

# University of Wollongong

## 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

## Consultation

The University is committed to consulting with students regarding the allocation of SSAF funding.

The University SSAF consultation process includes two steps:

1. Annual Student SSAF Survey.
  - a. Provides opportunity for all onshore students to express their funding priorities via the annual Student SSAF Survey.
  - b. SSAF Spending Priorities Survey sent to all onshore students annually.
  - c. Students provided with the opportunity to rank existing SSAF projects and submit suggestions for new SSAF funded projects via the annual survey.
  - d. Students have access 24 hours per day, 365 days of the year, to provide feedback on any matter, including SSAF, via the 'Have Your Say' online tool. Feedback received via this tool is taken into account when forming funding recommendations.
2. Student Advisory Council (SAC) – The SAC consists of 40 engaged and collaborative student representatives, who represent the voice of UOW's diverse student body where the ethos of partnership is at its core.
  - a. The SAC, as a democratically elected student representatives, hold a key role in this process by representing the diverse voice of the student body.
  - b. SAC members form SSAF working party to review SSAF project submissions and survey results.
  - c. Survey results and submissions presented to the Student Advisory Council (SAC). (Survey results from other student surveys such as Student Experience Questionnaire and International Student Barometer may be taken into consideration) as additional input
  - d. SAC SSAF working party present recommendations to SAC for consideration and noting.
  - e. SAC provide recommendations to the Division of Student Life for consideration in the formation of the annual allocation, for approval by Deputy Vice-Chancellor Academic and Student Life and/or the Chief Operation Officer.

## Project Allocation

SSAF revenue is allocated to five Program Areas:-

1. Careers, Employability and Entrepreneurship
2. Health and Wellbeing
3. Developing Study Skills
4. Student Engagement and Campus Life
5. Student Space Development

2022 SSAF allocation according to the above strategic program areas is provided in Table 1.

Table 1: 2022 SSAF Projects

<b>Careers, Employment &amp; Entrepreneurship</b>		
<b>2022 SSAF Project</b>	<b>Amount \$</b>	<b>Area Responsible</b>
Enhancing Student Career Readiness and UOWX	\$1,069,111	Pro-Vice Chancellor Students (de-established) now Division of Student Life
UOW Pitch	\$44,000	iAccelerate
<b>Health and Wellbeing (incl. sport and recreation)</b>		
<b>2022 SSAF Project</b>	<b>Amount \$</b>	<b>Area Responsible</b>
Indigenous cultural identity health and wellbeing	\$52,000	Woolyungah Indigenous Centre
Accommodation Support (Emergency support)	\$40,000	UOW Residences
UniActive Student Discounts	\$100,000	PULSE – UniActive
Safe and Respectful Communities	\$372,500	Director – Safe and Respectful Communities
Representative Sports Program	\$82,800	PULSE – UniActive
Metropolitan Campuses Housing Support & Emergency Accommodation	\$25,000	COO- CBD
Enhancing Student Health and Welfare	\$499,995	Pro-Vice Chancellor Students (de-established now Division of Student Lie)
Wellbeing PULSE activities	\$301,000	PULSE – UniLife
Enhancing Student Advocacy	\$272,245	Integrity Unit
Student Support Coordinator Metro Campuses	\$20,977	SWS/SS Campus Manager
Welfare Support Officers	\$216,468	Division of Student Life
<b>Developing Study Skills</b>		
<b>2022 SSAF Project</b>	<b>Amount \$</b>	<b>Area Responsible</b>
Student Partnerships to Enhance Study Skills	\$100,497	Pro-Vice Chancellor Students (De-established now Division of Student Life)
<b>Student Engagement and Campus Life</b>		
<b>2022 SSAF Project</b>	<b>Amount \$</b>	<b>Area Responsible</b>
Campus Engagement (iC, CBD)	\$90,000	PULSE – UniLife
Clubs and Societies (incl. Faculty Clubs)	\$340,000	PULSE – UniLife
Regional campuses social clubs and beverage services	\$31,000	Academic Director – Regional Campuses
Southern Sydney – Campus Engagement	\$10,000	SWS/SS Campus Manager
SWS Campus Engagement	\$30,000	SWS/SS Campus Manager
CBD – Campus Engagement	\$11,470	COO-CBC
Language Hangout	\$2,010	Faculty of LHA
Student Associations Assistant	\$61,012	Division of Student Life
Student Representation Coordinator	\$128,185	Division of Student Life
SAC training and honorarium	\$99,000	Division of Student Life
Communications Specialist/Partnerships	\$230,490	SASD – Student Service
<b>Space Development</b>		
<b>2022 SSAF Project</b>	<b>Amount \$</b>	<b>Area of Responsibility</b>
Informal Learning Spaces	\$1,600,000	Facilities Management Division
<b>Contingency</b>		
<b>2022 SSAF</b>	<b>Amount \$</b>	<b>Area of Responsibility</b>
Contingency	\$290,510	Division of Student Life

## SSAF Compliance

Annually the University Council is provided a recommendation for the upcoming years SSAF student consultation process. The 2022 SSAF consultation process was approved by Council on 3 December 2021.

For UOW to ensure that it meets its obligations as per the 19 allowable expenditure items listed under subsection 19-38(4) of HESA.], each SSAF project submission is assessed for compliance. Any questions raised seeking further clarification is sent directly to the Department of Education clarification and noted against the funding submission.

SSAF Survey Outcomes, project detail is available on the UOW SSAF website [Student Services and Amenities Fees \(SSAF\) - University of Wollongong - UOW](#).

## SSAF Revenue Summary

	2022 Allocation \$ <sup>1</sup>	2022 Actual \$
SSAF Revenue	\$5,700,000	\$5,349,466
SSAF revenue carried forward from 2021	\$444,963	\$444,963
<b>Total SSAF funds available for 2022</b>	<b>\$6,144,963</b>	<b>\$5,794,429</b>
SSAF revenue carried over into 2023	TBD	TBD

<sup>1</sup> 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	2022 SSAF charged \$ <sup>2</sup>	Number of students charged in 2022 <sup>3</sup>
Full-time <sup>1</sup> (> 0.75 EFTSL)	\$4,461,035	15,672
Part-time <sup>1</sup> (< 0.75 EFTSL)	\$569,604	4,496
Full-time (>0.75 EFTSL) iC/Metropolitan/Regional Campuses	\$268,706	1,870
Part-time (>0.75 EFTSL) iC/Metropolitan/Regional Campuses	\$50,123	879
<b>Total:</b>		<b>22,917</b>

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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	[Insert reported year] SSAF charged \$ <sup>2</sup>	Approx. number of SSAF students remote learning 2022 <sup>4</sup>
Remote learning/Online only	\$0	0

<sup>4</sup> 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
1. Health Services	\$429,995	\$350,178	Y	22,917
2. Clubs or other associations				
a. Sporting	\$126,635	\$126,635	Mixed	22,917
b. Internal student politics	\$288,197	\$251,259	Y	22,917
c. Gender, sexuality, ethnicity, race, or nationality-based	\$6,581	\$6,581	Mixed	22,917
d. Areas-of-study related e.g. law	\$141,338	\$141,338	Mixed	22,917
e. Other activities e.g. music, debate, chess	\$19,271	\$19,271	Mixed	22,917
f. Other	\$128,975	\$128,975	Mixed	
3. Employment/career services	\$1,113,111	\$1,013,601	Y	22,917
4. Legal aid	\$70,000	\$70,000	Y	22,917
5. Other student amenities	\$3,505,657	\$3,374,301	Mixed	22,917
6. Contingency	\$290,510	\$93,671	NA	NA
<b>Total</b>	<b>6,120,270</b>	<b>\$5,575,810</b>		


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

Organisation Name <sup>1</sup>	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
Illawarra Legal Centre Incorporated	37 488 400 524	Key Area 4	\$70,000	1%
Lifeline Direct Ltd	146 185 098 18	Key Area 1	\$100,000	2%
UOW PULSE	28 915 832 337	Key Area 2a, 2c, 2d, 2e, 2f and 5	\$913,800	15%

<sup>1</sup> 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

Theresa Hoynes  
.....

Full name of Person making Declaration

Director, Student Life  
.....

Position of Person making Declaration

28/06/2023  
.....

Date