



Student Services and Amenities Fee (SSAF) Governance Framework

The Student Services and Amenities Fee (SSAF) Governance Framework was developed in 2019 to provide a guideline for the governance and management of Student Services and Amenities Fee (SSAF) funds for Western Sydney University in line with the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011.

The first version of the Framework was developed by SRC representatives with the support of (then) Student Engagement.

Document Control

Version	Date	Details	Amended by
1.0	28/11/2019	Initial document	
2.0	30/09/2021	Revised given change of responsibility for SSAF management and a shift to more closely focus on requirements of the guidelines	Tanya Cook
2.1	13/10/2021	Updated with feedback from SRC (allocations) and clarification of quorum	Tanya Cook

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Background

On 11 October 2011, the Australian Parliament passed amended the *Higher Education Support Act 2003* to allow universities and other higher education providers to charge students SSAF for the provision of amenities and services of a non-academic nature. Two guidelines, the [Student Services, Amenities, Representation and Advocacy Guidelines](#) (the Representation Guidelines) and the [Administration Guidelines](#), set out the requirements for setting the SSAF rate, its appropriate uses, and the involvement of students in its allocation.

Fees collected may be spent by higher education providers on services such as providing food and drinks to students on campus, supporting sporting and other recreational activities, supporting administration of student clubs, helping students obtain employment or advice on careers, promotion of health and welfare of students and other related areas.

Appendix 1 provides a full list of allowable uses of SSAF.

In 2019, the Student Representative Council, supported by the (then) Student Experience Office developed the Student Services and Amenities Fee (SSAF) Governance Framework to assure compliance with SSAF legislative requirements.

The governance, management and implementation of SSAF funded initiatives each year is overseen by the Office of People and Advancement with the guidance of the SSAF Advisory Group.

Principles

- All proposals for funding meet the Student Services and Amenities Fee (SSAF) criteria as outlined in section 19-38(4) of the Higher Education Support Act 2003
- Student consultation is central to decision-making in the allocation of funds and the scoping, co-creation and implementation of all projects
- Bids put forward for the use of the SSAF funds are based on evidence, exemplify good practice and align with the University's strategic direction
- Services and facilities are fairly distributed on each campus taking into account quality of and access to existing services and facilities, and student demographics
- Robust reporting and evaluation frameworks are maintained for the use of funds

Student consultation

Section 3.2.5 of the [Student Services, Amenities, Representation and Advocacy Guidelines](#) (the Representation Guidelines) states that each Higher Education Provider (HEP) who collects SSAF “must establish and maintain a clearly defined and effective process by which students enrolled at the HEP are consulted”; further, that “consultation must be undertaken through a formal process of engagement with the democratically elected student representatives”, that “consultation must be timely”, and that consultation must “notify students enrolled at the HEP and democratically elected student representatives” of:

- i. The purpose of the SSAF
- ii. The amount of revenue anticipated
- iii. The mechanisms to establish priorities for expenditure and
- iv. The timing and mechanisms available to comment on the proposed priorities

At the completion of the annual budget cycle, the HEP “must provide a publicly available report on actual SSAF expenditure for the year”.

In satisfaction of the above requirements, Western Sydney University is committed to:

1. Hearing the student voice by engaging the student population in an annual survey to determine priorities for SSAF spend, the outcomes of which will provide insight into the focus and direction of future year(s) SSAF funded priorities
2. Engaging with the SSAF Advisory Group according to its Terms of Reference
3. Maintaining and updating the SSAF Priorities webpage annually, including:
 - a. Background to SSAF
 - b. Information on SSAF fees
 - c. The SSAF Governance Framework
 - d. Information on previous year(s) SSAF funded projects

Funding Allocation Framework

The University is committed to ensuring that SSAF funds are used for programs and initiatives that give students the most benefit. It is also committed to ensuring a balanced and equitable investment of SSAF funds across all facets of student life.

SSAF funds will be allocated under two funding streams:

1. **Centrally held SSAF funds** which support ongoing student services, key infrastructure projects and student amenities, and
2. **OVPPA SSAF funds** managed by the Office of the Vice-President, People and Advancement (OVPPA), and coordinated through the Office of Student and University Planning (OSUP) Executive Services Office (ESO)

OVPPA manages the allocation of Funding Stream 2 within the eight (8) categories shown in figure 1. In relation to Stream 2, the percentage allocations are guides only.

Breakdown of percentage funding allocation:

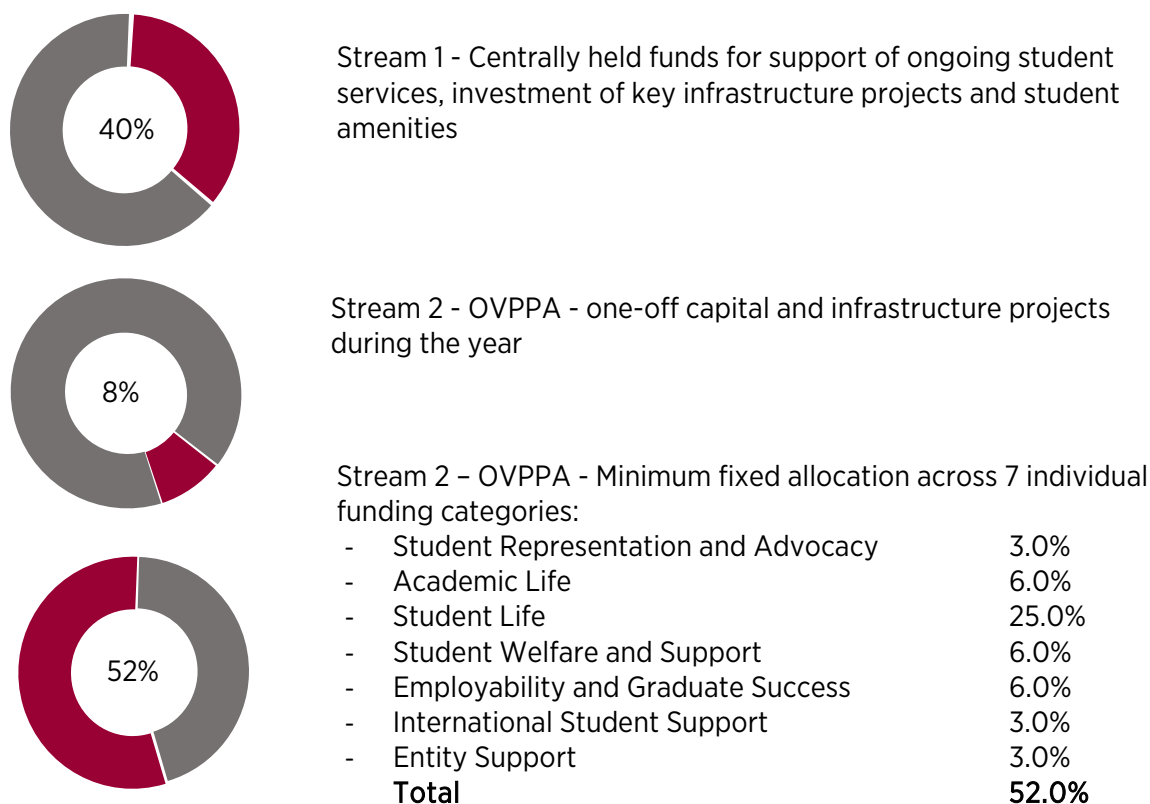


Figure 1: SSAF funding streams

Definition of Stream 2 SSAF Funding Categories:

- **Student Representation and Advocacy** - Student representation on various committees, sitting fees and pursuits of student representative bodies
- **Academic Life** - Helping students develop skills for study by means other than undertaking courses of study in which they are enrolled
- **Student Life** - Enhancing student experiences outside course of study or academic life
- **Student Wellbeing** - Promoting the health or welfare of students, including mental health and wellbeing, and welfare and legal services
- **Employability and Graduate Success** - Helping students obtain employment or advice on careers, including professional development of students via job readiness and leadership programs
- **International Student Support** - Helping meet the specific needs of overseas students relating to their welfare, accommodation and employment
- **Entity Support** - Activities and/or services provided directly to WSU students by a WSU controlled entity or Partner
- **Capital and Infrastructure** - Student social spaces and amenities that support or enhance student life, excluding core Academic infrastructure designed primarily as teaching spaces and/or facilities such as classrooms or teaching labs. This category is either funded from centrally held SSAF funds or from the floating SSAF funding pool.

Evaluation Framework

SSAF funded programs will be evaluated against KPIs identified by each program and the following core evaluation criteria:

Student reach:

At the beginning of each funding round, programs will be required to forecast student reach i.e. how many students are expected to be involved in the program.

One aspect of program evaluation will be determining whether the program was able to meet the forecast target and where that was not achievable, what factors were involved.

Student engagement:

At the beginning of each funding round, programs will be required to forecast student engagement i.e. the average number of interactions per student (i.e. total student interactions divided by total students attended/engaged). An interaction is defined a standard session per event that is relevant to that particular program. It does not take into account the length/time of each interaction (e.g. 1 minute or 1 hour).

One aspect of program evaluation will be determining whether the program was able to meet the forecast engagement target and where that was not achievable, what factors were involved.

Student involvement in program delivery

At the beginning of each funding round, programs will be required to forecast the number of students involved in program delivery i.e. how many students are expected to be involved in the planning and/or delivery of the program.

One aspect of program evaluation will be determining whether the program was able to meet the forecast student involvement target and where that was not achievable, what factors were involved.

Terms of Reference: SSAF Advisory Group

Role/purpose:

The SSAF Advisory Group provides advice regarding:

- The interpretation of responses from the SSAF Priorities Survey and insights from the student body
- The allocation of SSAF funding to projects in priority areas
- Project performance and evaluation.

Membership:

The SSAF Advisory Group will comprise:

- Chief of Staff, Office of Vice President People and Advancement (Chair)
- Manager, Student Representation & Participation (Member)
- Five (5) nominated Student Representative Council (SRC) (Members)

Roles and Responsibilities:

Members will:

- Share information broadly and regularly with the student body through established SRC networks
- Consider the SSAF Governance Framework and relevant legislative requirements when making recommendations
- Commit to attending all scheduled meetings of the SSAF Advisory Group (ensuring at least three (3) SRC members are present at every meeting)
- Provide input in a timely manner (by meeting agreed deadlines where identified) in order to expedite decision making

Members can expect:

- Consideration of the Academic Year Dateline and study commitments when requesting input e.g. meetings and deadlines
- Respectful discussion at all times

Meetings:

- Quorum – Five (5), at least three (3) to be SRC members
- Frequency – at least twice per year:
 - Quarter 4 - to confirm student voice funding priorities for the future year and have input into funding proposal recommendations
 - Quarter 2/3 – midpoint review of SSAF funded programs

Appendix 1: Allowable Uses of SSAF

1. providing food or drink to students on a campus of the higher education provider;
2. supporting a sporting or other recreational activity by students;
3. supporting the administration of a club most of whose members are students;
4. caring for children of students;
5. providing legal services to students;
6. promoting the health or welfare of students;
7. helping students secure accommodation;
8. helping students obtain employment or advice on careers;
9. helping students with their financial affairs;
10. helping students obtain insurance against personal accidents;
11. supporting debating by students;
12. providing libraries and reading rooms (other than those provided for academic purposes) for students;
13. supporting an artistic activity by students;
14. supporting the production and dissemination to students of media whose content is provided by students;
15. helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
16. advising on matters arising under the higher education provider's rules (however described);
17. advocating students' interests in matters arising under the higher education provider's rules (however described);
18. giving students information to help them in their orientation; and
19. helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.