

# Swinburne University of Technology (SUT)

## 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 undertaken with students regarding 2022 SSAF:

Identified priorities as well as proposed fee expenditure were published on the Swinburne website. This webpage was shared with student representative groups for consideration.

Feedback was sought via several different methods:

- I. A workshop with Swinburne Student Life, Swinburne Student Union and the Swinburne Representative Council held in late 2021 to discuss priorities and proposals for funding;
- II. Submissions from any student via email to the Deputy Vice-Chancellor (Education, Experience & Employability) [eee@swin.edu.au](mailto:eee@swin.edu.au);
- III. Submissions from any student via email to the Student Representative Council via [swinsrc@swinburne.edu.au](mailto:swinsrc@swinburne.edu.au); and
- IV. Submissions from any student via email to the Swinburne Student Union via [president@ssu.org.au](mailto:president@ssu.org.au).

## Outcome of the consultation:

Following the workshop with student representative bodies, the priorities for 2022 funding were determined as follows.

- Student health and wellbeing remains a key area of need for Swinburne, more so in a COVID-normal and post-COVID future.
- Further to the excellent advances over recent years, including an acceleration due to COVID-19, we will continue to explore ways of making all student services available to our online student community.
- Additional Student Study Spaces remain an area of need as identified by students during the workshop. Students also outlined the need for additional recreation spaces and for spaces to be improved to provide increased disability support.
- Careers and Employment services remains a key priority as identified by students during the workshop.
- The positive and constructive work of Swinburne Student Life was recognised and it is proposed that the funding levels for this group remain similar to 2021.
- The positive and constructive work of the Swinburne Student Union was recognised and it is proposed that the funding levels for this group increase in 2022.
  - The Swinburne Student Union allocation increased from \$620,500 (2021) to \$720,500 (2022)
- The positive and constructive work of the Swinburne Representative Council is also acknowledged.

## *2022 Draft SSAF Allocation after consultation as at end of 2021:*

	2022 SSAF Proposed Allocation (A\$)
<b>Swinburne University of Technology (SUT)</b>	<b>\$3,254,500</b>
Services include (but not limited to):	
<ul style="list-style-type: none"><li>• Counselling and Health</li><li>• Student Housing</li><li>• Student Finance</li><li>• Disability Support</li><li>• Careers</li></ul>	

<b>Swinburne Student Life (SSL)</b>	<b>\$2,000,000</b>
Services include (but not limited to): <ul style="list-style-type: none"> <li>• Advocacy Service</li> <li>• Legal Service</li> <li>• Sport and Recreation</li> <li>• Clubs and Societies</li> <li>• Student Leadership Program (including SRC)</li> <li>• Volunteer Program</li> <li>• Orientation</li> <li>• Social and Cultural Activities</li> <li>• Multi Faith Facility and Chaplaincy Service</li> </ul>	
<b>Swinburne Student Union (SSU)</b>	<b>\$720,500</b>
Services include (but not limited to): <ul style="list-style-type: none"> <li>• Welfare and Equity Services</li> <li>• Student Events</li> <li>• Student Media</li> <li>• Student Representation and Leadership</li> </ul>	
<b>Total</b>	<b>\$5,975,000</b>

Steps undertaken to ensure that SSAF was expensed in accordance with the allowable categories specified in Higher Education Support Act 2003, Section 19-38(4):

SSAF service providers undertook their annual reporting in alignment with the allowable categories. Table 4: SSAF Allocation Summary has been presented by allowable category to demonstrate this compliance.

Achievements/Highlights:

- 41% of the total 2022 SSAF allocation was expended on medical, counselling, health and welfare services, supporting the health and wellbeing of all students. Over 30,000 student consultations/interactions were undertaken for these services in 2022.
- 9% of the total 2022 SSAF allocation was used for Accessibility which offered over 1,500+ student consultations.
- 11% of the total 2022 SSAF allocation was utilised to provide enhanced career and employment support, available to the entire student cohort.
- 106 social and sporting clubs were supported, comprising 4,969 student memberships. The clubs delivered 427 approved club events and contributed to the return of a vibrant campus.
- 6,200 serves of free food were enjoyed by students as part of Orientation and Welcome Back Week events held across February/March and July/August.
- 47 students were supported to compete at UniSport Nationals in Perth during September. Participating teams included men's and women's basketball, men's futsal, men's volleyball, mixed netball, swimming, and men's beach volleyball.
- 2,460 non-unique students utilised fully subsidised swimming and partially subsidised gym memberships.
- In support of developing a sense of belonging, 900 Swinburne Online students registered for and received a Study at Home Pack containing a Razor-branded merch.
- A total of 1,843 breakfast packs and over 381kg of sausages were consumed through SSU's BBQ and Breakfast Programs.
- A total of 3,533 tickets were transacted across the SSU Events and Festivals Program with both on-campus and off-campus activations/events.
- Over 2,500 students benefited from SSU's student annual diary/notebook in 2022.

- Over 2,400 SWINE magazines were produced as Swinburne's leading student-led and developed student magazine publication.

## SSAF Revenue Summary

Table 1: SSAF Revenue Summary

	2022 Allocation \$ <sup>1</sup>	2022 Actual \$
SSAF Revenue	\$5,975,000	\$5,754,477
SSAF revenue carried forward from 2021	\$0.00	\$0.00
<b>Total SSAF funds available for 2022</b>	<b>\$5,975,000</b>	<b>\$5,754,477</b>
SSAF revenue carried over into 2023	\$0.0	\$125,672

<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 2022 the maximum SSAF was \$315.00.

Table 2: SSAF Charge Summary

Student Status	2022 SSAF charged \$ <sup>2</sup>	Number of students charged in 2022 <sup>3</sup>
Full-time <sup>1</sup> (> 0.75 EFTSL)	Charged on a pro-rata basis at the rate of \$3.776 per credit point for each course up to a maximum of \$315.00 per year.	10,854
Part-time <sup>1</sup> (< 0.75 EFTSL)	Charged on a pro-rata basis at the rate of \$3.776 per credit point for each course up to a maximum of \$236.25 per year.	18,032
		<b>Total: 28,886</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 [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.

**Table 3: SSAF Charge Summary – Online Students**

Student Status	2022 SSAF charged \$ <sup>2</sup>	Approx. number of SSAF students remote learning 2022 <sup>4</sup>
Online only	Charged on a pro-rata basis at the rate of \$3.776 per credit point for each course up to a maximum of \$315.00 per year.	<b>15,416</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.

## 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.

**Table 4: SSAF Allocation Summary – By Allowable Expenditure Category**

No.	Allowable Category	Service	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1	providing food or drink to students on a campus of the	• SSL: Social & Cultural Events	\$99,350	\$113,779	No	1,679 <sup>^</sup>
		• SSL: Student Experience Framework workshops	\$0	\$7,389	No	283 <sup>^</sup>

	<b>higher education provider</b>	& Citizen's Assembly Catering				
		<ul style="list-style-type: none"> <li>• SSL: Food &amp; Drink for Orientation &amp; Welcome Back Week</li> </ul>	\$77,000	\$73,412	No	6,200^
		<ul style="list-style-type: none"> <li>• SSL: SRC &amp; Volunteer Events, Catering and Training.</li> </ul>	\$7,000	\$3,632	No	147
		<ul style="list-style-type: none"> <li>• SSU: Food &amp; Drink for Welfare Programs               <ul style="list-style-type: none"> <li>○ Breakfasts</li> <li>○ Exam Help</li> <li>○ Welfare on wheels</li> <li>○ Foodbank</li> <li>○ BBQ Program</li> </ul> </li> </ul>	\$50,000	\$51,507	No	4,000-4,500^
No.	Allowable Category	Service	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
<b>2</b>	<b>supporting a sporting or other recreational activity by students</b>	<ul style="list-style-type: none"> <li>• SSL: Campus sporting equipment &amp; campus recreation activities/competitions/awards</li> </ul>	\$44,004	\$23,222	No	701^
		<ul style="list-style-type: none"> <li>• SSL: Community sporting activities</li> </ul>	\$2,600	\$0	No	0
		<ul style="list-style-type: none"> <li>• SSL: Elite Athlete Grants</li> </ul>	\$15,000	\$8,624	No	11
		<ul style="list-style-type: none"> <li>• SSL: Nationals Sporting Competition</li> </ul>	\$52,950	\$25,369	No	47
		<ul style="list-style-type: none"> <li>• SSL: Varsity Sporting Events</li> </ul>	\$10,000	\$3,300	No	15
		<ul style="list-style-type: none"> <li>• SSL: Sport and Non-sport/Recreation Clubs*: base funding#, training, equipment and awards</li> </ul>	\$79,441	\$136,121	Mix – some clubs accessible online	7,021^
		<ul style="list-style-type: none"> <li>• SSU: Events/Festivals Program and Transport program</li> </ul>	\$83,000	\$41,614	Yes	3,533 (tickets issued)
		<ul style="list-style-type: none"> <li>• SSU: activities from welfare departments: Queer, Women's Postgraduate, Education, Indigenous.</li> <li>• Volunteer Program</li> <li>• Student Honorariums</li> </ul>	\$145,000	\$138,427	Yes	750-1000
		<ul style="list-style-type: none"> <li>• SSU: Capital asset purchases</li> </ul>	\$25,000	\$15,479	No	NA

No.	Allowable Category	Service	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
3	supporting the administration of a club most of whose members are students	<ul style="list-style-type: none"> <li>• SSL: Contribute to Clubs &amp; Sports Team Salaries</li> <li>• SSL: Club portal management "UniOne"</li> </ul>	\$273,461	\$335,948	Yes	4,969^
No.	Allowable Category	Service	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
4	caring for children of students	NA	NA	NA	NA	NA
No.	Allowable Category	Service	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
5	providing legal services to students	<ul style="list-style-type: none"> <li>• SSL: Legal Advice for Students (provided by external firms)</li> </ul>	\$38,000	\$45,548	Yes	94
No.	Allowable Category	Service	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
6	promoting the health or welfare of students	<ul style="list-style-type: none"> <li>• SUT: Accessibility Service including Education Access Plans</li> </ul>	\$598,582	\$514,980	Yes	1,504^
		SUT Medical, Counselling and Health, services include: <ul style="list-style-type: none"> <li>• Doctor Consult</li> <li>• RN Consult</li> <li>• Mental Health Nurse Consult</li> <li>• Social Worker Consults</li> <li>• Psychology/Psychiatry Consult</li> <li>• Sexual Health Clinics</li> <li>• Covid/Flu Clinics</li> <li>• Mindfulness Sessions</li> <li>• After Hours Support Line</li> </ul>	\$1,500,000	\$1,477,362	Yes except functions that require in person consultation	26,052^
		<ul style="list-style-type: none"> <li>• SSL: Multi-faith Centre Operations &amp; Services</li> </ul>	\$131,000	\$66,188	No	210^
		<ul style="list-style-type: none"> <li>• SSL: Subsidised swimming and gym memberships</li> </ul>	\$58,012	\$27,228	No	2,460^

		<ul style="list-style-type: none"> <li>• SSL: Swinburne Online No1 Supporter Program</li> </ul>	\$7,400	\$1,480	Yes	74^
		<ul style="list-style-type: none"> <li>• SSL: The Junction: student study and events space. Includes student safe spaces near train station and co-ordinator to support student enquiries.</li> </ul>	\$800	\$34,594	No	2,827^
		<ul style="list-style-type: none"> <li>• SUT: Student Residence Residential Life Co-ordinator provides pastoral and wellbeing support to residences.</li> </ul>	\$90,000	\$107,017	No	250
No.	Allowable Category	Service	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
7	helping students secure accommodation	<ul style="list-style-type: none"> <li>• SUT: Reception/Administrative Assistants respond to enquiries for prospective residents and provides information to unsuccessful applicants to seek alternative accommodation or refer them to the Swinburne Housing Advisor.</li> </ul>	\$60,000	\$90,373	Yes	Not Recorded
No.	Allowable Category	Service	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
8	helping students obtain employment or advice on careers	SUT Careers Services, including: <ul style="list-style-type: none"> <li>• Careers Support Service</li> <li>• Work Integrated Learning Support</li> <li>• Digital Careers Resources</li> </ul>	\$758,625	\$637,534	Yes	40,386^
		<ul style="list-style-type: none"> <li>• SSL: Leadership &amp; Volunteering Program. Including Salaries, Software, training resources.</li> </ul>	\$309,148	\$231,368	No	318
No.	Allowable Category	Service	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services



9	helping students with their financial affairs	<ul style="list-style-type: none"> <li>• SSL: Student Tax Help Clinic Program</li> </ul>	\$14,000	\$29,101	Yes	138
		<ul style="list-style-type: none"> <li>• SUT: Student Finance - Providing support to students in understanding the relevant government assistance available, accessing, updating, and submitting government financial assistance forms.</li> </ul>	\$26,770	\$85,802	Yes	1,100-2,500
<b>No.</b>	<b>Allowable Category</b>	<b>Service</b>	<b>2022 Total Allocation \$</b>	<b>2022 Total Actual Spend \$</b>	<b>Are services available online?</b>	<b>Estimated No. of students accessing services</b>
10	helping students obtain insurance against personal accidents	NA	NA	NA	NA	NA
<b>No.</b>	<b>Allowable Category</b>	<b>Service</b>	<b>2022 Total Allocation \$</b>	<b>2022 Total Actual Spend \$</b>	<b>Are services available online?</b>	<b>Estimated No. of students accessing services</b>
11	supporting debating by students	NA	NA	NA	NA	NA
<b>No.</b>	<b>Allowable Category</b>	<b>Service</b>	<b>2022 Total Allocation \$</b>	<b>2022 Total Actual Spend \$</b>	<b>Are services available online?</b>	<b>Estimated No. of students accessing services</b>
12	providing libraries and reading rooms (other than those provided for academic purposes) for students	NA	NA	NA	NA	NA
<b>No.</b>	<b>Allowable Category</b>	<b>Service</b>	<b>2022 Total Allocation \$</b>	<b>2022 Total Actual Spend \$</b>	<b>Are services available online?</b>	<b>Estimated No. of students accessing services</b>
13	supporting an artistic activity by students	NA	NA	NA	NA	NA
<b>No.</b>	<b>Allowable Category</b>	<b>Service</b>	<b>2022 Total Allocation \$</b>	<b>2022 Total Actual Spend \$</b>	<b>Are services available online?</b>	<b>Estimated No. of students</b>

No.	Allowable Category	Service	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
14	supporting the production and dissemination to students of media whose content is provided by students	<ul style="list-style-type: none"> <li>• SSL: Marketing &amp; Communications</li> </ul>	\$52,531	\$134,686	Yes	1,050^
		<ul style="list-style-type: none"> <li>• SSU: SWINE student magazine</li> </ul>	\$18,000	\$11,452	Yes	2,400
		<ul style="list-style-type: none"> <li>• SSU: Student Annual Notebook</li> </ul>	\$18,500	\$15,360	No	2,500
15	helping students develop skills for study, by means other than undertaking *c courses of study in which they are enrolled;	<ul style="list-style-type: none"> <li>• SSL: Swinburne Online: Packs for Online Students</li> </ul>	\$12,050	\$43,470	Yes	900
		<ul style="list-style-type: none"> <li>• SSU: Governance training and student annual election</li> </ul>	\$25,000	\$29,800	N	850
16	advising on matters arising under the higher education provider's rules (however described)	<ul style="list-style-type: none"> <li>• SSL: Student Advocacy (guiding student on processes: Show Cause, Remission of Debt, misconduct sanctions etc.)</li> </ul>	\$159,999	\$149,369	Yes	414^
		<ul style="list-style-type: none"> <li>• SSU: Administration, Office expenses and insurances</li> <li>• Employee expenses, General manager, finance and office coordinator, communication and events officers</li> </ul>	\$356,000	\$357,340	NA	NA
17	advocating students' interests in	<ul style="list-style-type: none"> <li>• SSL: Advocacy (Student Advocates representing students)</li> </ul>	\$160,000	\$149,369	Yes	414^

	matters arising under the higher education provider's rules (however described);	<ul style="list-style-type: none"> <li>• SSL: Student Representative Council - stipends &amp; operations</li> </ul>	\$95,000	\$63,725	Yes	35
<b>No.</b>	<b>Allowable Category</b>	<b>Service</b>	<b>2022 Total Allocation \$</b>	<b>2022 Total Actual Spend \$</b>	<b>Are services available online?</b>	<b>Estimated No. of students accessing services</b>
<b>18</b>	<b>giving students information to help them in their orientation</b>	<ul style="list-style-type: none"> <li>• SSL: Orientation &amp; Welcome Back Week (communications, signage, collateral etc.)</li> </ul>	\$301,254	\$347,836	No	3,500^
<b>No.</b>	<b>Allowable Category</b>	<b>Service</b>	<b>2022 Total Allocation \$</b>	<b>2022 Total Actual Spend \$</b>	<b>Are services available online?</b>	<b>Estimated No. of students accessing services</b>
<b>19</b>	<b>helping meet the specific needs of *overseas students relating to their welfare, accommodation and employment.</b>	NA	NA	NA	NA	NA
			<b>2022 Total Allocation \$</b>	<b>2022 Total Actual Spend \$</b>		
		<b>TOTAL</b>	<b>\$5,754,477</b>	<b>\$5,628,805</b>		

Foot Notes/Legend:

^ Number of student interactions. Non-unique students.

# Political student clubs do not receive SSAF funding

\* Sport and Non/Sport/Recreation Clubs registered at 18 Nov: 92 total

Academic Clubs: 19

Cultural Clubs: 17

Political Clubs: 3

Service/Social Justice Clubs: 1

Social Clubs: 32

Spiritual Clubs: 5

Sport Clubs: 15

## Organisations, bodies or third-party providers that received SSAF funding in 2022

Table 5: Organisations, bodies or third-party providers that received SSAF funding

Organisation Name <sup>1</sup>	Australian Business Number (ABN)	Supported Allowable Category	Total SSAF Funding Received \$	% of total SSAF Funding Received
Swinburne Student Union	39 774 574 866	1,2,14,15,16	\$720,500	10.67%
Swinburne Student Life	35 117 060 232	1-9 &14-18	\$2,000,000	29.63%

<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, Pip Pattison, Deputy Vice-Chancellor (Education, Employability, Experience) of Swinburne University of Technology 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*

Pip Pattison

*Full name of Person making Declaration*

Deputy Vice-Chancellor (Education, Employability, Experience) .....

*Position of Person making Declaration*

27/6/2023

*Date*