

UNIVERSITY OF TECHNOLOGY SYDNEY

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

SSAF Student Consultation process

The Student Services and Amenities Fee (SSAF) Committee provides the formal consultation mechanism with student representatives regarding SSAF in accordance with the *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022* (SSARA Guidelines).

The student representatives on this Committee play an important role in engaging with and advocating for the student body, ensuring their needs and interests are heard. All students are informed about the SSAF and its specific uses through the UTS SSAF website, as well as via the annual SSAF Allocation reports defined by the Government and accessible on the UTS SSAF website. In addition, the University conducts a Student Satisfaction Survey annually to gather feedback from students about their satisfaction with services provided. The results of the survey are being used by university stakeholders for planning purposes.

The SSAF Committee meets at least twice a year to discuss the proposed budget allocations for the following year. The members of the SSAF Committee who obtain SSAF funding are required to prepare a detailed budget proposal. This proposal is then reviewed and discussed by the SSAF Committee before submitting recommendations to the Deputy Vi-Chancellor (Education and Students) for approval. The budget proposals must comply with the Department of Education legislative criteria and align with the University's Student Experience strategic framework. Considerations are also given to the extent to which the priorities address a service or support gap for students. In 2024, the SSAF Committee agreed to allocate SSAF funds to different priorities, including essential services for students and new initiatives under the following eligible categories:

- Supporting clubs or other associations
- Employment/Career services
- Health services
- Orientation
- Study skills, improving informal student spaces and food services
- Others.

The outcomes achieved using 2024 SSAF funding are as follows:

- ActivateUTS recorded 34,717 memberships in social and sports clubs, representing a 10% increase from last year. Over 10,800 students participated in leadership, training, and skill-building programs through clubs and societies. For the third consecutive year, the University ranked second nationally at UniSport Nationals, highlighting elite athletes' achievements.

- Career consultants delivered 2,279 one-on-one career advice appointments, supporting the individual development needs of students, as well as coordinated 2,532 approved internships across more than 45 internship workflows and integrated career education into 67 courses, reaching over 20,000 students through the curriculum.
- The Counselling team provided 4,905 counselling and welfare occasions of service in 2024. Extended hours were implemented to accommodate students' needs outside standard operating times, with Counsellors available on standby to manage urgent referrals. ActivateUTS also offered Mental Health First Aid training to support student peers and organised 43 wellbeing events and activations, reaching 9,965 students, which is a 32% increase from 2023.
- In collaboration with ActivateUTS and the Faculty of Health, UTSSA has installed a complimentary HIV Self-Testing Vending Machine on campus. This initiative aims to provide students with discreet and accessible health support, contributing to broader efforts to reduce stigma and enhance student wellbeing.
- To improve food security and affordability, UTSSA provided weekly cooking classes through the Bluebird Pantry. These sessions enabled students to learn how to prepare nutritious, low-cost meals using simple ingredients, thereby helping them acquire essential life skills. Furthermore, welfare programs such as Bluebird Brekkie and Night Owl Noodles were available for both new and returning students. ActivateUTS also offered subsidised student meals on campus, which further contributed to enhancing food security and fostering a stronger sense of community.
- In 2024, the Orientation event hosted 300 events with 8,173 registered students.
- The UTSSA's student magazine, Vertigo, underwent reform to introduce accessibility training, clearer editorial standards, more inclusive election processes, and expanded engagement to ensure the magazine reflects the diverse voices and interests of UTS students.
- Students as Partners Grants Program was established.

Students as Partners Grants program

In 2024, the University introduced the Students as Partners Grants Program to empower students to actively improve the UTS experience for themselves and their peers. Students submitted project proposals, and after a competitive selection process, received grants to lead six-month projects alongside UTS staff members. For the inaugural year of the program, 18 proposals were submitted, and 12 grants were awarded. Examples include:

- *Human Centred Approach to Loss and Bereavement in Special Consideration*: This project examined the application of UTS loss and bereavement policies and practices within special consideration. The findings aimed to guide the development of a comprehensive, systematic, and trauma-informed framework that supports students in navigating the administrative processes associated with special consideration in the context of bereavement.

- *GenAI Literacy Across Disciplines*: This project analysed research and offerings by other universities to determine the best way to educate UTS students about GenAI. It resulted in a short course on the University's Learning Management System, providing foundational AI knowledge and equipping students with skills to use AI technologies responsibly in their academic and professional careers.
- *UTS First Year Narratives*: This project aimed to collect and share personal stories about the diverse experiences of transitioning into university life at UTS. It resulted in a collection of digital stories representing marginalized and underrepresented students. These narratives, gathered through interviews, identified knowledge gaps in community and support systems, enhancing understanding of UTS's diverse student body.

In delivering this program, the University used SSAF to provide grants to UTS students, enabling them to dedicate time to enhancing the UTS student experience while also gaining valuable project management, communication and collaboration skills. By working with a UTS staff member, students could utilise the staff member's knowledge of university processes for effective implementation of project outputs.

Alignment with the requirement to allocate a minimum of 40 per cent of SSAF revenue to student-led organisations

The University confirms that it has allocated a minimum of 40 per cent of 2024 SSAF revenue collected to student-led organisations, ActivateUTS and UTSSA, in accordance with the requirements of the 2024–25 Budget measure. In total, 51.9 % has been allocated to the student-led organisations listed above. This allocation, and the process by which it was made, complies with Section 19-39 of the Higher Education Support Act 2003, specifically subsection 19-39(3), which allows for SSAF funding to be used for the provision of services and amenities by organisations that represent the interests of students. The comprehensive summary is provided below:

SSAF Revenue Summary

	2024 Allocation \$ ¹	2024 Actual \$
SSAF Revenue	\$12,401,000	\$12,683,060
SSAF revenue carried forward from 2023	\$0	\$0

Total SSAF funds available for 2024	\$12,401,000	\$12,683,060
SSAF revenue carried over into 2025	\$0	\$282,060

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

Student Status	2024 SSAF charged \$ ²	Number of students charged in 2024 ³
Full-time ¹ (> 0.75 EFTSL)	\$351	27,935
Full-time ¹ (> 0.75 EFTSL)	\$263.25	3,747
Part-time ¹ (< 0.75 EFTSL)	\$175.50	9,374
Part-time ¹ (< 0.75 EFTSL)	\$87.75	2,851
Total:		43,907

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 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.

Student Status	2024 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2024 ⁴
Remote learning/Online only	\$0	1,328

⁴ 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	\$1,472,500	\$1,522,143	Yes	10,000
2. Clubs or other associations	\$3,764,500	\$3,765,000	Yes	18,349
a. Sporting	-	\$1,626,000	Yes	7,913
b. Internal student politics	-	\$0	N/A	0
c. Gender, sexuality, ethnicity, race, or nationality-based	-	\$662,975	Yes	3,500
d. Areas-of-study related e.g. law	-	\$634,475	Yes	7,500
e. Other activities e.g. music, debate, chess	-	\$677,525	Yes	8,000
f. Other	-	\$164,025	Yes	2,700
3. Accommodation	\$0	\$0	N/A	0

4. Employment/career services	\$1,950,000	\$1,950,000	Yes	38,848
5. Legal aid	\$203,000	\$204,543	Yes	350
6. Support for financial affairs	\$225,000	\$257,616	Yes	1,109
7. Other: Orientation	\$1,060,000	\$1,063,963	Yes	17,178
8. Other: Study Skills	\$1,052,000	\$1,042,952	Yes	12,631
9. Other: Informal Student Spaces	\$708,000	\$655,120	No	15,000
10. Other: Providing Food & Drink	\$674,000	\$548,500	No	13,000
11. Other: Student Advocacy	\$480,000	\$521,000	Yes	600
12. Other: Student Media	\$432,000	\$482,000	Yes	10,000
13. Other: Student Elections	\$140,000	\$173,500	Yes	2,500
14. Other: Artistic Activity	\$20,000	\$20,000	Yes	10,800
15. Other: Child Care	\$20,000	\$20,000	No	24
16. Other: Other Student Amenities	\$200,000	\$174,663	No	25
Total	\$12,401,000	\$12,401,000		

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

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

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received from provider \$	% of total SSAF revenue collected by the Provider
UTS Child Care Inc	49 179 430 716	15. Other: Child Care	\$20,000	0.2%
		Total SSAF provided to non student-led organisations	\$20,000	0.2%

¹ 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 ²	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
ActivateUTS	53 107 038 684	2. Clubs or other associations	\$5,187,000	40.9%	N/A	N/A
UTS Students' Association (UTSSA)	59 352 932 539	11. Other: Student Advocacy	\$1,394,000	11.0%	N/A	N/A
		Total SSAF provided to student-led organisations	\$6,601,000	51.9%		

² 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 ¹	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
ActivateUTS	Yes	Yes	Yes	Yes	Yes	N/A	N/A
UTS Students' Association (UTSSA)	Yes	Yes	Yes	Yes	Yes	N/A	N/A

Declaration by Person of Authority

I, Prof Kylie Readman, Deputy Vice-Chancellor (Education and Students) of University of Technology Sydney 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.

A handwritten signature in black ink, appearing to read 'K Readman', followed by a long horizontal line extending to the right.

Signature of Person making Declaration

Prof Kylie Readman

Full name of Person making Declaration

Deputy Vice-Chancellor (Education and Students)

Position of Person making Declaration

30th June 2025

Date