

UNSW

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

UNSW has a formal consultation process and genuine engagement with student leaders to determine the University's priorities for SSAF expenditure via the UNSW SSAF Management Committee (the Committee). The role of the Committee is to:

- a. report to and advise relevant senior UNSW officers regarding SSAF revenue, allocations, expenditure & reporting.
- b. implement and oversee a management framework for SSAF activities to enable effective and efficient decision making and monitoring regarding SSAF in line with the requirements of the Higher Education Support Act 2003 (*the Act*).
- c. to better promote, internally and externally, the support and services the SSAF contribute to student experience and wellbeing at UNSW.

The Committee is comprised of UNSW staff and democratically elected student leaders, including:

- President of the Student Representative Council,
- President of the Post-Graduate Council,
- Chair of the Board, Arc@UNSW (UNSW's student organisation),
- Womens' Officer,
- International Student Officer,
- Accommodation Officer,
- Indigenous Officer, and
- Welfare Officer.

The Committee is Chaired by the UNSW Director of Wellbeing and meets at least four times a year to discuss SSAF related matters, including the proposed heads of expenditure for the upcoming year/s.

UNSW is committed to providing students with exemplary support and development opportunities, and a vibrant campus life. In 2022, UNSW spent over \$35 million on the provision of services which fall under the specific categories outlined in the Act, just under 50% of which was sourced from SSAF revenue. Through its standard budgeting and auditing processes, and with oversight from the Committee, UNSW ensures that SSAF expenditure complies with s19-38(4) of the Act. Arc@UNSW - a not-for-profit organisation which receives a portion of UNSW SSAF revenue to support UNSW students across a number of key areas – also provides reports on the key activities and initiatives it has delivered using SSAF provided by UNSW; these reports are reviewed by the Committee in line with the Act. Further, UNSW has Service Level Agreements with Arc for the delivery of services specifically provided for in s19-38(4) of the Act.

In 2021 the Committee determined that the 2022 SSAF allocation was to be assigned to the following priority areas, in accordance with the services listed in the Act:

- Further improving the provision of online services and support for students, in recognition that many UNSW students would continue to study online throughout 2022;
- Establishment of Campus Care Response & Triage Team supporting mental health of students
- Support for the student organisation Arc@UNSW providing for an amplified suite of programs across the three terms of 2022 to create stronger orientation, student club / association activities and student welfare and support.

In 2022, as in 2021, the heads of expenditure were focussed on delivering a blended face-to-face and on-line support model for UNSW students.

UNSW SSAF Funded Achievements in 2022

- Mental Health and Wellbeing Support - Standing up the new Campus Care Response and Triage Team of 5 full time staff that enabled UNSW to support a 50% increase in student presentations in 2022.
- Student Engagement - amplifying Arc-run events, ensuring a new suite of activities would be designed and available all year around rather than just in the first few weeks of each term.
- Helping meet the specific needs of overseas students relating to their welfare – standing-up a new International Student Welfare Centre that provided a full suite of orientation support for newly arriving international students, including an airport pickup service.
- Orientation and Transition back to Campus Post-COVID - Return to Campus Relaunch Events which enabled an enhanced T2 and T3 O-Week and continued orientation events and activations throughout 2022.
- Physical Infrastructure Projects – Finalisation of the sporting precinct at the Village Green, including a new student run café and bar.

SSAF Revenue Summary

	2022 Allocation \$ ¹	2022 Actual \$
SSAF Revenue	\$14m	\$14.327m
SSAF revenue carried forward from [insert previous reported year]	\$0	\$0
Total SSAF funds available for [insert reported year]	\$14m	\$14.327
SSAF revenue carried over into [insert next reporting year]	\$0	\$0

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	[Insert reported year] SSAF charged \$ ²	Number of students charged in [Insert reported year] ³
Full-time ¹ (> 0.75 EFTSL)	\$105 per term (\$315 per annum)	47, 875
Part-time ¹ (< 0.75 EFTSL)	\$78.75 per term (\$236.25 per annum)	14, 599
Other	Various	4, 640
Total:		59, 013*

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.

In preparing the 2023 report, we realised that the total number (67, 114) of reported students charged was incorrect. The total number has now been corrected to avoid double counting of some students who alternated between full-time and part-time, or between program types.

Student Status	2022 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2022 ⁴
Remote learning/Online only	\$315	4, 500

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	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$1,985,000	\$1,985,000	Yes, partially	17,000
2. Clubs or other associations (a-e)	\$5,004,000 (allocated to Arc@UNSW)	\$5,004,000	Yes, partially	34,000
a. Sporting			No	11,000
b. Internal student politics			Yes	2,000
c. Gender, sexuality, ethnicity, race, or nationality-based			Yes	11,000
d. Areas-of-study related e.g. law			Yes	41,500
e. Other activities e.g. music, debate, chess			Yes, partially	12,000
f. Other (Student Care and Support)			Yes, partially	20,000
3. Employment/career services	\$3,136,000	\$3,225,000	Yes, partially in 2022	6,200
4. Legal aid	\$275,000 (allocated to Arc@UNSW)	\$275,000	Yes, partially in 2022	900
5. Other student amenities	\$3,600,000	\$3,838,301	Yes, partially in 2022	8,500
Total	\$14,000,000	\$14,327,301¹		

¹ UNSW's 2022 total actual spend on SSAF key areas was in excess of \$35m, supported by SSAF revenue and central UNSW allocations.

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
Arc Limited	71 121 239 674	supporting clubs; welfare; orientation; and engagement; legal aid	\$5,279,000	36.85%

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, Neil Morris, Director Student Wellbeing of UNSW Sydney, 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

NEIL MORRIS

Full name of Person making Declaration

DIRECTOR STUDENT WELLBEING

Position of Person making Declaration

30 JUNE 2023

Date