

The University of Western Australia

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 with students about the uses of SSAF revenue

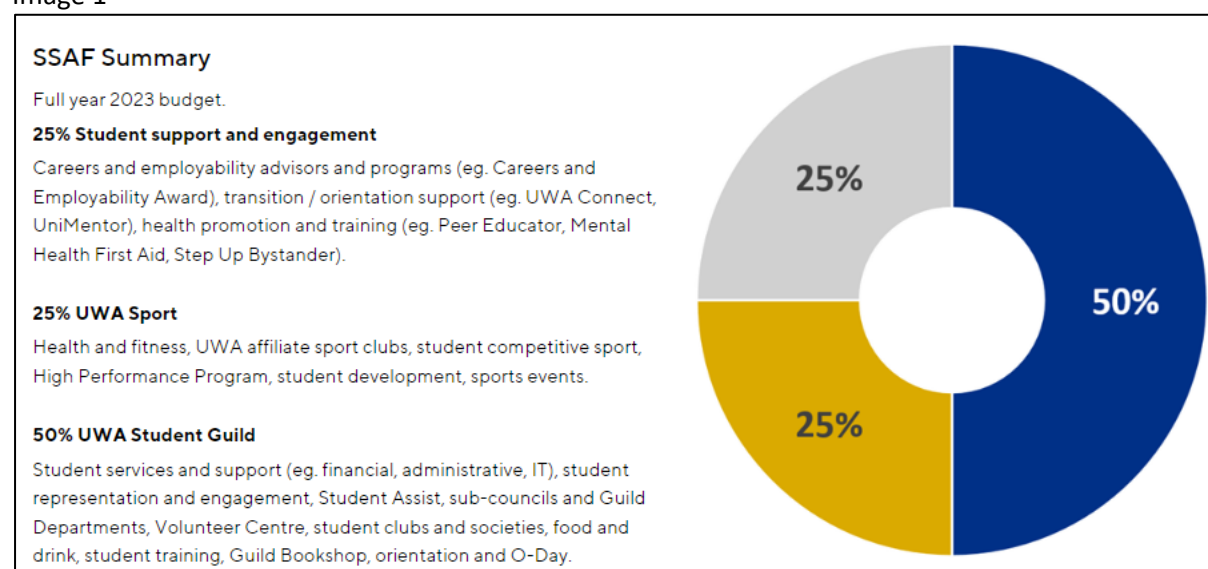
Direction for the use of SSAF revenue is provided by the UWA Student Services and Amenities Fee Advisory Committee (SSAF AC) (*see SSAF AC Terms of Reference at Appendix 1*). Membership of SSAF AC spans student and staff representatives, and reports to the Deputy Vice-Chancellor (Education). Its role is to:

- Assist the Office of the Deputy Vice-Chancellor (Education) and other relevant University work units and affiliated organisations to set priorities for, and monitor outcomes of, SSAF expenditure, within the bounds of the distribution determined by the UWA Senate;
- Ensure SSAF expenditure is underpinned by: 1) the University's strategic objectives and in particular the priorities established by the student experience strategy, *Experience UWA*; 2) the legislative requirements regarding the use of the SSAF; and 3) input from students and student associations;
- Ensure annual SSAF expenditure is administered transparently and that related student communications are clear and consistent;
- Ensure all appropriate internal and external SSAF reporting is undertaken; and
- Advise on annual changes to SSAF rates.

Student representatives at SSAF AC meetings in 2022 included: Amitabh Jeganathan (2022 President, UWA Student Guild), Narendra Gammanpila (2022 Secretary, UWA Student Guild), Geemal Jayawickrama (President, International Students, UWA Student Guild), Max Beard (President, Postgraduate Students' Association, UWA Student Guild), and Jonathan Sammut (Secretary, Sports Council).

The heads of expenditure for 2022 SSAF revenue and priorities within these are summarised at Image 1 below (taken from the UWA SSAF webpage):

Image 1



Compliant SSAF expenditure

UWA Work Units allocated SSAF revenue manage said revenue through designated accounts for accounting and tracking purposes that are monitored via monthly and quarterly reviews.

UWA Sport Pty Ltd and the UWA Student Guild are independent legal entities that receive SSAF revenue. They are required to report all expenditure of SSAF revenue annually to the UWA Audit and Risk Committee, which is a sub-committee of the University's Senate.

These processes ensure SSAF revenue is expended in accordance with subsection 19-38(4) of the Higher Education Support Act 2003 (HESA).

2022 UWA achievements funded by SSAF

Health Services

- Built the capacity of students to support wellbeing through the provision of training spanning 87 training sessions delivered to 2,122 students.
- Trained and supported 79 Peer Educators who provided 1,062 hours of service delivering 35 peer-led health and wellbeing events reaching 1,409 students.

Employment/ career services

- Delivered Career Mentor Link, an industry mentoring program for students.
- Provided 1:1 career advising appointments and workshops.
- Provided access to digital platforms to support career development and employability skill development.

Transition/ orientation support services

- Supported the delivery of UniMentor, the University's peer-mentoring program for all commencing students.
- Delivered O-Week activities.
- Prepared transition activities and materials to support commencing students.

UWA Sport Pty Ltd and the UWA Student Guild 2022 achievements funded by SSAF are not detailed above as they are independent legal entities which report on their activities through other processes.

SSAF Revenue Summary

	2022 Allocation \$ ¹	2022 Actual \$
SSAF Revenue	6,336,000	6,342,207
SSAF revenue carried forward from 2021 ²	777,554	777,554
Total SSAF funds available for 2022 ²	7,113,554	7,119,760
SSAF revenue carried over into 2023 ²	1,065,957	1,065,957

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

² Excludes UWA Sport Pty Ltd and UWA Student Guild

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) <i>(with home campus of Crawley and study mode of internal, i.e. face-to-face)</i>	\$315	14,435
Part-time ¹ (< 0.75 EFTSL) <i>(with home campus of Crawley and study mode of internal, i.e. face-to-face)</i>	\$236.25	10,497
		Total: 24,932

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 2022. 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 2022 as the total EFTSL they undertook in 2022 was equal to 0.875.

Student Status	2022 SSAF charged \$	Approx. number of SSAF students remote learning 2022 ⁴
Remote learning/Online only	\$236.25 <i>Or discounted further depending on location of ‘home campus’, and/ or course⁵</i>	852

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, and there is double-counting of students across tables.

⁵ Full logic underpinning UWA’s SSAF discount structure provided in Appendix 2.

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	\$436,027	\$403,979	Yes	3,531
2. Clubs or other associations (i.e. UWA Student Guild)	\$3,171,103	NA*		
a. Sporting	*The UWA Student Guild is run independently of UWA and reports its SSAF expenditure through separate processes.			
b. Internal student politics				
c. Gender, sexuality, ethnicity, race, or nationality-based				
d. Areas-of-study related e.g. law				
e. Other activities e.g. music, chess				
f. Other				
3. Employment/career services	\$547,015	\$388,857	Yes (some)	13,505
4. Legal aid	-	-	NA	NA
5. Other student amenities	-	-	NA	NA
6. Sporting (i.e. UWA Sport)	\$1,585,552	NA ¹		
7. Transition/ orientation support services	\$602,510	\$516,908	Yes (some)	10,350
Total	\$6,342,207	\$6,066,399 ²	NA	20,000 ³

¹ UWA Sport Pty Ltd is a wholly owned subsidiary of UWA and reports its SSAF expenditure through separate processes.

² Assumes total allocations to UWA Student Guild and UWA Sport Pty Ltd fully spent in 2022.

³ Estimate does not equal the sum of Key Areas 1, 3 and 7. It is assumed some students access services funded by SSAF (fully or partly) across multiple Key Areas.

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
UWA Student Guild	39 156 317 391	2	\$3,171,103	50%
UWA Sport Pty Ltd	96 605 887 189	6	\$1,585,522	25%

Declaration by Person of Authority

I, Lisa Goldacre, Director, Student Life of The University of Western 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.



.....
Signature of Person making Declaration

Lisa Goldacre
.....

Full name of Person making Declaration

Director Student Life
.....

Position of Person making Declaration

07/06/2023
.....

Date

Appendix 1 – UWA SSAF Advisory Committee Terms of Reference

1. Role

- 1.1. Assist the Office of the Deputy Vice-Chancellor (Education) and other relevant departments and organisations to set priorities for, and monitor outcomes of, SSAF expenditure, within the bounds of the distribution determined by the UWA Senate.
- 1.2. Ensure SSAF expenditure is underpinned by: 1) the University's strategic objectives and in particular the priorities established by Experience UWA 2025, 2) the legislative requirements regarding the use of the SSAF, 3) input from students and student associations.
- 1.3. Ensure annual SSAF expenditure is administered transparently and that related student communications are clear and consistent.
- 1.4. Ensure all appropriate internal and external SSAF reporting is undertaken.
- 1.5. Advise on annual changes to SSAF rates.

2. Governance

The SSAF Advisory Committee is to report to the Deputy Vice-Chancellor (Education).

3. Membership

Director, Student Life (Chair)
Associate Director, Student Services and Engagement or nominee
Associate Director, Student Success and Wellbeing or nominee
General Manager, UWA Sport or nominee
Manager, Strategic Projects, Student Life
Managing Director, Student Guild
President, International Students, Student Guild
President, Postgraduate Students' Association
President, Student Guild
President, UWA Sport Council
Student representative nominated by the President, Student Guild (optional)
Executive Officer

Note: Student representatives must comprise at least one undergraduate student, one postgraduate student and one international student

2. Frequency and timings of meetings

To meet four times a year, with timings to align with the academic year and pertinent governance structures (e.g. Senate sittings). Proposed meeting months: March, June, October and December.

Appendix 2 - UWA SSAF discount structure

SEMESTER BASED STUDIES

LOCATION	PERIOD	FULL-TIME AND ON-CAMPUS	PART-TIME AND/ OR OFF-CAMPUS
CRAWLEY	ANNUAL	\$315.00	\$236.25
	1ST INSTALMENT	\$157.50	\$118.12
	2ND INSTALMENT	\$157.50	\$118.12
ALBANY	ANNUAL	\$157.50	\$157.50
BUNBURY	1ST INSTALMENT	\$78.75	\$78.75
BROOME	2ND INSTALMENT	\$78.75	\$78.75
BUSSELTON			
CARNARVON			
DERBY			
ESPERANCE			
GERALDTON			
KALGOORLIE			
KARRATHA			
KUNUNURRA			
NARROGIN			
PORT HEDLAND			

TRIMESTER BASED STUDIES

LOCATION	PERIOD	FULL-TIME AND ON-CAMPUS	PART-TIME AND/ OR OFF-CAMPUS
CRAWLEY	ANNUAL	\$315.00	\$236.25
	1ST INSTALMENT	\$105.00	\$78.75
	2ND INSTALMENT	\$105.00	\$78.75
	3RD INSTALMENT	\$105.00	\$78.75

SPECIFIED COURSES¹ WILL BE CHARGED WITH A MAXIMUM SCALED RATE OF \$157.50 ANNUALLY

LOCATION	PERIOD	FULL-TIME OR PART-TIME ON-CAMPUS OR OFF-CAMPUS
CRAWLEY	ANNUAL	\$157.50
	1ST INSTALMENT	\$78.75
	2ND INSTALMENT	\$78.75

¹ Normally courses where the mode of delivery is primarily external, off-campus, or online (includes multi-mode delivery where the majority of content is delivered externally or off-campus). May also include courses delivered in-person from an external or regional campus, or other approved courses.