

Charles Darwin University

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

CDU's [Strategic Plan](#) recognises the importance of the student experience with goal 6 of the plan dedicated to 'creating a student experience where every student can connect and succeed'. In doing this, CDU recognises the important role of the Student Services and Amenities Fees (SSAF) contributions in ensuring that students have access to facilities, support and extra/co-curricular activities that support student engagement and student life across all campuses.

In 2022 the following priorities were established to support the improvement of the student experience. SSAF allocations were aligned to these priorities as outlined in the Student Experience and Success Core Plan:

- Support a diverse range of students to succeed, including those who face structural and systemic educational disadvantage;
- Create a vibrant community, where student voices are amplified and students are active citizens in a safe and inclusive online/on-campus community
- Provide opportunities for students to create social impact, turning their talents towards progressing the UN sustainable development goals;
- Prepare students to succeed in employment, self-employment and entrepreneurial careers, providing career-long learning opportunities.

CDU's SSAF Committee provides Governance and oversight of the allocation of SSAF funds. The Committee is made up of enrolled CDU students and CDU staff and ensures the use of funds is compliant with Commonwealth legislation and rules, is in alignment with CDU priorities, and

provides a vehicle for consultation with student representatives. In 2022, the SSAF Committee was made up of thirteen members including four student representatives elected to the Committee.

Expression of Interest for SSAF funded projects occurs twice a year with assessments on suitability made against the following criteria:

- Digital-first: serves our online students
- Student-centric: improve the student experience
- Inclusive: benefits students with diverse needs
- Plan: implementation plan provided
- Clear benefit: clearly benefits > 200 (10%) of students
- Cost effective: good value for money
- SSAF: should be funded by SSAF

Following this evaluation process, the Committee examines every project, reviews their respective scores, and makes recommendations whether the project should receive funding from SSAF.

Upon the adjournment of the Committee meeting, funding recommendations are forwarded to the SSAF Executive Committee chaired by Deputy Vice-Chancellor, Academic for endorsement. The Executive Committee also includes, Director Student Engagement, Student Leadership Officer, and a student representative.

To ensure that students receive sufficient consultation regarding the SSAF and its utilization, CDU has implemented a student survey that is easily accessible to all students through the CDU Student Portal and website. Survey can be access here:



2022 SSAF Funded Activities

2022 saw an increase in the focus on campus activation and on mental health and wellbeing following from the COVID pandemic. The following table and pictures represent the variety of projects and initiatives that were implemented in 2022.

IHD Water cooler project (infrastructure)	Counselling support (wellbeing, health)
Free postage of resources for students (learner support)	Careers and employability support (careers)
Mental health first aid for students (wellbeing)	Student groups (student representation)
Grammarly subscription (learner support)	Orientation (campus activation)
Peer mentor and international student buddy Programs (wellbeing, learner support)	IHD bike hire (wellbeing)
Study skills webpage (learner support)	Indigenous uni games (sports)
Revive 2 survive – exam prep (wellbeing)	International Day of People with a disability event (wellbeing)
Art and nature for wellbeing (wellbeing)	NAIDOC week (First Nations cultural awareness)
	Student Group Program (advocacy)



Development and launch of an online MHA training module promoted to all students.



Peer Mentor Program introduced to support commencing online and on-campus students settle into CDU and their studies.



Art and nature for wellbeing workshops with free art workshops that promote wellbeing and creativity, offered in-person and online.



Students enjoying the free at Revive 2 Survive during stuvac.



IHD residents enjoying a cycle to Casuarina Coastal Reserve.



CDU's Indigenous Nationals Team, Dangunbila (Kangaroo in Larrakia Language)



Traditional Larrakia dancers and weave making classes at NAIDOC Week on our Casuarina Campus.



The Good Games Social Club, one of CDU's active Student Groups



Boab Breeze, a SSAF funded event that included free food and entertainment for students in semester 2 2022.



Students and staff at O-Week semester 2 2022

SSAF Revenue Summary

	2022 Allocation \$ ¹	2022 Actual \$
SSAF Revenue	\$2,200,000	\$2,200,000
SSAF revenue carried forward from 2021	\$260,000	\$260,000
Total SSAF funds available for [insert reported year]	\$2,460,000	\$2,460,000
SSAF carried forward to 2023	-\$332,000	-\$332,000

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 \$312.

Student Status	2022 SSAF charged \$ ²	Number of students charged in [Insert reported year] ³
Full-time ¹ (> 0.75 EFTSL)	\$312	6197
Part-time ¹ (< 0.75 EFTSL)	\$273	5465
Total:		11662

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.

Student Status	[Insert reported year] SSAF charged \$ ²	Approx. number of SSAF students remote learning 2022 ⁴
Remote learning/Online only	\$312 (full time) \$273 (part time)	6,965

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	[Year] Total Allocation \$	[Year] Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$331,350.00	\$331,350.00	Yes	22,330
2. Clubs or other associations	NA	NA		
a. Sporting	\$20,000	\$20,000		119
b. Internal student politics	\$8,000	\$8,000	Yes	22,330
c. Gender, sexuality, ethnicity, race, or nationality-based	\$57,150	\$57,150	Yes	840
d. Areas-of-study related e.g. law	\$20,781	\$20,781	Yes	388
e. Other activities e.g. music, debate, chess	\$68,700	\$68,700	Yes	648
f. Other	NA	NA		
3. Employment/career services	\$631,000.00	\$631,000.00	Yes	22,330
4. Legal aid	\$	\$		
5. Other student amenities	\$118,000.00	\$118,000.00	Yes	22,330
6. Academic Learning and Social Support	\$456,800.00	\$456,800.00	Yes	22,330
7. Campus Activation	\$701,310.00	\$701,310.00		
8. First Nations Cultural Awareness	\$44,800	\$44,800	Yes	22,330
Total	\$2,460,000.00	\$2,460,000.00		

Declaration by Person of Authority

I, [insert full name], [insert position title] of [insert full name of higher education provider], 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.



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Signature of Person making Declaration

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Full name of Person making Declaration

Sarah Fletcher

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Position of Person making Declaration

Director Student Engagement

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Date 05/07/23