



Charles Sturt  
University

# Charles Sturt University Student Services and Amenities Fee (SSAF) 2024 Allocation Report

## 2024 SSAF Allocation Report

Division of Finance & Division of Student Experience  
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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# Introduction

Dear Students, Staff and Stakeholders,

We are pleased to present the 2024 Student Services and Amenities Fee (SSAF) annual report. This report is designed to provide an overview on the impact of legislated financial contributions made by our students. The SSAF is designed to fund services and initiatives of a non-academic nature and aims to increase and sustain access to services for all students.

In 2024 SSAF funded some fantastic pieces of work for the benefit of our students, including safe and inclusive spaces, food pantries providing access to essentials for our students in a cost-of-living crisis, keeping students fed and stress-free during exam periods, student communications by students, career development, wellbeing programs, orientation, and more.

The impact of the SSAF funding stream has been recognised through new legislated student decision-making in the Australian Universities Accord. From 1 January 2025, providers are required to allocate a minimum of 40 per cent of SSAF revenue to our Student Senate for allocation to services and initiatives.

I am pleased to inform you that Charles Sturt University was already well set up to support this legislation, and that our students have been fundamental in decision-making for SSAF since it was first introduced. This year we have further enhanced that decision-making through co-designing a SSAF framework with our Student Senate. This work further embeds student decision-making and supports their responsibility to allocate at least 40 per cent of SSAF revenue.

During 2024 SSAF Small Grants rounds were rolled out to provide more students with timely access to funding throughout the year to stand up initiatives, ranging from networking events to sporting endeavours to student podcasts. The funding was able to be applied for in quarterly rounds, for initiatives up to the value of \$3000.

## Case Study #1: SSAF Small Grant for Students – Approaching Ag Careers Festival

Students that attended and benefited from our careers fair were from a range of degrees including, but not limited to: Agricultural Science, Agriculture, Associate degree in Agriculture, Vet Tech, Animal Science, Vet Science, Agribusiness Management, Bachelor of Education (TAS majoring in Agriculture), PhD in Agriculture. On campus and online students attended the festival.

SSAF funds were used to assist in the running of the careers festival, covering the cost of venue hire and catering. The festival saw a student organising team bring together 50 plus employers or placement organisations for students to connect with. The festival was timed to coincide with the opening of many graduate programs and is a key pathway for students to secure meaningful employment opportunities, as well as connect further with their peers. It also provides a tangible touchpoint for online students to get direct connection with peers and potential employers or placement providers.

The festival also attracted a number of Charles Sturt University alumni who are working with the organisations represented. The support and resulting success of the careers festival has encouraged the student organising committee to form a student club to advocate for and promote Charles Sturt University as a welcoming and inclusive university for students wanting to pursue a career in agriculture.



## Case Study #2: Student Wellbeing Support Line

The Student Wellbeing Support Line helps students address emotional distress, explore coping strategies to manage the reasons for their call, and manage any concerns about their safety, including suicidality and disclosures of sexual assault/sexual harassment/violence. The service is available for 24/7 response to students in crisis or who are highly distressed, and provides professional assessment, advice, risk assessment and appropriate referrals to Charles Sturt University's broad range of student services, including counselling, study support, financial support and First Nations student support.

This service also provides consultative support and advice to residential student leaders and staff when a student is distressed and advises them of the next appropriate steps. This supplements our business hours wellbeing and counselling services with out of hours contact and also provides the University's counselling services with contact and referral for ongoing support.

The service has been SSAF funded since 2021 and provides support to hundreds of students each year, supporting avenues for early intervention, primary prevention and development of coping skills and to recognise when to seek support.



On behalf of Charles Sturt University, I would like to thank our Student Senate, student representatives and staff for their time and dedication to bringing SSAF initiatives to life and ensuring that the funding continues to deliver essential and student-centred services and support at Charles Sturt University.

Sandra Sharpham  
Executive Director, Division of Student Experience



# SSAF Consultation and Achievements

According to the Student Services, Amenities, Representation and Advocacy Guidelines and the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011, Higher Education Providers (HEPs) are required to consult with students enrolled at the HEP regarding the specific uses of proceeds from any compulsory SSAF.

Charles Sturt University has established a process 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 our student priorities for SSAF expenditure, as identified in the annual Student Voice Survey results from the previous year.

Charles Sturt University is committed to a formal consultation process with democratically elected student representatives regarding the specific uses of proceeds from SSAF and has demonstrated this commitment 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 student preferences in 2024:

- o Health & wellbeing
- o Careers advice & programs
- o Helping students develop study skills
- o Student club activities and events
- o Transport and accommodation services during intensive schools

2. Publishing an Annual SSAF report that outlines SSAF expenditure, details of SSAF projects funded and outlines the strategic priorities for SSAF funding:

[How student services amenities fees are spent - Current Students \(csu.edu.au\)](https://csu.edu.au/ssaf)

3. The key sponsor for SSAF at Charles Sturt is the Executive Director, Division of Student Experience in consultation with two Student Representatives nominated by Student Senate, representing campus and online modes of study along with the Manager Divisions and Grants, Division of Finance. The sponsor also engages with SRCs to facilitate their assessment and endorsement of recurring and new initiatives.
4. Discussion of SSAF matters via Student Senate meetings; and Student Representative Council review and recommendation of student and staff initiatives via an annual round process. In 2024 the SSAF team introduced small grant rounds where students could apply for SSAF funding of up to \$3,000 to run a project throughout the year, three rounds were held.

For 2024 the process was that all SSAF allocation required review and endorsement by the Student Representative Councils (SRC). Staff and student initiatives were distributed to each campus SRCs (via Student Connection Team, Division of Student Experience). SRCs were asked to submit the outcome of their review for consideration by the Chief Operating Officer, via Executive Director, Student Experience. This allows for greater consultation, student management and transparency in the allocation of projects. SRCs are then provided a table of all successful initiatives from the annual round that will be funded.

5. SSAF website page lists all projects and programs that were funded throughout the year:

[How student services amenities fees are spent - Current Students \(csu.edu.au\)](https://csu.edu.au/ssaf)

# SSAF Revenue Summary

	2024 Allocation \$ <sup>1</sup>	2024 Actual \$
SSAF Revenue	\$5,963,480	\$5,843,195
SSAF revenue carried forward from 2023	\$3,864,427	\$3,864,427
<b>Total SSAF funds available for 2024</b>	<b>\$9,827,907</b>	<b>\$9,707,622</b>
<b>Total SSAF Expenditure for 2024</b>		<b>\$6,217,207</b>
SSAF revenue carried over into 2025		\$3,490,414

<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 2024 the maximum SSAF was \$344.

Student Status	2024 SSAF charged \$ <sup>2</sup>	Number of students charged in 2024
Full-time <sup>1</sup> (> 0.75 EFTSL)	\$344	16,178
Part-time <sup>1</sup> (< 0.75 EFTSL)	\$258	14,852
Total:		31,030

<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" is identified as 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 2023. 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 2023 as the total EFTSL they undertook in 2023 was equal to 0.875.

Student Status	2024 SSAF charged \$ <sup>2</sup>	Approx. number of SSAF students remote learning 2024 <sup>4</sup>
Online only	\$3,678,747*	23,445

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

<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.

Key Area (reporting against these are mandatory)	2024 Total Allocation \$	2024 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
2.Supporting a sporting or other recreational activity by students	922,883	938,510	No	10K+
3.supporting the administration of a club most of whose members are students	841,386	862,356	Yes	3K+
6.promoting the health and welfare of students	1,259,167	1,211,883	Yes	30K+
8.helping students obtain employment or advice on careers	274,341	282,681	Yes	15K+
9.helping students with their financial affairs	62,346	61,509	Yes	5,000
15.helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled	120,876	118,297	Yes	30K+
16.advising on matters arising under the higher education provider's rules	67,048	67,048	Yes	30K+
17.advocating student' interests in matters arising under the higher education providers rules	395,218	399,095	Yes	30K+
18.giving students information to help them in their orientation	202,374	200,856	Yes	30K+
19.helping meet the specific needs of overseas students relating to their welfare, accommodation and employment	174,920	162,533	Yes	614
Total	\$4,320,559	\$4,308,545		

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

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
Navitas Pty Ltd	72 113 382 684	9. International Student Support	\$11,470.50	50%
		Total SSAF provided to non student-led organisations	\$11,470.50	50%

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

## 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 \$	SSAF funding actual spend \$	% of total revenue collected by the provider	If below 40 per cent, is there an agreed transition plan in place	Details of transition plan
Charles Sturt University Student Representation Councils	Not applicable	1.providing food or drink to students on a campus of the higher education provider;	343,500	131,825	39.35%	No	Not applicable
		2.supporting a sporting or other recreational activity by students;	512,470	469,707			
		6.promoting the health or welfare of students;	661,081	556,249			
		7.helping students secure accommodation;	23,000	11,889			
		8.helping students obtain employment or advice on careers;	74,403	50,562			
		9.helping students with their financial affairs;	27,608	30,979			
		14.supporting the production and dissemination to students of media whose content is provided by students;	50,000	48,620			
		15.helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;	113,000	112,465			
		17.advocating students' interests in matters arising under the higher education provider's rules;	134,000	134,000			
		18.giving students information to help them in their orientation; and	300,000	299,270			

		19.helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.	60,000	55,403			
		<b>Total SSAF provided to student-led organisations</b>	<b>2,299,062</b>	<b>1,900,969</b>	<b>39.35%</b>	<b>No</b>	<b>N/A</b>

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

**1. 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
<i>Charles Sturt University Student Representative Councils</i>	Yes	Yes	No	Yes	Yes	N/A	Agreed on XX OR Submitted on XX and pending approval

# 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.

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.



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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

Date