



## **Initial UMSU Student Precinct Needs List Submission**

23<sup>rd</sup> April, 2015

This document was submitted to the University's Student Precinct Steering Group in February 2015, as a preliminary expression of our needs and priorities for any move to the Student Precinct. The list was developed through a review of current activities in Union House, and consultation with elected office-bearers and committee representatives, and staff working in Union House.

Feedback from all students is welcome and will help form the basis for future revisions of this document. You can send feedback to: [umsunewunionhouse@gmail.com](mailto:umsunewunionhouse@gmail.com)

## **Organisational Overview – University of Melbourne Student Union**

The University of Melbourne Student Union is a student representative organisation that provides a range of services to students and programs and opportunities for students to be involved, make friendships and discover and pursue their passions. UMSU is an organisation that is run for students by students. As part of the development of a student precinct the central role that UMSU plays in enhancing and facilitating positive student experience needs to be reflected in how and where UMSU and the services it provides are located.

It is probably stating the obvious but the benefit that students derive from participation in UMSU, or use of its services, will be enhanced by use of space and location that encourages and supports participation, that makes it easy for students to find an access, and contributes to an environment that supports a thriving academic and social community.

### **UMSU's current location**

UMSU is currently located in Union House. While our Information Centre and the Union Theatre are located on the Ground Floor of this building UMSU's offices and services are offered primarily on the first, second, third and fourth floors of this building. This means students have to know where they are going or have to be aware of UMSU services before they can get to where they want to go. The allocation of space in Union House has seen preference given to commercial activity so premium ground floor space is almost exclusively allocated to food and retail operations.

The nature of Union House also means that UMSU's offices are allocated by where staff and student representatives will be best accommodated physically, rather than allowing us to group staff and student representatives by complementary functions. The nature of the structure also means that we have multiple points of reception and frontline service provision.

In addition to being physically remote to a significant proportion of the student body, UMSU's current location means that it is also disconnected from University staff and services where there is significant capacity for collaboration or cooperation. For example, there is a complementary relationship between the function of Student Advising and much of the activity undertaken by UMSU. When a University staff member asks a student about the co-curricular activity they are interested in, the chances are that activity or program is an UMSU program.

Union House is UMSU's home and UMSU is the most significant contributor to students' experiences outside the classroom on campus, but our home does not readily support that function.

### **UMSU in the new student precinct**

We see the development of the new student precinct as an exciting opportunity to enhance students' university experience. A critical component of this will be the design of spaces that support the precinct as a focal point for a vibrant and active campus culture. The capacity for UMSU to continue and extend its services to students and the potential for greater student participation will be enhanced by the relocation of UMSU into space that enables rather than hinders us in what we do. We see the following as major opportunities in the new precinct:

- Making student representatives and volunteer programs readily accessible to students by making them visible and easily discoverable
- Increased and more functional space to support the operation of Clubs and Societies
- A student union run bar and venue to support student activity and our own entertainment programme
- An all-weather outdoor venue that enables UMSU to run events and entertainment all year round, night and day
- A modernised and expanded facility for the Rowden White Library, making it a major attraction in its own right; transforming its perception library to venue in its own right
- A single point of contact for students
- Flexible and bookable spaces for meetings, training programs and events
- Updated and improved theatre and gallery facilities to support UMSU's vibrant creative arts program
- Rational allocation of office space to support student service and internal functions
- Supportive of collaboration with University staff in complementary roles
- Creating simple and clear referral points both to and from UMSU

### **How do we get there?**

As important as these things are – and as a student organisation we believe this in line with the hopes and aspirations of the student body – a critical component of the development of the new student precinct must also be a broader consultation with students.

In order to shape the project brief there needs to be a coordinated and comprehensive engagement with students to truly grasp the types of spaces that will be required to facilitate and support the possibilities of being a student on this campus. In addition to the compilation of service requirements it would be desirable to formulate and publicise the process by which broader student views and suggestions will be obtained. This should be a significant factor in understanding how students want to engage with the precinct and its component parts.

<b>Service: Communications</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	Design, Marketing and Communications for UMSU. Event Support for orientation and other large scale events	Same as current
Delivery Mode	Emails occasionally leading to meetings. Events – emails leading to large-scale events.	Same as current
Co-location	Currently located in the same building as the rest of the Union	Proximate to UMSU staff and student representatives
Environment	<ul style="list-style-type: none"> <li>• Shared studio space 27m<sup>2</sup> with a meeting space for 6+.</li> <li>• Space for large printers.</li> <li>• Storage for Events (32m<sup>2</sup> and 4m<sup>2</sup> coolroom) and Publications currently located in basement.</li> </ul>	<ul style="list-style-type: none"> <li>• Current shared studio space quite cramped. Ideally provide more space for staff with a table dedicated for proofing (A0) and cutting, mock ups etc. Shelves for design resources (books, magazines, examples of previous work etc). Need space for storage of materials and publications ideally closer to office. OHS issues with current location.</li> <li>• Hot Desks for interns required.</li> <li>• Meeting room needs to provide space for confidential meetings.</li> <li>• Require natural light for colour accuracy etc.</li> <li>• Heating and cooling</li> <li>• Space for large format printer and printer supplies, plus A3 photocopier/printer</li> </ul>
Staffing Levels	Seven staff including the Manager, Communications & Marketing, with responsibilities for: <ul style="list-style-type: none"> <li>• Graphic Design</li> <li>• Communications and Social Media</li> <li>• Event Management</li> <li>• Sponsorship and Advertising</li> </ul>	Staffing levels are not expected to vary greatly but additional space is required to support the variety of staff functions.
Third Party Relationships	Provides services to MUSUL	TBC

<b>Service: Information Centre</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	Information, Hire, First Aid, Lost Property, Room Bookings and JP services to the student body. Mail and ticket selling services to the Student Union	Same as current with potential to become the single point of contact for all UMSU Services and activities. Potential to provide this service to GSA
Delivery Mode	Walk up, email and telephone. JP by appointment only (phone).	Same as current, potentially more focus on technology
Co-location	Close to UMSU Student-facing services – in a high traffic area.	Needs to be co-located with other UMSU Services.
Environment	Ground Floor, Union House. Front Desk (40m <sup>2</sup> ) with storage behind (6m <sup>2</sup> and 9m <sup>2</sup> ) as well as space for lockers (80m <sup>2</sup> ) and bulk storage for club items (20m <sup>2</sup> )	Needs to be in a high traffic area. More storage is required for Lost Property and loanable items. Needs to be secure.  Potential for expanded function may also require additional space allocation.
Staffing Levels	2 FTE permanent staff, plus up to 4 casuals at any one time	Demand for service may increase with better location and the potential expansion of function may require an adjustment in staffing resources.
Third Party Relationships	Provides services to MUSUL, the University of Melbourne, the general public	Same as current (may change due to location)

Service: Office Bearers/Student Representation	Current	Future
Benefit/Outcome	Student Representation to all students at the University of Melbourne. This incorporates events, advocating to the Uni and wider community, support and services to students. Also includes a student radio station.	Same as current
Delivery Mode	Emails, Walk up appointments with face to face meetings, events, working bees, collectives, formal council meetings, inter-departmental activities and meetings,	Same as current
Co-location	Currently located in the same building as the rest of the Union. All OBs are together, closely located to UMSU Administration and the General Manager.	<ul style="list-style-type: none"> <li>• All OBs should be close to the UMSU info desk and UMSU admin services.</li> <li>• Wom*ns OBs should be close to /have direct access to the Wom*ns space.</li> <li>• Queer OBs should be close to/have direct access to the Queer Space.</li> <li>• Disabilities should be located near to Disabled-friendly bathrooms.</li> <li>• Education OBs could be co-located with Advocacy, and President and Secretary need to be near the UMSU GM.</li> <li>• Media needs to be close to the Radio.</li> <li>• Welfare needs to be close to the Welfare space</li> </ul>
Environment	<ul style="list-style-type: none"> <li>• Offices for 14 different Departments (1- 2 people per office, 1 office with space for 4 people [Media]).</li> <li>• Meeting space for OB (20m<sup>2</sup>)</li> <li>• Storage space (20m<sup>2</sup> x 2).</li> <li>• Reception with office</li> <li>• General Managers' Office</li> <li>• 1 small meeting room (6 people).</li> <li>• Radio studio currently being established on 4<sup>th</sup> floor.</li> </ul>	<ul style="list-style-type: none"> <li>• Possible expansion of Departments. Offices need to be larger, accessible, but with the ability to be private.</li> <li>• Hot desks for inter-department collaboration and department volunteers sorely needed in a common area.</li> <li>• Larger area needed for Disabilities office (needs to be wheelchair friendly), with better access to Disabled facilities.</li> <li>• Larger area needed for expansion of Media Office, with closer access to the Radio. Hot desks needed for Media</li> </ul>

		<p>subeditors.</p> <ul style="list-style-type: none"> <li>• Specific radio area – and possible expansion into a green screen studio wall.</li> <li>• Space for Welfare lounge – area for food bank, space for microwaves and kitchenette and general lounge area with adjacent storage for foodstuffs, appliances and materials.</li> <li>• Additional Space for a Bike Co-op would be welcomed – it currently resides on the floor in the Environment Office which is an OHS risk.</li> <li>• More storage space is desperately needed for all offices – OHS issues with current storage facilities.</li> <li>• Removal of reception function – Info Desk will take this up</li> </ul>
Staffing Levels	<ul style="list-style-type: none"> <li>• Currently 26 Student Office Bearers who are paid an honorarium but are not employees in 14 offices</li> <li>• 2 FTE Staff including UMSU General Manager, and Project &amp; Administrative Officer.</li> <li>• Offices visited by 100 students daily.</li> </ul>	Staffing levels should remain fairly constant – Student Officer Bearers are subject to annual variation.
Third Party Relationships	University, Government, Suppliers and Clients, Students.	Same as current

<b>Service: Clubs and Societies</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	<ul style="list-style-type: none"> <li>• Clubs provide students with a diverse range of academic and social supports. Involvement with C&amp;S is known to correlate with improved academic social, emotional outcomes for students.</li> <li>• The C&amp;S Department provides grants, training, admin assistance, advice and support for over 200 affiliated clubs on campus.</li> <li>• Combined club memberships significantly exceed 25,000 each year.</li> </ul>	The benefits and outcomes currently provided shall continue, and continue to grow as our number of clubs and number of students participating in clubs increases
Delivery Mode	Walk ins, email and telephone enquiries, appointments, face-to-face training, meetings	Same as current
Co-location	Currently located with other student representative departments, some volunteering functions and close to the UMSU General Manager.	<ul style="list-style-type: none"> <li>• Could be co-located with the Volunteering programmes</li> <li>• Needs to be near other Student Rep Departments, and in an easily accessible space (over 50 student visited per day in semester)</li> </ul>
Environment	<ul style="list-style-type: none"> <li>• Currently 2 rooms (one large, containing 2 Office Bearers, a meeting space and some storage) and one smaller office (open plan) for the C&amp;S Coordinator.</li> <li>• Large basement storage room with club lockers and resources</li> <li>• Separate storage room with club lockers</li> <li>• Mailboxes for clubs in accessible location</li> <li>• Clubs also have access to 15 in house bookable spaces of varying sizes (from 10 people meeting rooms to 500 seat theatres), and up to 50 university rooms and spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• OBs and Coordinator need to be close to each other, in adjoining offices.</li> <li>• Coordinator requires access for private meeting space for discussions with club representatives.</li> <li>• Meeting area should be very close – for ease of access when meeting with clubs, and committee.</li> <li>• More storage space required for loanable club resources.</li> <li>• Consolidation of frontline enquiries to the Information Centre.</li> <li>• Sufficient storage room for our 150 club lockers and area where 250 mailboxes can be accessed directly by clubs.</li> <li>• More meeting rooms are</li> </ul>



		sorely needed – our rooms are oversubscribed and the rooms generally too small and not fit for purpose.
Staffing Levels	1 FTE Staff member, 2 OBs	Same as current
Third Party Relationships	Clubs and Societies, Other Universities, University Services	Same as current

<b>Service: Volunteering</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	To provide volunteering opportunities for students at the University of Melbourne and provide support to student run programmes.	Same as current Scope for expansion of programmes
Delivery Mode	Walk ins, email and telephone enquiries, appointments, face-to-face training, meetings	Same as current
Co-location	No single location	Could be located near Clubs and Societies and OBs
Environment	<ul style="list-style-type: none"> <li>• Currently each student-run Volunteering Programme (3 total) has their own office (fitting 4, 3 and 2 people respectively) with additional storage space in different parts of the building.</li> <li>• Host Programmes currently has 1 staff member located in the Communications Department.</li> <li>• Offices are open plan, with adjacent bulk storage rooms.</li> <li>• Departments also run Volunteering Programmes as well</li> <li>• Training Rooms utilised within Union House</li> </ul>	<ul style="list-style-type: none"> <li>• We currently have 3 established volunteering programmes with student directors and 1 staff run volunteering programme.</li> <li>• The number of student-run programmes is expected to increase dramatically post Volunteering Review.</li> <li>• Collaborative space needed for Volunteering groups, as well as a dedicated meeting space.</li> <li>• Hot desks also required for once off volunteering projects</li> <li>• Training Rooms (and offices) required for potential Training Organisation for larger scale training programmes</li> </ul>
Staffing Levels	1 fixed term PT staff member, co-located with Communications	<ul style="list-style-type: none"> <li>• Currently undergoing review into staffing levels of programme.</li> <li>• We are expecting student-led volunteering programmes to expand</li> </ul>
Third Party Relationships	University Services, Colleges, Sponsors	Same as current

<b>Service: Advocacy and Legal</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	Provision of an Advocacy and Legal Service to the Students of the University	Same as current
Delivery Mode	Walk in appointments, booked appointments via web or phone.	Same as current
Co-location	Currently located in Union House, on 3 <sup>rd</sup> Floor	Would benefit from being close to the Education OBs, and Info Desk.
Environment	Walk in reception and 6 private appointment rooms. Storage facilities and small kitchenette	Walk in area with more appointment and meeting rooms. Waiting area Large scale expansion of Legal service expected to occur with initiation of Legal Volunteering Service.
Staffing Levels	Currently 1 admin and 4 FTE Advocates, 1 Lawyer	Expected to expand with the development of the Legal Service
Third Party Relationships	University Services, Faculties and Grad Schools, Legal Service Board, NACLC, FCLC	Same as current

<b>Service: Queer Space</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	<p>Providing a safe space for Queer identifying students at the UoM where students can foster networks, access health information and be informed of events specifically catering to them. The space allows for the transmission of queer specific and course information so as to provide an informal support network for queer students. This serves to facilitate flow of information that students may not otherwise have the courage or know-how to access. It also allows for queer student body communication with the queer officers thus allowing for more efficient allocation of resources and for the direct or indirect remedy and referral of person specific issues that a queer person may be facing such as but not limited to; mental health issues, legal issues, sexual and physical health, abusive relationships, queerphobia and discrimination, administrative issues, financial issues and social issues.</p>	<p>Same as current but with better access to gender neutral toilets thus resulting in less gender discrimination and transphobic attacks and better access to the queer office so that the officers can be better utilised in order to promote health, wellbeing and academic success of the queer population at the University of Melbourne.</p>
Delivery Mode	<p>Students are able to access the Queer Space in such a way that they will not be exposed as queer to the general population and therefore discrimination by the general population. It is also an accessible space allowing for people with disabilities and chronic illnesses to access the safe space as well.</p>	<p>Hopefully the same as current delivery mode but with more space.</p>
Co-location		<p>Should have direct access/be next to the Queer Office as well as a bathroom that is gender neutral such as an ambulant or disabled toilet which has a gender neutral label and is on the same level.</p>
Environment	<ul style="list-style-type: none"> <li>• Currently on the 3<sup>rd</sup> Floor, in a predominantly staff work area.</li> <li>• Fairly discrete</li> <li>• Contains a fridge, microwave,</li> </ul>	<ul style="list-style-type: none"> <li>• Should be accessible, but not public (ie, you shouldn't be able to see in from outside or easily see who is accessing the space).</li> </ul>

	<p>computer, lounges, information, safe-sex products and small library of queer books and resources.</p> <ul style="list-style-type: none"> <li>• Is accessible and is not open to non-queer people unless they follow the room's protocol. The room is quite small and is often uncomfortably packed especially during regular events.</li> </ul>	<ul style="list-style-type: none"> <li>• Needs to have a discrete entrance, and expanded facilities including a pansex toilet, hot water/kitchenette facilities, more modern computer and improved wifi connection as currently the lack of wifi prevents full utilisation of the space. It also needs to be closer to the queer office so as to facilitate aid to queer students.</li> </ul>
Staffing Levels	<ul style="list-style-type: none"> <li>• Unstaffed service. Room gets visited by students and almost always has someone in there and is quite packed during the middle of the day.</li> <li>• Staff avoid using the queer space unless they are queer themselves or it is necessary to do their job. If they must enter the queer space for work reason they must follow the protocol of the space.</li> </ul>	24 hours access preferred. Space used for events – up to 100 people attending per event.
Third Party Relationships		

<b>Service: Wom*n's Space</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	Providing a safe space and resources for wom*n- identifying students and staff at the University of Melbourne	Will continue to provide resources and a crucial safe space for women students on campus. Needs to be able to cater to a larger number of women students.
Delivery Mode	Staff and Students can walk in to the room	24 hours access preferred.
Co-location	Near OBs	Needs to have direct access to the Wom*n's OBs office
Environment	<ul style="list-style-type: none"> <li>• Currently on the 1<sup>st</sup> floor, down a corridor.</li> <li>• Often mistaken for the women's bathrooms.</li> <li>• Quite private. Well lit. Contains fridge, microwave, computer, couches, beanbags, literature, resources, storage cupboards.</li> </ul>	<ul style="list-style-type: none"> <li>• Needs small kitchenette/sink.</li> <li>• Needs to be larger, with more space for events.</li> <li>• Needs to be well-lit.</li> <li>• White wall for projecting would be fabulous.</li> <li>• Needs decent-sized storage cupboards and bookshelves.</li> <li>• Needs some privacy, but should be easily accessible and not located too far out of the way, i.e. preferably not several floors up.</li> </ul>
Staffing Levels	Unstaffed Service. Room gets visited by students and almost always has someone in there and is quite packed during the middle of the day. Staff avoid using the wom*n's space unless they are women themselves or it is necessary to do their job.	24 hours access preferred. Space used for events – up to 30 people attending per event.
Third Party Relationships		

<b>Service: Meeting Rooms</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	Spaces for OBs, clubs and staff to meet, receive training, plan events, have events	Same as current
Delivery Mode	Meetings, training, screenings, lectures, information sharing,	24 hours access required
Co-location	Currently in Union House	Near OBs and clubs. Need to be accessible by students
Environment	<ul style="list-style-type: none"> <li>• Currently we have meeting rooms of varying sizes and shapes scattered throughout Union House (average size of about 40 seated). Some of the rooms can combine to form 1 big space seating approximately 250.</li> <li>• We also have 2 training rooms with smart board set up, and hot water and sink facilities.</li> <li>• We also have access to larger areas such as the Lounge (seats 100-200) and the Grand Buffet Hall (seats 500).</li> </ul>	<ul style="list-style-type: none"> <li>• We require space for meetings and events as we are currently over-capacity every semester.</li> <li>• We have 200 affiliated clubs, and 14 representative departments and 4 staff departments all vying for space.</li> <li>• We require space that is flexible – so some rooms that have partitioned walls, and rooms that have white walls so projection is an option.</li> <li>• We need theatres, and large mepty spaces for rehearsals, club meetings, as well as rooms for watching things in, and discussing</li> </ul>
Staffing Levels	n/a	Same as current
Third Party Relationships	Clubs, External hirers, University, MUSUL	Same as current

<b>Service: George Paton Gallery and Arts Programs</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	<ul style="list-style-type: none"> <li>• Exhibition Spaces including a professional gallery - George Paton Gallery for student access and the broader University community.</li> <li>• Arts Lab for creative activity by C &amp; S and Student Theatre Groups (STG)</li> <li>• Union Arts Collection supporting student arts</li> </ul>	<ul style="list-style-type: none"> <li>• Purpose built gallery space/s, including lighting designed for a variety of installation configurations and security system</li> <li>• ACCESS</li> <li>• Increased storage space for gallery equipment and purpose built storage room for Arts Collection and Archives including hanging racks and temperature control.</li> </ul>
Delivery Mode	<ul style="list-style-type: none"> <li>• Exhibitions in gallery spaces</li> <li>• Office specific - emails, walk-ins and telephone, meetings</li> <li>• Gallery and arts spaces - face-to-face, meetings and hands-on</li> </ul>	<ul style="list-style-type: none"> <li>• Option 1: Shared Office environment with other Arts &amp; Entertainment Departments</li> <li>• Option 2: Office adjoining gallery space</li> <li>• Designated Spaces for Art/Creative Activity</li> </ul>
Co-location	<ul style="list-style-type: none"> <li>• Gallery and storage- second floor Union House</li> <li>• Office – first floor</li> <li>• Arts Lab – third floor Union House</li> </ul>	<ul style="list-style-type: none"> <li>• Adjoining RWL or in proximity to the RWL or Theatre/s</li> <li>• Gallery to be located in proximity to Bathroom facilities, Food and Beverage outlets, Loading Bay, Goods Lift , Disabled Parking and Parking</li> </ul>
Environment	<ul style="list-style-type: none"> <li>• George Paton Gallery (136m<sup>2</sup> )</li> <li>• with some storage behind gallery walls</li> <li>• GPG storage (too small)</li> <li>• Arts Display Cabinets, Arts Wall (6m<sup>2</sup> )</li> <li>• Office (11m<sup>2</sup> )including meeting area</li> <li>• Arts Lab (79m<sup>2</sup> )</li> </ul>	<ul style="list-style-type: none"> <li>• Gallery ground level OR visible street frontage.</li> <li>• Approximate gallery space requirements (153m<sup>2</sup>), walls fabricated plasterboard and ply board (18mm).</li> <li>• Ceiling height 3.5 m and loadbearing.</li> <li>• Professional gallery partitions to divide space.</li> <li>• Wooden/polished concrete floor.</li> <li>• Substantial storage including Art Collection/Archive Storage Area</li> <li>• Similar to current, flexible spaces</li> <li>• Same as current or shared office environment</li> <li>• Arts Lab proximity to Clubs and</li> </ul>



		Theatre and include wet area/storage and large tables
Staffing Levels	1 FTE – job share	Same as current
Third Party Relationships	VCA, The University of Melbourne, the general public	Same as current (most likely increase due to location)

<b>Service: AV@Melbourne (av and equipment hire department)</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	AV@Melbourne equipment hire and production service offered to student groups, UMSU, MUSUL, University community and external clients to support small to large scale events mostly on campus	<ul style="list-style-type: none"> <li>• Impacted by outcomes of UMSU’s Production &amp; Technical Services Review</li> <li>• Some changes to requirements outlined in a Draft Change Management Plan (CMP)</li> <li>• Change process has yet to formally commence.</li> </ul>
Delivery Mode	<p><b>Office</b> - emails occasionally leading to meetings, telephone and walk up inquiries</p> <p><b>AV Equipment Store and Workshop</b> – emails and equipment collection by client</p> <p><b>External Store</b> – safe storage for gas bottles</p>	<p>As above</p> <p>24 hour access required</p>
Co-location	<ul style="list-style-type: none"> <li>• Reception office for hire department is currently co-located with Entertainment Department, third floor of Union House.</li> <li>• AV and Equipment Store and Workshop is in the basement of Union House</li> </ul>	As above
Environment	<ul style="list-style-type: none"> <li>• Main Office – shared with Entertainment Coordinator (17m<sup>2</sup>)</li> <li>• AV Cool room (4m<sup>2</sup>)</li> <li>• AV Store and Workshop (57m<sup>2</sup>)</li> <li>• AV Corridor Storage Lab (100m<sup>2</sup>)</li> <li>• External Store Lab</li> </ul>	<ul style="list-style-type: none"> <li>• Ground floor space approx. (200m<sup>2</sup>) <b>larger than current</b> and to include office, storage and equipment repair area with ventilation.</li> <li>• Cool room</li> <li>• Loading Bay/Dock area (with vehicle parking) is essential and in close proximity to Equipment Store.</li> <li>• Main office to be in close proximity to Equipment store and workshop.</li> <li>• External storage required for safe storage of gas bottles and</li> </ul>

		BBQ's
Staffing Levels	Currently 3 staff – 2 FTE and 1 (.8)	Some changes to requirements outlined in the CMP
Third Party Relationships	Provides service to MUSUL, University of Melbourne and general public	May change due to CMP

<b>Service: Union House Theatre</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	<ul style="list-style-type: none"> <li>• Performing Arts Venues and</li> <li>• Rehearsal Space for the development and showing of student theatre.</li> <li>• Support with all aspects of the performing arts delivered through a range of programs and workshops.</li> <li>• Venues hired by external clients</li> </ul>	Same as current
Delivery Mode	<ul style="list-style-type: none"> <li>• Performances, events and cinema screenings</li> <li>• Walk ups, emails and telephones</li> <li>• Production meetings</li> <li>• Venue and site meetings</li> <li>• Workshops</li> </ul>	Same as current
Co-location	<ul style="list-style-type: none"> <li>• UHT Offices and meeting room, first floor, Union House</li> <li>• Guild Theatre, first floor</li> <li>• Union Theatre, Ground floor</li> <li>• Rehearsal Spaces through Union House</li> </ul>	Performing Arts Venues to be located in proximity to Bathroom facilities, Food and Beverage outlets, Loading Bay (large access to theatre venues, Goods Lift, Disabled Parking and Parking.
Environment	<p>Office Reception = 17m<sup>2</sup> Office 1= 11m<sup>2</sup> Office 2= 22m<sup>2</sup></p> <p><b>Union Theatre:</b> Auditorium = L 15.7 x W 18.5m x H 6.5m (raked to 3.7m) Bio box + Projection Box = L 18.5m x W 2.8m x H 2.5m Stage + thrust + fly tower = L 12.2m x W 21.6m x H 15m Backstage + work area = 130m<sup>2</sup> Dressing rooms + bathrooms = 75m<sup>2</sup> Theatre Bar and Box Office = 20m<sup>2</sup></p> <p><b>Guild Theatre:</b> Auditorium = L 5.860 x W 10840m x H 5.3m (raked) = 390m<sup>2</sup> Stage = L 10.050m x W 10840m x H 5.3m Biobox = 24m<sup>2</sup></p>	<p><b>24 hour access required</b> Offices to be located close to performing arts venues with a separate meeting room</p> <p><b>Drama theatre:</b> 350/400 seat proscenium arch theatre with fly tower – ACCESS fit out and bathroom facility</p> <p><b>Studio Theatre:</b> 120 seat black box. ACCESS fit out (hearing loop circuit) disabled access</p> <p><b>Theatre Bar:</b> open after performances, small capacity, cabaret stage, bathroom facility</p> <p><b>Common Foyer:</b> to both venues with Box Office. Illuminated Street signage and bathroom access</p>

	<p>Switch = 25m<sup>2</sup>  Dressing rooms + bathrooms = 40m<sup>2</sup>  Guild Theatre Foyer = 80m<sup>2</sup></p> <p><b>Service Areas:</b>  Construction Workshop = 51.2m<sup>2</sup>  Prop store = 24.12m<sup>2</sup></p> <p><b>Rehearsal space:</b>  Des Connor Room = 80m<sup>2</sup>  Basement Workshop = 66m<sup>2</sup>  (height 3.8m)  New spaces: 757 Swanston Street  Rm 418 = 80m<sup>2</sup>  Rm 419 = 110m<sup>2</sup>;  Rm 201 (Old Physics) = 70m<sup>2</sup></p>	<p><b>Rehearsal Space:</b> currently in use  757 Swanston Street,  Rm 418 = 80m<sup>2</sup>  Rm 419 = 110m<sup>2</sup>;  Rm 201 (Old Physics) = 70m<sup>2</sup>  Sound Proofing in rehearsal spaces  required</p> <p><b>Service Areas:</b>  Construction Workshop = 51.2m<sup>2</sup>  Prop store = 24.12m<sup>2</sup>  (no less than current)</p> <p>DROP OFF Zone for patrons, elderly  and children</p>
Staffing Levels	Currently 5 staff, 4 FTE and 1 (.8) plus Casual Theatre Workers as required	Same as current
Third Party Relationships	VCA, The University of Melbourne, the general public	Same as current (most likely increase due to location)

Service: Rowden White Library	Current	Future
Benefit/Outcome	<ul style="list-style-type: none"> <li>• Recreational library services and spaces primarily for students, but ultimately, to, and, for the entire University community.</li> <li>• Archive storage and management for the Student Union.</li> </ul>	Same as current
Delivery Mode	Lending collections (hard copy and electronic), spaces for relaxation.	Same as current
Co-location	Currently located in the same building as the rest of the Union	Expansion of space to overlap with other services, for example, stage/performance area, café or gallery. Expanded Archive area could also house the Union Art Collection (industry fit out standards required).
Environment	<ul style="list-style-type: none"> <li>• Total current space adds up to approximately 500m<sup>2</sup>.</li> <li>• Includes staff offices &amp; service counter</li> <li>• Archive storage</li> <li>• General storage</li> <li>• Listening/Viewing room,</li> <li>• Computer lab (with printers)</li> <li>• Large, comfortable seating area (including the Big Table),</li> <li>• Shelving and Collection displays, Entrance/Exit</li> <li>• Catalogue computers.</li> <li>• The Collection consists of 29000 books (including 3000 comics),9000 records and CDs, 5500 DVDs</li> <li>• Magazines and daily newspapers</li> </ul>	Same as current <b>except:</b> More space for everything as everything is just a bit cramped at the moment. But thought given to layout (service/office area close to returns chute/s and self-checkout machines), sight lines, pathways, disabled access, shelves/collection/computer/stationery tools (binders etc.) layout, new facilities (eg. theatrette, maker space, recording studio, meeting rooms, etc.), overall lighting design, access to natural light, soundproofing.
Staffing Levels	Currently 4 FT staff, 4-6 student casuals	Same as current
Third Party Relationships	Provides services to MUSUL (Archive services, Staff borrowing, etc.), suppliers, guest speakers, clubs, student groups, University	Same as current

	community, etc. External media organisations (Archive access).	
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<b>Service: Entertainment and North Court</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	To provide an all-weather, large-scale events space for University and Union events	Same as current
Delivery Mode	Students attend events, twice-weekly BBQs, weekly breakfasts, club events, movie nights, bands, volunteering events, sporting events,	Same as current
Co-location	High traffic area, near the Union	Needs to be easily accessible to AV storage, OBs and cool rooms.
Environment	<p>Large outdoor space, covered by weatherproof sail.</p> <p>Paved floor for easy transporting of equipment.</p> <p>Electricity points available at many locations.</p>	<p>24 hour access required</p> <p><b>Large outdoor/indoor space</b>, approx. 1400m<sup>2</sup> for the purpose of BBQ's, Festivals, Cultural Events and Concerts. Permanent/built in and /or movable stage with set PA, projectors and lighting, cover and movable furniture/seating. Needs to be fully wheelchair accessible and weatherproof – offering protection from rain, wind and sun. Capacity 600 standing room</p> <p><b>Amphitheatre</b> for entertainment, performing arts, music etc.</p> <p><b>Student lounge</b>, approx. 300m<sup>2</sup> that can be divided into 2 rooms. Purpose built sound proof partitions and portable staging, permanent PA split to service each section and lighting hanging points Use: club events, small concerts and performance etc. Capacity 300 standing</p> <p>Venue's to have access to bathroom facilities</p> <p>Access to disabled parking for all events during business and afterhours close to venues.</p> <p>Loading Bay access required.</p>

Staffing Levels	Currently 1 full time staff member Venue – up to 600 students can occupy the space at any time	Staffing same as current Area for larger capacity required.
Third Party Relationships	University, whole Uni community, external group hires	University, whole Uni community, external group hires



<b>Service: UMSU International/Student Representation</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	<p>Student Representation to all international students at the University of Melbourne. This incorporates events, advocating to the University and wider community, referral to support and services for students.</p> <p>Provides a International Student Lounge for passive recreation, meetings and small events.</p>	Same as current
Delivery Mode	Emails, Walk up appointments with face to face meetings, events, working bees, committee meetings, inter-departmental activities and meetings,	Same as current
Co-location	<p>Currently located in the same building as the rest of the Union.</p> <p>Separate from other student representative functions</p> <p>Connects directly to two small meeting rooms</p>	<p>Proximate to:</p> <ul style="list-style-type: none"> <li>• Other student representatives</li> <li>• Information Desk</li> <li>• Communications</li> <li>• Clubs and Societies</li> <li>• Advocacy &amp; Legal</li> <li>• Meeting Rooms</li> </ul>
Environment	<ul style="list-style-type: none"> <li>• Staff office</li> <li>• Office shared by student representatives</li> <li>• Lounge space</li> <li>• Storage Space</li> </ul>	Same as current although capacity to support student representatives with greater work space allocation is required.
Staffing Levels	<p>UMSU International Project &amp; Administration Officer 0.8 FTE</p> <p>Around 30 elected student representatives (volunteers.)</p>	Same as Current
Third Party Relationships	University Services	Same as current

<b>Service: Arts and Entertainment Administration</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	Management of UMSU Arts & Entertainment Division	Same as current
Delivery Mode		
Co-location	Proximate to Entertainment and AV@Melbourne	<ul style="list-style-type: none"> <li>• Arts Programs</li> <li>• Entertainment</li> <li>• Rowden White Library</li> <li>• UHT</li> <li>• AV@Melbourne</li> <li>• Creative Arts Department (UMSU)</li> <li>• Activities Department</li> <li>• UMSU General Manager</li> </ul>
Environment	Single Office	Same as current
Staffing Levels	1 FTE	Same as current
Third Party Relationships	University, Arts industry bodies, clients	Same as current

<b>Service: Proposed bar/cafe</b>	<b>Current</b>	<b>Future</b>
Benefit/Outcome	None	<p>A student-run café and bar, controlled by UMSU, and modelled on the successful operation of the Sir John Monash Bar at Monash University.</p> <p>To be used for clubs events, trivia nights, social nights, guest speakers, and provide an independent and sustainable income stream for the organisation.</p>
Delivery Mode	N/A	<p>Sit-down eating area, plus bar, plus multi-purpose space for use for e.g., pool tables, panel speaker events, etc</p> <p>More details TBA</p>
Co-location	N/A	<p>Preferable to be located near the North Court replacement</p>
Environment	N/A	<p>Venue will need an on-premises liquor licence</p> <p>Preferably fronting on to an outside area</p> <p>More details TBA</p>
Staffing Levels	N/A	<p>Full and part time paid staff TBA + student volunteers</p>
Third Party Relationships	N/A	<p>Victorian Commission for Gambling and Liquor Regulation</p>