



Agenda

Central Committee Meeting #8 – Monday, 18th March 2024

Time : 17:00

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre (142)

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 #7

4. Proposals

- 4.1. Meet and Greet Proposal 2024
- 4.2. Website Hosting License Proposal
- 4.3. Earth Week Proposal
- 4.4. PR/VISA Workshop Proposal
- 4.5. UMSU International x UMIS Ramadan Iftaar Contribution Proposal

5. Reports

- 5.1. Beyond Borders: INTL Orientation Report
- 5.2. Accommodation Workshop Semester 2 2023 Report
- 5.3. Amazing Race 2024 Report

6. Other Business

- 6.1. Motion to appoint Stephen Luntz of Above Quota Elections as the Returning Officer for the 2024 UMSU International Annual General Election
- 6.2. Resignation of Welfare Officer
- 6.3. HR Updates
- 6.4. Working with M&M
- 6.5. New Delivery Procedure
- 6.6. NM Reminder

7. Next Meeting



Unconfirmed Minutes

Central Committee Meeting #7 – Monday, 4th March 2024

Time : 17:00

Venue : PAR-Old Physics-128-G-G16-Jim Potter Room

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 38/40 members

Late with Apologies

Officers: Gurshan Singh NANDA

Leaving Early with Apologies

Officers: Asawari Sahebrao SIRSAT

Absent with Apologies

Directors: Hiranmayi RAMESH

Officers: Mansi RAWAT

Late with No Apologies

Officers: Jesslyn ANDRIONO

Motion 1

Move that Standing Orders be adopted for CCM #7 at 5:05PM.

Mover : Asawari Sahebrao SIRSAT

Secunder : Ella LIANG

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #7 be adopted.

Mover : Christopher MINN

Secunder : Aksh BATRA

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

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

Mover : Christian VALERIAN

Secunder : Rebecca CHRISTOPHER

Motion Carried.

Motion 4

Move that the **Get Certified Proposal** be accepted.

Mover : Yashvi NARULA

Secunder : Yuen Jie NG (Jason)

Budget Line : 3840 - General

Motion carried.

Motion 5

Move that the **Revised Central Committee Bonding Dinner #3 Proposal** be accepted.



Mover : Shifa NATHANI
Seconded : Natasya Jestine WIRAATMAJA
Budget Line : 3840 - General

Motion carried.

Motion 6

Move that **Amendments to UMSUi Electoral Regulations** be accepted.

Mover : Nikita GOYAL
Seconded : Coby CHEUNG

Motion carried.

Motion 7

Move that **UMSUi Mailchimp Proposal** be accepted.

Mover : Andrea MAKATITA
Seconded : Yuxuan LIU (Linda)
Budget Line : 3774 - Periodicals

Motion carried.

Motion 8

Move that **Welcome Booth Report** be accepted.

Mover : Xinyuan WANG (Cynthia)
Seconded : Angelina PENG

Motion carried.

Motion 9

Move that **Food Adventure 2024 Report** be accepted.



Mover : Robertus Jonathan INDRADJAJA

Seconder : Tiffany Au YEUNG

Motion carried.

Motion 10

Move that **SWOTSNACC Report** be accepted.

Mover : Luong Hien TAM (Tam)

Seconder : Kayven Claus SATRIO

Motion carried.

Motion 11

Move that **International Queer Film Night Report** be accepted.

Mover : Qi Evelyn WANG (Evelyn)

Seconder : Tanveen KAUR

Motion carried.

Motion 12

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

Mover : Angelina PENG

Seconder : Rachel ZHOU

Motion carried.

Motion 13

Move that **ISA Recruitment February Intake 2024 Report** be accepted.

Mover : Aksh BATRA



Seconded : Chenxi SONG (Vicky)

Motion carried.

Motion 14

Move that **President's Monthly Report – March 2024** be accepted.

Mover : Christie DEANDRIA

Seconded : Wun Tung LUM (Cherry)

Motion carried.

Motion 15

Move that **First Vote of No Confidence for Aksh Batra** be accepted.

For : 0

Against : 31

Abstain : 3

Motion Rejected.

4. Other matters

- 4.1 OB Communication Reminder
- 4.2 Official Reprimand for Zijia Zhou (Gia)
- 4.3 First Vote of No Confidence for Aksh Batra
- 4.4 Night Market Photobooth
- 4.5 Yearbook
- 4.6 HOC Slides
- 4.7 UMSU INTL Award

Motion 16

Move that **Standing Orders** be suspended at **6:09PM**

Mover : Kayven Claus SATRIO



Secunder : Nikita GOYAL

Motion Carried.

Motion 17

Move that **CCM #7** be adjourned at **6:10PM**

Mover : Ying Yu CHEN (Danielle)

Secunder : Soudaphone SITTHIXAY (Planet)

Motion Carried.

Prepared by,

Yhi Zhen LIM (Ethan)
General Secretary 2023/24
UMSU International



Meat and Greet Proposal 2024

Central Committee Meeting #8 – Monday 18th March 2024

1. Introduction

The Meat and Greet will serve as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbecues and drinks. Considering only one meet and greet will be conducted this semester, the Human Resources (HR) department decided to collaborate with the Partnership & Sponsorship (P&S) Department to enhance student's university experiences. The event coordinators consist of members in the Human Resources (HR) and the Partnership & Sponsorship (P&S) Department.

2. Objectives

This event aims to:

- Introduce UMSU International to students at the University of Melbourne
- Give out free barbecues and drinks
- To provide a platform where the diverse student communities can interact, bond and bridge their cultural differences.
- To enhance the university experience of all members of the University of Melbourne.
- To organise a large-scale event which promotes the presence of UMSU International.

3. Event Details

Date	: Tuesday, 30th April 2024 [actual event time: 11 am - 2pm] [8:30am - 4:30pm including set up and clean up]
Venue	: Amphitheatre
Number of Attendees	: 550+
Coordinators	: Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
Manpower	: 8 Committee Members & 40 ISAs (including coordinators which consists of 8 Committee Members)
Budget	: \$3200

4.1.1 Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
2	9th March 2024	Venue Booking	Book Amphitheatre	Cherry LAM
4	18th March 2024	Proposal	Creating Proposal and Presenting in CCM	Cherry LAM
2-9	9th March - 30th April 2024	Teamwork	Communicate with CME regarding the event	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
2-9	9th March - 30th April 2024	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Tam LUONG
2-9	9th March - 30th April 2024	Contacting Food Suppliers	Contact Meat & Vegan food Suppliers and Contact Ice suppliers, Order from Woolworths	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
Event Day				
9	30th April 2024	Pick up	Pick up Halal Meat	Cynthia WANG, Cherry LAM
9	30th April 2024	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus

				SATRIO, Angelina PENG
Post Event				
9-10	1st - 6th May 2024	Report	Writing the Report	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
11	6th May 2024	Present Report in CCM	Presenting the Report	Cherry LAM

Event Flow

Time	Activity/ Details	PIC
8:30 am - 11 pm	Set up/ Collecting Order	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
11 pm - 2 pm	Cooking/ Distributing free foods & drinks	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG
2 pm - 4:30 pm	Clean up	Jeslyn TANDYAJAYA, Yhi Zhen (Ethan) LIM, Wun Tung (Cherry) LAM, Cynthia WANG, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, Angelina PENG

4.1.2 Budget

A total of **\$3,200** have been allocated for this event, with the breakdown as listed below:

Items	Total Cost (AUD)
UMSU BBQ Hire and Trestle Table	221.00

Coles Orders	600.00
Food Product - Halal Meat	900.00
Food Product - Vegan Options	800.00
Popcorn Machine (from UMSU)	150.00
Slushie Machine	200.00
Miscellaneous	329.00
TOTAL	3,200.00

5. Conclusion

This concludes our proposal for the Meat and Greet 2024. Please do not hesitate to contact the Human Resources Department, and the Partnership & Sponsorship Department should you have any queries.

Prepared by,

**Human Resources Department 2023/24,
Partnership and Sponsorship Department 2023/24**

UMSU International



Website Hosting License Proposal

Central Committee Meeting #8 – Monday, 18th March 2024

1. Introduction

UMSU International's website hosting license fee.

2. Objectives

This event aims to:

To engage students and encourage participation in UMSU International events.

3. Budget

A total of **\$2700** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
MSL Invoice	-	2700	2700.00
TOTAL			2700.00

4. Conclusion

This concludes our proposal for the Website Hosting License Proposal 2024. Please do not hesitate to contact the Treasurer should you have any queries.

Prepared by,

Jeslyn TANDYAJAYA
Treasurer 2023/24
UMSU International



Earth Week Proposal

Central Committee Meeting #9 – 18th March 2024

1. Introduction

Earth week will be a initiative held by the UMSU Intl Welfare department in order to promote sustainability and raise awareness towards current environmental issues in our communities. We will host events throughout the week that are relevant to topics ranging from sustainability to climate change. These events will range from pot painting to a photography trip for the appreciation of the beauty of nature. It is important to note that taking care of the environment will ultimately improve the welfare of students and the wider world.

2. Objectives

This event aims to:

- Build and entrench sustainable practices into our student community
- Raise awareness of topics associated with current environmental issues
- Foster student engagement and connection through environmental and sustainability-related activities
- Establish UMSUi as an environmentally conscious community

3. Event Details

Date	: Week 8
Venue	: Various (TBD)
Number of Attendees	: ~50 (for each event/day)
Coordinators	: Yuxuan Liu, Planet Sitthixay, Evelyn Wang
Manpower	: All the coordinators + 12 ISAs (spread across the days)
Budget	: \$1000.00

4. Event Overview

Earth week is an initiative carried out over week 8 involving both engaging and educational activities. The event line-up includes both indoor and outdoor activities including pot painting and planting, a photo scavenger hunt, and sustainability Trivia night. We will also be ordering from sustainable and environmentally conscious vendors for International Brekkie during Earth Week to further promote the theme of sustainability.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				

3	13/3	Planning and creating proposal	<ul style="list-style-type: none"> Meeting to write proposal and finalize event ideas 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
4	15/3 - 25/3	Purchasing items for pot painting	<ul style="list-style-type: none"> Purchase pots, soil and plants/seeds Ask CME for old newspaper as table clothes 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
4	15/3 - 25/3	Purchasing items for trivia night	<ul style="list-style-type: none"> Purchase terrarium (prize) Purchase vegan chips 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
6	25/3-30/30	Request ISAs & OB	<ul style="list-style-type: none"> Create excel sign-up sheet Request ISAs & OB 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
6	1/4-5/4	Prepare trivia questions	<ul style="list-style-type: none"> Prepare 3 category environment/sustainability-related questions for trivia night Make the slides for trivia questions 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
6	1/4- 5/4	Confirm catering vendors for scavenger hunt	<ul style="list-style-type: none"> Decide on vendors and food choice Invoice Decide on delivery options 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
7	10/4-15/4	Plan photo scavenger hunt	<ul style="list-style-type: none"> Decide on items/colors that participants have to take photos of Confirm venue 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
8	29/04	Feedback forms	<ul style="list-style-type: none"> Create feedback forms for the different events throughout the week 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
Event Day				
10	25/04-29/04	Run events	<ul style="list-style-type: none"> Monday: Set up pot painting session, including pot, paint, tablecloth, seeds/plants Wednesday: set up table in the venue; Set up snacks; Friday: Meet in Carlton Gardens, set up food and clues; 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang
Post Event				
11	25/04-29/04	Feedback	<ul style="list-style-type: none"> Collect feedback from participants after each event 	Yuxuan Liu, Planet Sitthixay, Evelyn Wang

Event Day

- Earth day will run across three weekdays:
 - Monday: Pot painting and planting
 - Wednesday: Photo scavenger hunt
 - Thursday: Trivia night

- Friday: Sustainable vendor for International Brekkie

6. Budget

A total of **\$1000** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Pot Painting Event			
Pots	60	\$1.6	\$100
Soil	2	\$3.98 for 25L	\$7.96
Succulents	60	\$1.165	\$69.9
Trivia Night			
Terrarium Medium	1	\$70	\$70
Terrarium Small	2	\$60	\$120
Vegan chips	50	\$2	\$100
Carlton Garden Photoshoot + Picnic			
Bakery	100	\$2.5	\$250
Miscellaneous			\$282.14
TOTAL			\$1000

7. Conclusion

The Welfare department tries to raise awareness within the international student community about the growing contemporary environmental issues that threaten our earth. It is important for students to recognize that improving the Earth will ultimately improve their individual and wider community welfare. We hope this event provides some insights into these topics and help students develop more sustainable and healthy practices to better the planet and their personal wellbeing.

This concludes our proposal for the Earth Week. Please contact the Welfare Department if you have any questions.

Prepared by,

Planet SITTHIXAY
Evelyn WANG
Yuxuan LIU

Welfare Department 2023/24
UMSU International

PR/VISA Workshop Proposal

Central Committee Meeting #8 – Monday, 18th March 2024

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	: Monday, 22 st April 2024 (5.00 pm - 6.30 pm, Melbourne time)
Venue	: PAR- Elizabeth Murdoch G06 (subject to availability)
Number of Attendees	: 100 - 150
Coordinators	: Tiffany, AUYEUNG, Gia ZHOU,
Manpower	: 2 Committee Members & 4 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. There will be a short workshop afterwards about student rights and navigating relevant complications of the VISA process (eg: health issues, application for extension). 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
Pre-event Preparations				
3	March 11 2024	Open Teamwork	Contact CME	Gia Zhou
3	March 14 2024	Contact M&M	Contact M&M to help out with publicity	Gia Zhou
3	March 14 2024	Contact the speaker	Email speaker from an agency regarding their availability	Natasya Wiraatmaja
4	March 21 2024	Get the Speaker Contract	Contact CME regarding speaker contract	Tiffany Auyeung
6	April 1 2024	Ticket Registration	Organize ticket registration with CME	Tiffany Auyeung
6	April 5 2024	Request ISAs	Request ISAs with HR	Gia Zhou
6	April 5 2024	Create feedback form	Create feedback form questionnaire	Tiffany Auyeung
8	April 19 2024	Print Feedback form	Print QR code, add QR code to slides	Gia Zhou
Event Day				
9	April 22 2024	PR/VISA Workshop	Brief ISAs on the day and supervise running of event	Gia & Tiffany
Post Event				
9	April 22 2024	Feedback form	Ask attendees to fill it out	Gia & Tiffany
10	May 6 2024	Complete report		Gia & Tiffany

Pre-event

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

Event Day

Event Flow

Time	Activity	Details	PIC
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	Tiffany Auyeung
5:10pm - 5:20pm	Information session part 1: Student Visa Extension	How to apply and requirements for extending student visa	Speaker from UMSU Disabilities
5:20pm - 5:45pm	Q&A session		Speaker from UMSU Disabilities
5:45pm - 5:55pm	Information session part 2: PR	About obtaining Permanent Residency	Speaker

5:55pm - 6:10pm	Q&A session		Speaker
6:10 pm - 6:20pm	Information session part 3: VISA	About obtaining to graduate or working VISA	Speaker
6:20pm - 6:30pm	Q&A session		Speaker
6:30pm	Wrap up	Ask attendees to fill in feedback form Attendees can stay for a bit to talk to the speaker for questions related to personal cases	Gia Zhou

Post Event

- Compile responses from feedback form and create an event report

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
TOTAL			150.00

7. Conclusion

This concludes our proposal for the PP/VISA workshop proposal 2024. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Gia ZHOU, Tiffany AUYEUNG
Education Department 2023/24
UMSU International

UMSU International x UMIS Ramadan Iftaar Contribution Proposal

Central Committee Meeting #8 – Monday, 18th March 2024

1. Introduction

This proposal has the aim of providing funds to assist the University of Melbourne Islamic Society, UMIS, as a contribution to their Iftaars that they will be holding across the period of Ramadan. The fund is primarily to contribute to this important cultural event, as currently the Umsu International committee is fully committed to other events but would still like to acknowledge the importance of Ramadan. The agreement has been reached between the President and the Executive Committee with UMIS at the amount disclosed below.

2. Objectives

This proposal aims to:

- Show support for UMIS from Umsu International
- Celebrate and Acknowledge the importance of Ramadan
- Represent the constituents of international students who are Muslim.
- To assist in enhancing and enriching cultural events observed at the university

3. Budget

A total of **\$1,000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
UMSU International x UMIS Contribution	1	1000	1000.00
TOTAL			1000.00

4. Conclusion

This concludes my proposal for the Umsu International x UMIS Ramadan contribution for 2024. Please do not hesitate to contact me should you have any queries.

Prepared by,

Richard Ha
President
UMSU International

Beyond Borders: INTL Orientation Report

Central Committee Meeting #8 – Monday, 18th March 2024

1. Introduction

This report summarizes the Beyond Borders: INTL Orientation 2024 which was held on the 26th of February 2024 and had the following objectives:

- To help students by providing essential support and resources, ensuring their smooth transition to university life.
- To guide new international students by providing comprehensive information related to academic policies and accessing the university resources and facilities.
- To create a supportive environment promoting proactive learning experiences and engagement in their university life transition.

2. Event Details

Date : Monday, 26th February 2024 14:00-16:00 (Melbourne Time)
 Venue : Market Hall
 Number of Attendees : 62
 Coordinators : Natasya Jestine WIRAATMAJA & Tiffany AU YEUNG
 Manpower : 2 Committee Members & 6 ISAs (including coordinators which consists of 2 Committee Members)
 Budget : \$ 750

3. Event Overview

The Orientation Workshop will consist of two parts: the academic university and life at the university. The first half of the event will discuss university-related study and resources, and the second half will focus on life at the university by giving them tips and guidance.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	January, 9 2024	Open Teamwork	Contact CME	Natasya
0	January, 16 2024	Make Proposal	Drafting the proposal and planning the event flow	Natasya & Tiffany
0	January 17-26, 2024	Make a draft of guidebook and/or ppt slides	Prioritize making the slides then if topic needs to be more specified then we can add it in the guidebook	Natasya & Tiffany
0	January 27, 2024	Present Proposal	Present final proposal at eCCM	Natasya
0	January 27, 2024	Contact M&M	Contact M&M to help out for publicity	Natasya & Tiffany



0	January 29, 2024	Contact Panelists	Contact guests who will be the speakers (Academic Skills, University Library, 3 Seniors from different faculties: BCommerce, Science, BArts)	Natasya
0	January, 29, 2024	Ticket Registration	Organize ticket registration with CME through TeamWork	Tiffany
0	February, 5 2024	Request ISAs	Requests 5-6 ISA with HR	Tiffany
0	February, 5 2024	Create Feedback Form	Create feedback form questionnaire, print QR code	Natasya
0	February, 24 2024	Inform Panelists	Supervise the panelists with the event flow (Online)	Natasya & Tiffany
0	February, 24 2024	ISAs	Supervise ISAs (Online)	Natasya & Tiffany
Event Day				
1	February, 26 2024	Set up the Venue	Bring the catering	Natasya
1	February, 26 2024	Pick up Catering	Pick up food and drinks from the restaurants	Natasya
1	February, 26 2024	Inform Panelists and ISAs	Briefly supervise the panelists and ISA with the event flow (30 mins before the event)	Tiffany
1	February, 26 2024	International Orientation Workshop	Monitor throughout the event	Natasya & Tiffany
1	February, 26 2024	Feedback	Tell ISAs to ask attendees to fill out the feedback form so that attendees can receive slides/guidebook	All
1	February, 26 2024	Cleanup	Bring remaining food and drinks, tidy up	Natasya & Tiffany
Post Event				
	February 27, 2024	Feedback form report	Report the feedback results	Natasya
	February 27, 2024	Reimbursement	Pay the catering	Natasya
	February 27, 2024	Collect ISA hours	Send ISA hours to HR	Natasya
	February 27, 2024	Final report	Complete International Orientation Workshop report and present in the next CCM	Natasya & Tiffany

Pre-event

- Sort out the list of the panelists and the topic they will be covering
- Arrange with CME regarding the catering service that will sell finger food for the event

Event Flow

Time	Activity	Details	PIC
First session (45 minutes)			

14:00-14:05	Introduction	Acknowledgement of country, introduce the speakers, UMSU International and the event	Tiffany
14.05- 14.20	Academic Skills speaker	Presentation by Academic skills representation	Natasya
14.20-14.35	Library speaker	Presentation by Library Staff representation	Natasya
14.35-14.45	My.unimelb demo	Give brief demo on my.unimelb, timetable, student portal (enrollment), LMS	Tiffany
Break (10 minutes)			
Second session (35 mins)			
14:55- 15:05	Restaurants/ Cafe & Study spots (libraries)	Recommend restaurants around Unimelb, promote food social media pages Study spots in University Libraries and outside of Uni	Tiffany
15:05-15:10	Public Transport	PTV, myki, Free Tram zone, Bus, Train, Vline, Uber, Didi	Natasya
15:10-15:20	Health Services	Unimelb Clinic, Special Consideration, OSHC Invite Andrea to give a talk about Special Consideration process	Natasya
15:20-15:30	Tips on making friends/networking	Importance of study groups and joining clubs and events Promote the UMSU website for attendees to browse through all sorts of clubs offered in Uni	Tiffany
Networking (30mins)			
15:30-16:00	Subject Selection	Divide the attendees into groups based on faculties and the Seniors (Peer Mentor) will brief them about subject selection Remind Attendees the importance of attending their Peer Mentor Session and University tours	

Post Event

- Record ISA hours
- Send orientation slides to attendees

5. Reflections

Publicity and Registration

- Event link Registration was opened on the 13th of February 2024 (13 days before the workshop) and published on social media on the 13th of February 2024. 150 people registered for the event, the maximum number of bookings we have set. We believe we were able to receive a large number of registrations because we were able to promote the event during the Summerfest booth and placed posters around uni during orientation week.

Attendance

- A total of 62 participants attended the event on the day. We set an automatic mailing system from trybooking so that those who registered get a reminder on February 23, 2024, which was three days before the event. Walk-ins registration were allowed on the event day Slides were only sent to those who attended and filled out the feedback form.

Speakers

- We invited 2 speakers representative, one from the University Library and the other from Academic skills. They were professional and gave helpful tips on how students can navigate and use university services to enhance their studies and assignments. They also stayed after their presentation to answer the participants' queries.

Networking session

- We invited 3 student speakers from different faculties: BCom, BScience, and BDesign. They provided students with tips regarding their faculties, major, as well as subject selection, especially for the compulsory subjects.

6. Feedback

Feedback was collected through a feedback form post-event. In total, we have received 29 responses.

Event Satisfaction:

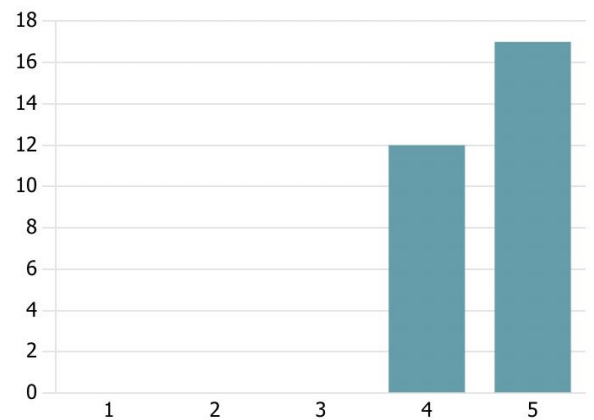
Overall participants were satisfied with the workshop with an average rating of 4.59 out of 5. All respondents also said that the information provided was relevant to them and the resources were helpful.

1. How would you rate your overall experience at the orientation workshop?

[More Details](#)

[Insights](#)

4.59
Average Rating



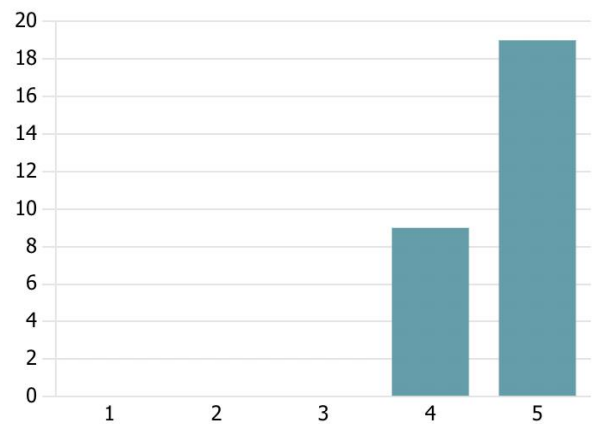
Participants were also satisfied with the presentation of our guest speakers, with a rating of 4.68 out of 5.

7. How would you rate for our guest speakers?

[More Details](#)

[Insights](#)

4.68
Average Rating



7. Suggestions

- Add anonymous Q&A section, where they can scan a QR code and submit their questions as most participants were shy to approach the guest speakers from the university library and academic skills.
- For the networking session, it is best to group the participants into faculties, and ask the student speakers to give general info. This is because during the workshop we just asked the participants to feel free to chat with the student speakers if they have any questions. However, since the new students tend to be shy, not a lot of students came up to the student speakers.
- Suggested topics collected from the forms
 - Psychological tips for students
 - Visa consultation
 - Help with interpreting statistics (could introduce Ed Discussion board)
 - UMSU ISA (some participants wanted to know more about ISA, can promote during the event)

8. Expenditure

A total of **\$750** have been allocated for this event, and the total actual expenditure for this event is **\$358.6** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Glenroy Bakery	100	1.52-1.92	173.80	
Soda	96	1.30	124.80	
Bins	2	30	60	
TOTAL			358.60	750
Surplus/ Deficit				391.40

9. Conclusion

This concludes our report for Beyond Borders: INTL Orientation Proposal 2024. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Natasya Jestine WIRAATMAJA & Tiffany AU YEUNG
Education Department 2023/24
UMSU International

Accommodation Workshop Semester 2 2023 Report

Central Committee Meeting #7 –Monday, 4th March 2024

1. Introduction

This report summarizes the Accommodation Workshop which was held on the 11th of December 2023 and had the following objectives:

- To serve as a platform for new incoming international students to learn about various accommodation options such as student accommodations and rental apartments
- To inform international students regarding the proper processes of finding and renting an apartment and measures to look out for
- To educate students about being aware of scams with real estate agents by giving them access to a genuine agent

2. Event Details

Date	: Monday, 11 th December 2023 (3.00 pm - 4.30 pm, Melbourne time)
Venue	: Zoom
Number of Attendees	: 12
Coordinators	: Andrea MAKATITA, Tiffany AU YEUNG
Manpower	: 2 Committee Members
Budget	: \$250

3. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
10	October 3 2023	Open Teamwork	Contact CME	Andrea Makatita
10	October 7 2023	Contact M&M	Contact M&M to help out with publicity	Andrea Makatita
11	October 9 2023	Contact speaker	Contact real estate agent	Andrea Makatita
11	October 9 2023	Create list of student accommodation reps to contact	Create a spreadsheet	Andrea Makatita and Tiffany Au Yeung
12	October 20 2023	Create Zoom link	Zoom link for workshop	Andrea Makatita
13	October 26 2023	Meeting with UMSU Legal	Discuss legal consequences of workshop and how to manage them	Andrea Makatita and Tiffany Au Yeung
13	October 27 2023	Promotions	Ask for updates regarding promotion to Instagram and e news	Tiffany Au Yeung
13	October 27 2023	Ticket Registration	Organize ticket registration with CME	Tiffany Au Yeung

13	October 27 2023	Create feedback form	Create feedback form questionnaire	Tiffany Au Yeung
-	November 16 2023	Meeting with speaker	Catch-up session with Isabelle from UMSU Legal	Andrea Makatita and Tiffany Au Yeung
-	December 7 2023	Finalize speaker's slides		Andrea Makatita and Tiffany Au Yeung
Event Day				
-	December 11 2023	Accommodation Workshop		Andrea Makatita and Tiffany Au Yeung
Post Event				
-	December 11 2023		Create QR Code, add to slide and ask attendees to fill out	Tiffany Au Yeung
-	E-CCM (January 2024)	Complete report		Andrea Makatita and Tiffany Au Yeung

4. Event Flow

Time	Activity	Details
14:30-15:00	IT Preparation	Prepare speakers and any necessary IT on the day
15.00-15:05	Introduction	Acknowledgement of country, introduce the speaker, UMSU International and the event
15:05-15.20	Information Session (Part 1)	Different kinds of rental properties in Victoria
15.20-15.25	5 Minute Break	
15.25-16.05	Information Session (Part 2)	Applying for a rental property
16.05-16.20	Q&A	
16.20-16.30	Wrap Up	Conclude workshop and ask participants to fill in feedback form

5. Expenditure

A total of **\$150** was allocated for this event, and the actual expenditure was \$100 with the breakdown as listed below:

Items	Allocated Budget	Actual Budget
Payment for speaker	100	0.00
Miscellaneous	50	0.00
Total	150	0.00
Surplus		0.00

6. Feedback and Suggestions

6.1. Publicity and Registration

Event link Registration was opened on the 27th of November 2023 (14 days before the workshop) and published on social media on the 1st of December 2023. 62 people registered for the event. We believe that the underwhelming number of registrations was due to timing issues as the workshop was happening at the start of summer break, when most international students are on holiday. To increase the number of registrations for future events, we recommend posting reminder stories on Instagram and Facebook before the registration closes. Another way of increasing publicity is to ask CME to help us post the event on E-News.

6.2. Attendance

A total of 12 participants attended the event on the day. To increase the number of attendees, we should adopt an automatic mailing system from Trybooking so that those who registered get a reminder the day before the event. We were able to send a reminder email, however it was only two hours before the event, which we believe was not as effective compared to sending it a day before. Slides were only sent to those who attended and filled out the feedback form.

6.3. Information Session and Q&A

Topics covered in the workshop were the different types of rental accommodation in Victoria and how to apply for a rental property and start a lease. The presenter elaborated on rental application requirements, rental scams, legal protection, bonds and condition reports, and where to get help. Towards the end of the workshop, we also had a 15-minute Q&A session, where our presenter, Isabelle Butler, responded to the attendee's questions and the questions collected from the sign-up form and gave professional advice.

6.4 Presenter

Presenter was professional and received great feedback from attendees. They were also very responsive and cooperative before the workshop, which made communication very easy. The presenter's slides were concise and informative which showcased the presenter's professionalism and effort in considering the target audience's need and their attention span, which is usually fairly shorter during online workshops. The presenter was punctual prior to the event day and followed the UMSUi's guidelines and event flow timeline. We recommend this presenter be called again for future workshops.

6.5 Feedback

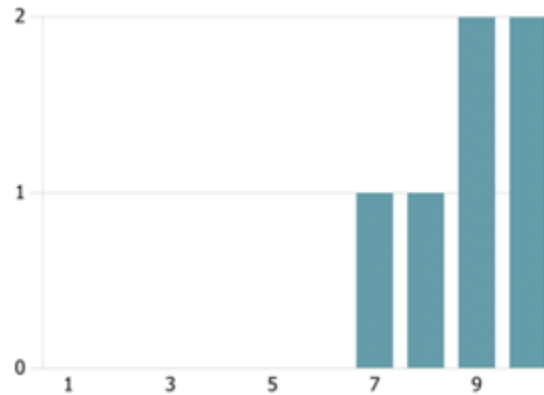
Feedback was collected through feedback form post-event. In total, we have received 6 responses from the 12 participants.

The responses were as follows

Event satisfaction:

Overall participants were satisfied with the workshop with an average rating of 8.83 out of 10. They've also indicated that they would sign up for a similar event in the future.

8.83
Average Rating



Would you sign up for a similar event in future?

[More Details](#)

 Yes	6
 No	0
 Maybe	0



Most insightful topic of the workshop content:

Respondents pointed out that the most useful topics were regarding the renter's legal rights, essential rental documents and other requirements, and where to find help when dealing with rental issues.

ID ↑	Name	Responses
1	anonymous	The legal advice and tips were really helpful
2	anonymous	the topic on a renters legal rights
3	anonymous	the laws and our rights
4	anonymous	Rental history and documents provided for rental agents
5	anonymous	Resources for good real state agents and links for rental issue
6	anonymous	Knowing my rights as a tenant

Areas for improvement:

Attendees pointed out that they wished that topics regarding how to present and pursue a rental claim from the VCAT and similar institutions were further discussed. They've also requested for the slides to be sent through their email after the workshop, which we did ask permission from the presenter and were granted to do so.

ID ↑	Name	Responses
1	anonymous	None
2	anonymous	-
3	anonymous	none
4	anonymous	Sending us the slides or recording directly through email after the workshop would be great
5	anonymous	.
6	anonymous	How to present and pursue a rental claim before the VCAT and similar institutions

6.6 Suggestions

- Although we had 62 participants who registered for the event, only 12 participants attended. Therefore for future events, it is recommended to send an event reminder email a few days before the event and not just hours before the event and to post reminders on UMSU INTL's social media. This is crucial especially for events that fall under exam season or during breaks/holidays, when students are more likely to forget to attend events.
- To gain more publicity, it is also suggested to ask help from CME to post the event on E-News to effectively reach a larger audience.
- Carefully planning an appropriate day for the event is very crucial as it greatly determines the number of attendees. It is best to avoid holidays or exam season to ensure that students have the time to attend the workshop. Although we made the workshop more accessible for students on holiday by making it an online event, we believe that the event would be more successful if it was done during the school semester.

- Regarding the content of the workshop, it would be great to talk about the steps for claiming compensation from VCAT or how to resolve rental disputes with the help of rental institutions. This is to educate students on how to properly exercise their rental rights.

7. Conclusion

This concludes the report for the Accommodation Workshop, Semester 2 2023. Overall the workshop ran smoothly and received great feedback from the participants. Please feel free to contact the Education team should you have any queries or concerns.

Prepared by,

Andrea MAKATITA & Tiffany AU YEUNG
Education Department 2023/2024
UMSU International

Amazing Race 2024 Report

Central Committee Meeting #8 – Monday, 18th March 2024

1. Introduction

This report summarises the Amazing Race 2024, which covers the period of 2nd March 2024. Amazing Race is a signature orientation event that we host in order to help students explore the city of Melbourne whilst completing fun challenges to win various prizes. This would provide an opportunity for them to connect with other students and help them start the University year off well.

2. Event Details

Date : Saturday, 2nd March 2024 [11:30AM – 4:00 PM]
 Venue : Amphitheatre + Melbourne CBD
 Number of Attendees : 30
 Coordinators : Sol KWON, Aksh BATRA & Shifa NATHANI
 Manpower : 3 Committee Members & 20 ISAs
 Budget : \$428.90

3. Event Overview

The event started at the Amphitheatre with 30 participants divided into 10 equal groups. Each group gets a random riddle they have to solve to get to their location. Once arrived, the team will play a game and once they get approved by the station master, they will receive their next riddle guiding them to the next spot. The first 3 teams who finish the race at amphitheater will be the winners and awarded prizes.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	11/10/2023	Brainstorming + Drafting Proposal	Meeting with the team and planning out the routes along with game activities for the proposal	Sol, Shifa
	23/01/2024	Finalize games and materials needed	Deciding game activities for each station and how ISAs can help leading and engaging the participants	Sol, Shifa
	25/01/2024	Design station passes	Design station passes with check boxes so station master can check & sign when team won the game	Sol, Shifa
	27/01/2024	Work with M&M for design	Work with M&M department & Teamwork for setting up the event's posts/poster	Sol, Shifa
	08/02/2024	Set up ticketing	Contact CME Communication to set up the booking system	Sol, Shifa
	08/02/2024	Work with HR for ISAs signups	Work with HR for setting up the volunteer documents	Sol, Shifa

	13/02/2024	Buy prizes	Purchase prizes for the winners (TBD)	Sol, Shifa
	13/02/2024	Promote event on social media	Coordinate with M&M to post the event & registration link on social media	Sol, Shifa
	16/02/2024	Prepare ISAs booklet	Include rules and answers for each station's activity and maps of tram routes between places	Sol, Shifa
	16/02/2024	Prepare slides for briefing ISAs	Preparing slides including information about game rules and ISAs + OBs' roles	Sol, Shifa
	20/02/2024	Allocate ISAs, OBs and participants into groups	Assign roles for ISAs and OBs. Group OBs and participants into groups and assign group number	Sol, Shifa
	22/02/2024	Print and cut riddles into pieces of paper	Print and cut 40 riddles (10 for each station) to be distributed to teams throughout the event	Sol, Shifa
	22/02/2024	Print station passes	Print out station passes to keep track that teams have completed all the stations before heading to the finish line	Sol, Shifa
	22/02/2024	Order catering	Contact (TBD) to prepare catering for the event day and finalize delivery	Sol, Shifa
	23/02/2024	Event brief OBs and ISAs on zoom	Getting contact details and group chats made for each station	Sol, Shifa
	23/02/2024	Buy drinks and game materials	Purchase snacks and drinks for participants. Drinks will be placed at each station for a quick access	Sol, Shifa
	23/02/2024	Create feedback form	Prepare a digital feedback form, including the QR code for scanning	Sol, Shifa
	23/02/2024	Messenger Group chats	Create a group chat with all ISAs and OBs. ISAs should communicate if there is any problem with the game or place they are in charge. OBs should inform where their team is at and which station they just arrived or left.	Sol, Shifa
Event Day				
	2/03/2024	OBs/ISAs meet up and set up stations	OBs and ISAs meet up at UMSUi lounge for briefing and getting the materials and head to their assigned place to set up	Sol, Shifa, OBs, ISA
	2/03/2024	Event	Event is between 1pm-5pm	Sol, Shifa, OBs, ISA
Post Event				
	2/03/2024	Feedback survey	Travel buddies will tell their groups to fill out a quick feedback survey once the event ends.	Sol, Shifa, ISAs
	3/03/2024	ISA Hours	Sending ISA hours to HR	Sol, Shifa
	3/03/2024	Process reimbursements	Sending receipts for reimbursement	Sol, Shifa
	4/03/2024	Report	Writing up the report	Sol, Shifa

Pre-event

- Team meetings and finalize on locations, riddles, game activities and buying any game materials if needed:
 - Station 1: Melbourne central, QV = letter scavenger hunt --> find stores with the letter U M S U i
 - Station 2: Queen Victoria Market = Scavenger hunt for ISAs and take a group photo
 - Station 3: NGV = Back-to-back drawing → select 4 words for 4 rounds of drawing and guessing + quiz on unimelb
 - Station 4: Hosier Lane = create a new unimelb logo
 - Station 5: Amphitheatre = 3 minigames (yoga poses, guess the song, whisper challenge)

Event Day

- ISAs and OBs meet at 11:30am for rehearsal & briefing one last time
- Participants meet at 12:00pm for attendance and forming groups
- Around 1pm, groups can start solving for their first riddle and move to their respective station
- Before announcing the winners, ask the participants to fill the feedback form for 5 minutes

Event Flow

Time	Activity	Details	PIC
11:30 AM	ISAs + OBs meet for rehearsal and setting up the stations	Brief the ISAs and collect the materials required	Sol + Shifa
12:00 PM	Participants start coming in	Take attendance, form groups and meet their teammates	Sol + Shifa
12:30PM	ISAs move to their designated stations	ISAs move to their assigned stations to set up and wait for the participants to arrive	Sol + Shifa
1:00PM	Finish forming groups and give out the riddles for their first station	Start race by 1PM	Sol + Shifa
4:15PM	Set up table for prizes	Have 2 ISAs and the coordinators to set up tables and prizes at South Lawn	Sol + Shifa
4:45PM	Race ends	All groups proceed back to South Lawn - even if tasks not yet complete	Sol + Shifa
5:00 PM	Everyone meets at Amphitheatre	Winners are announced and pack-up	Sol + Shifa

Post Event

- Ask the participants to fill the feedback form before grabbing their soft drink
- Announce the winners and give out the prizes

- Clear out Amphitheatre and bring back all the game materials and tables back to UMSUi Lounge

5. Reflections

Attendance

- Out of 150 tickets, only 30 participants showed up at the event. This was a lower number than expected. A possible reason for this would be the number of Welcome Parties that was held on the night before this event.
- It was also extremely sunny on this day
- Despite the low number of participants, the quality of the event was good, and most of them seem to enjoy throughout the event.

6. Feedback

<https://docs.google.com/forms/d/17tOftwdYKJHNxN0cQSzQbNrril0xBsiErB0hbThN9yA/edit#responses>

- Totally 16 responses, and 80% rated this event to be 4/5 or 5/5
- Most of the response said that they enjoyed Back-to-Back drawing and creating a new Unimelb logo + meeting new people
- The ISA scavenger hunt at QVM seem to be the hardest activity for the groups who had QVM as their later station since QVM got crowded

7. Suggestions

- Avoid holding free events on a Saturday as there are likely to be less show ups
- Strong recommendation on having a different orientation event next year other than Amazing Race as the number of attendees have been reducing each year
- If conducting this event, strongly encourage doing this over orientation week and charge a reservation fee to be returned, similar to food adventure
- More prizes/appreciate for ISAs working on this event

8. Budget

A total of **\$950** was allocated for this event, and the total actual expenditure for this event is \$428.00 with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Drinks	108	1.00	108.00	100.00
Prizes	30	10.00	320.00	600.00
TOTAL			428.00	700.00
Surplus				\$272.00

9. Conclusion

This concludes our report for the Amazing Race 2024 Report. Please do not hesitate to contact the Culture & Social Department should you have any queries.

**Prepared by,
Sol KWON, Aksh BATRA & Shifa NATHANI
Culture & Social Department 2023/24
UMSU International**



6. Other Business

- 6.1 Motion to appoint Stephen Luntz of Above Quota Elections as the Returning Officer for the 2024 UMSU International Annual General Election
- 6.2 CME Updates
- 6.3 Resignation of Welfare Officer
- 6.4 HR Updates
- 6.5 Working with M&M
- 6.6 New Delivery Procedure
- 6.7 NM Reminder

7. Next Meeting

CCM #9

Date : Monday, 8th April 2024 (17:00)

Venue : PAR-Old Geology-155-B1-B25-Theatre 2 (92)