



2014 SSAF Budget Proposal

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ANUSA: An Introduction

The ANU Students' Association is the representative body for all undergraduate students at the university. Every undergraduate student is a member of the Association unless otherwise declared. The following submission details the funds raised from the Student Services and Amenities Fee (SSAF) for 2014 and how the Association seeks to use them.

ANUSA provides a wide range of services to students as it is obliged to under the Constitution. Under Section 3, ANUSA is

- (a) to promote the welfare of and further the interests of ANU Undergraduate Students;
- (b) to work for quality and equity in higher education;
- (c) to afford a recognised means of representation for ANU Undergraduate Students within the University and the wider community; and
- (d) to foster community, equity and diversity within the University.

All representatives of ANUSA work together to achieve the best outcome for its members. The Budget for 2014 looks to be cost-effective and to meet the diverse needs of undergraduate students. Details of events, programs and work that the Association does can be broadly split up into the following categories:

- Education and Academics - Submissions, research, appeals, course delivery, teaching methods, skills workshops and assisting in the maintenance of quality education standards.
- Services - Legal advice, welfare, assistance with Centrelink, tax returns and personal issues, emergency finances, food aid, second-hand bookshop, equipment hire, space hire and ticket sales.
- Engagement - Funding for Clubs and Societies, services for Clubs and Societies, social events, Orientation Week, Bush Week, food provision, Universal Lunch Hour and student forums
- Advocacy: Accommodation issues, mental health, student finances and affordability, research and political.

2014 SSAF Proposal Rationale

In 2013, ANUSA received \$1,159,310 in SSAF money for their activities and have implemented a number of essential projects. ANUSA 2014 will consolidate those gains and look to expand ANUSA activities in key areas.

It is beneficial for the university and the student body for ANUSA 2014 to fund significant projects. The ANUSA 2014 team has searched for ideas that would significantly improve the student experience, allow collaboration between student groups and would be sustainable in the future regardless of SSAF funding. As a result, the Association in 2014 is proposing two significant projects which will improve the student experience at the ANU as well as provide evidence of the benefit of SSAF at ANU.

Firstly, ANUSA has submitted a proposal to take over management of the Arts Centre. Receiving a top slice SSAF allocation would allow the Association to make the top level accessible to all students, refurbish the front and lobby and acquire new lighting and sound equipment for the main theatre. These improvements, in conjunction with other proposed changes to management practice, the Arts Centre could be transformed from an underutilised, dilapidated spot on campus to a hub of student activity on campus (as supported by PARSA, ANUSM and a number of other student groups). It would also act as a potential source of income in a post-SSAF scenario. For more information on this, please refer to the attached submission and costings in the Appendix 2.

Secondly, ANUSA intends to use the platform, OrgSync. This software is an online community management infrastructure that would let students manage their own content on the ANUSA website. This would allow student organisations such as Clubs and Societies to better communicate information to their members, record and recognise their contributions and centralise information on a platform with great privacy features and user interface. PARSA, ANUSM and SRA are all interested in using the service and both have supported our bid for top slice SSAF funding for a five-year contract. For more information on this, please refer to the attached submission in Appendix 3.

Investing in students is a major theme for our spending this year. We have allocated more money than ever for training for ANUSA members and for Clubs & Societies members. The proposed training includes First Aid, Mental Health First Aid, basic financial training and event planning. Providing students with skills allows them to bring these skills back to their organisations with trickle-down effects to the broader student body, better prepares them for experiences after university and separates our students from other university graduates.

Disseminating information in a cost-effective manner is also a priority for next year. The ANU has supported our move to improve our outreach as shown by providing funding for a Communications Officer in 2013. For 2014, the Association plans to increase our publications output, including a ANUSA guide in "PokitPal" format. ANUSA will host open workshops run by our staff around common issues such as renting a share house and navigating CentreLink. These forms of communication encourage better utilisation of our existing resources and offer great return on investment.

The ANUSA 2014 team has looked at the previous budget for lost opportunities for collaboration, wastage and unspent money. We have been able to make significant reductions from ANUSA's 2013 SSAF allocation in a number of areas, offering more cost-effective solutions for 2014. This has included smaller requests for funding for our Social Committee, Student Space, breakfast program and a number of other areas.

ANUSA 2014 intends to use SSAF funding to improve the experience of students on campus, the opportunities available to them and the way in which ANUSA operates. We will also maintain and expand the basic services available to students. By rationalising in areas where there has been surplus in 2013 and being more cost effective where possible, the Association in 2014 will ensure that student money is being spent to benefit students at the ANU.

2014 SSAF Top Slice Proposal

For more information on some items, please see the relevant appendix (indicated by the number after the Budget Line Item)

Budget Lines Items	ANUSA 2013	ANUSA 2014	SSAF
Bookkeeping Fees	60 000	60 000	3.3 (c)
OrgSync (3)	0	150 000 (for five years)	3.3 (c), (n), (r)
Art Centre Equipment (2)	0	180 000	3.3 (l)
Student Assistance Officer	61 923	63 161	3.3 (c) (f) (g) (h) (i)
Legal Officer	130 244	132 848	3.3 (c) (e) (j)
Total	252 167	586 009	

ANUSA 2014 SSAF Proposal

For more information on some items, please see the relevant appendix (indicated by the number after the Budget Line Item)

Budget Line Items	ANUSA 2013	ANUSA 2014	SSAF
<u>Expenses</u>			
Accounting	30 000	35 000	3.3 (c)
Auditing Fees	6000	6180	3.3 (c)
ATO Penalties	0	0	
Bank Fees	1500	1545	3.3 (c)
Cleaning	10 800	11 124	3.3 (c)
Elections	20 000	20 600	3.3 (c)
Electricity	12 000	12 360	3.3 (c)
Gas	1100	1133	3.3 (c)
General Printing	3800	3914	3.3 (c)
IT Support and Website	5000	2000	3.3 (c), (n), (r)
Office Admin Supplies	5000	5150	3.3 (c)
Photocopier Expenses	2100	2163	3.3 (c)
Postages	500	515	3.3 (c)
Incorporation Fees	500	500	3.3 (c)
Total	98 300	102 184	
SRC (1.1)	2450	1250	3.3 (c), (f)
CRC (1.1)	1050	1000	3.3 (c), (f)
General Meeting Expenses	0	0	
Alumni Event	5000	5000	3.3 (b)
Total	8500	7250	
Orientation Week Expenses (1.2)	150 000	180 000	3.3 (a), (b), (m), (n),

Budget Line Items	ANUSA 2013	ANUSA 2014	SSAF
			(r), (s)
Bush Week Expenses	15 000	15 000	3.3 (a), (b), (m), (n), (r), (s)
O Week/Bush Week Honoraria	4500	5000	3.3 (b), (c)
Commencement	0	2000	3.3 (b)
Faculty Camps (1.3)	20 000	20 000	3.3 (b), (r)
Breakfast (1.4)	13 000	8000	3.3 (a), (f)
Yoga	3100	3100	3.3 (b), (f)
Universal Lunch Hour	7800	7800	3.3 (a), (b)
Clubs and Societies Award Night	5500	4000	3.3 (b), (m)
Total	218 900	264 900	
Executive Honoraria (1.5)	70 543	80 016	3.3 (c) (q)
Welfare Officer	64 841	79 361	3.3 (c) (f) (g) (h) (i)
Administration	63 825	68 520	3.3 (c)
Student Space Managers	35 000	40 000	3.3 (a) (c) (f) (l) (r)
Communications Officer	67 177	71 802	3.3 (c) (r) (n)
Total	301 386	339 699	
Long Service Leave	4922	6988	3.3 (c)
Annual Leave	6000	8103	3.3 (c)
Insurance	7338	7565	3.3 (c)
Staff Super	37 963	71 853	3.3 (c)
Training (1.6)	2000	7500	3.3 (c)
Total	58 223	102 009	
GAC	200 000	200 000	3.3 (a) (b) (k) (m)
C & S Training (1.7)	7500	10 000	3.3 (o)
Departments	30 000	45 000	3.3 (a) (f)
Total	237 500	255 000	

Budget Line Items	ANUSA 2013	ANUSA 2014	SSAF
Education Committee	10 000	10 000	3.3 (p) (q)
Social Committee (1.8)	40 000	20 000	3.3 (a) (b)
Mental Health Committee	5000	5000	3.3 (f)
Safety on Campus Working Group	0	5000	3.3 (f)
Faculty Representatives	12 000	12 000	3.3 (p) (q)
Total	67 000	52 000	
Welfare Fund	60 000	60 000	3.3 (f) (g) (i) (s)
Total	60 000	60 000	
Unanticipated Project Expenses	15 000	20 000	
Student Forums	1000	2000	3.3 (a) (p) (q) (s)
Workshops (1.9)	10 000	5000	3.3 (c)
Publications (including Student Diary) (1.10)	13 200	25 000	3.3 (n)
Research	1000	1000	3.3 (n) (q)
Student Space	20 000	10 000	3.3 (a) (r)
Signage	0	5000	3.3 (c) (f) (p) (q) (r)
Coffee Station	6000	3000	3.3 (a)
Student Space (1.11)	3000	4000	3.3 (a) (l)
ANUSA 2015 Project Start-Ups	0	5000	3.3 (c)
Total	69 200	80 000	
Overall Total	1 119 009	1 263042	

Appendix 1 – Justifications for ANUSA Budget Changes

There have been some changes to the proposed 2014 Budget from the 2013 Budget. These change and their reasons are highlighted below.

1.1 Meeting Expenses

\$3500 in 2013 to \$2250 in 2014

Whilst providing food for representatives at meetings is important, we are looking to run the meetings at a lower cost. Decreasing the amount allocated for meetings will mean that money can be utilised more effectively where needed.

1.2 Orientation Week

\$150 000 in 2013 to \$180 000 in 2014

ANU's O-Week has grown into one of the biggest in Australia. It features a huge variety of events with day and night activities occurring everyday across the week. The biggest daytime event is Market Day where clubs and societies, as well as other external parties, are invited to set up stalls in Union Court. Friday night is the biggest night time event and the focal point of the entire event. Featuring well-known live acts, it has become a staple of the ANU's O-Week.

O-Week is an incredibly important time in a university student's academic year. This is particularly true for first year students. For many, it is their first impression of the ANU so ensuring that there is a fun and pleasant atmosphere is a big concern for ANUSA. It is also a time when students have an opportunity to form lasting friendships with people who they would not have otherwise interacted with. This is an important way of giving students social opportunities and ongoing friendships which can be extremely important in preserving mental health. This is why we place such great emphasis on social events during the week.

Just as it is students' first impression of ANU, so too is it their first impression of ANUSA. It is our biggest opportunity to raise awareness about ANUSA and all the services that we provide to the students. It is also a big opportunity for clubs and societies to increase membership. Historically, however, ANUSA has been largely dependent on sponsors who advertise their own brands heavily. As a result, the ANUSA brand is often obscured and students do not know where the organisational effort is coming from. Increasing the funding available will reduce this dependency and allow ANUSA and the ANU to promote itself more strongly.

O-Week is many first year students' introduction to the ANU. By throwing a large, fun and positive O-week, we seek to help set a good tone for a student's university experience.

1.3 Faculty Camps (First Year Camps)

\$20 000 for 2013 and 2014

Since 2012, the ANUSA Academic College Representatives in conjunction with Clubs and Societies have hosted First Year Camps. Next year's ANUSA will build on the successes of previous camps to improve the orientation and student experience for first year students at the ANU.

ANUSA First Year Camps promote integration between both local and interstate students, as well as domestic and international students within each academic college's first year cohort and between first years and later year student mentors. Social activities and exercises help new students meet one another in a friendly, relaxed and safe environment. These initial social experiences foster an academic culture of strong peer mentoring, collaboration and communication.

Student mentors from ANUSA and Clubs and Societies will provide tips to help first year students get the most out of their time at the ANU and information about pastoral care and academic support services offered by Residential Halls and Colleges, ANUSA and the ANU. It makes the first years excited about what they can expect from their university experience. For the student mentors themselves, it is a great opportunity for personal development and building of leadership skills.

In 2013, with \$20 000 SSAF and generous contributions from the academic colleges, ANUSA organised a combined CECS and Science camp, combined Law and CASS camp, CAP camp, and CBE camp. With similar funding plus sponsorship secured through Clubs and Societies, we propose to run three combined camps that are affordable for university students: CECS and Science, Law and CBE, and CAP and CASS. The Association for 2014 has solid plans to increase student attendance from previous years through sales through the Residential Halls and Colleges and in packages with membership to Clubs and Societies.

1.4 Breakfast

\$13000 in 2013 to \$8000 in 2014

The budget for the free breakfast program in the Student Space has been reduced by \$5000 as we believe will can run the program in a more cost-effective way while still reaching out to students.

1.5 Executive Honoraria

\$70 543 in 2013 to \$80 016 in 2014

ANUSA has progressed significantly since the introduction of SSAF, a development largely driven by the amount of time and commitment invested by the Executive and the entire team.

To effectively fulfill executive roles as outlined in the Constitution, it is essential to be representative and financially responsible. The roles are demanding and extremely time consuming however most of the executive, President and Vice President excluded, have to maintain part-time work as well as a full-time study load to support themselves. These demands present a significant equity issue and without compensation, ANUSA's elected student positions would be restricted to those who have both spare time and money.

One of ANUSA's biggest limitations is the human resources available. Even though the executive are the directors of a publicly incorporated organisation, wages are set at minimum wage and are extremely unrepresentative of the actual commitment. To ensure that students are represented as well as possible, it is important that the executive are able to dedicate time to the organisation and that all students are able to run for positions in ANUSA whatever their financial situation.

1.6 Training

\$2000 in 2013 to \$7500 in 2014

The Association in 2014 are looking to have all ANUSA representatives and staff trained in areas appropriate to their work. This will include providing Mental Health First Aid and Domestic Violence Education Training to Department Officers as well as expanding on the success of Skill Up and other such training that directly improves student's skills and job opportunities.

1.7 Clubs and Societies Training

\$7500 in 2013 to \$10 000 in 2014

Clubs and Societies play a large role in contributing to on campus life at ANU. It is therefore important for us to support them in a number of different ways, including training. Every year the executives running Clubs and Societies change over, meaning institutional knowledge about how the particular Club or Society functions is lost. Providing training in areas such as finance and event management as well as opportunities for networking will not only increase the quality of events available to students, but also increase collaboration between student groups.

1.8 Social Committee

\$40 000 in 2013 to \$20 000 in 2014

The Social Committee budget has been significantly reduced. In 2014, we are looking to save some money within this budget and run more cost-effective events whilst still providing great opportunities for students to be engaged in a variety of social activities across campus.

1.9 Workshops

\$10 000 in 2013 to \$5000 in 2014

Some of the money within the 'Workshops' budget line has been re-distributed to a similar category, 'Training' - for both ANUSA representatives and staff as well as undergraduate student members.

1.10 Publications

\$13 200 in 2013 to \$25 000 in 2014

The 2013 ANUSA has filled the role of Communications Officer and it has become increasingly apparent that ANUSA has the capacity to create high quality publications for students. In 2014, we plan to work on hard copy versions of the Mental Health Guide created this year to distribute during O-Week and an ANUSA PokitPal to advertise ANUSA further and to benefit students. We are also exploring a range of options to improve communication with students and provide important information.

1.11 Student Space

\$20 000 in 2013 to \$10 000 in 2014

Events in the Student Space this year have been run in conjunction with a number of different groups around campus, meaning that the current budget has been underutilised. Most of the initiatives run through the space are low cost and we are looking to encourage these events in the future.

Appendix 2 – Arts Centre

ANU Art Centre Proposal

16th October 2013

Introduction

The ANU Arts Centre one of the most important facilities on campus and yet it has been the cause of significant problems for students and administrators. Located in Union Court at the heart of student activity, the Arts Centre has the potential to become a focal point of campus culture. In its current state, however, it is drastically underutilised and is most commonly used by commercial productions for evening events.

The Art Centre is also in desperate need of capital investment as both the front of the centre and the foyer are out-dated and inadequate for student use. ANUSA is looking to take management of the building and fund renovations and equipment purchase through SSAF.

ANUSA have consulted key stakeholder groups and students generally. Five main issues were identified with the current operation of the Centre through this consultation process. This proposal lists the current issues, makes recommendations based on these issues, and offers a possible solution.

1. Access for Student Groups

Student theatre productions are an essential part of the student experience at the ANU campus. Despite the demise of the Drama facility, there is a vibrant student theatre culture run by hundreds of student participants and involving and engaging many more.

In 2013, the National University Theatre Society (which has put on six productions this year), Interhall Productions, ANU Za Kabuki Society, ANU Arts Revue, ANU Law Revue, ANU Med Revue and many of the Halls and Colleges have put on productions around the campus. While these productions are created, run and attended by ANU students, the majority have not been performed in the ANU Arts Centre. Perhaps more significantly, many of these groups were unable to book any theatre on campus.

Despite its prominent location and its intended student focus, the ANU Arts Centre has been unable to answer to student demand for a variety of reasons:

- ANU Arts Centre is prohibitively expensive for many student productions.
- There are many hidden costs in putting on a production in the Arts Centre because of missing equipment that must be hired.
- The equipment that is remaining in the Arts Centre is not up to an adequate standard for student productions and may even be unsafe.
- External organisations are generally more able to book theatres significantly in advance due to the higher turnover in student groups. This makes it difficult for student companies to book spaces on campus and elsewhere.
- Arts Centre Management are hard to contact and the booking procedure is not widely advertised. There is no information online about how to contact management to make enquiries or book the theatre. There is also space for advertising upcoming productions.
- Rehearsal spaces are not available in the Arts Centre as a result of certain managerial decisions. The Rehearsal Room that has been traditionally used for ANU Drama courses and for theatre rehearsals has not been accessible for students over the course of the year. The room is only being used 2 hours a week by one Drama subject despite the need for rehearsal space for student productions.

Recommendations

- i) The Arts Centre manages bookings under an “internal” and “external” season. Only ANU student productions may use the ANU Arts Centre facilities during the “internal” season.
- ii) Student productions are given access to the ANU Arts Centre for reduced rates, while rates for external productions are raised to industry standards to cover costs for the running of the Centre.
- iii) Contact information for the management of the ANU Arts Centre, upcoming productions and costs are readily available online.

2. Creating a Student Hub on Campus

The ANU Arts Centre is underutilised given its location and facilities. Situated in a prime position in the heart of ANU campus, the Centre is next to ANUSA’s current, and PARSA’s future, location. Campus plans for 2020 and 2030 look to increased campus life after traditional lecture hours and for the improvement of the University Avenue space. This is made harder, however, when a significant space such as the Arts Centre is neglected, particularly given the possibilities presented by the upstairs spaces in addition to the theatre. Suggestions for future use include:

- A main theatre that could be used for forums, meetings, speakers and more. At the moment, the theatre is only (and barely) used for theatre productions. Additional events could exist alongside theatre productions.
- The “Drama Lab” which could also be used for non-theatre events.

- A rehearsal room that could be repurposed as a “multi-purpose room” located upstairs. This room could be used for small formal events and meetings.
- A number of empty and unused offices located upstairs.
- The lobby of the ANU Arts Centre could be used for social events (such as PARSA’s weekly networking events). At the moment it is drably decorated, and has *two* out-of-tune pianos in the one small space.
- Other unused or misused spaces such as the set-building area that is currently filled with equipment from Vivaldis Café.

At the same time, there is a desperate need for space on campus by student groups. ANUSA needs facilities to store current and future equipment such as our current marquees as well as screen-printing facilities in the future. There is also scope for ANU Student Media, in the future, to construct a permanent FM broadcasting location or a video recording studio. Many other student organisations such as the SRC at UNSW are looking for both permanent space and event venues and have found space has been made in forward thinking campus planning.

Non-theatre student groups have also stated their interest in using the space for events. These ideas include using the lobby for PARSA networking drinks or the Main Stage for forums and speakers.

Management of the space inside the ANU Arts Centre has been inadequate. Different groups in the ANU are in charge of different sections of the Centre, making it challenging for student groups to inquire about the space. Students who have used the Arts Centre for a number of years have been treated poorly, with the National University Theatre Society being asked to remove their possessions from their costume room in the Centre with little prior notice.

Recommendations

- i) The ANU takes an active role in ensuring that space in the ANU Arts Centre is being efficiently used.
- ii) A space and equipment audit is undertaken on the Centre.
- iii) Management of the ANU Arts Centre is centralised.
- iv) Refurbishments are undertaken on certain areas with potential for wider student use such as the lobby and the multipurpose room.

3. Relationships with External Organisations

The ANU Arts Centre has the potential to be a popular venue for external companies in Canberra. As it stands, the ANU Arts Centre provides very little support for external productions. Access to the Centre is a major issue as any production that wants to use the

space after-hours must contact ANU Security. This is a sub-optimal arrangement for productions, who expect a higher level of support, and ANU Security who have to consistently waste their time by opening the Centre. In addition, some students have reported waiting significant periods of time, sometimes more than an hour and a half, for ANU Security.

External productions are not able to access proper technical support for the ANU Arts Centre. As a result, companies come in and do not know how to use the equipment and there is no system of monitoring the state of the theatre while occupied by external companies. The current state of the ANU Arts Centre equipment is evidence of these effects.

More consistent use of the space would support the Centre financially as well as improve the culture and student experience on ANU campus. Encouraging outside productions to use this space during lulls in student activity (such as study breaks and holidays) would ensure that there were no clashes with student demand for the space.

Recommendations

- i) The ANU actively pursues external companies during student use downtime (such as study breaks and the summer break)
- ii) CARDAX system should be installed for use of both external productions and student groups as well.
- iii) The ANU Arts Centre has casual technical support staff that assists productions and ensures that equipment is used safely and returned.

4. Professional Facilities

The facilities in the ANU Arts Centre have deteriorated over the years. Despite the Main Stage being a fantastic space that both external and internal group enjoy using, other aspects of the Centre reduce its attractiveness as a venue. Many external companies have treated equipment poorly and significant pieces of equipment have been lost or damaged. Remaining equipment has not been tested and tagged in years. This is a significant safety hazard to student productions that can afford the Centre but often can't afford to hire equipment on top of this.

As it stands, productions are unable to perform in the ANU Arts Centre without hiring in other equipment and this adds a significant financial burden as lights and sound equipment are a substantial additional cost. This is particularly problematic for student productions already operating on a tight budget.

Recommendations

- i) ANU Arts Centre acquire new, appropriate lighting and sound equipment available for both internal and external productions.
- ii) The current equipment in the ANU Arts Centre is initially audited and then maintained from there on.

5. Physical Accessibility

The ANU Arts Centre has very limited accessibility, particularly for mobility-restricted individuals. An email from Christine Allard from Facilities and Services on the 9th of October stated that “the Centre is non-compliant.” Audience positions for individuals with restricted mobility are available in the Main Stage and Drama Lab however, the entire top floor of the Centre is only accessible through two sets of (fairly steep) stairways and the corridors are extremely narrow.

While this presents an issue when looking into future use, this is also unacceptable when ANU places student groups in inaccessible areas without plans for “refurbishment”. The ANU Cross-Disciplinary Students Academy (XSA)’s “Xsite” space and the proposed Fenner Associates area are both in inaccessible areas and are therefore discriminatory.

The ANU cannot continue to place student groups in there while not taking action to improve the accessibility (Christine Allard stated that the Centre is “not required to achieve compliance until refurbishment occurs).

Recommendations

- i) That the ANU undertakes a full accessibility audit on the ANU Arts Centre to locate any accessibility issues.
- ii) Discontinue placing student groups into offices in the top floor when it is not accessible to all students.
- iii) Investigate solutions to obvious accessibility issues for the second floor of the ANU Arts Centre.

Proposal

1. ANUSA and the University enter negotiations regarding the management and operation of the ANU Arts Centre (not including the retail spaces Gods Café, STA Travel, Vivaldis Café and the Chemist).

Handing management of the Arts Centre to ANUSA is a dramatic step however the rationale is clear and there are significant advantages to doing so. Firstly, all other extra-curricular facilities on campus are run by student groups, e.g. ANU Union, ANU Sports and Recreation, etc. It doesn't make sense for Facilities and Services to actively advertise the Centre, manage bookings and find uses for small spaces and nor do they have incentive to do so. Student organizations have been able to respond to student demands in the past using scarce resources. There are a variety of other student organisations who are interested in assisting management or using the space. For additional submissions, see Appendix 2.

Secondly, ANUSA can access SSAF to acquire enough funding to invest in the ANU Arts Centre upfront. There is a desperate need to improve facilities in an initial refurbishment and acquisition phase. Furthermore, using SSAF to create a student hub on campus while improving ANU infrastructure's accessibility would serve as a flagship example of ways in which the fee can be used to benefit students.

Thirdly, ANUSA has the desire to operate the Centre and an incentive for running it well. ANUSA has a proven track record of using space effectively for students. The ANUSA offices have allowed student organisations on campus to flourish and the recently acquired Student Space has been a hub of student activity since its inception. Currently, ANUSA is looking for new sources of revenue and also spends a significant amount (through GAC) on external venue hire. There is an opportunity for the ANU Arts Centre to provide revenue for ANUSA should SSAF be abolished. Having done extensive financial modelling, we have concluded that this is financially viable and is a potential revenue stream if that becomes necessary.

2. ANU provides top slice SSAF funding to acquire professional-standard equipment for the ANU Arts Centre Main Stage, and a refurbishment to ANU Arts Centre lobby.
3. The ANU works in collaboration with ANUSA to solve the accessibility issues of the ANU Arts Centre.
4. Should Facilities and Services continue management of the ANU Arts Centre, the recommendations of this report should still be investigated.

This submission is endorsed by:

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Dear Nicholas

**ANU ARTS CENTRE FOYER UPGRADE
 DESIGN FEE PROPOSAL**

Thank you for inviting us to submit a scope of works and fee for the upgrading of the foyer and entrance to the ANU Arts Centre. We understand that this submission will form part of your presentation to the University for the funding of works if you were to take the lease of the building.

Background to our company

As you are aware our firm undertook the upgrade of the University of Canberra Student Refectory in 2011.

Among our projects at the ANU we have undertaken the design of:

- Upgrade of Llewellyn Hall
- Original design of the Canberra School of Music
- Canberra School of Art
- ANU Sports Centre – Fitness Centre
- ANU Sports Centre Shop and Foyer upgrades
- Progressive phases of refurbishment and extension to the Research School of Physics
- Centre for Arab and Islamic Studies
- Sir Rowland Wilson Building

We have also designed the Calwell Performing Arts Centre from ACT Government, and lake Ginninderra College including its performing arts facilities.

Scope of Works

We have inspected the building with you and also undertaken another inspection on our own to determine a likely scope of works which we describe below.

We understand that the likely budget will be about \$150,000 for foyer works plus a further \$120,000 for the provision of a lift to give access to the upper level of the building.

The focus of the current works will be the ground floor lobby and access to the upper level. However if this first round of works is successful for the Student Association we think that it would be desirable to undertake a second round of work to re-invigorate the rooms and corridors upper level would be desirable.

Project Objectives

The objective of the initial scope of works will be to provide

- improved patron facilities in the theatre lobby,

Principal
 Directors

Daryl Jackson
 Alastair Swayn

Principals

James Andrews

Senior Associates

James Hetherington
 Scott Hodgson

Associates

Michael Tolhurst
 Alisa Moss



- provide better access to ticketing and bar service,
- provide less “crush” before performances and during intervals.
- A better address to the Arts Centre with improved signage and lighting

The outcome of the project will be to provide an attractive, functional lobby space in a style that is modern, lively and reflects student life on the campus.

The potential components of the immediate works fitting within a budget of \$150,000 will be:

Demolition

- Remove existing pianos and loose furniture in the lobby
- Remove the existing ticket counter
- Remove existing “theatrical posters” and other wall decorations
- Remove existing lighting
- Remove existing modular carpet
- Remove existing bronze coloured automatic doors
- Remove existing signage on the building fascia.
- Trim and remove excess vines and other plant material in the Vivaldi courtyard to admit more light and improve access to the courtyard

New Works

- Repaint the foyer walls, doors and ceiling
- Re-carpet floors and stair treads
- Install new lighting
- Install new frameless automatic doors and move forward to give greater space for patrons
- Retain access to existing sprinkler booster enclosure
- Install a new ticket counter
- Install new glazed screen and door to Vivaldi’s courtyard to provide better access for patrons.
- Install a new mobile bar counter
- Either provide new enclosures to fire hose reel (FHR), or design a new purpose built stand for the FHR to replace the FHR which has been installed in an ad hoc manner
- Install new signage
- Install new “theatrical artwork”
- Repair the existing building fascia and install new signage
- We would investigate the addition of a skylight over the stair well to provide daylight during the day and a brighter appearance to the space without using artificial light.

Works associated with new lift access.

We have reviewed the opportunities for lift access to the upper floor of the Arts Centre and consider that there are few opportunities for a new lift at the front of the building (in the laneway) where it would be difficult to install a new lift shaft. There are opportunities at the rear of the building, but these may not be obvious to all and therefore could lead to perceived discrimination of users.

Since there is an existing lift in the student services building adjacent to the entry to the Arts Centre we believe that with some modification of the controls to this lift would allow it to be used for access across a bridge link to the Arts Centre.

The bridge link could connect from the upper level veranda of the Student Services Building to an existing Visiting Fellows room on the north eastern corner of the Arts Centre.

This bridge could be designed to provide a broad entry canopy over the existing lane way as an entry to the Arts Centre that is clear and unequivocal. Arts Centre Signage could be applied to the bridge to formalise the Arts Centre entry.

The bridge link would also provide additional weather protection for theatre patrons arriving and departing and at interval.

In designing this we would work with the proposed lift budget of \$120,000.

Works not included in our scope

The following works are not included in the proposed scope of works:

- Any work on the upper level of the Arts Centre (apart from localised work for a bridge entry)
- Changes to air-conditioning
- Changes to plumbing or roof drainage
- Changes to internal walls
- Changes to external paving
- Any work in "Gods café"
- Paving in Vivaldi's courtyard

Design Fees

Interior Works

Our design fees for the interior works would be within a lump sum of *\$11,000.00 plus GST* which would include:

- Measuring the foyer and external areas (assuming no current drawings)
- Providing Sketch designs
- Providing tender and construction documentation
- Inspecting works under construction

Link Bridge

Our design fee for this work will be \$7,500.00 plus an allowance of \$7,000 for structural engineering advice. GST is additional.

Our fees would include:

- Measuring the upper veranda
- Designing the bridge structure
- Structural design of the bridge
- Architectural and structural documentation of the bridge and penetrations into the ART Centre
- Inspection of work under construction

As the link bridge rather than a new lift is not yet confirmed as a preferred direction for the Student Association, the fee for this component of the work should be considered as provisional, to be confirmed when the actual scope is defined.

Additional budget allowances should be made for the

- cost of applying for Works Approval from the National Capital Authority for any external work to the Arts Centre and for the proposed bridge
- Any survey that is required to established levels and heights required for the design of the bridge.

We will be happy to discuss the scope of works and or fee proposal with you further.

We look forward to a successful application to the ANU for funds for this work, and for the opportunity of working with the Student Association on this project.

Yours sincerely

Daryl Jackson Alastair Swayn Pty Ltd



Alastair Swayn

Appendix 3 – OrgSync

ANU Students' Association, PARSA, Accommodation Services, ANU Media and ANU Sports and Recreation are all seeking greater online presence, communication, organisation and documentation.

We have researched a company called OrgSync, an online platform which provides unique website design for each of our organisations as well as a package of online communication, events management, reports/statistics and budget management. If we sign up to this service, our organisations and affiliated Clubs & Societies (C/S) would have functional new websites, calendars, communication, events management tools and news feeds. The advantages of using this platform are many but include centralising communication between our organisations and making it easier for us to share and promote the diverse and abundant events that are held on campus to the student body.

OrgSync's budget management system would allow us to move away from the current paper system, backing up our files online, helping students submit budget requests and receipts and increase financial accountability for our organisations and our C/S.

Address books and the integration of C/S websites and student profiles will allow us to keep up to contact details for members and representatives of organisations and C/S without compromising students' privacy. PARSA and ANUSA agree that we need to address the lack of shared calendars and find an easier way to communicate and collaborate more often. Adopting the OrgSync platform would allow us to create one, comprehensive online calendar of events, accessible with Outlook, Google, iMail, Facebook and more.

ANU Students' Association, PARSA, Accommodation Services, ANU Media and ANU Sports and Recreation have all attended demonstrations and agree that this platform fits our needs and allows us the flexibility we will need in the future. The OrgSync website provides a comprehensive list of the available services: <http://www.orgsync.com/features>

The primary reasons for moving to OrgSync:

- Fixed cost for web design, redesign, web support and training for 5 years.

ANUSA, PARSA, Woroni and Sports & Recreation are all currently seeking to refresh their websites

- Unique websites for each of our associations as well as self-managed pages for all affiliated clubs/societies
- Communication networks for interactions between associations, C/S and students, including organised contact lists, mailing list management, sms and social media interactivity.
- Shared calendars and news feeds for associations and C/S for advertising events and services to students
- Tools for event organising, advertising and ticket sales
- Budget management and documentation
- Documentation of student participation in C/S, SRC, student meetings and events
- All with safeguards to protect students' privacy.