

Student-Led Organisation Procedure

Section 1 - Purpose and Scope

(1) This procedure outlines the administrative requirements and processes for Student-Led Organisations (SLOs) at the University of New England. It serves as the operational framework that implements the principles established in the [Student-Led Organisation Framework Policy](#).

(2) This procedure specifically applies to SLOs. The University also recognises Clubs and Societies (administered by UNE Life) and Junior Common Rooms (administered by the Colleges Governance Committee), which are governed by separate procedures issued by their respective authorities.

(3) This procedure provides detailed guidance for:

- a. student organisations seeking SLO registration with the University;
- b. current SLOs maintaining compliance with University requirements;
- c. University staff responsible for SLO administration and oversight; and
- d. SLOs applying for or managing Student Services and Amenities Fee (SSAF) funding.

Section 2 - Procedure Principles

Key Principles

(4) All SLOs must operate in accordance with:

- a. relevant legislation, particularly the [Higher Education Support Act 2003](#) (Cth);
- b. the [Student-Led Organisation Framework Policy](#);
- c. University policies, rules, and codes of conduct; and
- d. sound governance and financial management practices.

Part A - SLO Registration and Eligibility Requirements

Application Requirements

(5) To apply for registration as a SLO, applicants must submit the following to the Executive Principal Student Journey (EPSJ):

- a. a completed prescribed application form; and
- b. all required documentation, including a proposed constitution that complies with the University's Model Constitution for SLOs.

Eligibility Requirements for SLO Registration

(6) To be eligible for registration as an SLO, a student organisation must demonstrate that it:

- a. Primary Purpose - has a primary purpose focused on student representation, advocacy, and/or the provision of services and amenities allowable under [HESA](#) Section 19-38(4) for the benefit of UNE students;
- b. Capacity to Represent - demonstrates the capacity to represent the interests of, or provide services relevant to, a broad cross-section of the UNE student community;
- c. Non-Duplication - has a distinct purpose that does not duplicate the function of an existing SLO or University service;
- d. Policy Commitment - demonstrates commitment to upholding University policies;
- e. Insurance Coverage - can demonstrate adequate insurance coverage appropriate to the SLO's activities and risk profile, and commits to providing annual evidence of coverage to the EPSJ; and
- f. Constitutional Requirements - has a constitution that demonstrates the requirements outlined in Section 3 of this procedure.

Assessment Process

(7) The registration process follows four (4) key stages:

- a. Assessment: the EPSJ will assess the application against the criteria outlined in Part B of this procedure and Part C of the [Student-Led Organisation Framework Policy](#). Internal or external advisors may be consulted during this stage.
- b. Recommendation: following assessment, the EPSJ will make a formal recommendation to the Deputy Vice-Chancellor (DVC).
- c. Decision: the DVC makes the final decision on whether to grant registration.
- d. Notification: the applicant receives formal written notification of the DVC's decision.

(8) Registration as an SLO makes an organisation eligible to apply for SSAF funding but does not guarantee that funding will be allocated.

Constitution Requirements

(9) Every SLO must adopt a constitution that complies with the Model Constitution for SLOs and meets the relevant requirements outlined in Part C of the [Student-Led Organisation Framework Policy](#). The constitution must demonstrate the following requirements.

Governing Body Composition

(10) Provisions ensuring the governing body comprises a majority of individuals who are either:

- a. currently enrolled UNE students; or
- b. UNE alumni who graduated within the preceding three (3) years.

Democratic Elections

(11) Provisions ensuring democratic election requirements are met as per the definitions section of the [Student-Led Organisation Framework Policy](#).

Student Autonomy and Independence

(12) Provisions that ensure:

- a. the SLO operates independently from the University;
- b. students retain control over decision-making processes;
- c. the SLO's activities and operations are student-led;

- d. the University's role is limited to compliance oversight and support rather than operational control; and
- e. the SLO holds autonomy over its SSAF funding allocations (if applicable).

Membership

(13) Membership eligibility (primarily open to UNE students), rights and responsibilities must be clearly defined and include:

- a. criteria for ordinary membership (must be open to all eligible UNE students);
- b. membership rights including voting entitlements;
- c. membership obligations and responsibilities;
- d. processes for admission and removal of members; and
- e. associate or honorary membership categories (if applicable).

Governance Structures

(14) Details of the governing body structure including:

- a. office bearer roles, powers, and responsibilities;
- b. election and appointment processes;
- c. terms of office;
- d. procedures for calling and conducting general meetings and governing body meetings; and
- e. quorum requirements and voting rights.

Dispute Resolution

(15) Internal mechanisms for resolving disputes among members.

(16) Procedures for addressing disputes between members and the governing body.

Constitutional Amendments

(17) Procedures for amending the constitution, requiring University notification and approval for significant changes affecting compliance with this procedure or the [Student-Led Organisation Framework Policy](#).

Dissolution

(18) Procedures for voluntary dissolution or winding up.

Record Keeping and Documentation

(19) Comprehensive record keeping requirements including:

- a. minutes of all governing body and general meetings;
- b. records of all decisions and significant activities;
- c. financial records including receipts, financial statements, and transaction records;
- d. membership records;
- e. correspondence with the University; and
- f. annual reports and audited financial statements.

Record Keeping Standards

(20) Procedures for maintaining and storing records that:

- a. are consistent with University requirements and, for incorporated SLOs, comply with the [Associations Incorporation Act 2009](#) (NSW);
- b. ensure all records are accessible to the University for audit and compliance verification; and
- c. require SSAF funding records to be retained for a minimum of seven (7) years.

Public Access Requirements

(21) Mechanisms to ensure the following documents are readily accessible to student members and the University:

- a. current approved constitution;
- b. annual reports (including summaries of activities and achievements);
- c. audited financial statements; and
- d. meeting minutes (excluding confidential matters).

Financial Management

(22) Sound financial management practices as detailed in the Financial Management Policies, Financial Reporting, and Financial Record Keeping sections of this procedure, including:

- a. maintenance of appropriate financial accounts; and
- b. expenditure authorisation procedures.

Financial Year Alignment

(23) Provisions specifying the SLOs financial year aligns with the University financial year, which runs from 1 January to 31 December.

Financial Management Policies

(24) Requirements for the SLO to develop, implement, and maintain robust financial management policies and procedures that include:

- a. sound financial management principles;
- b. annual budget planning and monitoring;
- c. regular financial reporting to the governing body;
- d. clear procedures for financial decision-making; and
- e. separation of cash handling and record-keeping duties.

Financial Reporting

(25) Requirements for regular financial reporting including:

- a. monthly financial reports to the governing body including income, expenditure, and current financial position
- b. annual audited financial statements prepared by a qualified accountant and presented to members at the annual general meeting; and
- c. annual financial acquittals for any University funding received.

(26) All financial reports must be accurate, complete, and prepared in accordance with relevant accounting standards and the SLO's approved financial management procedures.

Financial Record Keeping

(27) Requirements for maintaining comprehensive financial records including:

- a. all financial records in accordance with the Record Keeping requirements outlined in the [Student-Led Organisation Framework Policy](#) and this procedure, including seven-year retention periods for SSAF-funded activities;
- b. proper documentation of all transactions with receipts, invoices, financial statements, and authorisation records;
- c. records of all financial decisions made by the governing body, including meeting minutes documenting financial approvals;
- d. annual financial acquittals for any University funding received, demonstrating compliance with funding conditions and proper use of funds; and
- e. accessible records that can be provided to the University, auditors, or members upon reasonable request.

Financial Compliance

(28) Provisions ensuring all financial management policies and procedures:

- a. comply with the requirements of this procedure, relevant legislation, and University financial management standards;
- b. be approved by the SLO's governing body and formally documented in writing;
- c. be reviewed annually and updated as necessary to reflect changes in legislation, University requirements, or SLO circumstances;
- d. be provided to the University as part of the annual review process, demonstrating ongoing compliance and effective financial management; and
- e. include appropriate risk management measures and internal controls suitable to the SLO's size and activities.

Authorisation Controls

(29) Requirements for financial authorisation controls including:

- a. at least two (2) authorised signatories for all financial commitments or transactions exceeding a reasonable threshold defined in the SLO's constitution or approved financial procedures;
- b. clear delegation of authority for different expenditure levels;
- c. written approval processes for significant financial commitments; and
- d. documentation of all authorised signatories with the SLO's bank and regular review of signatory authorities.

Segregation of Duties

(30) Requirements for segregation of duties to prevent fraud and ensure accountability with different individuals must be responsible for:

- a. authorising expenditure – approval of spending decisions and financial commitments, with multiple approval levels based on expenditure amounts;
- b. handling cash and banking – physical money management, bank transactions, fee collection, and day-to-day banking activities;
- c. maintaining financial records – keeping official books, recording transactions, financial reconciliations, managing invoices and receipts, and preparing financial reports; and
- d. conducting internal reviews – regular review of financial records, verification of reconciliations, and reporting to

the governing body.

Incorporation

(31) SLOs may choose to incorporate as an association under the [Associations Incorporation Act 2009](#), but incorporation is not a requirement for registration or SSAF funding eligibility.

(32) SLOs that choose to incorporate must:

- a. comply with all requirements of the [Student-Led Organisation Framework Policy](#) and these procedures; and
- b. comply with all obligations under the [Associations Incorporation Act 2009](#), including requirements for registration, annual reporting and governance.

(33) SLOs that choose to incorporate must notify the EPSJ of their incorporation status and provide evidence as part of any review.

Part B - SLO Review, Compliance, Deregistration and Appeals

Purpose and Timing

(34) The EPSJ will conduct an annual review of each SLO to ensure its ongoing:

- a. compliance with the [Student-Led Organisation Framework Policy](#) and its own constitution; and
- b. effectiveness in representing student interests or delivering services allowable under the [Higher Education Support Act 2003](#).

(35) The first annual review of a SLO will occur in its second year of registration.

Annual Review Requirements

(36) As part of the annual review, an SLO must provide the following to the EPSJ:

- a. its most recent annual report;
- b. its most recent audited financial statement; and
- c. any other information requested to demonstrate compliance with the UNE Policy or these procedures.

Ad Hoc Review of Registration

(37) The EPSJ may start an ad hoc review of an SLO at any time, including in response to serious concerns about an SLO's governance, finances, or conduct.

(38) The EPSJ will notify the DVC of the intention to start a review and the reasons for it.

(39) The EPSJ will formally notify the SLO, in writing, that a review is starting. The notification to the SLO will outline:

- a. the general nature of the concerns;
- b. the process that will be followed; and
- c. an indicative timeline for the review.

(40) The review may involve external auditors if required.

Recommendation

(41) After completing a review, the EPSJ will recommend one of the following outcomes to the DVC:

- a. Continued Registration - the SLO continues to be registered, with any recommendations or required actions for improvement.
- b. Deregistration - the SLO's registration should be cancelled, based on the grounds outlined in Clause 15 of the [Student-Led Organisation Framework Policy](#).

Final Decision

(42) The DVC makes the final decision. The SLO will be formally notified of the outcome and the reasons for the decision in writing.

Deregistration and Dissolution Process

Voluntary Dissolution

(43) An SLO that has formally decided to dissolve must:

- a. follow the dissolution procedures outlined in its own constitution;
- b. provide formal written notice of its decision to dissolve to the EPSJ;
- c. submit its final audited financial statements and a complete asset register to the EPSJ within thirty (30) days of the resolution to dissolve;
- d. ensure all records transfer to University archives as per the Student Council records management policy;
- e. ensure that any remaining assets or property acquired with SSAF funds are transferred to the University in accordance with the dissolution clause in the SLOs constitution, as required by the [Student-Led Organisation Framework Policy](#); and
- f. return any unspent SSAF funding to the University.

(44) The University will then process the SLO's deregistration.

Voluntary Deregistration

(45) An SLO that wishes to voluntarily relinquish its SLO status but continue to operate as an incorporated association or unregistered organisation must:

- a. provide formal written notice to the EPSJ, confirming this decision was made in accordance with the SLO's constitution.

(46) The EPSJ will confirm the deregistration to the SLO and the SSAF Committee in writing. The consequences outlined in clause 56 and 57 of this procedure will then apply.

Involuntary Deregistration

(47) The University may deregister an SLO based on the grounds established in the Clause 15 of the [Student-Led Organisation Framework Policy](#). A review may lead to a recommendation for deregistration if it finds that the SLO:

- a. committed a serious or persistent breach of key obligations: for example, by failing to maintain democratic governance structures as required by its constitution, persistently violating the terms of its SSAF funding agreement, or acting in a way that interferes with the University's compliance with legislation (such as [HESA](#));
- b. engaged in financial misconduct: for example, by spending SSAF funds on unapproved items, failing to account for expenditure, being unable to pay its debts, or where there is evidence of fraudulent activity by its governing body;
- c. failed in its core purpose or legal status: for example, by having its legal status as an incorporated association cancelled by NSW Fair Trading, or by becoming inactive (e.g., not holding required meetings, having a

functioning committee or delivering services to members for an extended period);

- d. engaged in harmful conduct: for example, by undertaking any illegal activities, or engaging in conduct that is contrary to the University's values or materially harms the interests of the student body it represents; or
- e. failed to rectify identified issues: this applies when a significant issue has been formally identified in a review or audit, and the SLO has been given clear instructions and a reasonable deadline to resolve the matter but has failed to do so.

Deregistration Process

(48) If a review finds grounds for deregistration, the EPSJ will issue the SLO with a formal Notice of Intent to Deregister.

(49) This notice will explain the reasons for the proposed deregistration.

(50) The SLO has twenty (20) business days from the date of the notice to provide a written response to the EPSJ.

(51) After considering the SLO's response, the EPSJ will make a final recommendation to the DVC.

(52) The DVC makes the final decision and will notify the SLO and the SSAF Committee of the outcome in writing.

Urgent Action and Interim Measures

(53) If the EPSJ believes an SLO's conduct poses an immediate and significant risk to students, SSAF funds, or the University's reputation, they may recommend the DVC impose interim measures while a review is underway.

(54) These measures can include but are not limited to:

- a. suspending further SSAF payments to the SLO;
- b. imposing additional conditions or oversight on expenditure; and
- c. temporarily suspending specific activities.

(55) The DVC will decide what interim measures to impose and ensure they are communicated to the SLO with reasons in writing.

Consequences of Deregistration

(56) Once an SLO is deregistered, it immediately loses:

- a. its status as a Student-Led Organisation of the University;
- b. its eligibility for any current or future SSAF funding; and
- c. any rights to use University branding, facilities, or services granted through registration.

(57) The deregistered SLO must ensure all records are transferred to University archives in accordance with the Student Council records management policy.

Grounds for Appeal

(58) A SLO may appeal a decision by the DVC to deregister the organisation.

(59) An appeal may only be made on the grounds that:

- a. the decision was made without proper consideration of relevant factors;
- b. the decision was based on incorrect or incomplete information;

- c. the SLO was not provided with adequate opportunity to respond to concerns raised; or
- d. the decision was unreasonable in the circumstances.

Appeals Process

(60) Appeals must be submitted in writing to the Vice-Chancellor and Chief Executive Officer (VC&CEO) within twenty (20) business days of receiving written notice of the deregistration decision.

(61) The appeal must clearly state the grounds for appeal and provide supporting evidence.

(62) The VC&CEO will review the appeal and may seek advice from appropriate persons.

(63) The VC&CEO's decision on the appeal is final.

(64) The lodging of an appeal does not suspend the deregistration unless the VC&CEO determines otherwise.

(65) No appeal rights exist for any other decisions made under this policy or its associated procedures.

Part C - SSAF Fundnig Administration

University SSAF Allocation Process

(66) The University determines how SSAF funds are allocated as part of its strategic approach to providing student services and amenities. The University will:

- a. identify specific categories of SSAF-eligible expenditure or services that it will deliver directly or through its controlled entities
- b. identify categories for which SLOs may apply for funding through the SSAF allocation process
- c. make funding decisions based on:
 - i. [Higher Education Support \(Student Services, Amenities, Representation and Advocacy\) Guidelines 2022](#);
 - ii. [Higher Education Support Act 2003](#) (HESA) requirements;
 - iii. University strategic priorities;
 - iv. consultation with student representatives; and/or
 - v. advice from the SSAF Committee.

(67) The University will allocate a minimum proportion of its annual SSAF revenue (Targeted SSAF Funding) to eligible SLOs, increasing progressively to reach 40% by the end of 2027.

SLO Funding Application Requirements

(68) SLOs seeking SSAF funding must:

- a. develop an annual budget approved by their governing body;
- b. clearly identify all proposed income sources, including requested SSAF funding;
- c. provide details of all planned expenditure, specifically showing how SSAF funds will be used; and
- d. submit the budget to the SSAF secretary for review by the SSAF Committee as part of the funding application process.

Operational Support Services

(69) Registered SLOs may enter into separate formal agreements with the University or its controlled entities to purchase necessary operational support services on a fee-for-service basis. These services may include financial

administration support, IT services, governance advice, or venue hire.

(70) All arrangements are subject to mutual agreement on scope, cost, and service levels. The terms and funding for these services are distinct from any SSAF allocation provided under the [Student-Led Organisation Framework Policy](#) and must be managed and documented separately by the SLO.

Targeted SSAF Funding

(71) The University will enter into a funding agreement with all recipients of Targeted SSAF Funding. At a minimum, the funding agreement will require:

- a. Quarterly Financial Reports - SLOs must provide quarterly financial reports within thirty (30) days of the end of each quarter, which include:
 - i. income and expenditure statement showing year-to-date actuals against the approved SSAF budget;
 - ii. identification of major budget variances; and
 - iii. confirmation that all financial transactions during the quarter have been authorised in accordance with the SLO's approved constitution and procedures.
- b. Annual Financial Statements - SLOs must provide independently audited financial statements for the preceding financial year, within three (3) months of the financial year-end that:
 - i. clearly identify SSAF income and expenditure;
 - ii. include all transactions between the University and the SLO; and
 - iii. are prepared according to relevant accounting standards.

Record Keeping

(72) SLOs must maintain comprehensive and accurate financial records, including detailed transaction listings, receipts, invoices, and evidence of expenditure authorisation.

(73) These records must be made available to the University for audit, verification, or compliance purposes.

SSAF Expenditure Requirements

(74) All SLO SSAF expenditure must:

- a. be in accordance with a detailed budget including in the funding agreement;
- b. comply with legislative requirements for SSAF expenditure (HESA Section 19-38(4));
- c. demonstrate value for money, transparency, and ethical conduct in all procurement activities;
- d. ensure all travel and entertainment expenses are reasonable, directly related to approved objectives, appropriately documented, and authorised in accordance with the SLO's own approved travel and expense guidelines, or, where unavailable, UNE's procurement guidelines; and
- e. not include loans or advances.

Funding Agreement Termination

(75) The University may terminate the funding agreement or reduce funding if:

- a. the SLO becomes unable or unwilling to perform the funding agreement;
- b. the SLO breaches the agreement and cannot remedy the breach, persistently breaches the agreement, or fails to fix a breach within the required timeframe; or
- c. The SLO becomes unable to pay amounts owed to the University or to third parties

Part D - Supporting Requirements

Insurance

(76) Registered SLOs are responsible for ensuring adequate insurance coverage appropriate to their activities and risk profile.

University Insurance Coverage

(77) While SLO activities will generally be covered by UNE's insurance policies, it is the responsibility of all SLOs to ensure that their activities are covered by UNE's insurance policies in consultation with Finance Strategy and Business Intelligence. SLOs are ultimately responsible for ensuring adequate insurance coverage for its activities.

(78) Student clubs and societies, including registered SLOs, may be covered under University insurance provided through Unimutual, provided they:

- a. are affiliated with, registered with, or operating within the framework of the University;
- b. are formed with the consent of and registered by the University;
- c. undertake activities that are approved, requested, or recognised by the University; and
- d. conduct activities under the direction or control of the University.

(79) This coverage includes liability protections for personal injury or property damage caused by negligent acts, errors, or omissions during approved club activities. Coverage is subject to specific terms, exclusions, conditions, and limitations, including exclusions for liability arising from products sold by the SLO and certain high-risk activities or events.

(80) Eligible SLOs covered under University insurance that meets the minimum requirements below may provide evidence of this coverage to satisfy their annual verification obligations.

Coverage Options

(81) SLOs may meet these requirements through:

- a. University insurance coverage (where eligible and conditions are met);
- b. independent insurance policies obtained by the SLO; or
- c. the cost of obtaining and maintaining required insurance coverage is considered a legitimate operational expense for SLOs.

Insurance Requirements and Verification

(82) As a condition of recognition and SSAF funding eligibility under the [Student-Led Organisation Framework Policy](#), SLOs must provide annual evidence to the EPSJ by the end of March demonstrating current coverage for, at minimum:

- a. Public Liability insurance with a minimum indemnity limit of \$20 million per occurrence; and
- b. Directors and Officers Liability insurance, providing appropriate cover for the members of the governing body.

(83) The annual evidence must include:

- a. confirmation of coverage type and limits;
- b. certificate of currency or policy schedule;
- c. details of any relevant exclusions or conditions that may affect their activities; and
- d. evidence that coverage meets the minimum requirements outlined above.

(84) Additional insurance may be required based on risk assessment outcomes or for specific high-risk activities that are conducted on University premises or receive University funding or support.

Service Level Agreements

(85) Where service delivery is provided through UNE, UNE Life Pty Ltd, or other third-party providers via Service Level Agreements or contracts, the third-party provider in consultation with the SLO must:

- a. engage in regular financial reporting that includes Key Performance Indicators (KPIs) where measurable; and
- b. generate an impact statement to ensure that services can be quantified.

Dispute Resolution

(86) Disputes between a registered SLO and the University regarding this procedure, decisions made under it, or the associated Service Level Agreement will be addressed as follows:

- a. Initial Discussion - the party raising the dispute should first seek resolution through discussion with the EPSJ;
- b. Escalations - if unresolved, either party may escalate the dispute in writing directly to the VC&CEO for final determination;
- c. Mediation - at any stage, parties may mutually agree to attempt mediation; and
- d. External Rights - this internal dispute resolution process does not prevent either party from pursuing external legal rights or remedies.

Associated Documents

(87) The following documents support and clarify the processes outlined in this procedure:

- a. Funding Agreement Template
- b. Application form to register as an SLO; and
- c. Model Constitution for SLOs.

Section 3 - Authority and Compliance

Authority

(88) The Executive Principal Student Journey, pursuant to clause 19 of the [Student-Led Organisation Framework Policy](#), makes these procedures for the effective implementation and operation of that policy.

(89) University Representatives must observe these procedures in relation to University matters.

(90) The Executive Principal Student Journey is the Procedure Administrator and is authorised to make guidelines and supporting documents for the operation of these University Procedures. Any guidelines and supporting documents must be compatible with the provisions of these Procedures and the [Student-Led Organisation Framework Policy](#).

(91) These procedures operate as and from the Effective Date.

Compliance

(92) This procedure is consistent with:

- a. [Higher Education Support Act 2003](#) (Cth);

- b. [Higher Education Support \(Student Services, Amenities, Representation and Advocacy\) Guidelines 2022](#);
- c. UNE [Student-Led Organisation Framework Policy](#).

Section 4 - Definitions specific to this Procedure

(93) For the purposes of this Procedure the following definitions will apply:

- a. Controlled Entities - organisations or entities that are owned, controlled or operated by the University.
- b. Democratically Elected - students are elected by a democratic election in accordance with principles ensuring fairness, accessibility and transparency, and regular election cycles as per its Constitution.
- c. Fee-for-Service Basis - services provided by the University where the SLO pays the actual cost of service delivery.
- d. Governing Body - the committee, board or other body responsible for the governance and strategic direction of the SLO, as defined in its Constitution or founding document.
- e. [HESA](#) - the Federal Register of Legislation - [Higher Education Support Act 2003](#).
- f. Independently Audited - financial statements prepared and verified by a qualified external accountant who is independent of the SLO.
- g. Interim Measures - temporary restrictions or conditions imposed by the University while a formal review is underway.
- h. Model Constitution - the template constitution document approved by the University that provides the required structure and mandatory provisions for SLO constitutions, ensuring compliance with the [Student-Led Organisation Framework Policy](#).
- i. Public Liability Insurance - insurance coverage that protects against claims for bodily injury or property damage caused to third parties.
- j. Directors and Officers Liability Insurance - insurance coverage that protects governing body members against personal liability for decisions and actions taken in their official capacity.
- k. Recent Alumni - UNE alumni who graduated within the preceding three (3) years.
- l. Service Level Agreement (SLA) - a formal agreement between the University and an SLO that defines the expected standards, responsibilities and performance measures for services provided.
- m. Significant Changes - constitutional amendments that affect compliance with University requirements, governance structures or fundamental operations.
- n. SSAF - [Student Services and Amenities Fees](#) - the administration charged to eligible students by the University in accordance with [HESA](#).
- o. [SSARA Guidelines](#) - the [Higher Education Support \(Student Services, Amenities, Representation and Advocacy\) Guidelines](#) made under [HESA](#) Section 238-10, as amended from time to time.
- p. Student-Led Organisation (SLO) - has the meaning given to it in the [SSARA Guidelines](#). At UNE, an SLO is a student organisation that has been formally registered by the University after demonstrating it meets the high-level governance, compliance, and representation requirements outlined in Part B of this policy. SLOs are the only category of student organisation eligible to apply for Targeted SSAF Funding.
- q. Targeted SSAF Funding - the minimum proportion of SSAF funding that Government legislation requires the University to allocate to SLOs as defined in the [SSARA Guidelines 2022](#).
- r. UNE Life - a not-for-profit Controlled Entity of UNE that provides co-curricular services for the benefit of students. UNE Life Pty Ltd supports Clubs and Societies and is responsible for the registration of Clubs and Societies at UNE.

Status and Details

Status	Current
Effective Date	18th December 2025
Review Date	18th December 2028
Approval Authority	Executive Principal Student Journey
Approval Date	18th December 2025
Expiry Date	Not applicable
Unit Head	Tanya Pelle Executive Principal Student Journey dir-studentservices@une.edu.au
Enquiries Contact	Student Journey +61 2 6773 1795

Glossary Terms and Definitions

"Controlled Entity" - Means a person, group of persons or body of which the University or Council has control within the meaning of a standard referred to in Section 39(1A) or 45A(1A) of the Public Finance and Audit Act 1983.

"University Representative" - means a University staff member, contractor, agent, affiliate, residential staff member, UNE Council member, Council committee member, employee of a controlled entity, director of a controlled entity and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations, affiliated organisations and other bodies falling into one or more of these categories.