



Student Services Amenities Fee Annual Student Consultation

Process

October 2019

Purpose

This document outlines RMIT's Annual Student Services Amenities Fee (SSAF) - Student Consultation Process and the associated communication activities in line with the [Higher Education Support Act 2003 - Student Services, Amenities, Representation and Advocacy Guidelines](#).

Objectives

Complying with Section 3.2.5 of the Student Services, Amenities Representation Advocacy Guidelines RMIT will:

- Establish and maintain an effective process for student consultation
- The consultation process is reviewed and approved annually by RMIT's governing body
- Consultation will be a formal process with students and democratically elected members of student bodies that are recognised by the institution
- Consultation will be timely and part of the RMIT's annual financial planning cycle
- The students and student representatives must be notified of
 - the purpose of the SSAF
 - the amount of revenue anticipated
 - mechanisms to establish priorities for expenditure; and
 - the timing and mechanism available to comment on the proposed priorities
- After consultation, RMIT must make publicly available:
 - established priorities
 - proposed heads of expenditure and
 - projects to be funded

Structure

Formal Consultation Steps

Q1. Confirm expenditure priorities at a Student Experience Advisory Group (SEAG) meeting

Q2. Invite submissions for funding from RMIT departments and the RMIT University Student Union (RUSU)

Q3.1 Members of SEAG will have the opportunity to review, discuss and rank all SSAF funding submissions

Q3.2 All SSAF Paying Students are invited to vote online via an email asking them to select and rank their top five initiatives. At this time, students are also welcomed to put forward additional ideas to improve the student experience in the year ahead and are given the opportunity to provide feedback on the Student Consultation Process.

Q3.3 The SSAF Steering Committee review the consultation data and formulate expenditure recommendations for Deputy Vice-Chancellor Education approval.



Q4. Final decisions about projects to be funded in the year ahead are published on the RMIT Student's SSAF Website and all students who voted online also receive an email update.

Additional consultation activities

In addition to the formal funding allocation consultation steps undertaken, student consultation occurs on an ongoing basis and is embedded in a range of activities that shape SSAF spending on key RMIT initiatives. This includes student input through:

- Strategic Advisory Groups and Committees
- Regular RUSU Partnership Meetings
- Students as staff members – shaping initiatives
- Co-design Activity and Student Focus Groups
- Student Ideas - Online Form
- Annual “Have Your Say Day” – Student Voice Summit
- Survey and Interview data collection

Key Stakeholders

RMIT University Student Union
SSAF Steering Committee
Student Experience Advisory Group
Student Communications Team

Communication

- Information will be shared across RMIT service websites, social media, digital screens and via email, relating to:
 - the purpose of the SSAF
 - the amount of revenue anticipated
 - mechanisms to establish priorities for expenditure; and
 - the timing and mechanism available to comment on the proposed priorities
 - established priorities
 - proposed expenditure and
 - projects to be funded
- Communication regarding priorities for expenditure, fee charges, anticipated revenue and expenditure outcomes will be published on the RMIT Student's website SSAF page.
- Reports outlining full SSAF acquittal and expenditure outcomes will be tabled annually for student consideration and comment at the SSAF Steering Committee and Student Experience Advisory Group.
- All information will be published to students in a timely manner in accordance with any Government Legislative requirements.

Review and Improvement

This Consultation Process will be reviewed annually by the SSAF Steering Committee. As per legislative requirements, students will have the opportunity to comment on the process via the annual SSAF survey, the SEAG, their elected RUSU representatives and the Student Voice website. During the annual review process, any major change recommendations will be brought to the Vice-Chancellor's Executive for endorsement prior to University Council consideration.

