

CQUniversity

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

CQUniversity's SSAF allocation process is managed by the Student Services and Amenities Fee Steering Committee. The process includes consultation with students via a survey to determine their priorities and through the Student Representative Council to endorse activities being considered for funding.

All applicants must indicate how their proposal meets the eligibility criteria set out by the Department of Education. Campus allocations are proportionate to the number of students aligned to each campus. Although the aim is for funding to be fully expended each year, where allocations are underspent, the money is pooled and carried forward for eligible larger capital projects in future years.

2022 SSAF funded activities - Achievements and Highlights

Following two years of COVID-19 restrictions, 2022 saw students returning to campus allowing more SSAF funded activities to be organised, reinvigorating campus life. Activities and events included:

- Orientation
- RUOK Day
- OMG Week
- RSPCA Day
- Mental Health Day
- Harmony Day
- BBQ's and breakfasts for students
- Pop up lunches
- Murder Mystery nights
- Movie, games and trivia nights
- Student Ball
- End of year family event
- Live music events
- End of term parties
- NAIDOC Week
- Reconciliation Week
- Diwali
- Chinese New Year
- Diversity and Inclusion Day
- IDAHOT
- Youth Week

Health and wellness of our students was also a key priority through the provision of healthy snacks during exams, first aid classes including mental health first aid, other mental health and wellbeing short courses and massage sessions at some Campus Life events. Support was also provided for the Ally Program.

2022 also saw the return of sporting events and competitions such as Intervarsity, region-specific competitions, CQUni Moves and eSport. Access to sports and fitness was provided through subsidisation of gym memberships, sporting team registrations and uniforms, social sport activities.

A number of clubs and societies were active including:

- CQUni Interfaith & Cultural Diversity Society
- CQUni Medical Society
- CQUni Law Society
- CQUni Occupational Therapy Society
- CQUni Oral Health Society
- CQUni Agricultural Society
- CQUni Basketball Club
- CQUni Powerlifting Club

Students were able to develop their study skills through access to Studiosity, the student mentor program, study and life skill development sessions, Student Café sessions and Student Advocacy sessions. Online students were able to have library items posted to their campus for free.

Additionally, to support the careers and employment of students, a number of career development initiatives and events, networking events, study skill sessions and employment information sessions with professional industry bodies were held. Subsidies were also provided for short courses, workshops and conferences.

Although no large capital projects occurred in 2022, study and other student spaces were upgraded, including replacement of furniture, a pool table and student kitchen equipment, maintenance of gym equipment, and the provision of new creative supplies and games for common student area.

SSAF Revenue Summary

	2022 Allocation \$ ¹	2022 Actual \$
SSAF Revenue	\$3,781,687	\$3,944,277
SSAF revenue carried forward from 2021	\$6,846,693	\$6,846,693
Total SSAF funds available for 2022	\$10,628,380	\$10,790,970
SSAF revenue carried over into 2023	\$6,813,204	\$7,325,651

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 \$314 for full-time students and \$235.50 for part-time students.

Student Status	2022 SSAF charged \$ ²	Number of students charged in 2022 ³
Full-time ¹ (> 0.75 EFTSL)	\$2,008,526.97	6,956
Part-time ¹ (< 0.75 EFTSL)	\$1,935,698.77	11,650
Total:		18,606

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 2022. 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 2022 as the total EFTSL they undertook in 2022 was equal to 0.875.

Student Status	2022 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2022 ⁴
Remote learning/Online only	\$1,293,901.70	6,397

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 Services	\$575,576.05	\$532,796.62	Yes	8,609
2. Clubs or other associations	\$190,142.24	\$88,257.70	Yes	287
a. Sporting	n/a	\$8,150.35	No	26
b. Internal student politics	n/a	\$0	n/a	n/a
c. Gender, sexuality, ethnicity, race, or nationality-based	n/a	\$37,611.00	Yes	120
d. Areas-of-study related e.g. law	n/a	\$29,119.75	Yes	96
e. Other activities e.g. music, debate, chess	n/a	\$13,376.60	Yes	45
f. Other	n/a	\$0	n/a	n/a
3. Employment/career services	\$566,531.20	\$419,257.50	Yes	22,490
4. Legal aid	\$0	\$0	n/a	n/a
5. Other student amenities	\$2,482,079.43	\$2,413,049.46	Yes	32,665
a. Providing food or drink to students on a campus of the higher education provider	\$183,564.27	\$158,124.39	No	9,930
b. Supporting a sporting or other recreational activity by students	\$101,866.15	\$166,138.44	No	4,631
c. Caring for children of students	\$0	\$0	n/a	n/a
d. Helping students secure accommodation	\$0	\$0	n/a	n/a
e. Helping students with their financial affairs	\$207,305.30	\$220,307.20	No	1,530
f. Helping students obtain insurance against personal accidents	\$0	\$0	n/a	n/a
g. Supporting debating by students	\$0	\$0	n/a	n/a

h. Providing libraries and reading rooms (other than those provided for academic purposes) for students	\$16,200.00	\$19,551.00	No	949
i. Supporting an artistic activity by students	\$4,632.00	\$2,872.85	No	200
j. Supporting the production and dissemination to students of media whose content is provided by students	\$100,618.00	\$78,235.00	No	30,440
k. Helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled	\$522,832.47	\$511,882.03	Yes	5,862
l. Advising on matters arising under the higher education provider's rules (however described)	\$185,123.72	\$192,849.61	Yes	145
m. Advocating students' interests in matters arising under the higher education provider's rules (however described)	\$143,110.62	\$151,347.31	Yes	305
n. Giving students information to help them in their orientation	\$700,030.90	\$541,288.82	Yes	7,187
o. Helping meet the specific needs of overseas students relating to their welfare, accommodation and employment	\$316,796.00	\$370,452.52	Yes	1,926
6. Other - please provide description	\$	\$	n/a	n/a
Total	\$3,814,328.92	\$3,453,360.99		

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

No organisations, bodies or third-party providers received SSAF funding in 2022.

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received

¹ 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, Narelle Pearse, Chief Operating Officer of CQUniversity, 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

Narelle Pearse

Chief Operating Officer, Corporate Services Division

29 June 2023