

# The University of Western 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.

# 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 the 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 on SSAF AC meetings in 2023 included: Geemal Jayawickrama (2023 President, UWA Student Guild), Rutvi Timbadia (2023 President, International Students, UWA Student Guild), Viknash VM (President, Postgraduate Students’ Association, UWA Student Guild).

The heads of expenditure for 2023 SSAF revenue and proprieties within these are summarised at Image 1 below (taken from the UWA SSAF webpage)

Image 1.

### SSAF Summary

Full year 2024 budget.

#### 25% Student support and engagement

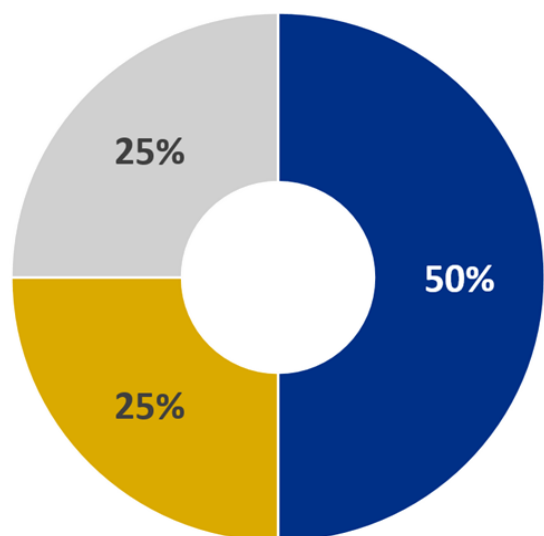
Careers and employability advisors and programs (eg. Careers and Employability Award), transition / orientation support (eg. UWA Connect, UniMentor), wellbeing and training (eg. Peer Educator, Mental Health First Aid, Step Up Bystander).

#### 25% UWA Sport

Health and fitness, UWA affiliate sport clubs, student competitive sport, High Performance Program, student development, sports events.

#### 50% UWA Student Guild

Student services and support (eg. financial, administrative, IT), student representation and engagement, Student Assist, sub-councils and Guild Departments, Volunteer Centre, student clubs and societies, food and drink, student training, Guild Bookshop, orientation and O-Day.



### **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).

### **2023 UWA achievements funded by SSAF**

#### Health Services

- Built the capacity of students to support wellbeing through the provision of training spanning 98 sessions delivered to 2,736 students.
- Trained and supported 82 Wellbeing Peers who provided 1,109 hours of service delivering 52 peer-led health and wellbeing events reaching 2,007 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 developments and employability skill development.
- Career Ready program for international students
- Careers and Employability Award program to enhance UWA students' employability.

#### Transition/ orientation support services

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

UWA Sport Pty Ltd and the UWA Student Guild 2023 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

	2023 Allocation \$ <sup>1</sup>	2023 Actual \$
SSAF Revenue	\$6,340,773	\$6,852,259
SSAF revenue carried forward from 2022 <sup>2</sup>	\$1,064,942	\$1,064,942
<b>Total SSAF funds available for 2023</b>	<b>\$7,373,714</b>	<b>\$7,917,201</b>
SSAF revenue carried over into 2024 <sup>2</sup>	\$1,045,230	\$1,045,230

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

<sup>2</sup> Excludes UWA Sport Pty Ltd and UWA Student Guild

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# 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 2023 the maximum SSAF was \$326.

Student Status	2023 SSAF charged \$ <sup>2</sup>	Number of students charged in 2023 <sup>3</sup>
Full-time <sup>1</sup> (> 0.75 EFTSL)	\$326.00	14,258
Part-time <sup>1</sup> (< 0.75 EFTSL)	\$244.50	7,885
		<b>Total: 22,143</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 2023. 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 2023 as the total EFTSL they undertook in 2023 was equal to 0.875.

Student Status	2023 SSAF charged \$	Approx. number of SSAF students remote learning 2023 <sup>4</sup>
Remote learning/Online only	\$244.50 Or discounted further depending on location of ‘home campus’, and/ or course <sup>5</sup>	57

<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. 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.

<sup>5</sup> 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	2023 Total Allocation \$	2023 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$480,105	\$429,638	Yes	4,743
2. Clubs or other associations	\$3,426,129	NA*		
a. Sporting	*The UWA Student Guild is run independently of UWA and reports their SSAF expenditure via 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, debate, chess				
f. Other				
3. Employment/career services	\$513,919	\$561,592	Yes (some)	7,544
4. Legal aid	-	-	NA	NA
5. Other student amenities	-	-	NA	NA
6. Sporting (i.e UWA Sport)	\$1,713,064	NA <sup>1</sup>		
7. Transition / Orientation support services.	\$719,040	\$741,567	Yes (some)	14,346
<b>Total</b>	<b>\$6,852,258</b>	<b>\$1,732,799<sup>2</sup></b>	<b>NA</b>	<b>26,075<sup>3</sup></b>

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

<sup>2</sup>Assumes total allocation to UWA Student Support and Engagement only.

<sup>3</sup>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 2023.

Organisation Name <sup>2</sup>	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
UWA Student Guild	39 156 317 391	2	\$3,426,129	50%
UWA Sport Pty Ltd	96 605 887 189	6	\$1,713,064	25%

### Declaration by Person of Authority

I, Lisa Goldacre, Director of 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.

Date 13 May 2024

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## Appendix 1

### SSAF Advisory Committee - Terms of Reference

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#### 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 Sports 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

### SEMESTER BASED STUDIES

Home campus	Period	Full-time and internal*	Part-time and / or external^
Crawley (includes Claremont, Nedlands and QEII)	Annual charge	\$326	\$244.5
	1st instalment	\$163	\$122.25
	2nd instalment	\$163	\$122.25
Albany and other non-Crawley campuses	Annual charge	\$163	\$163
	1st instalment	\$81.5	\$81.5
	2nd instalment	\$81.5	\$81.5

\*Taking at least one unit in an in-person mode

^Taking all units in an online mode

### TRIMESTER BASED STUDIES

Home campus	Period	Full-time and internal*	Part-time and / or external^
Crawley (includes Claremont, Nedlands and QEII)	Annual charge	\$326	\$244.5
	1st instalment	\$108.66	\$81.5
	2nd instalment	\$108.66	\$81.5
	3rd instalment	\$108.66	\$81.5

\*Taking at least one unit in an in-person mode

^Taking all units in an online mode

### MEDICAL STUDENTS ('CLINICAL YEARS')

Home campus	Period	All
Fourth, fifth and sixth year Bachelor of Medicine/Bachelor of Surgery, Fourth year Bachelor of Podiatric Medicine, Fifth year Bachelor of Dental Science, Doctor of Medicine and Doctor of Clinical Dentistry, Second year Doctor of Dental Medicine, Third year Doctor of Podiatric Medicine	Annual charge	\$163
	1st instalment	\$81.5
	2nd instalment	\$81.5

**POSTGRADUATE STUDENTS IN THE BELOW SCHOOLS COURSES**

<b>Home campus</b>	<b>Period</b>	<b>All</b>
Graduate Certificate in Adult Sleep Science, Graduate Certificate in Autism Diagnosis, Graduate Diploma in Sleep Science, Master of Building Information Modelling (Online)	Annual charge	\$163
	1st instalment	\$81.5
	2nd instalment	\$81.5

**RESEARCH DEGREE STUDENTS ASSOCIATED WITH THE BELOW SCHOOLS AND CENTRES, OR OVERSEAS**

<b>Home campus</b>	<b>Period</b>	<b>All</b>
UWA Dental School, UWA Medical School, School of Allied Health, School of Population and Global Health, Centre for Ophthalmology and Visual Science, Research students undertaking candidature overseas	Annual charge	\$163
	1st instalment	\$81.5
	2nd instalment	\$81.5