

[Deakin 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

The SSAF is managed by Equity and Inclusion (E&I) which reports into the Deputy Vice Chancellor University Services Portfolio. Decisions about how SSAF funding will be allocated are discussed by the SSAF Selection Committee, a delegated group of senior University representatives, with final recommendations developed by the Executive Director – Equity and Inclusion taken to Deputy Vice Chancellor University Services for endorsement. The legislation restricts use of the fee to defined ‘allowable uses’ and requires the University to consult with students and elected student representatives regarding the use of the fee revenue.

The university regularly engages and consults with the key student representative body, the Deakin University Student Union (DUSA) at a monthly partnership meeting attended by the Executive Director Student Services, Pro Vice Chancellor Students, Executive Director Equity and Inclusion, DUSA President and DUSA General Manager. Items of significance and for action are distributed across the university to relevant stakeholders and leadership.

Over a three-week period from July 2024 students and DUSA were invited to comment on the proposed priorities for use of the SSAF revenue. The proposed priorities for fee expenditure were published on the web and via other student focused communication channels. Students formally elected to representative positions were also directly invited to comment and an ongoing dialogue is in place with DUSA at senior leadership levels.

There were 311 responses received from students, including a formal response from DUSA. This is a significant increase from previous years where only a handful of responses were gathered. Some clear themes that emerged from the consultation were: Cost of living/student welfare/mental health concerns, Sporting programs/social and cultural engagement, Student employment & career, Student health and wellbeing, Advocacy and student disability support.

As noted above, cost of living and support for the advocacy of students were consistent themes that emerged from the consultation, alongside continuing support for peer and social engagement – including for cohorts with additional support needs. Action taken to respond to the student consultation included:

- Allocating SSAF towards coordination of the Navigate Peer Support program in the Disability Resource Centre for students with ADHD and Autism.
- Student Finance continues to offer a range of services for domestic students experiencing financial difficulties including interest-free loans, emergency essentials and myki cards and help planning a budget is available.
- SSAF has been utilised to expand the Stepping-Stones program of work in DeakinTALENT. The project aims to harness the career expertise and industry engagement of DeakinTALENT's curriculum, coaching and employer engagement teams to enhance the existing Framework and develop a wrap-around suite of services that support equity students to better engage with the Stepping-Stone approach to career development.

### Highlights and achievements from the 2024 year included:

- Increases in financial support and assistance for students to aid with increased cost of living expenses.
- Greater engagement with Orientation and Campus based events.
- Fitness Centre memberships increased by 20%
- Focused spotlight on the prevention of and response to incidents of Gender Based Violence and Sexual harm.
- Connected and engaging Peer Support services including 24/7 availability.
- Sustainable, paid employment opportunities for our students.

### New SSAF Budget Measure:

As part of the rollout of changes associated with the [Universities Accord \(Student Support and Other Measures\) Bill 2024](#), new measures relating to the SSAF have been placed on Table A Higher Education Providers. Schedule 2 of the proposed legislation now requires higher education providers to allocate a minimum of 40% of their SSAF revenue to student-led organisations and updates governance guidelines for student-led organisations who receive SSAF revenue

Deakin reviewed its SSAF governance arrangements in line with this new legislation and at current funding levels is exceeding the requirements of the new legislation, with funding towards the Deakin University Student Association (DUSA) being 47% of total SSAF revenue in 2024. In 2024, **\$8,145,000** in SSAF funds were allocated for the provision of student focussed services and initiatives; **\$4,145,000** was dedicated to the provision of services provided by DUSA and the remaining **\$4,000,000** was allocated to the University to provide services for students as per the funding guidelines.

DUSA is engaged under a 3-year Head Agreement (2024 – 2026 endorsed by VC in Dec 2024) and annual Service Level Agreements. These agreements provide a framework for the relationship between Deakin and DUSA with conditions relating to statutory reporting requirements, insurance, consultation, engagement and coordination of operational activities. Thematically, the Head Agreement notes the high degree of interrelationship between both Deakin and DUSA, and the mutual benefit of both organisations collaborating successfully together. The primary object of DUSA is to be a student-led and governed organisation representing the student body and to organise and co-ordinate services conducive to the welfare, well-being and academic success of students of Deakin.

Both parties agree that DUSA will fulfil advocacy, representative and service objectives provided that the arrangements made between Deakin and DUSA are consistent with the requirements of the *Higher Education Support Act 2003* (Cth). DUSA has comprehensive governance arrangements, financial reporting mechanisms and management structures to ensure they meet their requirements under legislation and under the Head Agreement, details on DUSA Constitution and General Regulations are available via their website [<https://www.dusa.org.au/all-things-dusa/student-representation>].

# SSAF Revenue Summary

	2024 Allocation \$ <sup>1</sup>	2024 Actual \$
SSAF Revenue	\$8,145,000	\$8,194,103
SSAF revenue carried forward from 2023	\$406,999	\$406,999
<b>Total SSAF funds available for 2024</b>	<b>\$8,883,000</b>	<b>\$8,911,610</b>
SSAF revenue carried over into 2025	\$1,124,506	\$1,124,506

<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 **\$350**.

At Deakin the SSAF is charged twice a year, and the amount you pay depends on whether you're a full or part-time student and studying on campus or online. Students are charged for studying in Trimesters 1 and 2, depending on their mode of study.

Student Status	2024 SSAF charged \$ <sup>2</sup>	Number of students charged in Trimester 1 2024 <sup>3</sup>	Number of students charged in Trimester 2 2024 <sup>3</sup>
Full-time <sup>1</sup> (> 0.75 EFTSL)	\$175	18,321	16,653
Part-time <sup>1</sup> (< 0.75 EFTSL)	\$131	3,124	3,017
Fully Online	\$68	15,348	13,856
		Total: 36,793	Total: 33,526

<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 [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.

# 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)	[Year] Total Allocation \$	[Year] Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$500,000	\$500,000	Yes	6,500
2. Clubs or other associations (administration/ governance)	\$874,054	\$874,054	Yes	9,000
a. Sporting	\$0	\$0		
b. Internal student politics	\$0	\$0		
c. Gender, sexuality, ethnicity, race, or nationality-based	\$0	\$0		
d. Areas-of-study related e.g. law	\$0	\$0		
e. Other activities e.g. music, debate, chess	\$0	\$0		
f. Other	\$0	\$0		
3. Accommodation	\$0	\$0		
4. Employment/career services	\$1,200,000	\$1,200,000	Yes	4,500

5. Legal aid	Included as part of advocacy	Included as part of advocacy		
6. Support for financial affairs	\$0	\$0		
7. Sport and recreation activity	\$1,377,614	\$1,377,614	Yes	25,000
8. Orientation	\$1,710,689	\$1,744,793	Yes	20,000
9. Student Media	\$340,258	\$340,258	Yes	30,000
10. Study Skills	\$800,000	\$800,000	Yes	3,500
<b>Total</b>	<b>\$8,145,000</b>	<b>\$8,194,103</b>		<b>103,000</b>

Organisations, bodies or third-party providers that received SSAF funding in [Insert reported year]

**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
Deakin University Student Association	95 022 653 791	1,2,7,8,9	\$4,145,000	47%
		<b>Total SSAF provided to non student-led organisations</b>	\$4,145,000	47%

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<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 \$	% of total revenue collected by the provider	If below 40 per cent, is there an agreed transition plan in place	Details of transition plan
Deakin University Student Association	95 022 653 791	1,2,7,8,9	\$4,145,000	47%	N	NA
		<b>Total SSAF provided to student-led organisations</b>	\$4,145,000	47%	N	NA

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

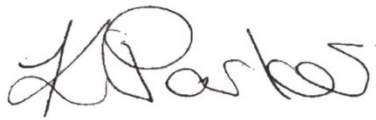
**3. Attestation that student led organisations in receipt of a minimum of 40 per cent of SSAF revenue are meeting governance requirements**

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
<i>Deakin University Student Association</i>	Yes	Yes	Yes	Yes	Yes	NA	NA

## Declaration by Person of Authority

I, Kerrie Parker, Deputy Vice-Chancellor, University Services of Deakin 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

Kerrie Parker

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Full name of Person making Declaration

Deputy Vice-Chancellor, University Services

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Position of Person making Declaration

24 June, 2025

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Date