



Queensland University of Technology (QUT)

Student Services and Amenities Fee (SSAF) [2025] Transition Plan

Introduction

1. This Transition Plan is for Queensland University of Technology (QUT) to seek approval from the Department of Education (the department) to enter into a transition arrangement [for up to three consecutive years for Table A providers, and five years for non-Table A providers], consistent with Section 19-39 of the *Higher Education Support Act 2003* and the Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022.
2. Submission of this plan to the department does not constitute agreement to the plan. Providers will be notified of the status of their plan following assessment and consideration.

Application

3. Provide an overarching summary of the current arrangements for the delivery of student services and the uses of the SSAF funding. For example, this may include information about how student services are delivered now, what future plans for service delivery may be, recent changes to engaging with student led organisations, information on the student population and information about campus arrangements e.g. multi-campus, regional campuses (**no more than 750 words**).

In 2024 QUT's student population was 52,427. As communicated via our [digital workplace](#), at QUT the SSAF is applied to domestic undergraduate and postgraduate coursework students studying in-person (at our Gardens Point and Kelvin Grove campuses), as well as online and in

external study modes. It is not applied to international, higher research degree, corporate and non-award students.

At QUT, the current SSAF distribution model has the University directly managing 73% of the funds, with the remaining 27% managed by our student-led organisation (QUT Student Guild). This is an historical arrangement reflecting the QUT Student Guild's reluctance to engage with SSAF prior to 2019. Since 2021 the QUT Student Guild's share has increased from 18% to 27% in 2025.

QUT has a governing body that oversees the annual allocation, utilisation and acquittal of SSAF funds, the **SSAF Advisory Group**, which is led by the Senior Deputy Vice-Chancellor and Vice-President Academic and reports to the Vice-Chancellor and President. Membership currently comprises key university stakeholders representing relevant service areas and a representative from the QUT Student Guild. The primary role of the group is to consult on how SSAF funds are used, ensuring all actions align with the Higher Education Support Act, review the annual allocation of SSAF funds, and provide updates on the progress and outcomes of SSAF-supported projects. Meetings are held three times a year, with periodic reports delivered directly to the Vice-Chancellor.

SSAF support services delivered by the University (73% share) include: provision of specialist integrated learning and career development support, peer support for at-risk students, language and learning support, student jobs/employment placement, orientation and transition initiatives (incl. cultural events and student club support), bursaries (e.g. welfare, travel, childcare, hardship), and food insecurity initiatives.

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The University's decision to cap the QUT Student Guild's allocation at 27% reflects the unsettled nature of the Guild in recent years (through turnover of elected members i.e. 5 Guild Presidents across 2023/2024) and concerns as to their ability to effectively scale-up and deliver, within budget (refer Section 4 below for more information), additional SSAF-funded student services aligned with the Higher Education Support Act.

An independent review commissioned by the University in 2023 and undertaken by Deloitte, affirmed this position and highlighted that *'rapid and significant increases in funds may risk current University delivered SSAF initiatives both temporarily overwhelming the Student Guild, and potentially leading to inefficiencies and/or reduced student outcomes.'* The review also noted the absence of a QUT Student Guild governance framework and guidelines necessary to support SSAF administration. Relevant to this transition request, the review also found evidence of duplication of efforts relating to service delivery by the University and QUT Student Guild and recommended a strategic review and future realignment of initiatives where appropriate.

Via this Transition Plan, QUT is proposing that by 1 January 2027 we will be fully compliant with the requirement that a minimum of 40% of SSAF funding will be allocated to student-led organisations. At this point we expect to be reassured, through continual collaboration and monitoring, that our current student-led organisation (QUT Student Guild) is fully meeting the governance requirements as set out in the Student Services, Amenities, Representation and Advocacy (SSARA) 2022 guidelines, as they relate to overarching financial management of SSAF

funds. Additionally, consultation with students 'as stakeholders' will confirm the key SSAF initiatives/priorities into the future, and service delivery to students will be aligned with the most appropriate area i.e. university v student-led organisations, to ensure resource optimisation and no duplication. Furthermore, an expression of interest (EOI) opportunity will be issued to new and existing (eligible) student-led organisations to apply for SSAF funding, once again aligned with endorsed SSAF initiatives/priority themes. A future state model may have SSAF funding being allocated to multiple student-led organisations as opposed to the current single model we have now.

4. Provide an overarching summary explanation and supporting evidence of (1) why your organisation is not yet able to meet the funding and/or governance requirements and which requirement you are seeking transition for e.g. it could be either funding or governance requirements, or both requirements; and (2) the period of transition you are seeking for each requirement, noting the maximum approval period is one year and that transition arrangements have to be agreed yearly – it is not possible to provide multi-year approval (no more than 300 words)

SSAF Transition Strategy 2025 - 2026

QUT will be seeking approval for a two-year transitional arrangement. This request largely reflects the risks associated with an immediate redirection of SSAF funds away from existing established university-led initiatives and directed to our student-led organisation (QUT Student Guild) and current recipient of SSAF. Furthermore, as noted in the Deloitte review, a rapid redirection of funds from the University to our existing student-led organisation, poses a risk to current University support services and ultimately the student experience. Therefore the University proposes a staged approach to transition.

Stage 1 - In 2025 the University will undertake a review of existing SSAF initiatives, with a view to prioritising those that should continue, and determine those SSAF initiatives that are best QUT-led versus those that are student-led. At the same time, the University will continue to collaborate and work closely with the QUT Student Guild to monitor governance (generally) under the new student leadership, noting improvements that have been taking place, but with a particular focus on financial governance, improvement and accountability.

Stage 2 - 2026 will involve funding realignment that optimises the investment of SSAF funds, removes duplication of service delivery and invites EOIs from new student-led organisations for a share of SSAF funding.

It is anticipated that the University will be fully compliant with the HESA legislation by 1 January 2027.

QUT will be seeking to apply for transition under both Governance and Funding requirements as set out below:

Year	Category: Governance/ Funding	Details	Evidence
2025	Financial governance, improvement and	In 2025 we will require our existing student-led organisation (QUT Student Guild) to demonstrate good and sustained financial management practices as	Attachment 1: Extract from QUT Student

Year	Category: Governance/ Funding	Details	Evidence
	accountability of existing student-led organisation	<p>prescribed under the SSARA Guidelines 2022 that 'A student led organisation has appropriate governance arrangements, including that the organisation has and complies with policies and procedures that relate to corporate governance standards (record keeping, risk management, fraud prevention and financial controls).</p> <p>Post the Deloittes 2023 review, the QUT Student Guild has made demonstrable efforts to enhance its overarching Governance Framework and supporting principles. However, improvements remain ongoing, and QUT is yet to receive routine or regular updates (e.g. notification of changes in personnel).</p> <p>As work continues in this space, the University will continue to monitor the Guild's efforts to improve financial governance/management practices that support breakeven (at a minimum) financial performance.</p>	<p>Guild annual financial statements</p> <p>That is the QUT Student Guild presented a 2023/2024 financial year operating loss of \$797K to University Council in November 2024.</p>
2025	Funding requirement – impact on student support services	<p>The provider (QUT's) share of SSAF annual funding is currently 73%. Of this amount <u>78% is spent on salaries</u> supporting specialised programs targeting academic and career success of students with complex needs; mental health support and wellbeing programs; welfare and support targeting 'at risk' students in danger of cancelling or becoming non-compliant with fee legislation; an Indigenous Health Clinic nurse providing primary health care assessments; disability services to assess and support learning; and staff supporting student orientation and transitioning in programs. The remaining 22% of QUT's share is <u>spent on non-salary initiatives</u> supporting student bursaries for international immersive experiences; support for Elite athletes; financial support for students who are parents/carers to offset childcare expenses; food insecurity initiatives; and grants for students experiencing hardship.</p> <p>2025 funds have already been allocated and endorsed by our SSAF Advisory Group</p>	Attachment 2 – 2024 expenditure analysis

Year	Category: Governance/ Funding	Details	Evidence
		following a consultation process with students in 2024. At this stage of the year there is limited ability to withdraw support without impacting students, especially in view of our current student load exceeding our allocation according to our funding agreement.	
2026	Governance	Subject to financial governance improvements being achieved in 2025 for the existing student-led organisation (QUT Student Guild) – this may not be applicable.	N/a
2026	Funding requirements	<p>The 2026 year will allow the University to start planning for the realignment of QUT-supported SSAF funded student services (informed by consultation in 2025) and invite applications from new and existing student groups.</p> <p>This includes the need to:</p> <ul style="list-style-type: none"> • Advertise new student-led SSAF priority areas (determined in 2025 via review of activities and confirmed through student consultation). • Invite applications from interested student group(s), including how they meet/will meet SSAF governance requirements. Allow time for new student-led group(s) to meet requirements (where required). • Communicate to student body confirmed 2027 SSAF initiatives and avenues of delivery. If applicable, support any new student led organisation in their establishment phase and orientate them into the University's governance and acquittal processes. 	

5. To agree to a transition plan, the department must be assured that key services would be maintained at an appropriate level for the calendar year in question, and that the plan will enable the provider to fully comply with all legislated requirements by the end of the plan.
 - a. Describe how service delivery of key services will be maintained at an appropriate level throughout the transition plan (no more than 300 words).

Support for QUT students is paramount and throughout the transition period (2025 – 2026) the university will work closely with the QUT Student Guild to remind students that regardless of who and where services are being delivered, 100% of SSAF funding will be directed to initiatives/projects that support the student body. To support this, in 2025 we are running a SSAF brand awareness campaign designed to highlight those services funded by SSAF.

In 2025 and 2026, the University is proposing that no material change to service delivery take place, rather a review is initiated in 2025 of current SSAF-funded initiatives to determine services that should continue into the future and those that should be discontinued. This will be led by the SSAF Advisory Group, working closely with the QUT Student Guild and members of the student population. Discussions with the QUT Student Guild have already commenced regarding the timing of this review.

The emerging themes will form the basis of a much wider consultation piece (an all-student survey) which the SSAF Advisory Group will then analyse to determine the most appropriate place for delivery i.e. University v led by a student organisation(s).

To provide the existing student-led organisation, the QUT Student Guild, with some assurances, we will guarantee their 27% share of total SSAF in 2025 and 2026. This will also ensure that the support services provided through the Guild are not disrupted in the short-term.

As outlined above, in early 2026, new student-identified SSAF themes/initiatives will be advertised and expressions of interest from interested student-led groups will be invited. Subject to eligibility criteria being met and applications endorsed by the SSAF Advisory Group, a new SSAF distribution model, compliant with the changes to the HESA legislation, will be in place by 1 January 2027.

6. For each year that the transition plan is intended to cover, describe **how** your organisation will achieve compliance with the funding and governance requirements below, populate the **milestones/timeframes** in achieving this, and how your organisation will be **fully compliant by the end** of the proposed transition period.

- a. **Funding requirement (no more than 300 words)** regarding the allocation of 40 per cent of SSAF revenue should include information on the:

- key activities to be delivered through expenditure of SSAF revenue across the provider, for both student-led organisations and other entities

Key activities to be delivered through the University and student led organisations by the time full compliance is reached (1 January 2027) will be informed by the review in 2025 and detailed student consultation piece that will follow. It is anticipated that key themes are likely to continue to include support for clubs and societies, orientation, student advocacy, student wellbeing and welfare, support for cost-of-living initiatives (incl bursaries), postgraduate student support, career and employment support and specialised learning support.

- stakeholder engagement and outcomes in determining SSAF allocation and implementing transition arrangements

2025

In February 2025 the University, via the SSAF Advisory Group, has launched its SSAF Brand Awareness Campaign. Designed to bring an awareness to all students of what SSAF represents and the initiatives it funds, it will also provide a baseline understanding for more detailed engagement in May/June.

May/June - At this point feedback will be sought, via a student survey, on existing initiatives and potential new SSAF initiatives. In the second half of 2025, feedback will be analysed, and work will commence to consider the optimal alignment and service delivery points for the University, QUT Student Guild and potential new student-led organisations.

In Sept/Oct, the 2026/2027 themes will be published and students invited to comment. Subject to departmental approval, students will also be advised that in early 2026, and as part of transition for 2027, new student-led groups will be invited to apply for a share of SSAF funding.

2026

In early 2026, advertise new student-led SSAF priority areas (determined in 2025 via review of activities and confirmed through student consultation).

Invite applications from interested student group(s), including how they meet/will meet SSAF governance requirements. Allow time for new student-led group(s) to meet requirements (where required).

Communicate to student body, the confirmed 2027 SSAF initiatives and avenues of delivery. If applicable, support any new student led organisation in their establishment phase and orientate them into the University's governance and acquittal processes.

- the proposed allocations of the 40 per cent of SSAF revenue to student-led organisations on an annual basis
[Refer table below.](#)
- progress against any previous milestones or commitments in previous annual plans submitted to the department, including actual SSAF revenue collected, distributed and expensed for preceding years
n/a
- provide the total SSAF revenue expected to be collected and the intended allocation amount and percentage to student-led organisation/s for each year that the transition plan is intended to cover. **Note: this information should align with the information provided in the SSAF Allocation Report.**

Funding Milestones	Year 2025	Year 2026	Year 2027 (full compliance)
Estimated SSAF revenue	\$10.84M	\$11.25M	\$11.65M
Allocation to existing student-led organisations (QUT Student Guild)	\$2.93M	\$3.04M	\$3.15
Allocation to student-led organisations (new)*	n/a	n/a	\$1.52
Percentage allocation to student-led organisations	27%	27%	40%

*subject to meeting eligibility requirements. This could also include existing student-led organisations.

b. Governance requirement (no more than 300 words) regarding student-led organisations which should include information on:

- how the planned governance arrangements and timeframes to design, establish and implement by either the provider or its student-led organisation, will be achieved, and

2025

The University will continue to collaborate with the QUT Student Guild and monitor the Guild's efforts to improve financial governance/management practices that support breakeven (at a minimum) financial performance. The assurances we will be looking for will be spending within the allocated envelope compliant with the requirements of the Student Services, Amenities, Representation and Advocacy Guidelines 2022 and Section 19-39 of the Higher Education Support Act.

- progress against any previous milestones or commitments in previous annual plans submitted to the department.

n/a

Transition Plan Governance Milestones <i>(examples, not definitive)</i>	Year 2025	Year 2026	Year 2027
Majority student-led	n/a	n/a	n/a
Democratically elected leaders	n/a	n/a	n/a
Governing body of the organisation makes decisions independently from the higher education provider	n/a	n/a	n/a
Keeping and publication of annual audited accounts	n/a	n/a	n/a
Policies and procedures for record keeping, risk management, fraud prevention and financial controls	Financial practices/ strategies in place that support achievement of breakeven financial position compliant with HESA.	n/a subject to 2025 financial governance /management practices being met for QUT Student Guild.	n/a

Contact information


Please nominate one relevant individual to be a SSAF Contact Officer for your organisation. The Department of Education may follow up for additional supporting information or may follow up for further information where issues are identified.

Please provide the following details for your nominated SSAF Contact Officer:

Full name	Mandy McDonald
Position title	Director, Academic Division
Email address	mlm.mcdonald@qut.edu.au
Phone number(s)	07 3138 4055 s47F

Transition Plan Owner

I, Professor Margaret Sheil, Vice-Chancellor and President of Queensland University of Technology (QUT), seek approval of this Transition Plan and declare that the information provided in the Transition Plan is to the best of my knowledge true, complete and correct and meets the requirements of the *Higher Education Support Act 2003* and the *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022*.

Signature of Owner	
Full name of Owner	Professor Margaret Sheil
Position title of Owner	Vice-Chancellor and President
Date Approved	28/02/2025

Please submit your organisation's completed Transition Plan via email to SSAF@education.gov.au.

Attachment 1

Queensland University of Technology Student Guild

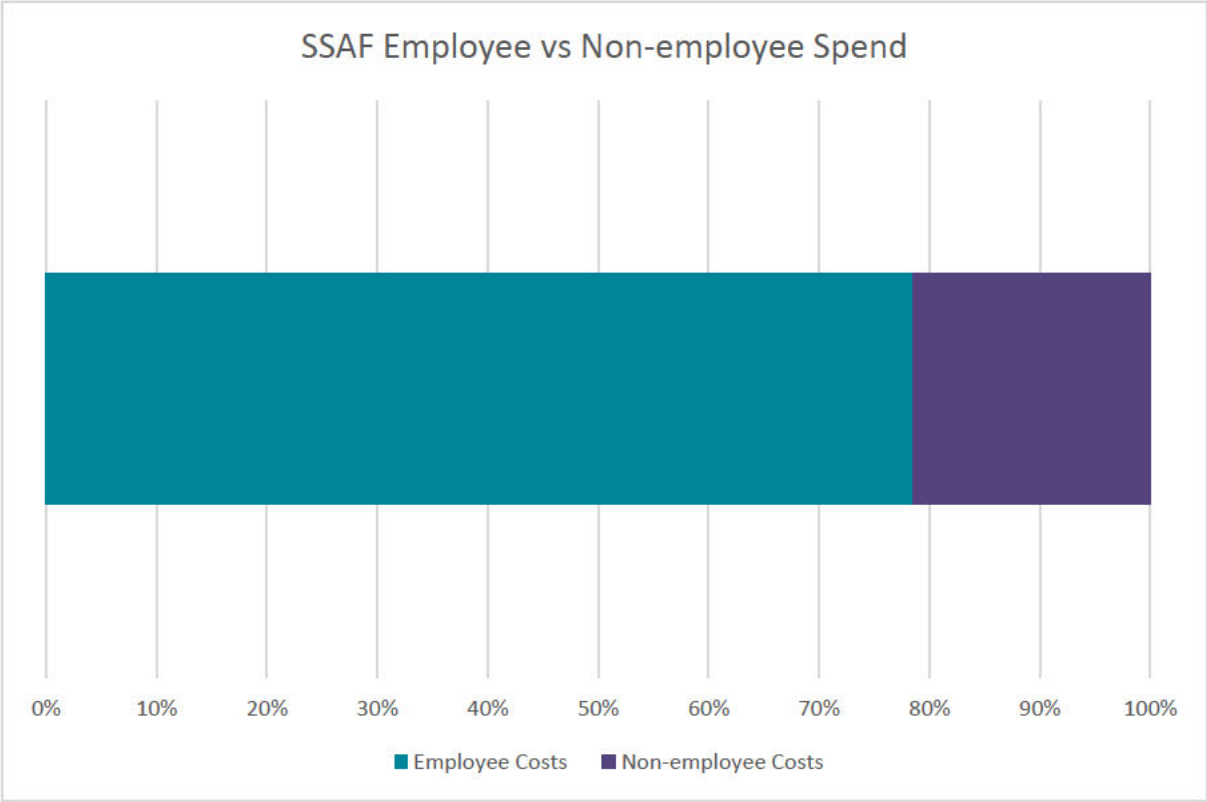
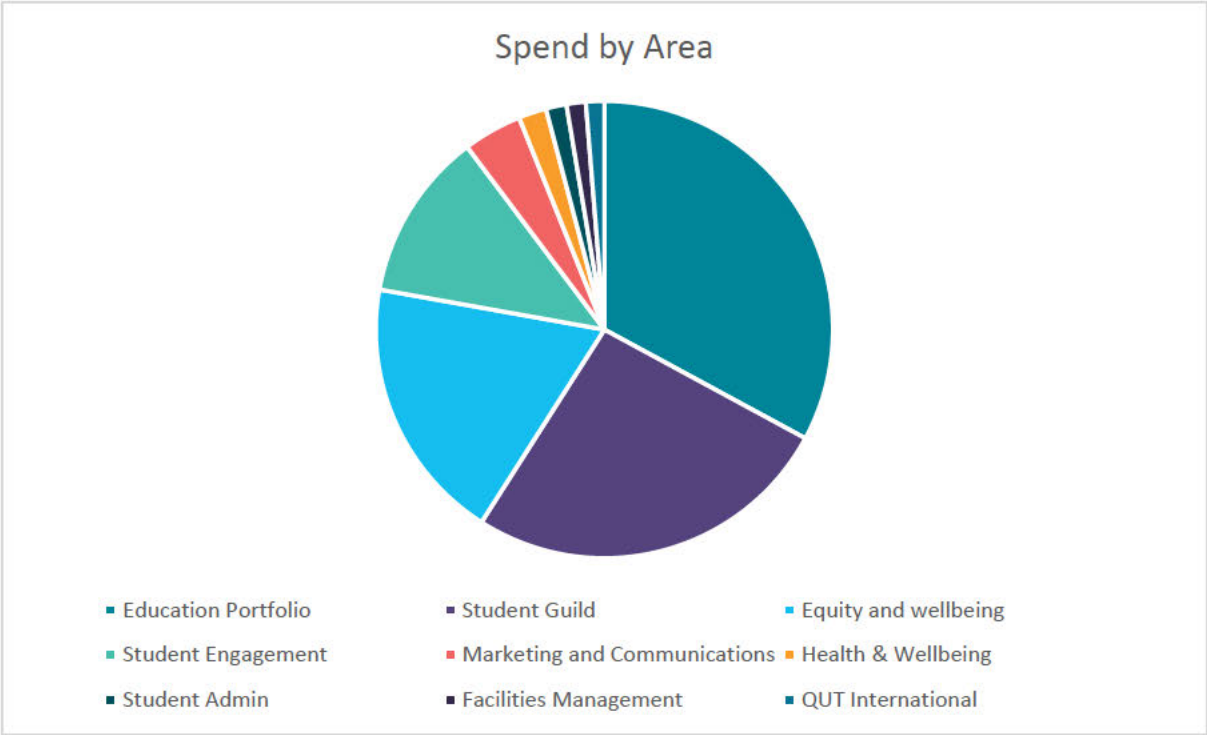
ABN 77 713 415 382

Statement of Profit or Loss and Other Comprehensive Income

For the year ended 30 June 2024

	Note	2024 \$	2023 \$
Revenue			
Revenue from contracts with customers	5	1,523,986	1,577,538
Interest income	5	50,569	50,680
Other revenue	5	397,025	436,112
Other income	5	2,382,500	2,120,958
		4,354,080	4,185,288
Expenses			
Cost of goods sold	6	(787,423)	(585,514)
Depreciation expense	6	(206,682)	(180,049)
Employee benefits expense	6	(1,519,373)	(1,726,841)
Occupancy expense		(4,795)	19,706
Advertising expense		(898)	(921)
Finance costs		(3,700)	(7,410)
Programme costs		(1,976,945)	(987,306)
Insurance and professional fees		(235,170)	(133,015)
Portfolio management fees		(42,486)	(39,187)
Other expenses	6	(374,420)	(407,244)
		(5,151,892)	(4,047,781)
(Deficit)/surplus before income tax		(797,812)	137,507
Income tax expense	3.c	-	-
(Deficit)/surplus for the year		(797,812)	137,507
Other comprehensive income			
Items that will not be reclassified subsequently to profit and loss			
Net change in fair value of financial assets designated at fair value through other comprehensive income, net of tax		724,910	645,215
Total other comprehensive income for the year		724,910	645,215
Total comprehensive income		(72,902)	782,722

Attachment 2 – QUT (Provider) 2024 SSAF spend breakdown





Queensland University of Technology (QUT)

Student Services and Amenities Fee (SSAF) [2026] Transition Plan

Introduction

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initiatives/priorities into the future, and service delivery to students will be aligned with the most appropriate area i.e. university v student-led organisations, to ensure resource optimisation and no duplication.

Furthermore, an expression of interest (EOI) opportunity will be issued to new and existing (eligible) student-led organisations to apply for SSAF funding, once again aligned with endorsed SSAF initiatives/priority themes. A future state model may have SSAF funding being allocated to multiple student-led organisations as opposed to the current single model we have now.

Progress to date – June 2025:

Steps taken to date in 2025 to support this have included QUT providing more guidance to the Student Guild on policy and accountability frameworks, including quarterly expenditure acquittals and monitoring, and the recent allocation of funding to the Student Guild to further develop its governance framework. In addition to this, QUT and the Student Guild have recently come together on a working group to co-design a SSAF student consultation piece aimed at maximising meaningful student engagement and leveraging peer-to-peer interactions to inform the future prioritisation of SSAF funding initiatives.

4. Provide an overarching summary explanation and supporting evidence of (1) why your organisation is not yet able to meet the funding and/or governance requirements and which requirement you are seeking transition for e.g. it could be either funding or governance requirements, or both requirements; and (2) the period of transition you are seeking for each requirement, noting the maximum approval period is one year and that transition arrangements have to be agreed yearly – it is not possible to provide multi-year approval (**no more than 300 words**)

SSAF Transition Strategy 2025 - 2026

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Stage 1 - In 2025 the University will undertake a **review of existing SSAF initiatives**, with a view to prioritising those that should continue, and determine those SSAF initiatives that are best QUT-led versus those that are student-led. At the same time, the University will continue to collaborate and work closely with the QUT Student Guild to monitor governance (generally) under the new student leadership, noting improvements that have been taking place, but with a particular focus on **financial governance, improvement and accountability. (Refer above at point 3 for ‘Progress to date’)**

Stage 2 - 2026 will involve **funding realignment** that optimises the investment of SSAF funds, removes duplication of service delivery and invites EOIs from new student-led organisations for a share of SSAF funding.

It is anticipated that the University will be fully compliant with the HESA legislation by 1 January 2027.

In April 2025, QUT successfully applied for transition under both Governance and Funding requirements as set out below:

Year	Category: Governance/ Funding	Details	Evidence
2025	Financial governance, improvement and accountability of existing student-led organisation	<p>In 2025 we will require our existing student-led organisation (QUT Student Guild) to demonstrate good and sustained financial management practices as prescribed under the SSARA Guidelines 2022 that <i>'A student led organisation has appropriate governance arrangements, including that the organisation has and complies with policies and procedures that relate to corporate governance standards (record keeping, risk management, fraud prevention and financial controls).'</i></p> <p>Post the Deloitte's 2023 review, the QUT Student Guild has made demonstrable efforts to enhance its overarching Governance Framework and supporting principles. However, improvements remain ongoing, and QUT is yet to receive routine or regular updates (e.g. notification of changes in personnel).</p> <p>As work continues in this space, the University will continue to monitor the Guild's efforts to improve financial governance/management practices that support breakeven (at a minimum) financial performance.</p>	<p>Attachment 1: Extract from QUT Student Guild annual financial statements</p> <p>That is the QUT Student Guild presented a 2023/2024 financial year operating loss of \$797K to University Council in November 2024.</p>
2025	Funding requirement – impact on student support services	<p>The provider (QUT's) share of SSAF annual funding is currently 73%. Of this amount <u>78% is spent on salaries</u> supporting specialised programs targeting academic and career success of students with complex needs; mental health support and wellbeing programs; welfare and support targeting 'at risk' students in danger of cancelling or becoming non-compliant with fee legislation; an Indigenous Health Clinic nurse providing primary health care assessments; disability services to assess and support learning; and staff supporting student orientation and transitioning in programs. The remaining 22% of QUT's share is <u>spent on non-salary initiatives</u> supporting student bursaries for international immersive experiences;</p>	Attachment 2 – 2024 expenditure analysis

Year	Category: Governance/ Funding	Details	Evidence
		<p>support for Elite athletes; financial support for students who are parents/carers to offset childcare expenses; food insecurity initiatives; and grants for students experiencing hardship.</p> <p>2025 funds have already been allocated and endorsed by our SSAF Advisory Group following a consultation process with students in 2024. At this stage of the year there is limited ability to withdraw support without impacting students, especially in view of our current student load exceeding our allocation according to our funding agreement.</p>	
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The emerging themes will form the basis of a much wider consultation piece (an all-student survey) which the SSAF Advisory Group will then analyse to determine the most appropriate place for delivery i.e. University v led by a student organisation(s).

To provide the existing student-led organisation, the QUT Student Guild, with some assurances, we will guarantee their 27% share of total SSAF in 2025 and 2026. This will also ensure that the support services provided through the Guild are not disrupted in the short-term.

As outlined above, in early 2026, new student-identified SSAF themes/initiatives will be advertised and expressions of interest from interested student-led groups will be invited. Subject to eligibility criteria being met and applications endorsed by the SSAF Advisory Group, a new SSAF distribution model, compliant with the changes to the HESA legislation, will be in place by 1 January 2027. This will be oversighted by a renewed SSAF Advisory Group whose membership is representative of each student-led organisation, as well as additional members of the student body.

Progress to date – June 2025:

In May 2025, a SSAF Student Consultation Working Group, comprising representatives from QUT, the QUT Student Guild and the student body, was established to commence the co-design of a student consultation piece aimed at informing the future prioritisation of SSAF initiatives. Reporting to the Chair of the SSAF Advisory Group, the group has recommended ongoing feedback mechanisms as well as targeted survey instruments, with working group members acting as champions for SSAF consultation.

Additionally in April 2025 the SSAF Advisory Group endorsed a submission to revise its membership to include the President and Treasurer of established student-led organisations, two x undergraduate students and one x postgraduate coursework student. This is to ensure that the student voice continues to be appropriately reflected in future SSAF strategic decision making. (Refer Attachment 3)

6. For each year that the transition plan is intended to cover, describe **how** your organisation will achieve compliance with the funding and governance requirements below, populate the **milestones/timeframes** in achieving this, and how your organisation will be **fully compliant by the end** of the proposed transition period.

a. Funding requirement (no more than 300 words) regarding the allocation of 40 per cent of SSAF revenue should include information on the:

- key activities to be delivered through expenditure of SSAF revenue across the provider, for both student-led organisations and other entities

Key activities to be delivered through the University and student led organisations by the time full compliance is reached (1 January 2027) will be informed by the review in 2025 and detailed student consultation piece that will follow. It is anticipated that key themes are likely to continue to include support for clubs and societies, orientation, student advocacy, student wellbeing and welfare, support for cost-of-living initiatives (incl bursaries), postgraduate student support, career and employment support and specialised learning support.

- stakeholder engagement and outcomes in determining SSAF allocation and implementing transition arrangements

2025

In February 2025 the University, via the SSAF Advisory Group, has launched its SSAF Brand Awareness Campaign. Designed to bring an awareness to all students of what SSAF represents and the initiatives it funds, it will also provide a baseline understanding for more detailed engagement in May/June.

May/June - At this point feedback will be sought, via a student survey, on existing initiatives and potential new SSAF initiatives. In the second half of 2025, feedback will be analysed, and work will commence to consider the optimal alignment and service delivery points for the University, QUT Student Guild and potential new student-led organisations. *(Refer establishment of SSAF Student Consultation Working Group in May 2025 outlined above).*

In Sept/Oct, the 2026/2027 themes will be published and students invited to comment. Subject to departmental approval, students will also be advised that in early 2026, and as part of transition for 2027, new student-led groups will be invited to apply for a share of SSAF funding.

2026

In early 2026, advertise new student-led SSAF priority areas (determined in 2025 via review of activities and confirmed through student consultation).

Invite applications from interested student group(s), including how they meet/will meet SSAF governance requirements. Allow time for new student-led group(s) to meet requirements (where required).

Communicate to student body, the confirmed 2027 SSAF initiatives and avenues of delivery. If applicable, support any new student led organisation in their

establishment phase and orientate them into the University's governance and acquittal processes.

- the proposed allocations of the 40 per cent of SSAF revenue to student-led organisations on an annual basis
Refer table below.
- progress against any previous milestones or commitments in previous annual plans submitted to the department, including actual SSAF revenue collected, distributed and expensed for preceding years
n/a
- provide the total SSAF revenue expected to be collected and the intended allocation amount and percentage to student-led organisation/s for each year that the transition plan is intended to cover. Note: this information should align with the information provided in the SSAF Allocation Report.

Funding Milestones	Year 2025	Year 2026	Year 2027 (full compliance)
Estimated SSAF revenue	\$10.84M	\$11.25M	\$11.65M
Allocation to existing student-led organisations (QUT Student Guild)	\$2.93M	\$3.04M	\$3.15
Allocation to student-led organisations (new)*	n/a	n/a	\$1.52
Percentage allocation to student-led organisations	27%	27%	40%

*subject to meeting eligibility requirements. This could also include existing student-led organisations.

b. Governance requirement (no more than 300 words) regarding student-led organisations which should include information on:

- how the planned governance arrangements and timeframes to design, establish and implement by either the provider or its student-led organisation, will be achieved, and

2025

The University continues to collaborate with the QUT Student Guild and monitor the Guild's efforts to improve financial governance/management practices that support breakeven (at a minimum) financial performance. The assurances we look for include spending within the allocated envelope compliant with the requirements of the Student Services, Amenities, Representation and Advocacy Guidelines 2022 and Section 19-39 of the Higher Education Support Act.

- progress against any previous milestones or commitments in previous annual plans submitted to the department.

n/a

Transition Plan Governance Milestones <i>(examples, not definitive)</i>	Year 2025	Year 2026	Year 2027
Majority student-led	n/a	n/a	n/a
Democratically elected leaders	n/a	n/a	n/a
Governing body of the organisation makes decisions independently from the higher education provider	n/a	n/a	n/a
Keeping and publication of annual audited accounts	n/a	n/a	n/a
Policies and procedures for record keeping, risk management, fraud prevention and financial controls	Financial practices/ strategies in place that support achievement of breakeven financial position compliant with HESA.	n/a subject to 2025 financial governance /management practices being met for QUT Student Guild.	n/a

Contact information


Please nominate one relevant individual to be a SSAF Contact Officer for your organisation. The Department of Education may follow up for additional supporting information or may follow up for further information where issues are identified.

Please provide the following details for your nominated SSAF Contact Officer:

Full name	Mandy McDonald
Position title	Director, Academic Division
Email address	mlm.mcdonald@qut.edu.au
Phone number(s)	07 3138 4055 s47F

Transition Plan Owner

I, Professor Margaret Sheil, Vice-Chancellor and President of Queensland University of Technology (QUT), seek approval of this Transition Plan and declare that the information provided in the Transition Plan is to the best of my knowledge true, complete and correct and meets the requirements of the *Higher Education Support Act 2003* and the *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022*.

Signature of Owner	
Full name of Owner	Professor Margaret Sheil
Position title of Owner	Vice-Chancellor and President
Date Approved	23/06/2025

Please submit your organisation's completed Transition Plan via email to SSAF@education.gov.au.

Attachment 1

Queensland University of Technology Student Guild

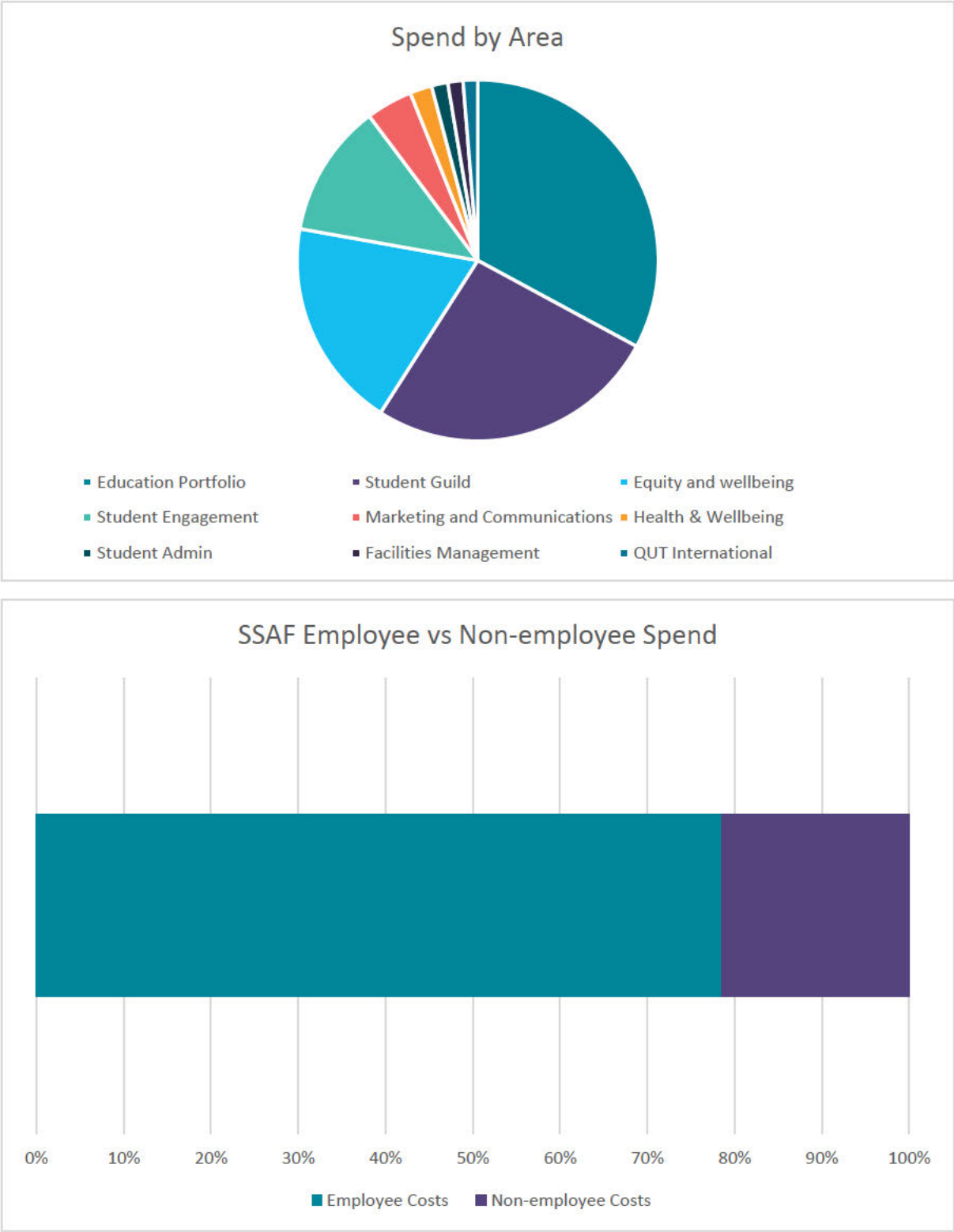
ABN 77 713 415 382

Statement of Profit or Loss and Other Comprehensive Income

For the year ended 30 June 2024

	Note	2024 \$	2023 \$
Revenue			
Revenue from contracts with customers	5	1,523,986	1,577,538
Interest income	5	50,569	50,680
Other revenue	5	397,025	436,112
Other income	5	2,382,500	2,120,958
		4,354,080	4,185,288
Expenses			
Cost of goods sold	6	(787,423)	(585,514)
Depreciation expense	6	(206,682)	(180,049)
Employee benefits expense	6	(1,519,373)	(1,726,841)
Occupancy expense		(4,795)	19,706
Advertising expense		(898)	(921)
Finance costs		(3,700)	(7,410)
Programme costs		(1,976,945)	(987,306)
Insurance and professional fees		(235,170)	(133,015)
Portfolio management fees		(42,486)	(39,187)
Other expenses	6	(374,420)	(407,244)
		(5,151,892)	(4,047,781)
(Deficit)/surplus before income tax		(797,812)	137,507
Income tax expense	3.c	-	-
(Deficit)/surplus for the year		(797,812)	137,507
Other comprehensive income			
Items that will not be reclassified subsequently to profit and loss			
Net change in fair value of financial assets designated at fair value through other comprehensive income, net of tax		724,910	645,215
Total other comprehensive income for the year		724,910	645,215
Total comprehensive income		(72,902)	782,722

Attachment 2 – QUT (Provider) 2024 SSAF spend breakdown



Attachment 3

ENDORSED Student Services and Amenities Fee (SSAF) Advisory Group

(effective 1 January 2026)

The SSAF Advisory Group is a Vice-Chancellor's committee established in accordance with [Council Procedure 1 - Committees](#). The SSAF Advisory Group is accountable to the Vice-Chancellor and President for fulfilling the following terms of reference.

Terms of reference

The SSAF Advisory Group:

- In accordance with the Student Services, Amenities, Representation and Advocacy Guidelines, considers the mechanisms by which **students are consulted** on the specific uses of the proceeds from the fee and provides advice to the Senior Deputy Vice-Chancellor and Vice-President Academic.
- **Reviews new proposals** for the distribution of SSAF funds to student services and amenities at the University.
- Makes recommendations to the Vice-Chancellor and President, via the Senior Deputy Vice-Chancellor and Vice-President Academic, on the distribution of SSAF funds to student services and amenities, ensuring that **funding allocations comply** with the Higher Education Support Act 2003 and supporting legislation.
- **Monitors SSAF-funded initiatives and reports** as required to the Vice-Chancellor and President on the progress, outcomes and expenditure of these initiatives, in accordance with the Higher Education Support Act 2003 and supporting legislation.

Membership

The SSAF Advisory Group is Chaired by the Senior Deputy Vice-Chancellor and Vice-President Academic, and includes representation from across the University's student body and the University's key student support areas.

Membership includes:

- Senior Deputy Vice-Chancellor and Vice-President Academic, as Chair *ex officio*
- 2 x Nominees* of the University Registrar and Vice-President Administration
- 2 x Nominees* of the Head of Academic Division
- President, Formally established student-led organisations *ex officio*
- Treasurer, Formally established student-led organisations *ex officio*
- 2 x Undergraduate students, nominee of Chair University Academic Board
- 1 x Postgraduate coursework student, nominee of Chair University Academic Board
- Director, Academic Division (Secretary) *ex officio*

* Note nominees should have experience engaging with students as part of their duties/responsibilities

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The Senior Management Accountant, Academic Division, is a non-voting member who will be in attendance at meetings.

Tenure and frequency of meeting

The SSAF Advisory Group will meet three times per year (and additionally as required).

Reporting

The SSAF Advisory Group will report to the Vice Chancellor and President as required