



Charles Sturt
University

Charles Sturt University Student Services and Amenities Fee (SSAF) 2022 Allocation Report

2022 SSAF Allocation Report

Division of Students
Charles Sturt University

Charles Sturt University - TEQSA Provider Identification: PRV12018 (Australian University). CRICOS Provider: 00005F.

Executive Summary

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.

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Chair Report

Dear Students, Staff and Stakeholders,

We are pleased to present the 2022 Student Services and Amenities Fee (SSAF) annual report. This report is designed to provide you with an overview on how the financial contributions made by our students have been allocated across Charles Sturt University campuses and online for the benefit of our students.

2022 saw us optimistically and cautiously return to in-person events and reconnect across our staff and student bodies for greater understanding of how the Covid-19 pandemic has impacted everyone. SSAF continued to be supported with a staff and student working group, committed to overseeing the provision of funding for maximum student impact. A number of continuing services were supported to increase student engagement and support, while some new initiatives sought to recognise the increasing and changing needs of students. Some of the key initiatives for 2022 include:

CASE STUDY #1: The Careers and Skills Festival

The Careers and Skills Festival was a three-day online event held from 19-22 September 2022, which ran across a five-hour window each day (afternoon and evening). It included a mix of interactive talks, workshops, and recorded sessions, addressing the following needs:

- increase students' awareness of employability skills
- develop students work-related knowledge and skills
- students feel connected to Charles Sturt community

The program was designed as a mini conference with students able to register for the event and attend sessions that interested them. Students were given the opportunity to attend live sessions or watch online recordings through the event platform (CVENT Attendee Hub) for several weeks after the event. This event related to area 8) helping students obtain employment or advice on careers. and aligns with the Job Ready Graduates outcomes and assists with TEQSA compliance.

All Careers and Skills Festival sessions outline the skills developed so students know how to utilise the skill for present or future careers. There were 85 live attendances across the three-day online event. The Careers and Skills Hub created nine high quality video resources from presentations that are available in the [Careers Portal](#) for all students on demand.

- 73% of attendees reported that the festival content was beneficial (survey).
- 72% reported that the festival content was relevant to their needs (survey).
- 82% reported that the content was relevant to the stated objectives (survey).
- 85% reported that the speakers were knowledgeable and able to communicate subject matter well (survey).
- 92% reported that it was easy to register (survey).

The next Careers and Skills Festival is scheduled for 18-22 September 2023. Further information can be found here: <https://www.csu.edu.au/current-students/careers-and-graduation/careers/careers-festival>

CASE STUDY #2: Sports and Uni Nationals

The Sports and Uni Nationals initiative relates to areas 2), 3), 6) and 14) of the legislation governing SSAF spend. This initiative serves as a sole funding source that provides sport related activities to Charles Sturt students, including social sport on campus, intervarsity sport and representative sport at national level (Uni Nationals), payment of UniSport Australia annual membership fee, purchase of uniforms, equipment and accommodation for Uni Nationals.

In 2022, Charles Sturt University had the following students participate in SSAF Sport funded programs:

- Three student athletes compete at Uni Nationals Athletics and took home a Silver Medal in the Women's Long Jump and a Bronze Medal in the Women's 10,000m.
- One student athlete competed at Uni Nationals Swimming and took home a Bronze Medal in the 100m Butterfly.
- 62 athletes attended Uni Nationals in Perth.
 - Women's Football (16) – 7th out of 16 teams
 - Mixed Netball (12) – 19th out of 42 teams and qualified for Division 1 in 2023

- Women's Netball (12) – 7th out of 32 teams and qualified for Division 1 in 2023
- Mixed Touch (12) – Silver Medal
- Rugby 7's Women (10) – Bronze Medal
- Swimming (1) – Bronze Medal
- 12 students represented Charles Sturt at Indigenous Uni Nationals (multi-sport event)
- 22 athletes competed at Uni Nationals Distance Running
- 418 students participated in social sport on campus
- 33 participated at Bathurst v Orange Intervarsity (multi-sport)
- 620 students downloaded the Uni Moves App
- Participation in fun runs on Orange, Albury, Bathurst, Wagga and Port Macquarie regions

A [snap shot](#) of what Uni Nationals looks like for Team Charles Sturt and [hear from](#) Bathurst based student, Sophie Norris (2022 Uni Nationals Women's Football team member and team manager) about her experience at Uni Nationals representing Team Charles Sturt.



CASE STUDY #3: Fitness Equipment

All ADPP students received fitness Equipment in their Welcome Pack on arrival to the NSW Police Academy. The Fitness equipment enhances the student's physical wellbeing and fitness. Students also continue to use this equipment after they leave the NSW Police Academy when they commence the Year 2 component of the ADPP.

The Fitness Equipment consist of a foam roller, massage ball and a resistance band. This equipment is used under the guidance of the PTI staff at the NSW Police Academy to assist students with injury prevention and general wellbeing.

The legislated areas this project aligns with are:

- Supporting a sporting or other recreational activity by students
- Promoting the health or welfare of the students
- Helping Students with their Financial affairs

Goulburn SRC provided the following feedback on this initiative:

"The fitness equipment provided is great, we need to use it in our PT Sessions, we also include use of the resistance band and foam roller into our self-guided PT sessions. We can use the fitness equipment in our own time to assist with stretching after a long day of physical training. It was exciting to receive our Charles

Sturt welcome bags on arrival to the NSW Police Academy, we receive the fitness Equipment and other NSWPF issued items in the bag. Thank you to the SSAF steering committee for approving this project”.



During 2022 we continued our increasing commitment to student consultation and involvement with how SSAF money is spent. Our SSAF framework was enacted through the SSAF Working Group and we continued to seek diverse perspectives on SSAF initiatives and student priorities through our student survey. Student responses show increased student awareness of the ability to submit proposals for how funding is spent. On campus students' top priority has changed to desiring more funding for food and drink, while our online students' top priority continues to be support for health and wellbeing. Further details on our student survey can be found in this report.

On behalf of the SAFF Working Group I would like to thank our members, student representatives, all SRC's and our broader student and staff bodies for their time and dedication to SSAF initiatives, providing feedback, and for being part of the decision-making process to ensure that the student experience at Charles Sturt University continues to deliver positive impact for successful student journeys.

Sandra Sharpham
Chair SSAF Working Group
Executive Director, Student Experience

SSAF Consultation and Achievements

It is legislated through the Student Services, Amenities, Representation and Advocacy Guidelines and the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011, that Higher Education Providers (HEPs) must consult with students enrolled at the HEP regarding the specific uses of proceeds from any compulsory SSAF.

Charles Sturt University have in place a SSAF Working Group to oversee all SSAF matters and endorse a strategic approach to SSAF funding with the goal of achieving significant impact on the Student Experience. SSAF funding is closely aligned to Charles Sturt university strategic priorities and our student priorities for SSAF expenditure identified via the annual Student Voice Survey results from the previous year.

Charles Sturt University aims to ensure a formal process of consultation with democratically elected student representatives at the University regarding the specific uses of proceeds from SSAF and has demonstrated its commitment to the student consultation process through:

1. Undertaking an annual student survey which includes SSAF questions, consideration of the feedback provided by students on their top priority areas for the spending of SSAF money, publishing identified priorities for proposed fee expenditure and allowing opportunities to comment on those priorities by students and student associations.
 - Top 6 On campus support preferences
 - Providing food/drink to students on campus
 - Health & wellbeing
 - Social activities and events
 - Sporting and recreational activities
 - Student club activities and events
 - Non-academic campus facility and amenity construction or refurbishment
 - Top 6 Online support preferences
 - Health & wellbeing
 - Helping students develop study skills
 - Prepaid postage library book service
 - Careers advice & programs
 - IT support
 - Student advocacy
2. Publishing an Annual SSAF report that outlines SSAF expenditure, details of SSAF projects funded and outlines the strategic priorities for SSAF funding;
 - [Student Services and Amenities Fee \(csu.edu.au\)](https://csu.edu.au)
3. Two Student Representative Council members on the SSAF Working Group;
 - The members of the Working Group are:
 - a. Executive Director, Division of Student Experience (Chair)
 - b. A Representative Executive Dean
 - c. Director, Business Services, Division of Finance
 - d. Executive Director, Division of Student Success
 - e. Executive Director, Division Safety, Security and Wellbeing
 - f. Executive Director, Customer Experience
 - g. Director, Division of Facilities Management
 - h. Director, Application Services, Division of Information Technology
 - i. Director, Research Services and Dean of Graduate Studies representative
 - j. Two student representatives nominated by Student Senate, representing campus and online modes of study
 - k. A First Nation staff member nominated by the Chair
4. Discussion of SSAF matters via Student Senate meetings; and
5. Student Representative Council review and recommendation of student and staff initiatives via an annual round review process.

- Current process of the SSAF allocation requires review and endorsement by the Student Representative Council (SRC). Staff and student initiatives are distributed to each campus SRCs (via Student Connection Team), Division of Student Success). SRCs are asked to submit the outcome of their review for consideration to the SSAF Working Group. This allows for greater consultation and transparency in the allocation of projects. SRCs are provided a table of all successful staff and student initiatives from the annual round and funded throughout the year.

SSAF Revenue Summary

	2022 Allocation \$ ¹	2022 Actual \$
SSAF Revenue	\$5,243,995	\$4,860,656
SSAF revenue carried forward from 2021	\$4,386,406	\$4,386,406
Total SSAF funds available for 2022	\$9,630,401	\$9,247,062
Total SSAF Expenditure for 2022		\$4,608,398
SSAF revenue carried over into 2023	\$4,638,664	\$4,638,664

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 \$304.

Student Status	2022 SSAF charged \$ ²	Number of students charged in 2022
Full-time ¹ (> 0.75 EFTSL)	\$3,374,540	15,056
Part-time ¹ (< 0.75 EFTSL)	\$1,486,116	16,968
Total:		32,024

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	2022 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2022 ⁴
Online only	\$2,806,408*	23,647 students

*Calculations are an estimate only based on SSAF income against EFTSL

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	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health and Wellbeing Services	\$973,665	\$677,358	Yes	15,000
2. Careers and Leadership	\$635,545	\$492,523	Yes	15,000
3. Sporting	\$648,959	\$552,698	17% available to online	Over 2,000
4. Student Services, Support and Events	\$1,479,060	\$1,285,875	80% of services available to online students	9,416
5. Student Advocacy	\$236,960	\$213,255	Yes	398
6. IT Services and Student Support	\$700,000	\$644,459	Yes	25,000 plus
7. Financial Support	\$54,086	\$125,382	Yes	8,352
8. Student Communications	\$391,206	\$268,263	Yes	25,000 plus
9. Helping Students Secure Accommodation and Study Stays	\$20,000	\$11,212	NA	286
10. Orientation	\$256,388	\$222,597	50% available to online students	8,316
11. Other student amenities	\$700,000	\$65,423	NA*	Not able to be defined
12. Food and Beverage for Intensive Schools	\$16,500	\$16,500	Yes	1,000
13. International Support	\$30,750	\$32,853	No	533
Total	\$6,243,119	\$4,608,398	80% Available to Online Students	30,000 plus

Note: These on campus services and amenities are available to online students who attend intensive school sessions.

Declaration by Person of Authority

I, Sandra Sharpham, Executive Director, Student Experience of Charles Sturt 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.



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Signature of Person making Declaration

Sandra Sharpham

Full name of Person making Declaration

Executive Director, Student Experience

Position of Person making Declaration

26 June 2023

Date