



## **Agenda**

Central Committee Meeting #3 – Monday, 28<sup>th</sup> August 2023

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Time : 17:30

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)

### **1. Procedural Matters**

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

### **2. Matters Arising from Previous Minutes**

### **3. Confirmation of Previous Minutes**

- 3.1. CCM #2

### **4. Proposals**

- 4.1. International Hangout Semester 2 2023 Proposal
- 4.2. PR/VISA Workshop Proposal
- 4.3. R U OK Day Proposal
- 4.4. Central Committee Bonding Camp Proposal

### **5. Reports**

- 5.1. ISA Recruitment August Intake 2023 Report
- 5.2. Heads of Clubs 2023 Report
- 5.3. Haunted House Report

### **6. Other Business**

- 6.1. Treasurer Guide



6.2. Embrace Education Grant

6.3. Bonding Dinner #1

## **7. Next Meeting**



## **Unconfirmed Minutes**

Central Committee Meeting #3 – Monday, 14<sup>th</sup> August 2023

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Time : 17:00

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)

### **1. Procedural Matters**

#### **1.1. Acknowledgement of Indigenous Owners**

#### **1.2. Official Welcome**

#### **1.3. Attendance and apologies**

- Attendance – 24 members

#### Absent with Apologies

Directors: Ella LEE

Officers: Gerald CHANDRADINATA, Aurelia ISKANDAR, Ying Yu CHEN (Danielle), Michelle Avalo DJAP, Ojas CHOPRA, Jodis TJUNTORO, Man Yan Lau (Jessica), Chien Chen (Amanda), Phuong Anh (Alison) TRAN, Rio FIERIS

#### Motion 1

Move that Standing Orders be adopted for CCM #2 at 5:13 PM.

Mover : Christopher PRAWIRA

Seconded : Pok Wing (Audrey) CHEUNG

CARRIED without contention.

#### **1.5. Adoption of Agenda**

#### Motion 2

Move that the Agenda for CCM #2 be adopted.

Mover : Tarish KADAM

Seconded : Sina MAIZA (Zina)



CARRIED without contention.

## 2. Matters Arising from Previous Minutes

### 3. Confirmation of Previous Minutes

#### Motion 3

Move that Richard HA, incoming UMSU International President 2023/2024, to be made Chair of the Central Committee Meeting #2.

Mover : Allan THOMAS

Secunder : Lam Wun Tung (Cherry)

#### Motion 4

Move that the minutes of CCM #1 be accepted and confirmed as a true and accurate record.

Mover : Robertus INDRADJAJA

Secunder : Khanh Chi LE

**Motion Carried.**

#### Motion 5

Move that the **International Week Proposal** be accepted.

Mover : Angeline Cassie GANILY

Secunder : Luong Hien Tam (Tam)

**Motion carried.**

#### Motion 6

Move that the **Meat and Greet Carnival 2023 Proposal** be accepted.

Mover : Tarish KADAM

Secunder : Sanskar AGARWAL

**Motion carried.**

### Motion 7

Move that the **Academic Skills Workshop Report** be accepted.

Mover : Felice ALEXANDRA

Seconders : Lam Wun Tung (Cherry)

**Motion carried.**

### Motion 8

Move that the **ISA Appreciation Night and Winning House Dinner (July & August 2022) Report** be accepted.

Mover : Sanskar AGARWAL

Seconders : Stephanie Daniella HARTONO

**Motion carried.**

### Motion 9

Move that the **SWOTSNACC Semester 1 2023 Report** be accepted.

Mover : Elsa DAI

Seconders : Allan THOMAS

**Motion Carried.**

### Motion 10

Move that the **Exam Pack Giveaway Report** be accepted.

Mover : A Sophia De Alwis (Sophia)

Seconders : Yu Man (Samson) CHEUNG

**Motion Carried**

### Motion 11



Move that the **International Student Survey Semester 1 2023 Report** be accepted.

Mover : Tarish KADAM

Seconder : Allan THOMAS

**Motion Carried.**

#### **4. Other matters**

##### Motion 12

Move that Standing Orders for CCM #2 be suspended at 6:34 PM.

Mover : Christopher PRAWIRA

Seconder : Yee Hang Shea LAW

**Motion carried.**

##### Motion 9

Move that CCM #2 be adjourned at 6:34PM.

Mover : Jaqueline MARSHIELA

Seconder : Thi Ngoc Trinh NGUYEN

**Motion carried.**

**Prepared by,**

**Yhi Zhen LIM (Ethan)**

**Secretary 2023/24**

**UMSU International**

## **International Hangout Semester 2 2023 Proposal**

### **Central Committee Meeting #3 – Monday, 28<sup>th</sup> August 2023**

#### **1. Introduction**

International Hangout is a publicity event held by the Graduate department for committee members and ISAs to engage with International students of the University of Melbourne. It serves free coffee and gelato for students at the Amphitheatre, South of the Student Pavilion.

#### **2. Objectives**

The main objective of the event is to gather insights from International Graduate students about their experiences in and out of the university and how the University and UMSU International committee can better contribute to their academic and personal development needs.

#### **3. Event Details**

Date	: Friday, 08 <sup>th</sup> September 2023 [11 AM - 4 PM AEDT]
Venue	: Amphitheatre - University of Melbourne (761 Swanston St, Parkville VIC 3052)
Number of Attendees	: 500 ~ 750 (approx)
Coordinators	: Hiranmayi Ramesh, Asawari Sirsat and Yhi Zhen Lim
Manpower	: 3 Committee Members & 12 ISAs (including coordinators which consists of 3 Committee Members and 12 ISAs)
Budget	: \$5000

#### 4. Event Overview

International Hangout will be hosted as a friendly hangout event for Graduate students but would be open to Undergraduate students as well. The main aim of this event is to explore and gain insights about the life of Graduate students in Melbourne and how the university experience has been working out for them. Digital surveys would be circulated to students where they would be asked to key in their ideas, thoughts and suggestions based on their experience so far and share feedback on how the University of Melbourne and USMU International student body can help make things better for them. Undergraduate students looking to pursue Graduate education would also have the chance to voice their opinions on what they expect from us and the university when they step into Graduate life. The data collected will be analyzed post-event and further plan of action will be devised to rectify priority concerns.

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
2	31th July	Initial planning	Initial draft of approach + details  Rough budget estimates	Hiranmayi and Ethan
3	7th August	Vendor Reachout	New vendor reachout and proposal request.	Hiranmayi and Asawari
4	14th August	Teamwork	Creation of activities on Teamwork and briefing respective departments on the tasks needed	Ethan and Hiranmayi
5	21st August	Vendor Finalisation	Vendor finalization and budget confirmation	Hiranmayi and Asawari
6	28th August	Proposal	Present the proposal at CCM 3	Hiranmayi



<b>Event Day</b>				
7	8th September 11:00 AM - 04:00 PM	International Hangout	<p>Pre-event setup including vendor setup, water and electricity supply setup activities</p> <p>Main event starts at 11 AM. Students entering Amphitheatre will be asked to fill up a survey to share their experience about Graduate life. Followed by a free serve of coffee and gelato. Promotion of UMSU International through brand posters on coffee and gelato cart leading to more followers for socials. ISAs and coordinators on crowd control.</p> <p>Event packdown by 4 PM followed by cleanup</p>	All Coordinators (OBs and ISAs)
<b>Post Event</b>				
8	9th & 10th September	Report	Write up report w Feedback + suggestions for future committee	Hiranmayi Ramesh and Asawari Sirsat
8	11th September	Presentation	Presenting the outcome of the event along with feedback, reflections and suggestions for next International Hangout at CCM#5	Hiranmayi Ramesh

### Event Day

### Event Flow

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
10 am to 10.30 am	Electricity and potable water setup	Electricity and potable water being set up by	Hiranmayi Ramesh

10.30 am to 11 am	Vendor Set-up on site	Hareruya Pantry and The Cart Co arrive and start setting up for event	Hiranmayi Ramesh and Asawari Sirsat
11 am to 4 pm	Event Time	Coffee being served and gelato being scooped. All coordinators and ISAs crowd control. Survey forms being scanned and responses collected.	All Coordinators
4 pm to 4.30 pm	Clean-up	Help vendors clean-up and tidy the venue	Hiranmayi Ramesh and Asawari Sirsat

### **Post Event**

- The collected survey responses will be collated and analyzed.
- Priority concerns will be focused and worked on.
- Outcome of the event along with feedback, reflections and suggestions for next International Hangout presented in CCM 4

### **6. Budget**

A total of **\$5000** have been allocated for this event, with the breakdown as listed below:

<b>Items</b>	<b>Quantity</b>	<b>Unit Cost (AUD)</b>	<b>Total Cost (AUD)</b>
Hareruya Pantry Gelato Cart	500~750	3.33	2600.00
The Cart Co. Coffee Cart	500~750	2.80	2100.00
Trash bins	1	50	50.00
Miscellaneous			250.00
<b>TOTAL</b>			<b>5000.00</b>

## **7. Conclusion**

This concludes our proposal for the International Hangout Proposal 2023. Please do not hesitate to contact the Graduate Department should you have any queries.

**Prepared by,**

**Hiranmayi Ramesh**

**Graduate Department 2023/24**

**UMSU International**

## **PR/VISA Workshop Proposal**

Central Committee Meeting #3 – Monday, 28<sup>th</sup> August 2023

### **1. Introduction**

Many international students lack the accessibility to attain information regarding pathways to obtain a PR and/ or various forms of Visa in Australia. To tackle this issue, we plan to hold a PR/Visa Workshop in order to give international students the opportunity to ask questions and gain insights regarding applying for a PR/Visa.

### **2. Objectives**

This event aims to:

- Offer international students information regarding the process and pathways of obtaining a Permanent Residency or other form of visas.
- Familiarize students with Australian migration policies & mechanisms.
- Clarify questions that international students may have on visa options, obtaining Permanent Residencies and/or migration mechanisms

### **3. Event Details**

Date	: Thursday, 21 <sup>st</sup> September 2023 (5.00 pm - 6.30 pm, Melbourne time)
Venue	: PAR- Elizabeth Murdoch G06 (subject to availability)
Number of Attendees	: 100 - 150
Coordinators	: Natasya WIRAATMAJA, Rachel ZHOU
Manpower	: 2 Committee Members & 3 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$150

### **4. Event Overview**

The PR/Visa Workshop will consist of two parts – an information session and a Q&A session. In the information session, the speaker will explain the Australian migration policy and offer advice for international students on obtaining Permanent Residency or working visas. After the information session, we will hold a Q&A session to create the chance for international students to ask questions for the speaker to answer.

The objective of this workshop is to help both undergraduate and graduate students. The target audience range will be 100 to 150, with a ticket registration limit of 200. Students who are interested in this workshop will need to register through a *try booking* link.. Students who signed up will get the booking confirmation and will be emailed prior to the workshop.

## 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
4	August 14 2023	Open Teamwork	Contact CME	Natasya Wiraatmaja
4	August 15 2023	Contact M&M	Contact M&M to help out with publicity	Natasya Wiraatmaja
4	August 17 2023	Contact the speaker	Email speaker from an agency regarding their availability	Natasya Wiraatmaja
6	August 28 2023	Get the Speaker Contract	Contact CME regarding speaker contract	Rachel Zhou
6	August 30 2023	Ticket Registration	Organize ticket registration with CME	Rachel Zhou
7	September 7 2023	Request ISAs	Request ISAs with HR	Rachel Zhou
8	September 14 2023	Create feedback form	Create feedback form questionnaire	Natasya Wiraatmaja
<b>Event Day</b>				
9	21 September 2023	PR/VISA Workshop	Brief ISAs on the day and supervise running of event	Natasya Wiraatmaja and Rachel Zhou
<b>Post Event</b>				
9	21 September 2023	Feedback form	Print QR code, add QR code to slides and ask attendees to fill it out	Natasya Wiraatmaja
10	28 September 2023	Complete report		Rachel Zhou

### Pre-event

- Sort out payment with the speaker (how much he expects and decide how much we should pay the speaker).

### Event Flow

Time	Activity	Details	PIC
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4:30pm - 5:00pm	IT preparation	Prepare speakers and any necessary IT on the day	All coordinators and speaker
5:00pm - 5:10pm	Introduction	Introduce the speaker, Umsu International and the event	Natasya Wiraatmaja
5:10pm - 5:20pm	Information session - part 1		Speaker
5:20pm - 5:45pm	Q&A session		Speaker
5:45pm - 5:55pm	Information session - part 2		Speaker
5:55pm - 6:10pm	Q&A session		Speaker
6:10 pm - 6:20pm	Information session - part 3		Speaker
6:20pm - 6:30pm	Q&A session		Speaker
6:30pm	Wrap up	Ask attendees to fill in feedback form	Natasya Wiraatmaja

## 6. Budget

A total of **\$150** have been allocated for this event, with the breakdown as listed below:


Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Payment for speaker	1	100	100.00
Miscellaneous	1	50	50.00
<b>TOTAL</b>			<b>150.00</b>

## 7. Conclusion

This concludes our proposal for the PR/VISA Workshop Proposal 2023. Please do not hesitate to contact the Education Department should you have any queries.



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSU**INTL *Care for, Act for, Stand for International Students*

**Prepared by,**

**Andrea MAKATITA, Natasya WIRAATMAJA, Rachel ZHOU**  
**Education Department 2023/24**  
**UMSU International**



## **R U OK Day Proposal**

### **Central Committee Meeting #3 – 28<sup>th</sup> August 2023**

#### **1. Introduction**

The UMSUi Welfare Department will be holding an R U OK Day as part of our aim to endorse and destigmatise mental health awareness for international students at UniMelb. R U OK Day will be held on national R U OK? Day on 14th September. R U OK? is a non-profit suicide prevention organisation that strives to provide support to anyone struggling with mental health issues. UMSU International's R U OK Day event will be held in collaboration with stakeholders across the University, specifically the Health Promotions Program, to deliver a series of wellbeing events and services to students. Our event will be a bracelet making session with a focus on communication and creating connections with each other in a relaxing and fun environment. We believe this event will help bring awareness to international students about the R U OK? organisation, and make students more comfortable and conscious of topics like suicide and how they can deal with it.

#### **2. Objectives**

This event aims to:

- To promote UMSU International as a student body offering support on wellbeing related issues for international students.
- To provide international students with a safe and relaxing environment to share their concerns or difficulties of their current studies and life in Australia and overseas, both online and offline.
- To increase international student awareness of mental health related issues.
- To increase international student awareness of organisations that are available for support.
- To help students de-stress.

#### **3. Event Details**

Date	: Thursday 14th September
Venue	: Market Hall
Number of Attendees	: 50 registered + walk-ins
Coordinators	: Danielle Chen, Robertus Indradjaja, Yuxuan Liu, Planet Sitthixay, Nikita Goyal
Manpower	: All the coordinators + 4 ISAs
Budget	: \$750



#### 4. Event Overview

R U OK Day will consist of a bracelet-making session in Market Hall, held in conjunction with the rest of the university's events. Students will be able to make as many bracelets as they like in the time of their allocated time slot, and be encouraged to talk to the people around them, in line with the slogan of the organisation - 'A conversation could change a life'.

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
4		Planning event	- Meeting to discuss possible event ideas	Danielle CHEN, Robertus INDRADAJA
5		Meeting with HPP	- Meeting to discuss collaboration opportunity with uni R U OK Day event	Danielle CHEN, Robertus INDRADAJA
5		Proposal	- Writing proposal	Danielle CHEN
6		Supplies Order	- Place order for bracelet-making supplies & cupcakes	Danielle CHEN
6		Ticketing	- Ticketing in collaboration with uni on Cvent platform	Danielle CHEN
6		Request ISAs	- Ask HR for ISAs	Danielle CHEN
7		Feedback forms	- Create feedback forms for the event	Danielle CHEN
<b>Event Day</b>				
8	14th Sep	Run event	- Set up tables and supplies - Run event (2 sessions)	Robertus INDRADAJA, Yuxuan LIU, Planet SITTHIXAY, Nikita GOYAL
<b>Post Event</b>				
10		Feedback	- Collect feedback from participants	Danielle



			after each event	CHEN, Robertus INDRADJAJA
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### Pre-event

- Order beads & elastic string from Spotlight
- Order cupcakes from Cupcake Central
- Order 'R U OK?' cupcake flags from R U OK

### Event Day

- Set up tables and supplies
- Place cupcake flags into cupcakes
- Run event

### Event Flow

Time	Activity	Details	PIC
10:30 - 11am	Set up	Set up trestle tables and spread out supplies, flag the cupcakes	Robertus INDRADJAJA
11am - 12:30pm	Session 1	Bracelet-making session 1	Robertus INDRADJAJA
12:30 - 2pm	Session 2	Bracelet-making session 2	Robertus INDRADJAJA, Planet SITTHIXAY, Nikita GOYAL
2 - 2:30pm	Pack up	Pack up tables and leftover supplies, clean any rubbish/mess	Robertus INDRADJAJA, Planet SITTHIXAY, Nikita GOYAL, Yuxuan LIU

### Post Event

- Collect feedback from attendees

### 6. Budget

A total of **\$750** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Bracelet making supplies	1	\$200	\$200
Cupcakes	1	\$330	\$330

'R U OK' Cupcake Flags (30x)	2	\$10	\$20
Miscellaneous	1	\$200	\$200
<b>TOTAL</b>			<b>\$750</b>

- HPP has offered to cover the costs of some of our supplies for this event, and we are in the process of liaising with them about this

#### 7. Conclusion

The Welfare department understands that many students experience battles with mental health issues in their student life, and that for many international students, it may be somewhat of an unfamiliar subject. We hope to advocate for and to raise awareness about sensitive mental health topics within the international student community. This bracelet-making event will aim to make international students aware of the R U OK? suicide prevention organisation and other similar support systems available for students to seek the help they need to improve their overall welfare. Furthermore, our event aims to provide a fun and social atmosphere to help students relax, de-stress, and meet new people. We hope this event provides some insights into mental health issues and works to destigmatize these topics within the international student community.

This concludes our proposal for the R U OK Day 2023. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,  
Danielle Chen**

**Welfare Department 2023/24  
UMSU International**

## **Central Committee Bonding Camp Proposal**

### **Central Committee Meeting #3 – Monday, 28<sup>th</sup> August 2023**

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#### **1. Introduction and Objectives**

The annual Committee Bonding Camp serves to provide a platform for committee members to develop bonds and foster teamwork within UMSU International. This will not only strengthen relationships but could also encourage communication and engagement while fostering trust and better understanding with one another.

#### **2. Event Details**

Date	: Sunday, 24th September 2023 to Tuesday, 26th September 2022
Venue	: Phillip Island
Number of Attendees	: 27 Committee Members (out of 31)
Coordinators	: Yhi Zhen LIM, Maddy SUTANTO, Robertus INDRADJAJA, Jeslyn TANDYAJAYA
Budget	: \$12,500

#### **3. Event Overview**

##### **Accommodation**

We plan to book from The Island Accommodation which is located at the entry to Phillip Island therefore, it is convenient to travel around the island. The Island Accommodation can provide us with their Wing of Level 2 along with the exclusive use of Kitchen Dining Lounge which can accommodate approximately 30 people.

<https://theislandaccommodation.com.au/>

##### **Transportation**

We intend to get to our destinations in Phillip Island by using charter buses as it will be more flexible, efficient and convenient. We will be booking 1 bus that can fit at least 27 people.

##### **Activities**

We are planning to have indoor and outdoor activities where indoor activities will consist of team bonding activities while outdoor activities will include exploring various destinations, such as wildlife parks, Churchill Island, stargazing, and beach walks.



**4. Event Timeline**

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
3-5	6th August - 26th August	Committee Trip Planning	Planning destination, Budget details, Accommodation & required documents, Research on activities available, Attendance from committee members, Proposal	Yhi Zhen LIM, Madeline SUTANTO, Robertus INDRADAJAJA, Jeslyn TANDYAJAYA
6	28th August	Proposal Presentation	Present proposal in CCM #3 Semester 2 2023.	Yhi Zhen LIM
6	28th August - 3rd September	Accommodation Booking	Book accommodation and settle deposit invoice with The Island Accommodation.	Robertus INDRADAJAJA, Jeslyn TANDYAJAYA
6-8	28th August - 16th September	Pre-Camp Preparation	Booking of transportation (bus rental), Confirmation on places to visit & activities, Camp rundown and timeline, Bookings for restaurants, Logistics (first aids, activities logistics), Itinerary for committee members, Accommodation room grouping	Yhi Zhen LIM, Madeline SUTANTO, Robertus INDRADAJAJA, Jeslyn TANDYAJAYA
9	21st September	Central committee member briefing	Briefing of committee members attending - what is expected from committee members, safety and emergency contacts, games and activities confirmation.	Yhi Zhen LIM, Madeline SUTANTO, Robertus INDRADAJAJA, Jeslyn TANDYAJAYA
<b>Event Day</b>				
Mid-Semester Break	24th September	Leaving for Phillip Island	Leave from Melbourne CBD at approximately 9:00 AM using the bus	Yhi Zhen LIM, Madeline SUTANTO, Robertus INDRADAJAJA, Jeslyn TANDYAJAYA
Mid-Semester Break	24th - 26th September	Committee bonding and activities	Activities and Bonding for 3 days and 2 nights. Arrive at CBD around 4.00 pm on 26th September	Yhi Zhen LIM, Madeline SUTANTO, Robertus INDRADAJAJA, Jeslyn TANDYAJAYA
<b>Post Event</b>				
10	2nd - 9th	Report	Prepare a report of the camp and	Yhi Zhen LIM

	October	preparation.	present it on CCM.	
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**5. Budget**

A total of **\$12,500** has been allocated for this camp, with the breakdown as listed below:

Items	Unit Cost (AUD)	Total Cost (AUD)
Accommodation (The Island Accommodation)	\$2800	\$2800
Transportation	\$3000	\$3000
Parking Fees	\$300	\$300
Activities	27 x \$50	\$1350
Food & Drinks	27 x \$140	\$3780
Bus Driver Expenses	\$700	\$700
Miscellaneous	-	\$570
<b>TOTAL</b>		<b>\$12,500</b>

**6. Conclusion**

This concludes our proposal for the UMSU International Committee 2023/2024 Bonding Camp Proposal 2023. Please do not hesitate to contact the Executive Committee should you have any queries.

**Prepared by,**

**Yhi Zhen LIM &  
 Jeslyn TANDYAJAYA &  
 Robertus INDRADJAJA &  
 Maddy SUTANTO  
 Executive Committee 2023/2024  
 UMSU International**

## ISA Recruitment August Intake 2023 Report

### Central Committee Meeting #3 – Monday, 28<sup>th</sup> August 2023

#### 1. Introduction

The International Student Ambassador (ISA) Application for Semester 2 2023 is divided into two intakes: one in July and one in August.

Regarding the August recruitment period, the process consists of the ISA application, interview and selection. The team in charge of organising this event consists of the Human Resources (HR) department members.

#### 2. Objectives

- To continue the recruitment and selection of the new batch of International Student Ambassadors (ISAs) for Semester 2 2023.
- Recruit around 45 ISAs out of 113 applications for the August Intake.
- To gain manpower for events during Semester 2, 2023 and Semester 1 2024.
- To allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities.

#### 3. Event Timeline

Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>			
24/07/2023 - 05/08/2023	Contact M&M and Start Teamwork	Contact M&M and Start Teamwork for ISA Recruitment Promotion Posters	Wun Tung (Cherry) LAM, Tam LUONG
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Wun Tung (Cherry) LAM, Tam LUONG
<b>Event Day</b>			
06/08/2023 - 13/08/2023	Open ISA Application	Application will be opened to all University of Melbourne's students	Wun Tung (Cherry) LAM, Tam LUONG
14/08/2023 - 17/08/2023	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Wun Tung (Cherry) LAM, Tam LUONG
18/08/ 2023 -	Interviews &	Conduct ISA interviews & Selecting ISAs	Wun Tung (Cherry) LAM,

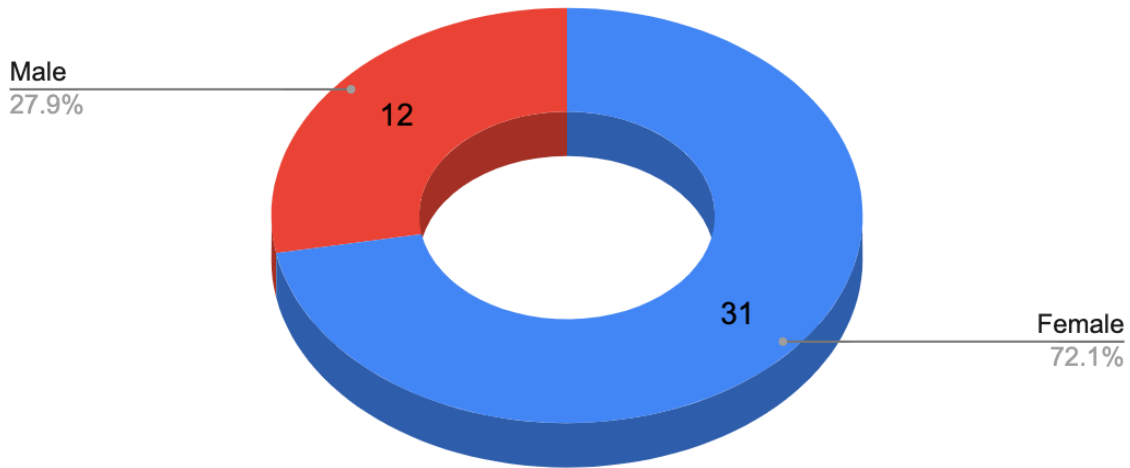
20/08/2023	Selection		Tam LUONG, Excocs & Directors
<b>Post Event</b>			
21/08/2023	Send Emails	Send out acceptance and rejection emails for candidates	Wun Tung (Cherry) LAM, Tam LUONG
25/08/2023	Big Day Out	A welcoming and induction event for ISAs	Wun Tung (Cherry) LAM, Tam LUONG

**4. Application Results and Statistics (August 2023 Intake)**

From 113 interview candidates, the HR department has selected 45 ISAs for the August term. Here are the statistics of the ISAs:

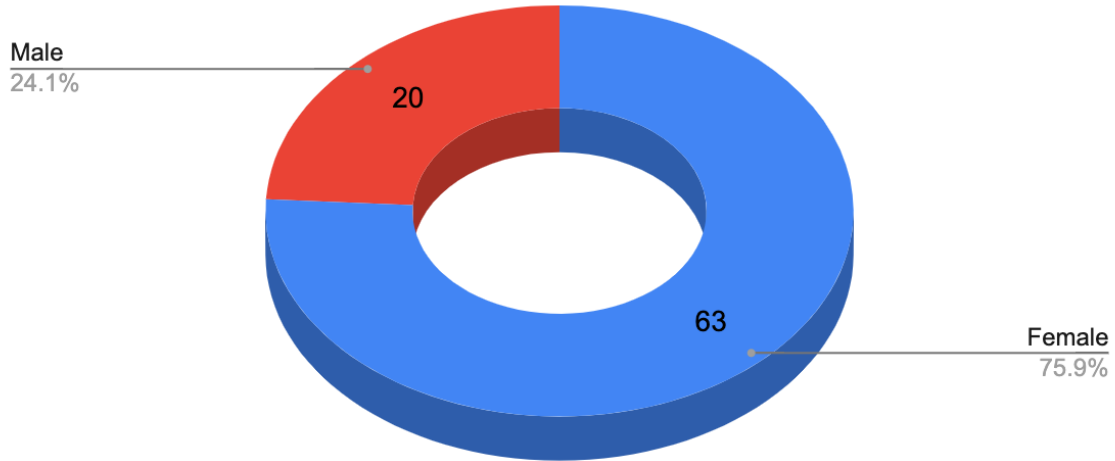
a) Gender

**Count of Gender in ISA Program (August 2023 Intake)**

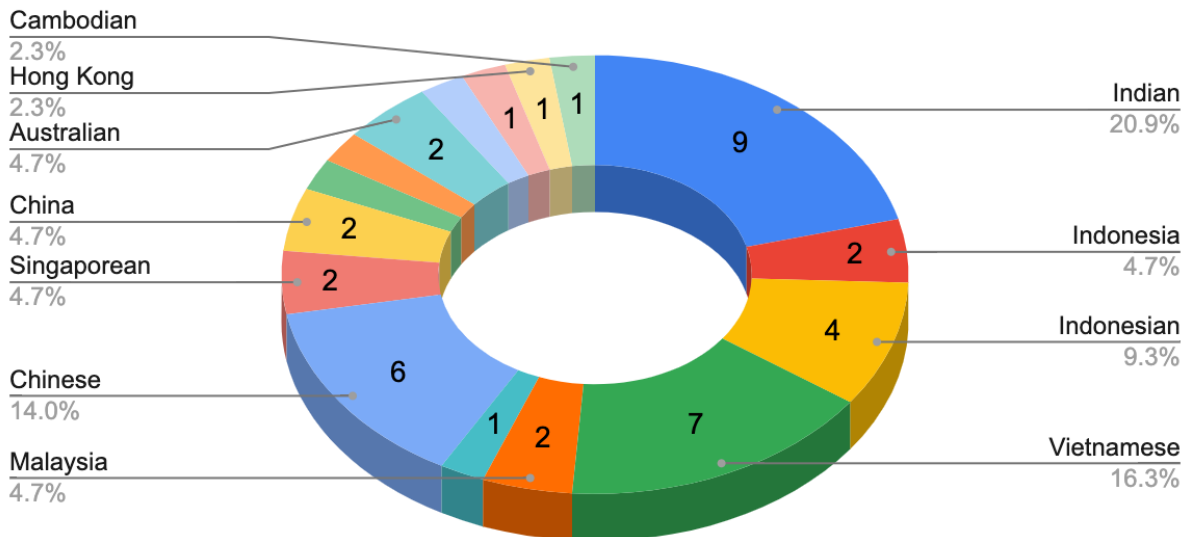




### Count of Gender in ISA Program (Semester 1 2023 Intake)

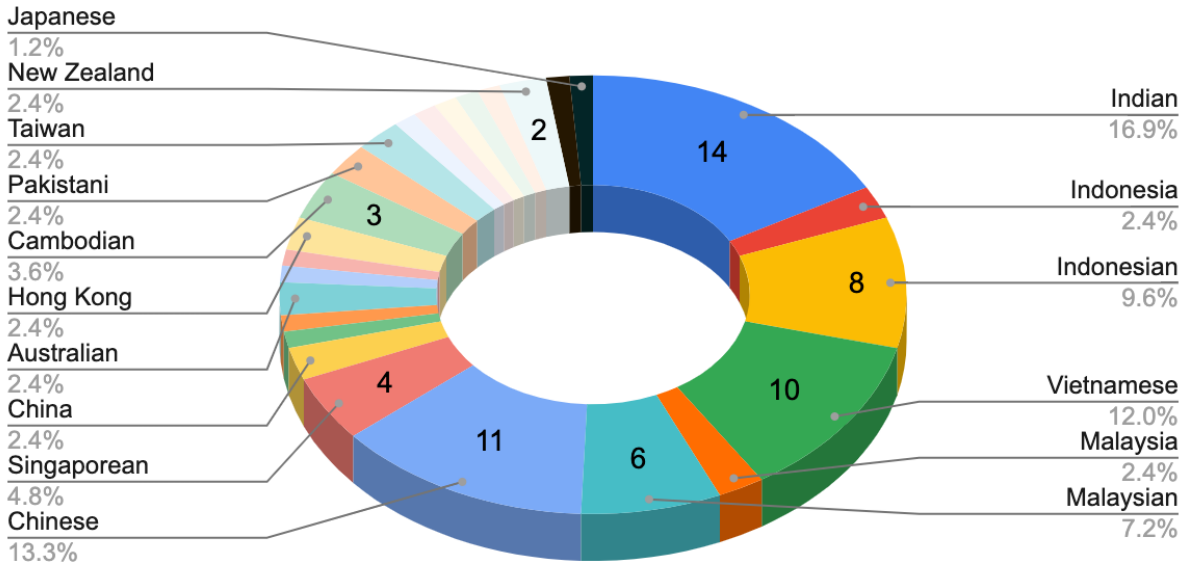


### Count of Nationality in ISA Program (August 2023 Intake)



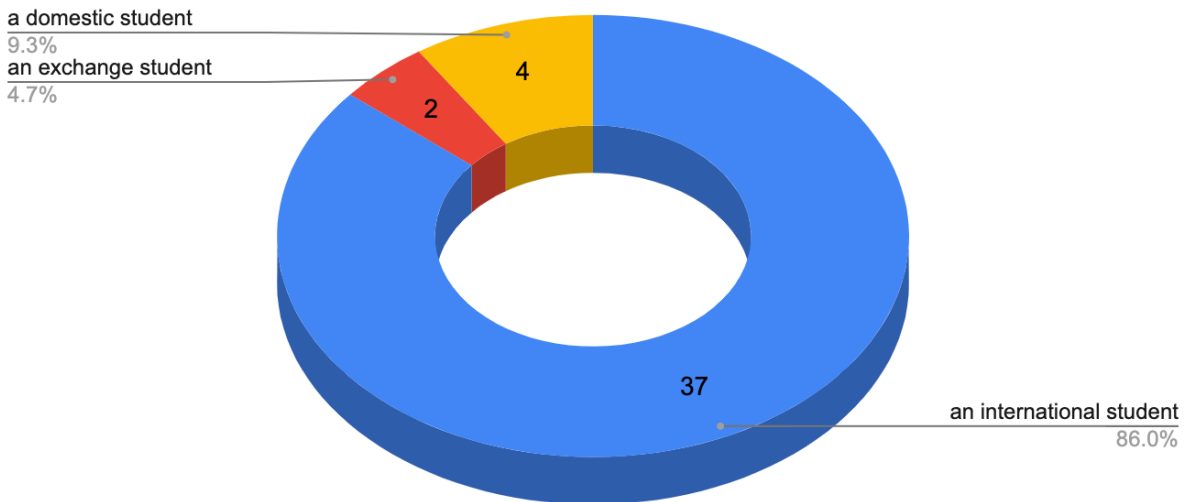
b) Nationality

Count of Nationality in ISA Program (Semester 2 2023 Intake)

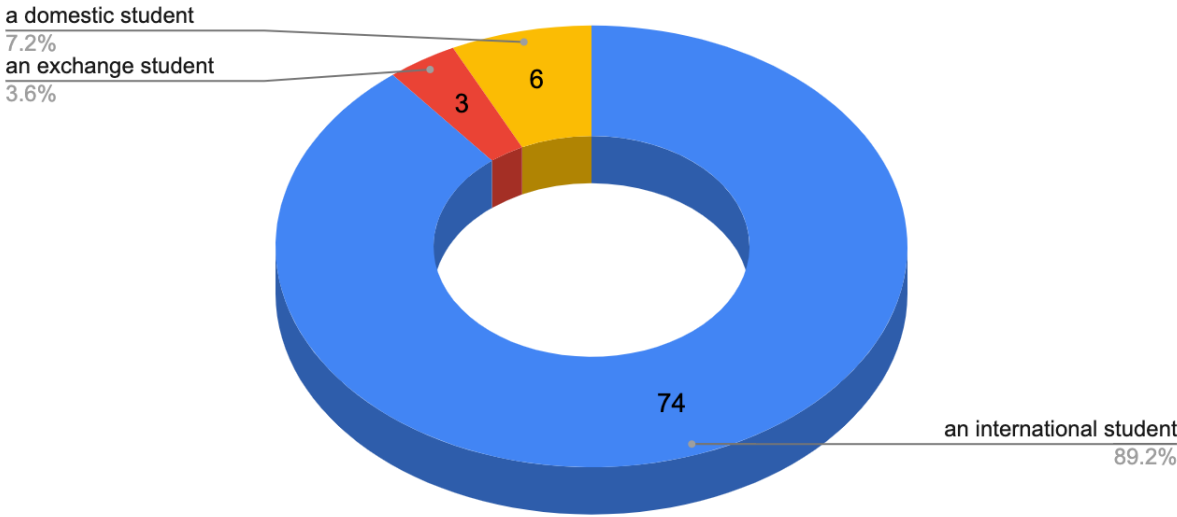


c) Student Status (Domestic/International Student)

Count of Student Status in ISA Program (August 2023 Intake)



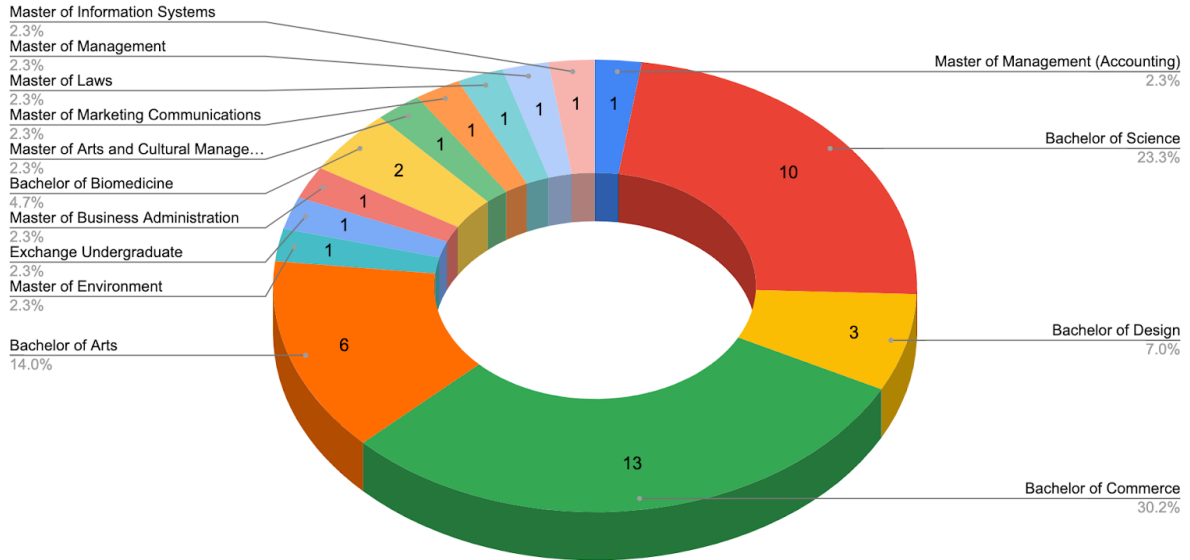
### Count of Student Status in ISA Program (Semester 2 2023 Intake)



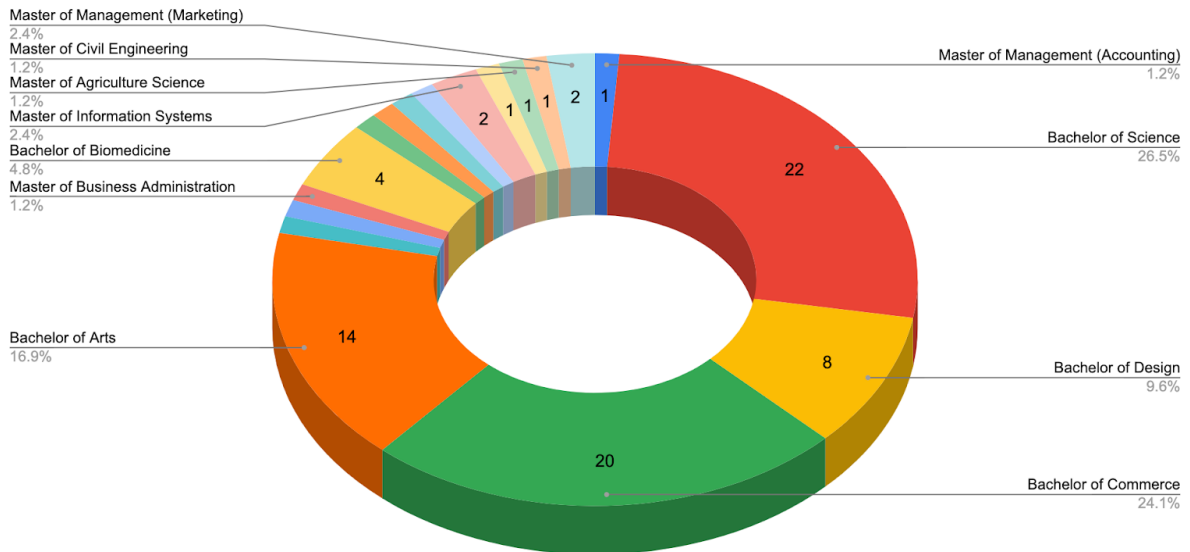
d) *Onshore/Offshore:* All 45 ISAs from this August intake and 83 ISAs in total for Semester 2 2023 Intake are onshore.

e) *Course Titles*

Count of Course Titles of ISAs (August 2023 Intake)



Count of Course Titles of ISAs (Semester 2 2023 Intake)



## 5. Expenditure

A total of **\$150** have been allocated for this event, and the total actual expenditure for this event is **\$138.6**, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)
Social Media Advertisement	1	150.00	138.60
<b>TOTAL</b>			<b>150.00</b>
<b>Surplus / Deficit</b>			<b>\$11.40</b>

## 6. Conclusion

This concludes our report for the ISA Recruitment August 2023 Intake. The HR Department would like to thank all of the Committee Members that have contributed towards this recruitment. Please do not hesitate to approach us if you have any questions or suggestions.

**Prepared by,**

**Human Resources Department 2023/2024  
UMSU International**

## Heads of Clubs 2023 Report

Central Committee Meeting #3 – Monday, 28<sup>th</sup> August 2023

### 1. Introduction

This report summarises the Heads of Clubs 2023, which occurred on the 11th of August, 2023. Heads of Clubs is a semi-formal networking event where all the executive committee members of all the clubs within the university are invited to get to know more about USMU International and what we can offer them.

### 2. Event Details

Date	: Friday, 11 <sup>th</sup> August 2023 [(5:30 - 7:30)]
Venue	: Malaysian Theatre (B121)
Number of Attendees	: 63 (60 registered attendees and 3 walk-ins)
Coordinators	: Cynthia Wang Angelina Peng Jeslyn Tandyajaya
Manpower	: 3 Committee Members & 5 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$1100.00

### 3. Event Overview

Heads of Clubs is a semi-formal networking event where all the executive committee members of all the clubs within the university are invited to get to know more about USMU International and what we can offer them.

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
N/A	31st July, 2023	Present Proposal	- Present proposal during CCM	Cynthia Wang
N/A	Throughout the week	Prizes	- Contact USMU Advertising Officer about prizes available to use during the event	Cynthia Wang
0-1	Throughout the	Logistics	- Book venue (Malaysian Theatre)	

	week		<ul style="list-style-type: none"> <li>- Order food from Vendors</li> <li>- Buy Drinks and Supplies</li> <li>- Ticketing link from CME Help Desk</li> <li>- Task sheet for ISAs</li> </ul>	Cynthia Wang Angelina Peng Jeslyn Tandyajaya
0-2	Throughout the week	Promotion	<ul style="list-style-type: none"> <li>- Notify M&amp;M about promotion at least 2 weeks prior to promotion period</li> <li>- Arrange social media promotion for the event via Umsu International socials</li> <li>- ISA Publicity Hours</li> <li>- Brief ISAs on event requirements</li> </ul>	Cynthia Wang Angelina Peng
0-2	Throughout the week	Participants	<ul style="list-style-type: none"> <li>- Write email drafts for clubs</li> <li>- Invite participants</li> <li>- Confirm number of participants and dietary requirements</li> </ul>	Cynthia Wang Angelina Peng
1-2	Throughout the week	Feedback Form	<ul style="list-style-type: none"> <li>- Create feedback form to be used on the day post-event</li> </ul>	Cynthia Wang Angelina Peng
1-3	Throughout the week	Department Slides	<ul style="list-style-type: none"> <li>- Notify committee about slides</li> <li>- Finalise and compile slides</li> </ul>	Cynthia Wang Angelina Peng
<b>Event Day</b>				
3	10th August, 2023	Heads of Clubs Event	(Written in event flow down below)	Cynthia Wang Angelina Peng
<b>Post Event</b>				
5	14th August, 2023	Info Pack	Send info pack to attendees	Angelina Peng
5	14th August, 2023	Report	Writing and filling out the report	Cynthia Wang Angelina Peng
6	28th August, 2023	Present Report	Present report in CCM	Cynthia Wang

### Event Flow

Time	Activity	Details	PIC
4.30 PM	Event Preparation	<ul style="list-style-type: none"> <li>- Chairs</li> <li>- Utensils and tables set up</li> <li>- Getting presentation ready</li> <li>- OBs arrive</li> </ul>	Cynthia Wang Angelina Peng

		<ul style="list-style-type: none"> <li>- ISAs help</li> <li>- Arrange food delivery</li> </ul>	
5.30 PM	Introduction	<ul style="list-style-type: none"> <li>- Participants arrive</li> <li>- Introduction of event</li> <li>- Participants can take drinks</li> <li>- ISAs hand out appetisers and label main foods</li> </ul>	Cynthia Wang Angelina Peng
5:30-5:50PM	Icebreaker activities	<ul style="list-style-type: none"> <li>- PnS initiate activities with participants</li> <li>- Give prizes to winners</li> </ul>	Cynthia Wang Angelina Peng
5.50-6:30PM	Presentations	<ul style="list-style-type: none"> <li>- Melbourne Plus presentation</li> <li>- Department presentations               <ul style="list-style-type: none"> <li>- Order: M&amp;M, Executive, E&amp;W, C&amp;S, HR P&amp;S Grants</li> </ul> </li> </ul>	Cynthia Wang Angelina Peng
6:30-7:15 PM	Networking and Eating	<ul style="list-style-type: none"> <li>- ISAs and OBs will help to distributing food to participants and other OBs</li> <li>- OBs and participants network and interact</li> </ul>	Cynthia Wang Angelina Peng
6:15 - 7.50PM	End of Event	<ul style="list-style-type: none"> <li>- Thank participants for coming</li> <li>- Instruct ISAs to ask participants to fill out feedback form</li> </ul>	Cynthia Wang Angelina Peng
7:50 - 8:20 PM	Clean Up	<ul style="list-style-type: none"> <li>- ISAs and P&amp;S department clean up once all participants leave</li> </ul>	Cynthia Wang Angelina Peng



## 5. Reflections

### Coles Delivery

- Coles delivery on Thursday (10/08/2023) was delayed and then cancelled due to driver not being able to find location (driver did not call any of the OBS) - refund still processing
- Coles pick up on Friday (11/08/2023) missing one set of drinks which they refunded
- Next time, pick up is suggested due to unreliable deliveries

### Attendance

- There were 60 registered attendees and 3 walk-ins. This supposed turnout is extremely favourable, higher than last semester's turnout (47) with the majority being cultural, commerce and social clubs. However, the actual number of attendees is uncertain as the on-the-day registrations weren't recorded well.
- IMPORTANT: Next time, when emailing clubs about HOC, email them to their club emails, but also email their secretaries/vice presidents/presidents directly because this goes directly to their inbox and is more effective at garnering signups.
- Social Media promotion was effective in spreading word of mouth about the event to club executives' social circles.

### Events

- OBs and ISAs planned event well, with no hiccups to be reported
- The catering (Chit Chat Cafe & Roll'd) was extremely well received, all dietary options were catered for, but there were 2 gluten free and 2 vegan option meals left.
- Macarons and the assorted cakes were a popular choice for dessert
- Ferrero Rocher was well received and Blooket was quite interactive and engaging.
- The participants also said the slides were concise and informative, with each department's roles clearly distinguished, and were very interested in Publicity, International Week and Grants
- Name tags were effective at facilitating conversation between clubs and between OBs and clubs
- A lot of instances of follow-ups were directly made about International Week and grants during the networking and after the event
- Amount of food and drink was perfect for the event, with very minimal food waste.
- Mostly drinks left over, and cutlery

## 6. Suggestions

- In future, ask the ISA to ask attendees to fill out the feedback form after serving the food.
- Can have fewer ISAs (i.e. 2), there weren't enough tasks to distribute for 5 people
- Have at least one OB on the registration table with the ISAs
- Less soft drinks, more sugar free drinks
- Always update HOC slides to introduce the current UMSU International initiatives
- Try to be engaging during the presentation, the presentation is a bit dry and the Melbourne Plus people took almost 10 minutes

- Use a registration link where they have a reminder one day before the event

## 7. Budget

A total of **\$1100** have been allocated for this event, and the total actual expenditure for this event is **\$959.13** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)	Allocated Budget (AUD)
Food Catering (Chit Chat Cafe)	1	\$589.60	\$589.60	\$750.00
Food Catering (Roll'd)	1	\$168.00	\$168.00	
Food Catering (Macarons)	2	\$20.00	\$40.00	
Soft Drinks and Water	1	\$61.70	\$61.70	\$60.00
Napkins: 100 serviettes	2	\$0.95	\$1.90	\$4.50
Sugarcane Plates	2	\$10.99	\$21.98	\$20.00
Timber Fork (50 pcs)	2	\$4.50	\$9.00	\$10.00
Gloves	1	\$5.00	\$5.00	\$5.00
Waste Disposal Bags	1	\$5.50	\$0	\$5.50
Prizes	3	\$16.00	\$48.00	\$48.00
Miscellaneous - Coles	1	\$1.50	\$1.50	\$197.00
Miscellaneous - GoGet	1	\$18.60	\$18.60	
<b>TOTAL</b>			<b>\$970.78</b>	<b>\$1100.00</b>
<b>Surplus/Deficit</b>				<b>129.22</b>

## 8. Conclusion

This concludes our report for the Heads of Clubs 2023. Please do not hesitate to contact the P&S Department should you have any queries.

**Prepared by,**  
**Cynthia Wang, Angelina Peng, Jeslyn Tandyajaya**  
**Partnership & Sponsorship**  
**Department 2023/24 UMSU International**

## Haunted House Report

Central Committee Meeting #3 – Monday, 28<sup>th</sup> August 2023

### 1. Introduction

This report summarises the Haunted House 2023, which covers the period of 8th of August 2023. This event allowed students to come in as groups and explore 4 different thrilling-themed rooms and discover the story behind the interconnected rooms. This provided an opportunity for them to connect with other students with the opportunity to hangout afterwards in a room with snacks!

### 2. Event Details

Date	: Tuesday, 8 <sup>th</sup> August 2023 (4.30pm - 6.00pm and 6.30pm-8.30pm)
Venue	: Guild Theater, Food Coop and Level 1 Foyer of the Union House
Number of Attendees	: 320 Students
Coordinators	: Christian VALERIAN, Aksh BATRA, Sol KWON, Shifa NATHANI
Manpower	: 8 OBs & 28 ISAs (including coordinators which consists of 4 OBs)
Budget	: \$12,500

### 3. Event Overview

The Haunted house event involved around 260 participants, which included much more walk-ins than ticket holders. Overall, this event had a good turn up of participants and received a very positive response.

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
	June	Initial plan & contact resources	Initial planning and logistics (Main spaces)	Christian
	23 July		Draft layout (Set design: strobe lighting/sound/layout/smoke..)	3 x planning teams
	26 July		Meeting to finalise layout (potential risk, appropriateness, ...)	Christian, Sol, Shifa

	28 July	Setting up and decoration	On-site inspection	Christian, Aksh
	4 August		Start decoration making	3 x planning teams
	5 August		Borrow devices to connect bluetooth (laptop/tablets...)	Christian
	6 August	Leading up to D-Day	Brief actors & admin about their roles	Christian, Sol, Shifa + planning teams
	8 August, 3PM		Trial run	Christian, Sol, Shifa, Aksh + planning teams
<b>Event Day</b>				
	8 August, 4PM-8:30PM	Haunted House & Hangout	Participants will go in tours exploring each room with a guide that will explain the story at the end	Sol, Shifa, Christian
<b>Post Event</b>				
	8 August	Pack down	Post event cleaning up and moving the props back to	OBs + ISAs from the planning team
	9 August	Pack down	With AVM to finish cleaning	

### Pre-event

- We contacted AVMelbourne for the logistics for the set up at Guild Theatre, which will include lighting, sound and drapes.
- We contacted HR to get ISAs for planning, decoration and event helpout
- A site visit was done together with the coordinators and Aviya to create a layout for the team to work with.
- A trial run was conducted a few hours before the event with all OBs and ISAs volunteering for the event day.

### Event Day

- On the event day, the participants were segregated in groups of 5-9 in session 1 and 2
- After each session, participants were directed to a room where they had a chance to hangout, speed-friend and fill in the feedback forms



**Event Flow**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
9.00am - 2.00pm	Set up and decoration	The planning teams came in and finished assembling the rest of the props and moved it to Guild theatre	3 x ISA planning teams, Christian, Sol, Shifa, Aksh
2.30pm-3.30pm	Makeup and costume for session 1	Makeup + costume for the actors were done	ISA Makeup team
3.30pm - 4.00pm	Trial run	Actors had their trial run (acting, timing check, etc)	ISA actors, Christian, Sol, Shifa, Aksh
4.20pm-6.00pm	Session 1 + Hangout room	Participants went through the Haunted House with 6-8 people in a group + hangout room	ISA, Christian, Sol, Shifa, Aksh, Jason, Christopher, Robertus
(5.00pm - 6.00pm)	Makeup and costume for session 2	Makeup + costume for the actors were done	ISA Makeup team
6.00pm-6.30pm	Trial run	Actors had their trial run (acting, timing check, etc)	ISA actors, Christian, Sol, Shifa, Aksh
6.30pm - 8.30pm	Session 2 + Hangout room	Participants went through the Haunted House with 6-8 people in a group + hangout room	ISAs, Christian, Sol, Shifa, Aksh, Jason, Christopher, Coby
8.30pm -10.00pm	Pack up	Pack up decorations, clean up Guild Theatre and Hangout room	ISAs, Christian, Sol, Shifa, Aksh, Jason, Christopher

**Post Event**

- Pack down was done on the event day at the end and the following day with AVMelbourne



### 5. Reflections

#### Attendance

- Out of the 300 tickets sold, 260 participants attended
- We had more walk-ins than ticket holders

### 6. Feedback

- We had totally 89 response from the feedback form
- On a scale of 5, 47% of the participants gave 5/5 and 38% of the participants gave 4/5. Around 85% of the participants commented that the event was really good.
- Around 95% of the participants responded that they would want to attend an event similar to Haunted House 2023.
- Some feedback from participants: Starting on time, more jumpscare, making the entrance more scary, more interactive activities
- We had a lot of positive feedback on the ISA actors
- Overall, was a successful event with very good feedback from the participants

### 7. Suggestions

- Make more walk-ins available.
- Make sure to follow the schedule set up - AVM was intervening with our schedule on the day. Someone from the Guild Theatre team tried to change the event flow and tried to make changes to the actors' and guides' lines. This shifted the time we started from 4:00 PM to 4:20.
- Need a more organised registration process - the magnified number of people walking in, especially in session 2, made the entry into the haunted house itself a bit messy and overwhelming.
- Need an ISA pack-down/cleaning team
- Not sure how successful the hangout room was. There wasn't much social bonding in the hangout room - most participants just took the snack and left soon after. Need to develop better ideas for a smooth exit
- Need to encourage participants to fill out the feedback form more - e.g compulsory to fill in the feedback form to get snacks
- Need to place orders for setup and decoration sooner - some items did not arrive in time

### 8. Budget

A total of **\$12,500** have been allocated for this event, and the total actual expenditure for this event is **\$10,876** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
AV Melbourne Logistics		7,500.00	7,000.00	7,500.00
Decoration + makeup			1,261.30	1,500.00



Guild theatre rent + university staffing requirement		2,500.00	2,500.00	2,500.00
Miscellaneous			115.00	1,000.00
<b>TOTAL</b>			<b>10,876.30</b>	<b>12,500.00</b>
<b>Surplus</b>				<b>1,623.70</b>

### 9. Conclusion

This concludes our report for the Haunted House Report 2023. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

**Prepared by,**

**Sol KWON, Aksh BATRA, Shifa NATHANI**  
**Cultural and Social Department 2023/24**  
**UMSU International**



## **6. Other Business**

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- 6.1. Treasurer Guide
- 6.2. Embrace Education Grant
- 6.3. UMSUi Infringement Policy
- 6.4. Bonding Dinner #1

## **7. Next Meeting**

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CCM #4

Date : Monday, 11<sup>th</sup> September 2023 (17:30)

Venue : PAR-Arts West North Wing-556 (Lectorial Room II)