

# Western Sydney University

## 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

In preparation for 2023 SSAF funding distribution, Western communicated with students as follows:

1. Provided the opportunity for all students to take part in a SSAF survey to identify which of the 19 SSAF priorities were most important to them – the results of this survey informed 2023 funding allocations (via feedback button on SSAF [Have my say](#) webpages)
2. On 12 September 2022 updated the [Have my say](#) SSAF webpage to include a link to the SSAF proposal button and advised on the webpage that 2023 applications were open
3. Invited all students to submit funding proposals for 2023 SSAF funds (via email sent on 13 September 2022)
4. Reminded students about the opportunity to submit funding proposals for 2023 SSAF funds (via email sent week of 26 September 2022)
5. Worked with SRC representatives (as members of the SSAF Advisory Group) to evaluate submitted funding proposals and identify key programs (see: [2023 SSAF supported programs](#)) as directed by the [SSAF Governance Framework](#)
6. The SSAF Advisory Group on 19 October 2022 to evaluate proposals
7. Each communication request for students to pay SSAF included links to the [SSAF](#) and [Have my say](#) webpages. The information in the SSAF webpages outlines how students can provide [feedback](#), engage with SRC and the University in relation to SSAF allocation and also details [year on year SSAF spending](#)
8. On Friday 24 February 2023 endorsed [2023 SSAF supported programs](#) were uploaded to the SSAF webpages

Full details on 2023 SSAF funded programs can be found in the [2023 SSAF funded programs \(end year report\)](#). This report provides a breakdown total SSAF revenue distributed by:

1. WSU Funding Category (as outlined in the SSAF Governance Framework) - by percentage and financial split
2. The 19 legislated SSAF funding categories

Western allocates funding in two primary areas. 40% of SSAF revenue is held centrally. These funds support ongoing student services, key infrastructure projects and student amenities.

60% of SSAF funding is allocated to the Office of the Vice President, People and Advancement (OVPPA). Students are actively engaged through the SRC and the SSAF Advisory Group in the distribution of these funds.

Each SSAF program (supported by the OVPPA) identified key performance indicators (KPIs). Each program reported quarterly progress against those KPIs. A summary of achievements and progress can be found in the [2023 SSAF funded programs \(end year report\)](#)

# SSAF Revenue Summary

|                                            | 2023 Allocation \$ <sup>1</sup> | 2023 Actual \$      |
|--------------------------------------------|---------------------------------|---------------------|
| SSAF Revenue                               | \$-                             | \$10,828,948        |
| SSAF revenue carried forward from 2022     | \$-                             | \$-                 |
| <b>Total SSAF funds available for 2023</b> | <b>\$-</b>                      | <b>\$10,828,948</b> |
| SSAF revenue carried over into 2024        | \$-                             | \$-                 |

<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 2023 the maximum SSAF was \$163 [2023].

| 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                             | 25,874                                          |
| Part-time <sup>1</sup> (< 0.75 EFTSL) | \$244                             | 8,305                                           |
|                                       |                                   | <b>Total: 34,179</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.

| <b>Student Status</b>       | <b>2023 SSAF charged \$<sup>2</sup></b> | <b>Approx. number of SSAF students remote learning 2023<sup>4</sup></b> |
|-----------------------------|-----------------------------------------|-------------------------------------------------------------------------|
| Remote learning/Online only | <b>\$129</b>                            | <b>1,979<sup>5</sup></b>                                                |

<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.

<sup>5</sup> Note: SSAF at Western is charged at different rates depending on study mode/type e.g. part time, full time, online, offshore students studying units onshore, non-award students, those enrolled in summer session only, students undertaking cross-institutional studies, Graduate Research Studies students and students studying Doctor of Medicine in years 3 to 5. The approximate number of students studying full time/part time/online provided above are raw numbers based on full time/part time/online study mode only.

# 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                                                                                                                      |                          | \$-                        | -                              |                                              |
| 2 Clubs or other associations <i>{supporting the administration of a club most of whose members are students}</i>                      | \$398,350                | \$398,350                  | Mixed mode delivery            |                                              |
| a Sporting                                                                                                                             |                          | \$31,816                   | Yes                            | 2525                                         |
| b Internal student politics                                                                                                            |                          |                            |                                |                                              |
| c Gender, sexuality, ethnicity, race, or nationality-based                                                                             |                          | \$27,970                   | Yes                            | 5026                                         |
| d Areas-of-study related e.g. law                                                                                                      |                          | 15,867                     | Yes                            | 3164                                         |
| e Other activities e.g. music, debate, chess                                                                                           |                          | \$21,662                   | Yes                            | 4629                                         |
| f Other (WSU includes religious and activist clubs)                                                                                    |                          | \$19,052                   | Yes                            | 2144                                         |
| g WSU specific - Infrastructure support including platform subscription, casual student employee resources, student leaders gala event |                          | \$155,242                  | Yes                            |                                              |
| h Student Representative Council and Student Representative Sitting Fees                                                               | \$305,445                | \$305,445                  | Yes                            | 2228                                         |
| 3 Employment/career services <i>{helping students obtain employment or advice on careers}</i>                                          | \$28,776                 | \$436,821                  | Mixed mode delivery            | 500                                          |
| 4 Legal aid <i>{providing legal services to students}</i>                                                                              | \$61,200                 | \$61,200                   | Yes                            | 168                                          |
| 5 Other student amenities                                                                                                              |                          |                            |                                |                                              |
| 6 <i>Providing food or drink</i>                                                                                                       | \$239,664                | \$435,075                  | No                             | 25475                                        |

|              |                                                                                                                                                                                                        |                    |                     |                     |       |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|---------------------|-------|
| 7            | <i>Supporting a sporting or other recreational activity by students</i>                                                                                                                                | \$697,631          | \$2,564,238         | Mixed mode delivery | 10474 |
| 8            | <i>Caring for children of students</i>                                                                                                                                                                 | \$236,640          | \$236,640           | No                  | 80    |
| 9            | <i>Promoting the health or welfare of students</i>                                                                                                                                                     | \$1,967,790        | \$2,499,934         | Mixed mode delivery | 40753 |
| 11           | <i>Helping students with their financial affairs</i>                                                                                                                                                   | \$2,550            | \$2,550             |                     | 18    |
| 12           | <i>Helping students obtain insurance against personal accidents</i>                                                                                                                                    |                    | \$97,643            | Yes                 | n/a   |
| 13           | <i>Providing libraries and reading rooms (other than those provided for academic purposes) for students</i>                                                                                            | \$197,355          | \$197,355           | No                  | 8000  |
| 14           | <i>Supporting an artistic activity by students</i>                                                                                                                                                     | \$40,000           | \$40,000            | No                  | 120   |
| 15           | <i>Supporting the production and dissemination to students of media whose content is provided by students</i>                                                                                          | \$42,840           | \$42,840            | Yes                 | n/a   |
| 16           | <i>Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled</i>                                                                          | \$1,234,847        | \$1,234,847         | Mixed mode delivery | 8765  |
| 17           | <i>Advising on matters arising under the higher education provider's rules (however described) &amp; Advocating students' interests in matters arising under the higher education provider's rules</i> | \$166,118          | \$3,170,116         | Mixed mode delivery | n/a   |
| 18           | <i>Giving students information to help them in their orientation</i>                                                                                                                                   | \$290,712          | \$290,712           | Mixed mode delivery | 6365  |
| <b>Total</b> |                                                                                                                                                                                                        | <b>\$5,909,918</b> | <b>\$12,013,765</b> |                     |       |

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

| <b>Organisation Name<sup>1</sup></b>                        | <b>Australian Business Number (ABN)</b> | <b>Supported Key Area</b>                           | <b>Total SSAF Funding Received \$</b> | <b>% of total SSAF Funding Received</b> |
|-------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------|---------------------------------------|-----------------------------------------|
| Western Sydney University Enterprises Pty Ltd (The College) | 44 003 474 468                          | Helping students develop skills for study, by means | \$101,587                             | 0.94%                                   |

|                                                     |                |                                                                                                                                                                                                                                         |           |       |
|-----------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|
|                                                     |                | other than undertaking courses of study in which they are enrolled; and Promoting the health or welfare of students                                                                                                                     |           |       |
| Western Sydney University Early Learning Limited    | 39 155 993 445 | Caring for children of student                                                                                                                                                                                                          | \$250,000 | 2.31% |
| Sydney Institute of Business and Technology Pty Ltd | 18 074 470 447 | Helping students with their financial affairs; Supporting the administration of a club most of whose members are students; Supporting a sporting or other recreational activity by students Promoting the health or welfare of students | \$140,000 | 1.29% |

<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, Angelo Kourtis, Vice President, People and Advancement of Western Sydney University, 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.

A handwritten signature in black ink, consisting of a large, stylized capital 'A' followed by a long, horizontal, slightly wavy line that ends in a small loop.

**Angelo Kourtis**

**Vice-President, People and Advancement**

18 June 2024