to the Wellness and Wellbeing Expo
- Careers exhibition: Industry connections at Study Centres
- Visit inland campus experience
- Introduction to cultures at Study Centres

Since 2012, SSAF has helped fund many new and refurbished student spaces and more than 170 projects, submitted by students and staff.

In addition to the tangible facilities on campus, such as sporting facilities, SSAF has been used to fund a range of staff roles that benefit online and on campus students. Many student services are available online or via telephone or Skype, so online students can also benefit from wherever they may be studying.

Improvements to the Student Portal, and the development of student media such as the Charlie blog are available to all students. Residential school events, transfers to campus for students travelling to residential schools, and return postage of library books to the library are just some examples of projects designed specifically for online students using SSAF funds.

SSAF in Action

CASE STUDY

PROJECT: Online & International Student Transfer Service

WHO BENEFITS: Residential School Students and International Students

AREA (OF Charles Sturt): Division of Student Services

EXPENDITURE: \$49,722.00

LEGISLATED SSAF SPENDING AREAS:

• Help students with their financial affairs

• Helping meet the specific needs of overseas students relating to their welfare

Background

Since 2013, SSAF funds have been used to provide free transfer services for online students to get to and from campus for residential schools or for international students on their arrival to commence study and their departure at the completion of their studies.

Local taxi operators have been selected to provide a return service from airports, train stations or bus stops on behalf of Charles Sturt University for the Albury-Wodonga, Bathurst, Orange, Port Macquarie and Wagga Wagga campuses. Student drivers are also used to pick-up international students as part of the International student arrival assistance program. Booking is essential for students as the taxi operators will ask for payment if a student has not pre booked with them.

Online students attending compulsory residential schools are provided with the contact details of each taxi operator to book their travel, and international students are advised of the arrival assistance program in their pre-departure communications and on the web pages below.

Residential Schools Travel Information

http://student.Charles Sturt.edu.au/study/residential-school/travel-to-campus

International Student Arrival Assistance Information

http://student.Charles Sturt.edu.au/services-support/international/pre-departure/arrival-assistance



What are the outcome achieved from providing this service?

Online students have a positive experience when visiting campuses for residential schools and for international students the transfer service assists them getting to their campus. – "first impressions count'. Having a free transfer service from the airport, train station or bus station to and from campus helps students with the cost of attending residential schools and when arriving in a new city if you're an international student.

Student numbers using the transfer service are increasing each year. Orange and Port Macquarie campuses are using a combination of a student driver and taxi in 2019. Online students have access to the contact details for the individual shuttle services so that they can arrange their own pickup.

There are Student Central Knowledge Base articles on Residential Schools that include information on the availability of transfer services for Residential schools. Charlie posts regularly feature Residential schools and how students can use the free transfer services.

CASE STUDY

PROJECT: Residential School Ambassador Program

WHO BENEFITS: Online Students

AREA (OF Charles Sturt): Division of Student Services

EXPENDITURE: \$9,942

LEGISLATED SSAF SPENDING AREAS:

Promoting the health or welfare of students

- Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled
- Giving students information to help them in their orientation

Background

Residential School is an integral part of the student experience for a large number of online students. It enables online students to build a sense of connection with the university, interact with academic staff, interact with other students, and develop practical skills necessary for the completion of their degree.

The student ambassadors themselves were on campus students, many of whom had assisted Student Engagement in previous activities, or were Residential Advisers with Residence Life.

What are the outcome achieved from providing this service?

The Residential School Ambassador Program aimed to achieve three broad objectives:

- 1. Improve the student experience of students attending Residential Schools;
- 2. Enhance the visibility of services within the Division of Student Services; and
- 3. Provide directions to lost students.

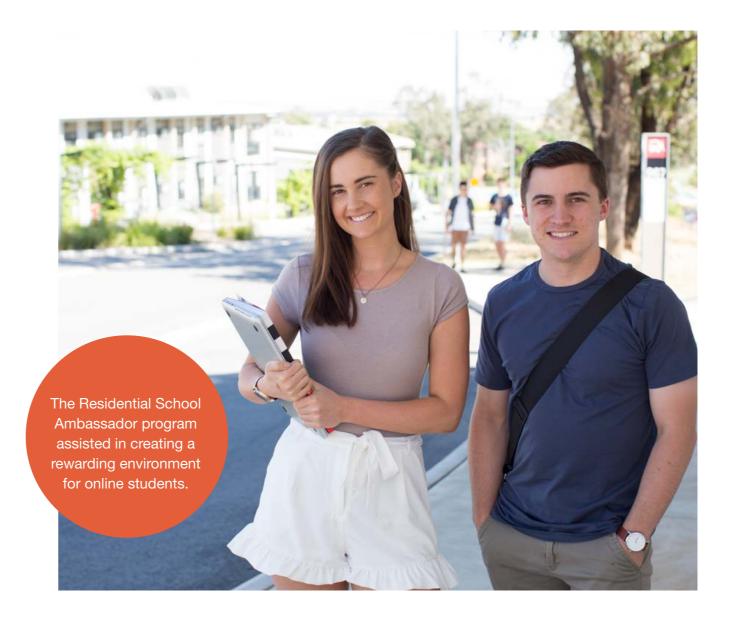
The Residential School Ambassador program assisted in creating a rewarding environment for online students where they connected, collaborated and shared experiences while at residential school, and therefore, students were more likely to continue with their studies due to interactions with teaching staff and peer support developed at residential school.

In addition to providing online students a general orientation to the campus and the local area, it enabled student to student interactions with the Residential School Ambassadors.

The aim of the program was to develop the confidence and independence of online students by making the, Residence Life for check-in and finding their classroom less stressful. Residential School Ambassadors were also available to assist online students with developing skills for study by helping with logging onto the Wi-Fi and navigating to Charles Sturt Card Holder Portal and other common areas of the Student Portal.

Residential School Ambassadors provided support to approximately 8,800 online students, that attended residential schools at the Albury-Wodonga, Bathurst, Orange and Wagga Wagga campuses during the residential school periods below.

A secondary benefit was that the Residential School Ambassadors received paid casual employment and the student ambassadors had the opportunity to perform in a leadership role. The employment occurred outside of teaching weeks, reducing the likelihood of it impacting on their studies. 19 students were recruited to be Residential School Ambassadors in 2018.



CASE STUDY

PROJECT: Introduction to Cultures

WHO BENEFITS: Charles Sturt Study Centre students

AREA (OF Charles Sturt): Charles Sturt Study Centres

EXPENDITURE: \$12,600

LEGISLATED SSAF SPENDING AREAS:

· Providing food or drink to students on a campus of the higher education provider

- Supporting a sporting or other recreational activity by students
- Supporting the administration of a club most of whose members are students
- Supporting an artistic activity by students
- Supporting the production and dissemination to students of media whose content is provided by students
- Giving students information to help them in their orientation

Background

This initiative has been funded and managed for many years, to celebrate and welcome diversity of cultures represented by the student body. Each Study Centre holds up to 9 cultural events per year. In each event, students are served traditional food and drink relating to the culture we are celebrating on the day, and have an opportunity to mingle with other students on-campus, to facilitate even more multiculturalism in social groups. Usually these events are held on-campus in the Student Lounge during the students' lunch break, to allow most students the opportunity to attend.

Cultural events and religious holidays can include (but are not limited to):

- Chinese: Chinese New Year, Moon Festival
- Indian: Diwali, Holi Festival of Colours
- Australian: Australia Day, Christmas, Easter
- Other: Halloween, St Patricks' Day, International Women's Day

This initiative has been funded and managed for many years, to celebrate and welcome diversity of cultures represented by the student body.







For example, at the end of 2018 the Charles Sturt Melbourne campus held a Christmas Party for students on December 20, 2018. This was the final day before the students' Christmas break and we ran the event for a total of 3 hours. We served Christmas biscuits and sweets, as well as some other small snacks for students. We also booked a Santa and hired a photo booth for this event.

The Brisbane and Sydney campuses also ran Christmas parties, these activities were received very well by the students and we got some fantastic feedback on this event as a whole. The feedback from these cultural events shows that students develop a stronger connection to the university and its students, and develop a deeper appreciation and respect for cultural holidays outside of their own. The program enhances student experience and engagement and makes people feel they are welcome whilst studying overseas.

CASE STUDY

PROJECT: 2018 Student Leadership Conference

WHO BENEFITS: Student leaders

AREA (OF Charles Sturt): Division of Student Services

Engagement in collaboration with other Divisions

EXPENDITURE: \$38,650

LEGISLATED SSAF SPENDING AREAS:

This project aligned with the following SSAF requirements:

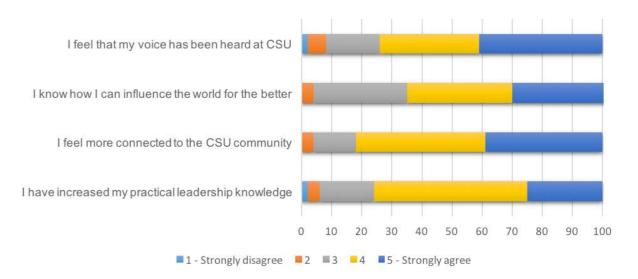
- supporting the administration of a club most of whose members are students;
- helping students obtain employment or advice on careers;
- helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled

Charles Sturt Student Leadership Conference

The Student Leadership Conference aims to build a network of student leaders, to assist with the development of formalised, enterprise-wide development of student leadership skills and ensure the student voice is being heard within Charles Sturt. According to the Student Leadership Steering Committee, Student Leadership is defined as the process through which students, strive to create positive change in both their communities and University Life. Conference background. In November 2015, the Office for Students in conjunction with the Student Representative body held the inaugural Student Leadership Conference at Wagga, NSW. The SSAF funded Student Leadership Conference was the main initiative originating from the first Student Voice Think-Tank which was also held in 2015. The inaugural Student Leadership Conference aimed to establish strong links between the Student Representative body and the wider Charles Sturt Community; to enable networking and sharing of ideas between current student leaders and to further develop the skills of our current student leaders.

In 2018, the Charles Sturt Student Leadership Conference was hosted on Orange campus from 30 October to 1 November 2018. The conference plan took into consideration the five recommendations from the 2017 Student Leadership Conference report. 2017 Student Leadership Conference Report. Accordingly, the theme of the conference was Your Voice at Charles Sturt and there were plenty of opportunities for students to share their voices.

Feedback gathered from students attending 2018 conference:

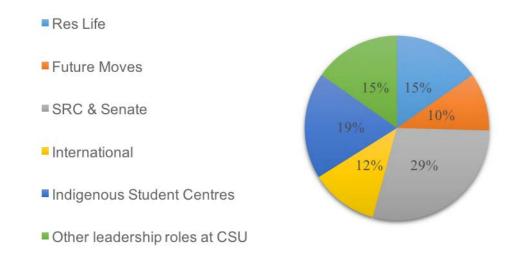


Conference objectives were set and agreed to by the Student Leadership Working Party and resulting outcomes are:

Objective	Outcomes
Inspire students to utilise and increase practical leadership skills	Student feedback demonstrated that 75% of the delegates felt that their leadership skills increased from participation at the 2018 conference
Build a network of collaborative students that creates a life-long sense of connection and belonging to the Charles Sturt Community	 58 students from all campuses, online and Study Centre campuses gathered in Orange Variety of roles, areas of study and backgrounds Various opportunities to network with students and guests Students engaged in discussions with Charles Sturt Leaders, staff and guests during breaks and evening events
Engage in critical thinking to influence the world for the better and stretch personal leadership boundaries to explore professional and personal development	 Workshops and presentations provided opportunities to think critically and extract ideas and concepts Students received information on STRIVE – A Charles Sturt Student Leadership Program and how to register
Prepare Charles Sturt student leaders with tools and resources to be effective leaders, now and in the future.	Workshops and activities shared tools on digital footprint, Playing Right, pitching an idea, goal setting, communication and staying connected to other humans



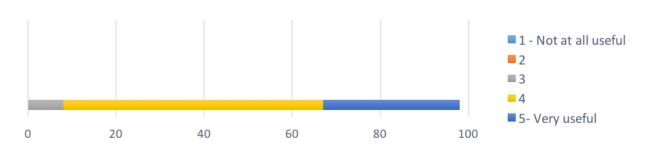
The aim was to have 70 student leaders attend the 2018 Student Leadership conference from all campuses, online and study centre students registering to attend. Final number for 2018 was 58 student leaders. Nominations were accepted from Residence Life, Future Moves, SRCs and Senate and Indigenous Student Centres and other students registered through the page online.



The inaugural Student Leadership Conference aimed to establish strong links between the Student Representative body and the wider Charles Sturt Community; to enable networking and sharing of ideas between current student leaders and to further develop the skills of our current student leaders.

Delegate feedback

Delegates in attendance were asked to complete a feedback form that summarised their experience of the 2018 Student Leadership Conference. They were asked to rate varying aspects of the conference and reflect on what they took away from each presentation and what they wanted more on. Feedback from each year is collated and reviewed to assist in the planning for the following year's conference. All graphs are in percentages.



CASE STUDY

PROJECT: Beres Ellwood lighting

WHO BENEFITS: Primarily sporting clubs, the wider student body, staff and community

members who utilise the Beres Ellwood Oval

AREA (OF Charles Sturt): Division of Facilities Management

EXPENDITURE: \$430,000

LEGISLATED SSAF SPENDING AREAS:

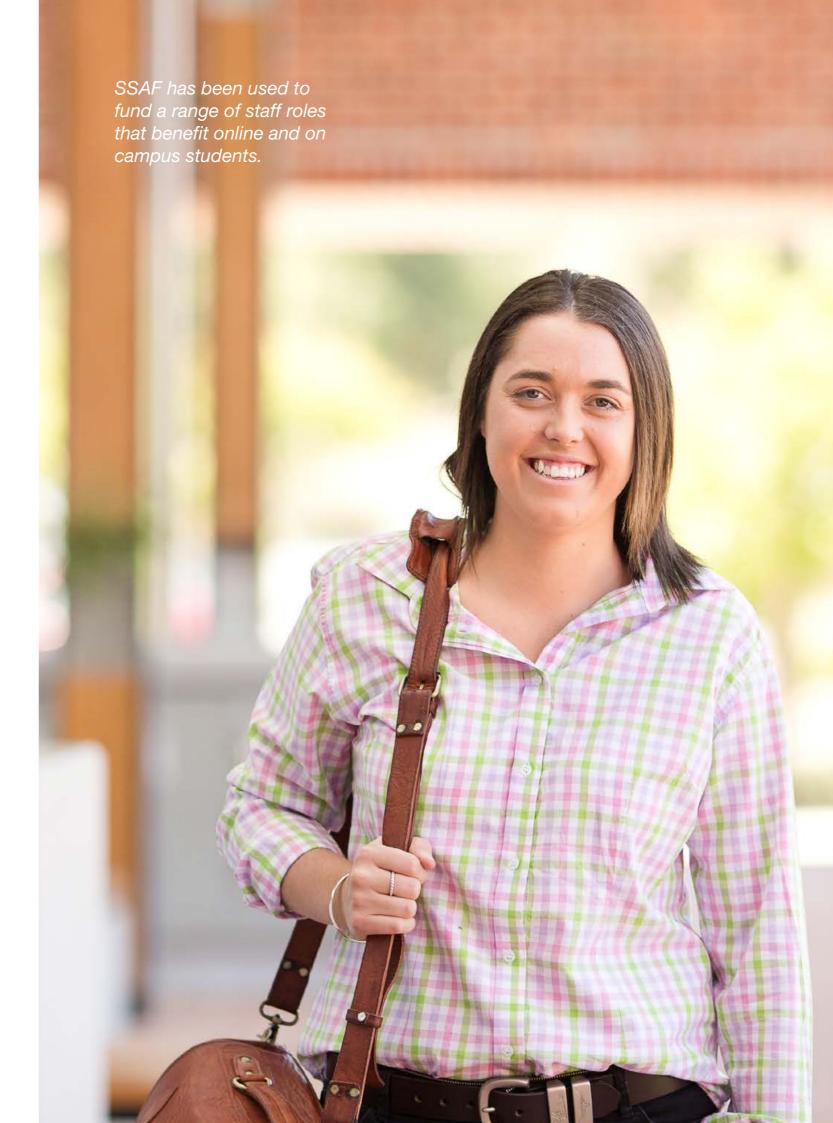
• Promoting the health and welfare of students;

• Supporting a sporting or other recreational activity by students

Over 2000 students and staff use the Beres Ellwood oval on an annual basis, and the provision of adequate lighting across the whole oval improves the utilisation and capacity for training purposes by the major clubs, and also for other recreational clubs and outdoor activities that are held on the oval.









CASE STUDY

PROJECT: Mountain Bike Track

WHO BENEFITS: Biking students, staff and community members that visit

the Albury campus

AREA (OF Charles Sturt): Division of Facilities Management

EXPENDITURE: \$80,000 (including Charles Sturt Green Sustainability Grant)

LEGISLATED SSAF SPENDING AREAS:

• Promoting health and welfare of students;

• Supporting a sporting or other recreational activity by students

The provision for students, staff and community members of 1.8km of mountain bike track mainly using existing site materials, that includes lengths on offer for differing user skill levels, and a variety of technical features, signage and associated works.



SSAF survey results

During July and August 2018, a sample of students were invited to take part in an online survey run by the Division of Student Services (DSS) that included questions on awareness and perceptions of the Student Services and Amenities Fee (SSAF).

The survey also ranked the 19 government criteria in order of preference for future spending. A sample approach was adopted, with the survey sent to 3,996 active, SSAF-paying students at Charles Sturt. A total of 759 complete responses were received; 62% were online students and 38%were internal mixed mode students.

In 2018, 34% of students indicated that they were aware of the SSAF prior to receiving their SSAF invoice. The proportion of online students who were aware of the SSAF was higher than internal students (38% vs. 27%). This is shown in Figure 1.

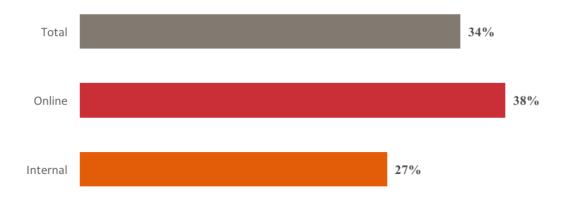


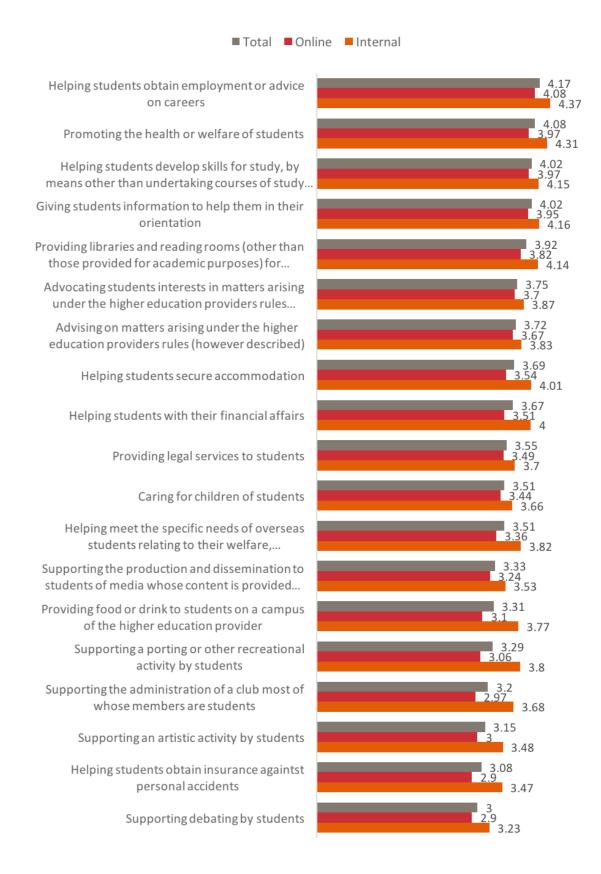
Figure 1: Proportions of students who were aware of the SSAF prior to receiving their invoice.

Preferences for spending

The survey asked students how important each legislated area of funding was to them. The ranking of these was similar between online and internal students. Their top five areas were identified as:

- 1. Helping students obtain employment or advice on careers. (mean of 4.17).
- 2. Promoting the health or welfare of students (mean of 4.08)
- 3. Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled (mean of 4.02)
- 4. Giving students information to help them in their orientation (mean of 4.02)
- 5. Providing libraries and reading rooms (other than those provided for academic purposes) (mean of 3.92)

Figure 2: The importance of each SSAF legislated area of funding to students, with online and internal student responses also shown.



Feelings about SSAF

Students rated their feeling towards SSAF as 3.36 on a scale of 1 to 5 where 1 was very negative and 5 was very positive.



Figure 3: Students feelings towards SSAF

Students surveyed indicated they:

- Supported the idea of SSAF as a means to provide services and amenities for them
- Were generally aware that they could apply for SSAF funding through the submission rounds in session 1 and session 2
- Sentiment towards SSAF was not significantly different between online and internal students.
- Perceived Internal students to gain more benefit from SSAF funded programs than online students

Actions arising from the survey

The SSAF Steering Committee and Division of Student Services will continue to enhance communication around the SSAF through a range of channels, including:

- This Annual Report
- Web information provided on the Student Portal and Division of Student Services website
- Case studies and examples of projects.



Looking Forward

There are a number of SSAF initiatives planned for 2019. These include new and refurbished student spaces; projects suggested by students and staff and Division of Student Services.

Student submission rounds

Student submissions will be received in session 1 and also session 2 this year. A total of 19 student initiatives were submitted in the first round for 2019. With 1 of these being referred to the Division of Facilities Management for consideration for funding and construction. Successful student initiatives will be notified of the outcome by the end of June.

Student and Staff submission round

Staff and student submissions were received in Session 2 2018. 57 submissions were received and 37 of these were successful for 2019 funding. Another 8 submissions were passed on to the Division of Facilities Management for further review and recommendation.

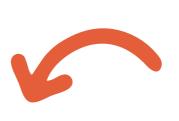
Some successful submissions in that round included:

- Online and International Student Transport
- Supplying student amenities at the School of Policing
- Student Digital Communications
- Emergency Accommodation
- Food and beverage discount
- Healthy Relationships
- Lynda.com
- On campus student transport
- Pocket campus maps
- Residential School Ambassadors
- APA Style Central
- International student events
- Student Leadership Program and Conference
- Visit inland campus experience, Charles Sturt Study Centres
- Online Students Return Postage Scheme
- LinkedIn Photo Booth
- Harmony Day
- International pre-departure welcome packs
- Student Alumni Networking Evening
- Playing Right
- Interview Stream
- FoodREDI program
- Mobility packs School of Policing
- ALLY Program

Division of Student Services allocations

Available for online and on campus students:

- Charles Sturt's Career Development Service, with additional staff
- Additional student counsellors
- External Scholarship Officer
- Additional Student Liaison Officer (International & financial)
- Orientation programs
- Stakeholder and student communications
- Student leadership lead
- Elite Athletes and Sports program
- Sports and University Games assistance





Albury-Wodonga Campus

Mountain bike track

Bathurst Campus

Pathway and lighting for Eco Walk Trail Route Mitchell rugby dugouts and Diggings Oval dugouts OV Commons (in progress)

Dubbo Campus

Outdoor café engagement

Wagga Wagga Campus

Beres Ellwood oval lighting

For more information:

Visit:

https://www.Charles Sturt.edu.au/division/student-services/useful-information/ssaf or http://student.Charles Sturt.edu.au/finances/current-year-fees-and-charges/ssaf

Email: ssaf@csu.edu.au

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