

Student Services and Amenities Fee (SSAF) 2022 Allocation Report

The *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022* require higher education providers to provide a publicly available report on student services and amenities fee (SSAF) allocations and actual expenditure for the year as part of their annual reporting and in the form approved by the Minister. This *SSAF Allocation Report* is the form approved by the Minister.

Additional reporting was introduced to allow for greater transparency and consistency in SSAF allocations and expenditure.

Please note, the information provided in this *SSAF Allocation Report* does **not** require auditing by a financial accountant. The SSAF expenditure reporting remains unchanged, more information can be found in the [Financial Statements Guidelines](#) for Table A and B providers, and in the [Financial Viability Instructions: Applicants and Providers of FEE-HELP \(FVI\)](#) for all other approved providers.

SSAF Consultation and Achievements

The University undertakes an annual SSAF Survey to establish:

- a) student awareness and access of SSAF funded services
- b) SSAF services and amenities ranking
- c) student ideas for new initiatives for the SSAF to fund the following year

The annual survey instrument is developed by the University's Business Intelligence and Planning Unit, with input from the Office of the Chief Academic Services Officer, the University's Student Engagement Unit (SEU) and the UniSA Student Association (USASA). The survey is promoted through various UniSA and USASA communications channels and survey links are sent directly to UniSA student email addresses. The survey is administered in the current year and seeks feedback on SSAF expenditure for the following year. Students can also provide feedback throughout the year via a dedicated [SSAF email address](#).

The SSAF survey for 2022 expenditure was undertaken in July 2021 and for the fifth year in a row the top 3 priority areas were:

1. Providing career advice and employment opportunities
2. Health, welfare and wellbeing services
3. Developing skills to help with study

SSAF funds are allocated within the University and to USASA to support and deliver a range of extracurricular activities that enhance the student experience at UniSA. This includes priority areas identified through the SSAF survey. USASA's funding is negotiated on the basis of an annual business proposal for the following year and determined as part of the University's annual budgeting process. SSAF is managed in close consultation with USASA throughout the year with regular meetings between the Chief Academic Services Officer (CASO), the CEO of USASA and the USASA Student President.

Since 2017 the University has also included an annual allocation for 'Student Experience Projects' to support new initiatives and proposals from students and staff for enhancing the student experience at UniSA. Students and staff are invited every year to apply for project funding and applications are assessed on the basis of their alignment with *Student Services, Amenities, Representation and Advocacy Guidelines*, SSAF funding priorities for the year, and demonstrated shared responsibility/collaboration between students and staff.

In line with SSAF priorities and consistent with [previous years](#) funding was allocated towards the following activities in 2022:

- UniSA Career Services to support students in achieving their career goals, and to continue building on the extensive range of services, resources and tools that help students prepare for the workforce and find a job in their chosen field.
- UniSA partnership with [batyr](#) – delivering preventative education in the area of youth mental health, and providing evidence-based programs that train young people to speak about their personal experience with mental ill health and start a conversation in their community. batyr@uni programs reached a total of 728 students across all Academic Units and UniSA Online, and 4,839 students were reached through exec events and campaigns (including Wellness and

Pride Fair, RUOK Day, swotvac care packs, international welcome receptions, and social media campaigns).

- Support for and development of Sexual Assault and Sexual Harassment (SASH) primary prevention activities including ‘Bringing in the Bystander’ training and ‘Bystander Learning Conversations’ workshops, Respect Month campaign, LGBTIQ+ Sexual Health Workshop, Relationships Australia webinar, and the publication of online resources.
- [USASA Financial Wellbeing Service](#) to proactively reduce risk-factors of poor mental health resulting from financial pressures. The service includes financial counselling, critical needs grants and emergency vouchers. USASA has also established partnerships with community organisations such as Uniting Care, Baptist Care and Save The Children to provide student access to low-cost food, clothing, and household items.
- USASA’s annual program of events supporting students’ orientation and transition to university, building communities and fostering wellbeing. Large events include Campus Fair (delivered in partnership with the University), Unitopia (large-scale wellbeing/wellness activation), and regular pop-up activations.
- [USASA Clubs and Societies](#) supporting students to drive campus culture and fostering a sense of belonging in the learning community and beyond. USASA has over 80 active special interest, cultural, social justice and academic clubs with over 6,000 members. USASA’s club grants program supports initiatives that enhance the student experience, specifically campus vibrancy, student events and personal development programs.
- Increased Studiosity allocation in 2023 to meet demand for online study skills advice and support.
- Development of a student-centred campaign to raise awareness of academic integrity policy and practice at UniSA. This was a SSAF funded project that resulted in a suite of engaging and interactive products designed by current students and with continuing impact and reach into 2023 and beyond.

SSAF Revenue Summary

	2022 Allocation \$ ¹	Actual \$
SSAF Revenue	\$5,072,528	\$4,760,598
SSAF revenue carried forward from 2021	\$896,265	\$1,408,297
Total SSAF funds available for 2022	\$5,968,793	\$6,168,895
SSAF revenue carried over into 2023	\$1,079,220	\$1,531,902

¹ Allocation refers to the SSAF funds expected to be received in the reported year (i.e., budgeted SSAF revenue).

SSAF Charge Summary

The student services and amenities fee (SSAF) charged to students must not be above the maximum fee for a calendar year. The maximum SSAF is indexed annually as required by the *Higher Education Support Act 2003*. In 2022 the maximum SSAF was \$315.

Student Status	2022 SSAF charged \$ ²	Number of students charged in 2022 ³
Full-time ¹ (> 0.75 EFTSL)	\$3,435,440	13,342
Part-time ¹ (< 0.75 EFTSL)	\$1,325,158	16,938
		Total: 30,280

¹ Note: As per Part 2 of the *Higher Education Support (Administration) Guidelines 2022* (Administration Guidelines), students studying on a part-time basis must not be charged more than 75 per cent of the maximum SSAF that a higher education provider determines for students studying on a full-time basis. The term “part-time basis” means a study load of less than 75 per cent of the normal full-time student load for the period to which the fee relates. As per part 7 of the Administration Guidelines, the normal EFTSL value for a full-time student studying over a period of one year is 1.0.

² Note: As per Part 2 of the Administration Guidelines, a higher education provider may choose to determine a different SSAF for particular categories of persons, including a zero amount.

³ Note: Students are categorised as full-time or part-time students based on the total EFTSL value of the units of study they undertook in [insert reported year]. For example, a student undertook a full-time study load in Semester 1 which was equal to 0.5 EFTSL and undertook a part-time study load in Semester 2 which was equal to 0.375 EFTSL. This student would be categorised as a full-time student in [insert reported year] as the total EFTSL they undertook in [insert reported year] was equal to 0.875.

Student Status	2022 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2022 ⁴
Remote learning/Online only	\$1,583,529	10,269

⁴ Note: The Department understands that not all higher education providers capture mode of study in their information systems and many students undertake a mixed mode of study such as face-to-face and remote learning. The data provided above is for students who undertook remote learning for 100% of their units of study.

SSAF Allocation Summary

Subsection 19-38(4) of the *Higher Education Support Act 2003* (the Act) provides a list of 19 allowable expenditure items which higher education providers may allocate and spend SSAF revenue on.

Please note, under subsection 19-38 of the Act, SSAF revenue must not be spent to support a political party or the election of a person as a member of the legislature of the Commonwealth, State or a Territory, or a local government body.

Key Area	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online*	Estimated no. of students accessing services
Health, welfare and wellbeing - includes flu vaccinations, batyr, and support for SASH activity and resources	215,721	182,988	Yes	6,947
Clubs and Societies - Sporting Clubs	280,000	280,000	Yes	1,148
Student Leadership Programs	132,786	132,786	Yes	306
Student Life – supporting recreational activity by students (including Orientation), and promoting health and welfare of students	744,214	758,027	Yes	15,936
Employment/career services – helping students obtain employment or advice on careers	727,000	727,000	Yes	19,111
Studiosity 24/7 Online Learning Support – helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled	363,000	363,000	Yes	3,624
Personal Accident Insurance	55,000	55,000	N/A	All students
Student Experience Project Funding 20223	262,147	116,785	Yes	N/A
UniSA Student Association (USASA)				
Health, welfare, and wellbeing – Financial Counselling and Wellbeing, helping students with their financial affairs	216,690	216,690	Yes	140
USASA Clubs and Societies – including social, cultural, arts, study related areas, and Rainbow Club (for students of diverse genders, sexes and sexuality, and Allies)	415,270	415,270		6,164
Student Leadership Programs	234,605	234,605	Yes	435

Key Area	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online*	Estimated no. of students accessing services
Student Community – supporting recreational activity by students (including Orientation), and promoting health and welfare of students	665,837	665,837	Yes	25,000
Advocacy – advising on matters and advocating students’ interests in matters arising under the higher education provider’s rules	534,743	534,743	Yes	1,138 new cases
Verse Magazine – production and dissemination to students of media whose content is provided by students	57,560	57,560	Yes	12,000 printed copies 20,000 annual online readership
TOTAL	4,904,573	4,740,291		

*some aspects of expenditure activities are either fully online, or offer some (not all) components online

Organisations, bodies or third-party providers that received SSAF funding in 2022

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
University of South Australia Student Association Inc	42 435 026 686	Refer to SSAF Allocation Summary above	\$2,124,705	44.6%

¹ Note: Only organisations, bodies or third-party providers who receive over \$1,000 in SSAF funding are expected to be disclosed above.

Declaration by Person of Authority

I, Tom Steer, Chief Academic Services Officer of the University of South Australia, declare that the information provided in this Student Services and Amenities Fee (SSAF) Allocation Report is to the best of my knowledge true, complete, and correct.



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Signature of Person making Declaration

Mr Tom Steer

Full name of Person making Declaration

Chief Academic Services Officer (CASO)

Position of Person making Declaration

30 June 2023

Date