



## **Indigenous Student Success Program**

2019 Performance Report

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# Indigenous Student Success Program

## 2019 Performance Report

<b>Organisation</b>	Federation University Australia		
<b>Contact Person</b>	Associate Professor Sam Henson, Head of Campus (Ballarat) Office of the Vice-Chancellor		
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### Acknowledgement of Country

Federation University Australia shares with Reconciliation Australia and Universities Australia in affirming the special place and culture of Aboriginal and Torres Strait Islander people as the First Australians. The University acknowledges the Barkindji, Bunurong, Djab Wurrung, Dja Dja Wurrung, Gunai-Kurnai, Jaadwa, Jadawadjali, Jupagalk, Kureindji, Mutthi Mutthi, Turrbal, Wadawurrung, Wergaia, Wotjobaluk and Wurundjeri peoples as the Traditional Custodians of the lands and waters where its main campuses, centres and field stations are located.

### 1. Enrolments (Access)

Federation University (Federation) has undertaken a major transformation to increase access for Aboriginal and Torres Strait Islander students. Federation is in the process of implementing a Whole of University approach driven by the Vice-Chancellor.

*“Our commitment to Aboriginal and Torres Strait Islander peoples’ and culture is embedded in current policy and strategy; it is now time for us to move to a point where the outcomes will be measured by the achievements and actions that reflect*

*reconciliation in all of the day to day operations of the University”* **Professor Helen Bartlett, Vice-Chancellor and President, Federation University Australia, Reconciliation Action Plan 2019 -2022**

Federation University’s commitment has been strengthened and embedded into the University’s Strategic Plan 2018-2022 Transforming Lives and Enhancing Communities highlighting the following strategic priorities:

3. Make a positive impact: Recognise, support and foster relationships with the Indigenous communities of our regions.
4. Become a University Workplace of Choice: Be a preferred employer and higher Education destination for Indigenous staff and students.

Federation University Australia has, through the work of widespread consultation with Aboriginal and Torres Strait Islander communities and representational series of working parties and initiatives, formalised three foundational active policies:

- Stretch RAP 2019-2022 <https://federation.edu.au/about-us/our-university/indigenous-matters/reconciliation-action-plan>
- Aboriginal Education Strategy <https://federation.edu.au/about-us/our-university/indigenous-matters/aboriginal-education-strategy-2018-2020-pdf,-272kb>
- Aboriginal and Torres Strait Islander Peoples Workforce Strategy, Policy and Procedure  
[http://policy.federation.edu.au/human\\_resources/aboriginal\\_torres\\_strait\\_islander/ch01.php](http://policy.federation.edu.au/human_resources/aboriginal_torres_strait_islander/ch01.php)

The comparative data over the past four years has shown a steady growth with in Aboriginal and Torres Strait Islander student numbers and success rate. Federation University has undertaken a number of initiatives designed to increase access, success rates and completions of Aboriginal and Torres Strait Islander students.

### **Aboriginal Education Centre (AEC)**

The Aboriginal Education Centre has a strong and vibrant cultural presence at Federation with five offices based across the following campuses - Mt Helen, SMB, Wimmera, Berwick and Gippsland.

The Aboriginal Education Centre team provides a range of cultural support services for Federation staff and students, current and prospective Aboriginal and Torres Strait Islander students and local Aboriginal communities.

### Orientation Day Events

The Aboriginal Education Centre Orientation events are a chance for new and continuing students to keep up to date with the events and supports on offer, to apply for scholarships and receive a book voucher from the AEC to assist with the study journey. AEC Orientation events were held at Berwick and Mt Helen Campus with great attendance.

### Buldau Yiooghen 'Big Dreams' Youth Leadership Academy- 'Southern Experience'

The Aboriginal Education Centre along with Tennis Australia, Essendon Football Club, Arts Centre Australia, Melbourne Victory and Goldolphin Stables partnered with Anglicare Victoria to provide Aboriginal and Torres Strait Islander youth the opportunity to realise their 'Big Dreams.'

### Junior University Camp

The Aboriginal Education Centre team revived and hosted a Junior Uni Camp for year 7 & 8 Aboriginal and Torres Strait Islander students from the Central Highlands and Wimmera Regions – the first held in over 10 years. The camp consisted of a cultural excursion to Lal Lal Falls, campus tours at our Mt Helen and SMB campuses, mock lectures in the schools of Education, Criminology, Business, Psychology and Nursing and other community and university services.

### **Student Access and Equity Scheme**

Access and Equity Scheme (SEAS) allows applicants applying to study Federation programs to apply for recognition that they may have experienced educational disadvantage. The goal is to open the doors to study for those who have the ability to succeed. Students can be allocated a maximum of 20 aggregate points across all categories and Personal Information and Location as an Aboriginal and/or Torres Strait Islander student can receive 10 points in this category.

### **Ballarat Tech School**

Aboriginal students participating in the Ballarat Tech School Aboriginal specific programs and broader programs gain exposure to post compulsory education options with Federation and have an increased awareness of the supports provided by the Aboriginal Education Centre. In time we anticipate the results of these actions will be students choosing pathways into Federation.

### ***Federation University Australia Other Contributions***

<b>Directorate, Campus or School</b>	<b>Activities</b>	<b>Costs, or In-kind Estimates</b>
Vice-Chancellors Officer	Salaries: Manager, Aboriginal Education Centre, Head of Campuses Aboriginal Liaison Officers	\$195,288
Library Services	Naming of the Wimmera library and Artwork, Collections	\$ 10,000
Facilities Services	Signage, artwork, gardens	\$ 10,000

Campus Life	Student accommodation scholarships, Reconciliation Week events, Junior University Program	\$ 15,000
Ballarat Tech School	Program development	N/A
Foundation Scholarships	Staff development Scholarship and Student Scholarships	\$23,000
Student Connect	Program development and implementation NAIDOC and Reconciliation Week events	\$ 3,000
Chief Operating Office, incl. HR & Registrar	Cultural awareness programs and specific Aboriginal Trainee program. Graduations -Welcome to Country (Registrar) promotional material (marketing)	\$300,000
TOTAL University Committed outside of ISSP		\$556,288

**Federation University Australia - ISSP**

Directorate, Campus or School	Activities	Costs, or In-kind Estimates
Aboriginal Education Centre	Support Staff	\$371,340
Aboriginal Education Centre	ISSP Activities	\$ 95,490
TOTAL ISSP		\$466,830

**Table 1 Scholarships - breakdown of 2019 payments<sup>i ii iii</sup>**

	Education Costs		Accommodation		Reward		Total <sup>iv v</sup>	
	\$	No.	\$	No.	\$	No.	\$	No.
Enabling <sup>vi</sup>								
Undergraduate <sup>vii</sup>	\$93,906.50	32	\$29,412	6	\$38,000	19	\$161,318.50	57
Post-graduate <sup>viii</sup>								
Other	\$5,500	2			\$2,000	1	\$7,500	3
<b>Total</b>	<b>\$99,406.50</b>	<b>34</b>	<b>\$29,412</b>	<b>6</b>	<b>\$40,000</b>	<b>20</b>	<b>\$168,818.50</b>	<b>60</b>

## 2. Progression (access and outcomes)

The Aboriginal Education Centre team continued the targeted campaign of student contact and functions such as:

- Cultural events
- Health information sessions
- ITAS information sessions
- Individual Learning Plan information
- Community / Aboriginal Tertiary information sessions

To improve unit success rates, tutorial programs have provided assistance to a total of 18 higher education Aboriginal and Torres Strait Islander students in 2019, as identified in the following table:

	Total:	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year
Undergrad:	16	5	4	6	1
Postgrad:	2				

This tutorial support is facilitated by the Aboriginal Education Centre, with staff located at both the Ballarat and Churchill campuses. Other campuses are serviced on an “as needs” basis with staff travelling to these locations.

Mt Helen	2 x Aboriginal Education Liaison Officers (1FTE and .6) 1x Manager (1EFT) 1 x Administration Officer (.5)
Churchill	1 x Aboriginal Education Liaison Officer (1FTE)
Berwick	Services provided by Churchill AELO with an aim to appoint staff in 2020

The Aboriginal Education Centre also has a presence at the SMB Campus, Ballarat. This centre caters to the large Aboriginal and Torres Strait Islander student base in the Federation TAFE sector with the Aboriginal Education Liaison Officer at this site working with Aboriginal and Torres Strait Islander students based at SMB, as well as Aboriginal and Torres Strait Islander VET students at the Wimmera Campus and in correctional facilities in the Western Districts of Victoria.

In 2019, Cultural Awareness Training package continued to be rolled out across all campuses with a total of 75 Federation staff having completed this training. This strategy has been funded by Federation independent of ISSP funds. Following the success of this program, Federation is encouraging all staff to renew their cultural knowledge every two years.

**Table 2a Tutorial assistance provided in 2019**

Level of study	Number of students assisted	Total hours of assistance <sup>ix</sup>	Expenditure <sup>x</sup> (\$)
Enabling			
Undergraduate	16	476.41	\$24,429.08
Post graduate	2	92	\$4,823.08
Other			
<b>Total</b>	<b>18</b>	<b>568.41</b>	<b>\$29,252.16</b>

**Table 2b Indigenous Support Activities provided in 2019<sup>xi</sup>**

Activity <sup>xii xiii</sup>	Number of student participants	Expenditure (\$)
Junior University	20	\$10,000
Alumni Chapter	30	\$5,000
RAP Launch	20	\$10,000
Buldau Yiooghen 'Big Dreams' Youth Leadership Academy	2	\$2,500
AIME Program Day	30	\$1000
Student and Community Sports Day	20	\$2000
Casserole and Culture Nights x 5	10	\$5000
NAIDOC Event	10	\$400

### 3. Completions (outcomes)

In 2019, Federation has continued to build on the strategic directions as outlined in the above section 2. *Progression (Access and Outcomes)*. Federation continues to utilise a range of strategies and actions to assist Aboriginal and Torres Strait Islander students gain the successful completion of their degrees and is committed to growing the whole of university responsibility.

The development of individual learning plans is actively promoted by the team within the Aboriginal Education Centre with Aboriginal Education Liaison Officers and other academic staff working alongside Aboriginal and Torres Strait Islander students to develop and implement these plans. ITAS tutoring assists progression and completion for Aboriginal and Torres Strait Islander students - all activities supported by ISSP funds and with a slight increase in uptake in comparison to 2018.





## 5. Working with Vulnerable People Requirement<sup>xix</sup>

	Yes/No
Has the provider completed a risk assessment?	Yes
Have staff involved in ISSP activity received training?	Yes
Does the provider have a compliance process in place?	Yes

To date, all Aboriginal Education Centre (AEC) staff have received a “Working with Children Check” provided by the Department of Justice and Regulations, Victoria except the 0.5 Administrative Officer who does not require to work with children as part of her role within the AEC. In the future, if this changes we can ensure that a Working with Children Check can be obtained. All staff have recently undertaken University training titled “Prevent Discrimination and Harassment” course.

This training is refreshed every two years. All AEC staff have completed the Child Safe Standards training and this is required to be repeated every two (2) years. Furthermore, AEC staff are aware of adhering to the University’s Child Safe Policy and Procedure and the Child Safe Code of Conduct. The risk rating the AEC has assigned to our level of contact with vulnerable people, including children, in relation to ISSP funding, in accordance with the following table is “MEDIUM”.

	None	Low	Medium	High	Extreme
<b>What level of contact does the organisation have with vulnerable people?</b>  (Select One)	The organisation has no contact with vulnerable people	The organisation has contact with vulnerable people in very limited circumstances	The organisation has contact with vulnerable people on occasion	The organisation has contact with vulnerable people regularly	The organisation has contact with vulnerable people every day
	Annual Statement of Compliance*	Annual Statement of Compliance*	<ul style="list-style-type: none"> <li>- Annual Statement of Compliance*</li> <li>- Risk Assessment</li> <li>- Evidence of training and compliance regime (may include WWVP registers, internal policies and copies of criminal history and police checks)</li> </ul>	<ul style="list-style-type: none"> <li>- Annual Statement of Compliance*</li> <li>- Risk Assessment</li> <li>- Evidence of training and compliance regime (may include WWVP registers, internal policies and copies of criminal history and police checks)</li> </ul>	<ul style="list-style-type: none"> <li>- Annual Statement of Compliance*</li> <li>- Risk Assessment</li> <li>- Evidence of training and compliance regime (may include WWVP registers, internal policies and copies of criminal history and police checks)</li> </ul>

## 6. Eligibility requirements

### 6.1. Indigenous Education Strategy

Aboriginal Education Strategy will be reviewed and renewed in 2020 with 70% of Key Performance Indicators being met in 2019. The indicators achieved are focused on the participation of local Aboriginal communities in university events and education opportunities, addressing systemic barriers inhibiting Aboriginal participation and an enhanced collaboration between the University and local Aboriginal communities as well as promotion of cultural protocols and practices within the University to increase cultural competency.

This strategy can be reviewed on the Federation University Australia website at the following location:

[https://federation.edu.au/data/assets/pdf\\_file/0016/421234/AES-document.pdf](https://federation.edu.au/data/assets/pdf_file/0016/421234/AES-document.pdf)

## **6.2. Indigenous Workforce Strategy**

Federation University Australia has undertaken a major review of the University's Aboriginal and Torres Strait Islander Peoples' Workforce strategy, policy and procedure, to ensure it reflects and aligns with Federation University Australia's Transforming Lives and Enhancing Communities Strategic Plan 2018–2022, and in particular the strategic priority aiming to be a preferred employer and education institution for Indigenous staff and students.

The five key changes included an increase in targets and governance, cultural inclusion and safety, community engagement and outreach, as well as employment opportunities, recruitment, retention and staff development with key performance indicators. The Aboriginal and Torres Strait Islander Peoples' workforce strategy, policy and procedure has included extensive consultation which has taken place internally and with the wider university community including Aboriginal and Torres Strait Islander communities in Gippsland, Berwick, Melbourne, Ballarat and Horsham.

The requirements under section 12 of the Indigenous Student Success Program Guidelines are embedded throughout the Aboriginal and Torres Strait Islander Peoples' Workforce strategy, policy and procedure and have prioritised the following:

- An overall increase to 3%;
- Key performance indicators for each of the five major key objectives;
- A focus on increasing academic staff;
- Career advancement and professional development and
- Aspire to recruit at least one Aboriginal and/or Torres Strait Islander person as a senior executive employee or equivalent.

The main objective of the Aboriginal and Torres Strait Islander peoples' workforce strategy, policy and procedure, is to contribute towards substantive equality for Aboriginal and Torres Strait Islander peoples' in employment outcomes. Federation aims to reach and/or exceed national parity for employment of Aboriginal and Torres Strait Islander peoples', which currently sits at 3%.

It is envisaged through the Professional Review and Development Program that Aboriginal and Torres Strait Islander Staff, both professional and academic, are being supported to

undertake relevant training and given the opportunities to be able to expand on their knowledge and supported to undertake secondment opportunities. This will allow Federation to achieve an equilibrium across all positions, as well as upskilling staff.

Federation recognises Aboriginal and Torres Strait Islander peoples' employment outcomes are a whole-of-university responsibility and Aboriginal and Torres Strait Islander peoples' need to have a presence across the academic and professional workforce and achieve positive employment outcomes, based on ability and passion.

The University is committed to employing an Aboriginal and/or Torres Strait Islander person in a senior position as the Pro-Vice Chancellor or equivalent level, with the aim of having this in place by 2020.

Federation has an employment rate of 1.57% Aboriginal and Torres Strait Islander staff members equating to 22 staff (19 full-time equivalent), and as a university is striving to achieve an overall target of 3% by 2023. Federation is aiming to do this by enacting the Victorian Equal Opportunity Act 2010 Section 12, 28 and 88 and create up to 17 targeted professional and academic positions at all levels over the next three years.

Federation University Australia's Strategic Plan Transforming Lives and Enhancing Communities Strategic Plan 2018–2022 is published on the website and can be found by clicking the link below:

[https://federation.edu.au/\\_data/assets/pdf\\_file/0010/284248/feduni\\_strategic\\_plan\\_2018-2022.pdf](https://federation.edu.au/_data/assets/pdf_file/0010/284248/feduni_strategic_plan_2018-2022.pdf)

Federation University Australia's Aboriginal and Torres Strait Islander Peoples' Workforce Strategy 2018 – 2020 can be found on the website by clicking on the following link:

[https://federation.edu.au/\\_data/assets/pdf\\_file/0011/419096/ATSI-Workforce-Strategy-2018-2020.pdf](https://federation.edu.au/_data/assets/pdf_file/0011/419096/ATSI-Workforce-Strategy-2018-2020.pdf)

Federation University Australia's Aboriginal and Torres Strait Islander Peoples' Workforce Policy and Procedure was approved on 6 March 2019 by the University Council.

[http://policy.federation.edu.au/human\\_resources/aboriginal\\_torres\\_strait\\_islander/ch1.pdf](http://policy.federation.edu.au/human_resources/aboriginal_torres_strait_islander/ch1.pdf)

[http://policy.federation.edu.au/human\\_resources/aboriginal\\_torres\\_strait\\_islander/ch2.pdf](http://policy.federation.edu.au/human_resources/aboriginal_torres_strait_islander/ch2.pdf)

**Table 6.2 Indigenous workforce data (2019 breakdown)<sup>xx xxi xxii xxiii</sup>**

No	Level/position	Permanent		Casual and Contract	
		Academic	Non-academic	Academic	Non-academic
1	ACDB	1			
2	ACDB	1			
3	HEW 9		1		
4	HEW 7		1		
5	HEW 4		1		
6	HEW 7		1		
7	HEW 5		1		
8	HEW 6		1		
9	HEW 5		1		
10	HEW 5		1		
11	HEW 5		1		
12	T5	1			
13	HEW 5		1		
14	HEW 4				
15	HEW 4				
16	HEW 3		1		
17	HEW 4		1		
18	HEW 7		1		
19	HEW 5		1		
20	HEW 5		1		
21	Trainee		1		
22	Trainee		1		
23	Casual Administration				1
24	Casual Fitness Instructor				1

25	Casual Administration Arts				1
26	Casual Administration Academic Services				1
27	Casual Notetaker/Scribe				1
28	Casual Administration				1
29	Casual Building Attendant				1
30	Casual Administration Federation				1

	Past Performance				Minimum ISSP Target
	2016	2017	2018	2019	
Total Indigenous Staff Number	15	16	19	22	
Total number of staff as per Annual report				1375	
Percent				1.57%	3%

❖ Disclaimer: Federation University Australia do not count casual positions in the total of Aboriginal and Torres Strait Islander Peoples' employed.

### 6.3. Indigenous Governance Mechanism

The Federation University Indigenous Student Success Programme (ISSP) Reporting Committee is advisory to the Vice-Chancellor through the Reconciliation Action Plan (RAP) Committee with a brief to advise on, review and make recommendations related to the monitoring of all financial operations and activity supporting the education and employment outcomes of Aboriginal and/or Torres Strait Islander students. Although not limited to, this includes overseeing expenditure related to funding from the following:

1. Federal Government Indigenous Student Success Program (ISSP) as set out in the Indigenous Student Assistance Grants Guidelines 2017 (the guidelines). The Guidelines provide a framework to deal with ISSP grants under Part 2-2A of the Act (Higher Education Support Act 2003).

2. Victorian State Government Wurreker Implementation Plan and Wurreker Funding Guidelines and Reporting Requirements. • Victorian State Government Marrung, Aboriginal Education Plan 2016-2026.

The Committee oversees expenditure related to funding from the following:

- Federal Government Indigenous Student Success Program (ISSP)
- Victorian State Government Wurreker Implementation Plan.

2019 membership of the ISSP Reporting Committee included:

- Manager – Aboriginal Education Centre, Office of the Vice Chancellor (Chair)
- Management Accountant, Strategic and Corporate, Chief Operating Office reporting to the Chief Operating Officer
- Victorian Aboriginal Education Association Incorporated (VAEAI) senior representative with state-wide responsibilities
- Aboriginal Liaison Education Officer (nominated by AEC)

Meetings of the ISSP Reporting Committee are held quarterly, with key agenda items including:

- Financial reporting on expenditures associated with ISSP, Wurreker and other funding programmes.
- Scholarships, including applications, support, and processes
- Curriculum developments
- Community and cultural programmes and events
- Reports from Academic Board, Curriculum Committee, and various University Committees with respect to Aboriginal and Torres Strait Islander strategies and plans
- RAP strategy and implementation

### **Other Indigenous Governance Involvement at Federation**

As well as the activities of the ISSP Reporting Committee, Indigenous involvement in decision making at Federation is also achieved by having Aboriginal representation on standing committees of the University. The Manager, AEC is a member of Academic Board, RAP Committee, Learning & Teaching Committee and the Social Inclusion Committee, and represents Aboriginal interests on various Faculty, School and College Boards.


Link to Governance at Federation:

<https://federation.edu.au/about-us/our-university/indigenous-matters/aboriginal-education-centre/governance>

### **6.3.1. Statement by the Indigenous Governance Mechanism**

As the Chair of Federation University Australia's ISSP Reporting Committee, I can confirm that the Committee has been actively involved in and aware of all matters pertaining to ISSP reporting, governance and expenditure as it relates to Aboriginal and Torres Strait Islander students and staff. Federation's ISSP Reporting Committee has overseen, directed, and reviewed Federation's activity as it relates to ISSP in order to ensure ISSP funding is utilised in accordance with the Explanatory Statement and guidelines.

Sincerely,

A handwritten signature in black ink, appearing to read 'K. Beer', with a stylized flourish at the end.

Katrina Beer

Chairperson

ISSP Reporting Committee

Federation University Australia

# Indigenous Student Success Program 2019 Financial Acquittal

Organisation

Federation University Australia

## 1. Financials – income and expenditure

Table 1a ISSP income available to support Indigenous students in 2019 (excluding GST)<sup>1</sup>

Item	(\$)
<b>A. ISSP Grant</b>	
ISSP Grant 2019 (flexible component)	572,442
ISSP Grant 2019 for preserved scholarships	46,365
<b>Subtotal ISSP Grant</b>	<b>618,807</b>
<b>B. Other ISSP Related Income</b>	
Rollover of ISSP funds from 2018	619.12
Interest earned/royalties from ISSP funding	
Sale of ISSP assets	
<b>Subtotal other ISSP related income</b>	
<b>Grand total</b>	

Table 1b Other funding available to support Indigenous students in 2019 (excluding GST)<sup>2</sup>

Item	(\$)
<b>A. Other non-ISSP funds</b>	
Other funding provided under HESA <sup>3</sup>	
Other Commonwealth Government funding	
Funds derived from external sources <sup>4</sup>	
<b>Total of other non-ISSP funds</b>	



**Table 1c Expenditure on support for Indigenous students during 2019 (excluding GST)<sup>5</sup>**

Item	Actual ISSP (\$) <sup>6</sup>	Estimate other funds (\$) <sup>7</sup>	TOTAL (\$) <sup>8</sup>
Preserved scholarships	46,365		46,365
"New" scholarships from flexible ISSP funding	131,954.5		131,954.5
Teaching and learning <sup>9</sup>			
Salaries for staff working on ISSP activities <sup>10 11 12</sup>	371,340.02		371,340.02
Administration for staff working on ISSP activities <sup>13</sup>			
Travel – domestic (airfares, accommodation & meals)	10,129.46		10,129.46
Travel – international (airfares)			
Travel – international (accommodation and meals)			
Conference fees and related costs <sup>14</sup>	11,286.82		11,286.82
ISSP Asset purchases made during 2019 <sup>15</sup>			
Other	74,074.86		74,074.86
<b>A. Total Expenditure 2019</b>	<b>\$645,150.46</b>	<b>\$</b>	<b>\$645,150.46</b>
<b>B. Unexpended 2019 ISSP funds approved for rollover into 2020 grant year</b>	0		
<b>2019 ISSP funding committed (A + B)</b>	<b>\$645,150.46</b>		
<b>D. Other unexpended 2019 ISSP Funds to be returned to PM&amp;C<sup>16</sup></b>	0		
<b>C. Unexpended 2019 preserved scholarships funds to be returned to PM&amp;C</b>	0		

## 2. Rollovers

**Table 2 Rollovers agreed**

	Rolled over (\$) (A)	Expended/committed <sup>17</sup> (\$) (B)	Excess to be returned to the Department <sup>18</sup> (C) (C = A – B)
2018 funds rolled over into 2019			
2019 funds agreed for rollover into 2020			

## 3. Goods and Services Tax

**Table 3 Goods and Services Tax (GST) paid under ISSP - 1 January – 31 December 2019<sup>19</sup>**

1. GST received by you in 2019 as part of the Indigenous Student Success Program funding under the <i>Higher Education Support Act 2003</i> <sup>20</sup>	\$0	
2. GST remitted or committed for payment to the Australian Taxation Office (ATO) (in the remittance instalments shown below) <sup>21</sup>	\$0	
Amount remitted: \$0 Date remitted: / /	Amount remitted: \$0 Date remitted: / /	Amount remitted: \$0 Date remitted: / /

#### 4. ISSP Assets

Table 2a ISSP Assets inventory<sup>22</sup>

Asset Description/ category	Adjustable Value <sup>23</sup>	ISSP contribution <sup>24</sup>

Table 2b ISSP Assets - purchases during 2020

Asset Description/ category	Purchase Value	ISSP contribution

Table 2c ISSP Assets - disposals during 2020

Asset Description/ category	Adjustable value	Disposals/ Sale Price <sup>25</sup>	ISSP component <sup>26</sup>	Disposals Age <sup>27</sup>

#### 5. Endorsement of the Financial Acquittal<sup>28</sup>

Financial Acquittal supported and initialled by:


Peter Hicks

(Print name of relevant officer)

Associate Director, Corporate Finance

(Print position title)

(Signature and date)

 26/6/2020

Telephone contact: 03 5327 9388

E-mail: p.hicks@federation.edu.au

## INDIGENOUS STUDENT SUCCESS PROGRAMME 2019 CERTIFICATION

*Complete this certification after reading the completed 2019 Performance Report and 2019 Financial Acquittal for the Indigenous Student Success Programme.*

I certify that:

- (i) the Institution has met the eligibility requirements of the Indigenous Student Success Programme as set out in guidelines and the *Higher Education Support Act 2003*; and
- (ii) the 2019 Indigenous Student Success Programme Performance report presents an accurate summary of the Institution's use of program funds and of other activities undertaken by the Institution to improve Aboriginal and Torres Strait Islander student and staff outcomes; and
- (iii) the 2019 Indigenous Student Success Programme financial acquittal represents a complete, true and correct summary of transactions that took place during 2017 under the Indigenous Student Success Programme; and
- (iv) Indigenous Student Success Programme Funds and any interest earned or royalties/income derived from these Funds was expended on activities consistent with the Indigenous Student Success Programme guidelines and the *Higher Education Support Act 2003*.

I understand that:

- (i) the Minister or the Minister's delegate may seek further information to support this certification; and
- (ii) in the event that I have not remitted GST paid under the Agreement to the Australian Taxation Office, that it is my obligation to remit those amounts, as required under the *A New Tax System (Goods and Services Tax) Act 1999*; and
- (iii) it is an offence under the *Criminal Code Act 1995* to provide false or misleading information.

### **Certification recommended by university's Indigenous Governance Mechanism:**

Name:   
Title:

Signed:  Date:

### **Certification made by Vice-Chancellor or equivalent delegate:**

Name:   
Title:


Signed:  Date:

## Additional information for completing the template

- <sup>1</sup> The financial tables have a dual purpose of itemising actual income and expenditure associated with the ISSP in 2019 as well as estimating other funds and expenditure supporting Aboriginal and Torres Strait Islander students at the university. ISSP supplements the support the institution should already be providing to Indigenous students and the third column below helps us recognise the commitments your institution is making to lift and sustain Aboriginal and Torres Strait Islander student outcomes. Please feel free to add additional "item" lines as required.
- <sup>2</sup> Please estimate the funds available.
- <sup>3</sup> Please include funding provided under the Commonwealth Grants Scheme and Higher Education Participation and Partnerships Program.
- <sup>4</sup> Examples of other funding are philanthropic donations, other student payments, business income etc.
- <sup>5</sup> Where applicable, figures provided in this table must be consistent with the figure provided in the institution's 2019 Performance Report.
- <sup>6</sup> List the expenditure of the income listed in Table 1a above.
- <sup>7</sup> List the expenditure of the income listed in Table 1b above.
- <sup>8</sup> Sum ISSP expenditure and other funds expenditure.
- <sup>9</sup> Estimate expenditure on Indigenous students for teaching and learning across all faculties. This may be a pro-rata of CGS funding.
- <sup>10</sup> If the staff member works on non-ISSP specific activities (for example, mainstream tutoring or lecturing), only record the pro-rata amount that reflects the amount of time the staff member worked on ISSP-specific activities.
- <sup>11</sup> Include expenditure on salaries for staff that provide tutorial assistance.
- <sup>12</sup> May include pro-rata expenditure on salaries for staff time spent monitoring and recording tutoring and student withdrawals.
- <sup>13</sup> If the staff member works on non-ISSP specific activities (for example, entering student data for non-Indigenous students), only record the pro-rata amount that reflects the amount of time the staff member worked on ISSP-specific activities.
- <sup>14</sup> Costs may include, but are not limited to, registration fees, presentation fees, equipment costs etc.
- <sup>15</sup> Assets are defined in the *Indigenous Student Assistance Grants Guidelines 2017*, and are items that have an individual value of \$5,000 or more.
- <sup>16</sup> Include unspent 2018 funds that were rolled over into 2019 but were not expended during 2019 (i.e. the amount recorded in Table 2, column C).
- <sup>17</sup> For 2018 funds rolled into 2019, the amount included here should be the amount expended in 2019. For 2019 funds agreed for rollover into 2020, the amount recorded here should be the amount of the funding that has been committed for expenditure in 2020.
- <sup>18</sup> This amount should be included in the total unspent 2019 amount listed in Table 1c, Section D.
- <sup>19</sup> If GST is not paid to you, do not complete the table in section 3. If GST is paid to you, the amount of GST funding included in each payment is set out in a Recipient Created Tax Invoice (RCTI) issued to you at the time of the payment. State whether these amounts have been remitted to the Australian Taxation Office (ATO) or committed for payment to the ATO.
- <sup>20</sup> This amount is stated on your Recipient Created Tax Invoices (RCTIs).
- <sup>21</sup> This amount is stated on your Recipient Created Tax Invoices (RCTIs).
- <sup>22</sup> Record all active assets acquired using ISSP funding. Active assets are those that have not been sold or disposed of.
- <sup>23</sup> Adjustable value means the cost of an asset less its decline in value determined in accordance with the Australian Taxation Office Guide to Depreciating Assets 2014..
- <sup>24</sup> The ISSP contribution should be recorded in the same ratio to the ISSP funds used to purchase the item (this includes any sale of an older asset trade in of old assets purchased with ISSP funding).
- <sup>25</sup> Where an item has been stolen or destroyed, the words 'stolen' or 'destroyed' should be listed in the sale price column.
- <sup>26</sup> The ISSP component should be the proportion of the sale price in the same ratio as the proportion of ISSP funding that contributed to the purchase of the asset.
- <sup>27</sup> Where groups of assets are disposed of, an average age can be provided.
- <sup>28</sup> If the organisation is subject to audit by an Auditor-General of the Commonwealth or State or Territory government this authorisation should be signed by the Chief Financial Officer or an executive officer with primary responsibility for

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the organisation's internal audit function. If the organisation is not normally subject to audit by an Auditor-General, then the organisation's auditor should sign this authorisation.

  
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