

University of South Australia

Student Services and Amenities Fee (SSAF)

2023 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.

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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 2023 expenditure was undertaken in July 2022 and for the sixth year in a row the top 3 priority areas were:

1. 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), Director: Student Engagement Unit, the Manager 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 established priorities SSAF funding was allocated as follows in 2023:

- 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.
- A range of wellness events and campaigns delivered through the Student Engagement Unit and USASA.
- 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.
- A range of successful Student Experience Projects developed and delivered through student and staff partnerships, including but not limited to:
 - Cultural events delivered by UniSA International and Student Engagement Unit.
 - Development of a Student Mental Health Framework
 - Pride Fair
 - On-campus yoga classes
 - Academic Integrity Awareness Campaign
 - Mental Health First Aid training for students
 - Brekky Bar
 - Yarn Together

SSAF Revenue Summary

	2023 Allocation \$ ¹	2023 Actual \$
SSAF Revenue	\$4,998,456	\$4,603,088
SSAF revenue carried forward from 2022	\$1,621,172	\$1,531,902
Total SSAF funds available for 2023	\$6,619,628	\$6,134,990
SSAF revenue carried over into 2024	\$1,288,478	\$887,469

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 [insert reported year] the maximum SSAF was \$[insert maximum SSAF for the reported year].

Student Status	2023 SSAF charged \$ ²	Number of students charged in 2023 ³
Full-time ¹ (> 0.75 EFTSL)	\$268.85	12,414
Part-time ¹ (< 0.75 EFTSL)	\$82.10	15,052
		Total: 27,466

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	2023 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2023 ⁴
Remote learning/Online only	\$151.70	5,481

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. Please note, due to the limitations of our information systems, the above data may be approximate.

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	2023 Total Allocation \$	2023 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
University of South Australia	\$2,467,709	\$2,588,805	Yes	
1. Health Services	\$167,250	\$167,250	Yes	3,014
2. Sporting Clubs	\$280,000	\$285,000	Yes	1,736
3. Employment/career services	\$781,709	\$781,709	Yes	18,929
4. Other – Student Orientation	\$219,000	\$219,000	Yes	4,700
5. Other – Student Leadership Programs	\$132,786	\$132,786	Yes	986
6. Other – Student Events	\$75,000	\$75,000	Yes	5,700
7. Other – Academic Learning Support	\$401,750	\$401,750	Yes	8,067
8. Other – Student Life	\$410,214	\$410,214	Yes	11,168
9. Regional Activity Fund	\$40,000	\$39,493	Yes	250
10. Personal Accident Insurance for Students	55,000	55,000	N/A	36,000+
11. Flu Vaccinations for students	45,000	21,603	N/A	1,270
UniSA Student Association (USASA)	\$2,154,327	\$2,154,327	Yes	
1. Health, welfare and wellbeing	\$216,690	\$216,690	Yes	3,014
2.				
3. USASA Clubs and Societies	\$415,270	\$415,270	Yes	6,154
<i>a. Internal student politics</i>				134
<i>b. Gender, sexuality, ethnicity, race, or nationality-based</i>				1,722
<i>c. Areas-of-study related e.g., law</i>				2,156
<i>d. Other activities e.g., music, debate, chess</i>				1,829
4. Other – Student Leadership Programs	\$234,605	\$234,605	Yes	986
5. Student Community – USASA support for recreational activity by students (including	\$665,837	\$665,837	Yes	26,000+

Key Area	2023 Total Allocation \$	2023 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
Orientation), and promoting health and welfare of students				
6. USASA Advocacy Service – advising on matters and advocating students’ interests in matters arising under the higher education provider’s rules.	534,743	534,743	Yes	1,074
7. USASA Verse Magazine – production and dissemination to students of media whose content is provided by students	57,560	57,560	Yes	12,000 printed copies 92,748 online reads or clicks of digital Verse Magazine
Student Experience Project Funding (university-wide)	505,000	504,389	Yes	N/A
Total	\$5,272,036	\$5,247,521		

Organisations, bodies or third-party providers that received SSAF funding in 2023

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	\$2,154,327	47%

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, [insert full name], [insert position title] of [insert full name of higher education provider], 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

Position of Person making Declaration

28 June 2024

Date

