

# Flinders University

## Student Services and Amenities Fee (SSAF)

### 2024 Allocation Report

## Introduction

The *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022* (SSARA Guidelines) 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.

The information provided in this *SSAF Allocation Report* does **not** require auditing by a financial accountant. The SSAF expenditure reporting is a separate process and 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

Each year a call is made to the University community for applications for Student Services and Amenities Fee (SSAF) funds for the following year. Applications are considered by the University's SSAF Budget Advisory Committee, with the Committee making a recommendation to the Vice-Chancellor for SSAF funding allocations.

In October 2023, all students were invited to complete the 2023 SSAF Survey for the allocation of 2024 SSAF funds. The survey was held between 3-13 October 2023. A total of 19,543 survey invitations were sent out and 907 students participated in the survey (a 4.6% response rate).

Participating students ranked the applications for 2024 SSAF funds. In addition, respondents provided valuable feedback around SSAF service delivery.

The SSAF Budget Advisory Committee considered the results from the above survey when deliberating on how to allocate funds for 2024. The SSAF Budget Advisory Committee comprises the following:

- Director, Student Life (Chair), nominee of the Deputy Vice-Chancellor (Students);
- President, Flinders University Student Association;
- General Secretary, Flinders University Student Association;
- Student member, nominated by the Student Council, Flinders University Student Association;
- Chief Financial Officer (or nominee);
- A senior academic or professional staff member at the College level, appointed by the Deputy Vice-Chancellor (Students);

- Manager, Student Engagement (non-voting).

The Student Services and Amenities Fee funds a wide range of student services and amenities, including advocacy and welfare services, financial counselling and assistance, clubs and societies, sport and recreational activities, student media, student mental health and wellbeing programs and expanded services offered by the Student Learning Centre, Health Counselling and Disability Services, and Careers and Employability.

Following the end of year, a compliance process is undertaken where recipients of the year's SSAF funds certify that the revenue from the SSAF fee was spent strictly in accordance with the Act and only on services and amenities specified in subsection 19-38(4) of the Act.

In 2024, 52% of the SSAF revenue collected by the University was provided to the Flinders University Student Association (FUSA).

Established in 2012, the Flinders University Student Association is an unincorporated association representing the rights and interests of students. FUSA provides support services including academic advocacy, financial counselling and welfare support, student clubs and societies, events (including orientation) and student representation. The structure and aims of FUSA are determined through the association's constitution. Under the constitution FUSA has a Student Council which sets the strategic direction of the association, is responsible for governance, approval of budgets and representing students' interests. The student council is made up of 20 elected members which include 14 office bearers and 6 general council members. FUSA is supported by a dedicated team of staff who are employees of the University.

The Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022 (Guidelines) set out new requirements for what constitutes a 'student led' organisation which FUSA does not appear to meet.

To date, as an unincorporated association, FUSA's operations have been supported by the University since it was established. This means that although a large proportion of SSAF is allocated to FUSA each year, FUSA has not maintained its own bank account, produced its own audited financial statements, or developed its own policies about record keeping, risk management, fraud prevention and financial controls.

The University's interpretation is that these requirements would be challenging for FUSA to meet unless it has its own legal personality – ie it becomes incorporated rather than being an unincorporated association of individual students. A review recently undertaken by the *Associations Forum* also identifies that FUSA's ability to make decisions independently would be enhanced by it being incorporated.

Rather than investing effort into ensuring that FUSA, in its current legal structure, meets the requirements of the Guidelines, Flinders University is exploring options over the next 12 months to incorporate FUSA to change its governance and ensure the requirements of the Guidelines are met.

This will be a significant project which will require engagement with a variety of stakeholders, including the student community, University Council, any impacted staff and management. It will require legal support and potential industrial changes for affected staff.

# SSAF Revenue Summary

	2024 Allocation \$ <sup>1</sup>	2024 Actual \$
SSAF Revenue	\$5,274,378	\$5,071,984
SSAF revenue carried forward from 2023	-	\$933,886
<b>Total SSAF funds available for 2024</b>	<b>\$5,274,378</b>	<b>\$6,005,870</b>
SSAF revenue carried over into 2025	-	\$749,122

<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* (the Act). In **2024** the maximum SSAF was **\$351**.

Student Status	2024 SSAF charged \$ <sup>2</sup>	Number of students charged in 2024 <sup>3</sup>
Full-time <sup>1</sup> (> 0.75 EFTSL)	\$4,232,813	14,537
Part-time <sup>1</sup> (< 0.75 EFTSL)	\$839,171	8,328
		<b>Total: 22,865</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 2024. 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 2024 as the total EFTSL they undertook in 2024 was equal to 0.875.

<b>Student Status</b>	<b>2024 SSAF charged \$<sup>2</sup></b>	<b>Approx. number of SSAF students remote learning 2024<sup>4</sup></b>
Remote learning/Online only	<b>\$286,793</b>	<b>4,329</b>

<sup>4</sup> Note: The Department of Education 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

## Key areas of expenditure 2024

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 (reporting against these are mandatory)	2024 Total Allocation \$	2024 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$852,097	\$858,580	Yes	5,517
2. Clubs or other associations				
a. Sporting	\$197,790	\$197,790	No	285
b. Internal student politics	\$0	\$0	n/a	n/a
c. Gender, sexuality, ethnicity, race, or nationality-based	\$30,254	\$30,254	Yes	840
d. Areas-of-study related e.g. law	\$55,820	\$55,820	Yes	1500
e. Other activities e.g. music, debate, chess	\$36,898	\$36,898	Yes	730
f. Other	\$204,915	\$198,196	Yes	420
3. Accommodation	\$0	\$0	n/a	n/a
4. Employment/career services	\$256,607	\$235,298	Yes	11,850
5. Legal aid	\$54,132	\$54,667	Yes	37
6. Support for financial affairs	\$136,664	\$163,343	Yes	600
7. Other student amenities	\$2,300,225	\$2,268,671	Yes	22,865
8. Other - student wellbeing	\$1,148,977	\$1,157,231	Yes	18,513
<b>Total</b>	<b>\$5,274,378</b>	<b>\$5,256,748</b>		

Organisations, bodies or third-party providers that received SSAF funding in 2024

1. Allocation of SSAF revenue – non-student-led organisations

Organisation Name <sup>1</sup>	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received from provider \$	% of total SSAF revenue collected by the Provider
Flinders University Sport & Fitness inc	[53 390 033 434]	Clubs or other associations [2 a]  Other – Student Wellbeing [6]	\$545,234	11%
		<b>Total SSAF provided to non student-led organisations</b>	\$545,234	11%

2. Allocation of SSAF revenue to student led organisations – evidence of meeting requirement of 40 per cent

Organisation Name <sup>2</sup>	Australian Business Number (ABN)	Supported Key Area	SSAF Funding Received from Provider \$	% of total revenue collected by the provider	If below 40 per cent, is there an agreed transition plan in place	Details of transition plan
Flinders University Student Association		2 , 7 , 8	\$2,623,862	52%	n/a	n/a
		<b>Total SSAF provided to student-led organisations</b>	\$2,623,862	52%		

<sup>1</sup> Note: Only organisations, bodies or third-party providers who receive over \$1,000 in SSAF funding are expected to be disclosed.

<sup>2</sup> Note: Only organisations, bodies or third-party providers who receive over \$1,000 in SSAF funding are expected to be disclosed.

3. Attestation that student led organisations in receipt of a minimum of 40 per cent of SSAF revenue are meeting governance requirements

Organisation Name <sup>1</sup>	Majority student-led	Democratically elected leaders	Independence	Audited accounts	Corporate Governance policies and procedures established and adhered to	If replying no on any measure, is there an agreed transition plan in place?	Details of transition plan
Flinders University Student Association	Yes	Yes	No	No	No	Yes	Submitted on 27 February 2025 and approved on 23 April 2025.

## **Declaration by Person of Authority**

I, Prof Romy Lawson, Senior Deputy Vice-Chancellor of Flinders 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.

I further attest that the information provided in this Report meets the requirements of the *Higher Education Support Act 2003* and the Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022 and that, where transition arrangements have either been sought or approved, information is provided on this.



Signature of Person making Declaration

**Professor Romy Lawson**

Full name of Person making Declaration

**Senior Deputy Vice-Chancellor**

Position of Person making Declaration

**1 June 2025**

Date