

# Agenda

Central Committee Meeting #6 – Monday, 16<sup>th</sup> October 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 #5

## **4. Proposals**

- 4.1. Amazing Race 2024 Proposal
- 4.2. Food Adventure Semester 1 2024 Proposal
- 4.3. UMSUi Giveaway Merchandise Proposal
- 4.4. Summerfest Giveaway 2024 Proposal
- 4.5. Accommodation Workshop Proposal
- 4.6. Revised SWOTSNACC Proposal
- 4.7. Revised Exam Pack Giveaway Proposal
- 4.8. Central Committee Bonding Dinner #3 Proposal

## **5. Reports**

- 5.1. PR/Visa Workshop Semester 2 2023 Report

5.2. R U OK Day 2023 Report

5.3. GetCertified Report

5.4. Co-Options 2023 Report

5.5. Central Committee Bonding Dinner #2 Report

5.6. Central Committee Bonding Camp 2023 Report

## **6. Other Business**

6.1. Treasurer Announcements

6.2. Amendment to ISA Strike System

6.3. Confidential Unspoken Form

6.4. Official Reprimand for Aksh BATRA

6.5. Post Exam Bonding Activity

6.6. UMSU International Award

## **7. Next Meeting**



# Unconfirmed Minutes

Central Committee Meeting #5 – Monday, 2<sup>nd</sup> October 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 and apologies

- Attendance – 36/40 members

Absent with Apologies

Directors: Aksh BATRA

Officers: Chenxi SONG (Vicky), Yashvi NARULA, Zijia ZHOU (Gia)

### Motion 1

Move that Standing Orders be adopted for CCM #5 at 5:35PM.

Mover : Asawari Sahebrao SIRSAT

Secunder : Jeslyn TANDYAJAYA

CARRIED without contention.

### 1.5. Adoption of Agenda

### Motion 2

Move that the Agenda for CCM #5 be adopted at 5:37PM.

Mover : Christie DEANDRIA

Secunder : Christopher MINN

CARRIED without contention.

## 2. Matters Arising from Previous Minutes

### 3. Confirmation of Previous Minutes

#### Motion 3

Move that the minutes of CCM #4 be accepted and confirmed as a true and accurate record.

Mover : Christian VALERIAN

Seconded : Yuxuan LIU (Linda)

**Motion Carried.**

#### Motion 4

Move that the SWOTSNACC Proposal be accepted.

Mover : Shifa NATHANI

Seconded : Hiranmayi RAMESH

**Motion carried.**

#### Motion 5

Move that the Exam Pack Giveaway Semester 2 2023 Proposal be accepted.

Mover : Coby CHEUNG

Seconded : Madeline SUTANTO

**Motion carried.**

#### Motion 6

Move that the Central Committee Varsity Jacket Proposal be accepted.

Mover : Yuen Jie NG (Jason)

Seconded : Robertus Jonathan INDRADJAJA

**Motion Carried.**



Motion 7

Move that the ISA Appreciation Night and Winning House Dinner (February & March 2023 Intake) Proposal be accepted.

Mover : Jesslyn ANDRIONO

Secunder : Kayven Claus SATRIO

**Motion carried.**

Motion 8

Move that the Meat and Greet Carnival 2023 Report be accepted.

Mover : Luong Hien TAM (Tam)

Secunder : Angelina PENG

**Motion Carried.**

Motion 9

Move that the International Hangout Report be accepted.

Mover : Natasya Jestine WIRAATMAJA

Secunder : Nikita GOYAL

**Motion Carried.**

Motion 10

Move that the International Week Report be accepted.

Mover : Andrea MAKATITA

Secunder : Ella LIANG

**Motion Carried.**

Motion 11

Move that the President's September 2023 Monthly Report be accepted.

Mover : Rachel ZHOU

Seconders : Yuxuan LIU (Linda)

**Motion Carried.**

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

4.1. Committee Photoshoot

4.2. UMSU Intl Award

4.3. Bonding Dinner #2

4.4. CCM Attendance and Etiquette

4.5. Student ID checks for International Brekkie

#### Motion 12

Move that Standing Orders for CCM #5 be suspended at 6:58PM.

Mover : Ying Yu CHEN (Danielle)

Seconders : Seoyoun KIM (Youn)

**Motion carried.**

#### Motion 13

Move that CCM #5 be adjourned at 6:59PM.

Mover : Angelina PENG

Seconders : Xinyuan WANG (Cynthia)

**Motion carried.**

**Prepared by,**

**Yhi Zhen LIM (Ethan)**

**General Secretary 2023/24**

**UMSU International**



# Amazing Race 2024 Proposal

Central Committee Meeting #6 – Monday, 16<sup>th</sup> October 2023

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## 1. Introduction

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. Objectives

This event aims to:

- Help students make new friends and expand their network
- Help students familiarise themselves with Melbourne’s landmarks and locations
- Foster team building and problem solving skills through various challenges

## 3. Event Details

Date : Saturday, 2nd March 2024 [12:00 - 5:00 PM (STC)]

Venue : Around CBD

Number of Attendees : 100 participants

Coordinators : Sol KWON & Shifa NATHANI

Manpower : 10 OBs & 12 ISAs (including coordinators)

Budget : \$2000

## 4. Event Overview

The event starts at the South Lawn with 100 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 with prizes.

## 5. 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
<b>Event Day</b>				
	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
<b>Post Event</b>				
	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 - Subject to Change**

- Team meetings and finalize on locations, riddles, game activities and buying any game materials if needed:
  - Station 1: State Library (STC) = Tiktok dance challenge → pick a song/trend dance choreography for the participants to learn and perform
  - Station 2: Queen Victoria Market (STC) = Scavenger hunt for food items/stores + take group photos → pick out 3 stores
  - Station 3: NGV (STC) = Back-to-back drawing → select 4 words for 4 rounds of drawing and guessing
  - Station 4: Carlton Gardens (STC)

- Beer pong. Put 5 notes of challenges inside cups in a total of 15 cups
  - Yoga poses x 3 → pick 3 poses and print out the picture. The whole team keep still for 5 seconds will pass the challenge
  - Recreate group picture → choose 1 group picture
  - Guess the song x 3 - 5 seconds only → pick out 3 songs
  - Small puzzles → choose 1 set of small puzzle (20-30 pieces) and ask them to assemble
  - Tennis ball transfer → prepare 1 tennis ball and strings
- Allocate maximum time/duration that groups can stay at each station (45 minutes)
- Think of design ideas for Marketing & Media department to work on
- Confirm the number of ISAs (12) OBs (10) for HR department to distribute volunteer documents and set up the group chats

### **Event Day**

- ☑ ISAs and OBs meet at 11:30pm 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**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
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
12:20PM	Ice-breaking + food	@Amphitheater Icebreaker + food	Sol + shifa
12:40PM	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 icebreaker and start the race	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
- Announce the winners and give out the prizes
  - First team: TBD
  - Second team: TBD
  - Third team: UMSUi Merchandise
- Clear out Amphitheatre and bring back all the game materials and tables back to UMSUi Lounge

### **6. Budget**

A total of **\$2000** 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>
Prizes for winners	40	10.00	400.00
Catering	100	10.00	1000.00
Drinks	100	2.00	200.00
Game Logistics	1	100.00	100.00
Miscellaneous	1	300.00	300.00
<b>TOTAL</b>			<b>2000.00</b>

### **7. Conclusion**

This concludes our proposal for the Amazing Race Proposal 2023. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

**Prepared by,**  
**Sol KWON & Shifa NATHANI**  
**Cultural and social Department 2023/24**  
**UMSU International**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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

# Food Adventure Semester 1 2024 Proposal

Central Committee Meeting #6 – Friday, 16<sup>th</sup> October 2023

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## 1. Introduction

Food Adventure is an opportunity for students to explore the food culture in Melbourne, while at the same time allowing them to socialize and make new friends. Students will go to different restaurants with diverse cuisines to experience Melbourne's wide range of food.

## 2. Objectives

This event aims to:

- Provide the opportunity for new students to get to know each other
- Allow students to experience the diverse food culture in Melbourne
- Promote UMSU International by providing participants with information about our services during the event

## 3. Event Details

Date	: Thursday, 22 <sup>nd</sup> February 2024 [(10am to 4pm - Melbourne time)]
Venue	: Walking tour with 3 routes (South Melbourne, South Yarra, and North Melbourne/CBD)
Number of Attendees	: 150
Coordinators	: Christian VALERIAN, Christopher MINN, Chenxi SONG, Jason Yuen Jie NG
Manpower	: 12 OBs & 24 ISAs (including coordinators which consists of 3 Committee Members)
Budget	: \$5000

## 4. Event Overview

The students will be divided into 12 groups where each group will visit 4 restaurants at either South Melbourne Market, CBD or South Yarra.

Potential List of Restaurants: (Subject to Change)

South Melbourne	South Yarra (Vegan)	North Melbourne/QVM
Dessertopia	Hello Sam	Kenangan
Hector's Del	Jumi's Cafe	Maria's Trattoria
Ayam Penyet Ria	A25 Pizzeria	Lukumades



Meetbowl/BAMBU	KungFu Burger/Madam saigon baguette	Pho Victoria/Le Bajo Milkbar
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## 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
0	10/10/2023	Initial planning + proposal	Planning details and writing up the proposals	Christopher, Jason, Christian, Vicky
0	17/11/2023	Teamwork setup	Setting up the team project with UMSU staff members	Jason
0	20/11/2023	Finalise restaurant list	Finding a list of potential restaurants along each of the routes.	Christopher, Jason, Vicky
0	23/11/2023	Risk Assessment Creation	Filling out a risk assessment sheet for contingencies in the event	Christopher
0	30/11/2023	Contact restaurants	Initiating contact with the restaurants that made it through a finalized version of the list and gather the necessary information/documents	Christopher, Jason, Vicky
0	15/1/2024	Pre-order menu	Selecting a menu ahead of time	Christopher, Jason, Vicky
0	23/1/2024	Request invoice from restaurants	Asking the restaurants for invoices well in advanced after selecting the menu to be processed	Christopher, Jason, Vicky
0	24/1/2024	Creating Sign Up Sheets	Creating sign up sheet that will include attendees dietary requirements,	Christopher, Jason, Vicky
0	25/1/2024	Coordinate with M&M for design	Coordinating the design of the posts/poster	Christopher
0	1/2/2024	Coordinate with HR for ISA signups	Coordinating with HR department to set up ISA volunteer document	Jason
0	8/2/2024	Marketing + Ticketing	Coordinate with M&C to post the event on social media and registrations will open through the ticketing system	Jason

0	10/2/2024	Create travel booklets + briefing documents	Writing up three travel booklets (for each route) for the participants and preparing the documents for the briefing (putting in PDF format for group chats in each route) Info will include: Contacts for PIC	Vicky
0	12/2/2024	OB + ISA group allocation	Allocating the OB & ISA volunteers to each of the groups	Vicky
0	13/2/2024	Buying items for event	Any necessary materials such as wristbands or emergency equipment such as EpiPens	Christopher, Jason
0	13/2/2024	Create feedback form	Setting up the feedback form that will be sent out at the end of the event	Christopher
0	14/2/2024	Emailing participants to confirm attendance	Sending out emails to all the people who signed up via the TryBooking and confirming their attendance	Christopher
0	17/2/2024	Allocate participants into groups	Allocating the final list of participants into groups	Jason
0	19/2/2024	Brief OBs and ISAs	Brief both the ISAs and OBs on how the event on the day itself will flow, which restaurants they will go to and talk about their roles.	Vicky
<b>Event Day</b>				
0	22/2/2024	Set up check in table	Setting up in front of Building 168	Christopher, Christian, Jason, Vicky
0	22/2/2024	Briefing	Final brief for OBs and ISAs	Christopher, Christian, Jason, Vicky
0	22/2/2024	Event	The event will take place from 10:00 AM - 3:30 PM	Coordinators, OBs, ISAs
<b>Post Event</b>				
0	23/2/2024	Feedback survey	Travel buddies will tell their groups to fill out a quick feedback survey once the event ends.	OBs & ISAs
1	26/2/2024	Report	Writing up the report	Christopher, Jason, Vicky

### Pre-event

- Research and select 4 restaurants per route (South Melbourne Market, South Yarra, CBD).

- Contact each of the restaurants and decide on a menu. Then, retrieve the restaurant's COVID-19 safe plan and insurance policy.
- Coordinate the design of marketing material with UMSU Design Department and ticketing system with C&E.
- The ticketing system will have each attendee paying \$5 to participate in the event
- Work with the HR department to get 24 ISAs to help guide the groups.
- Prior to the day of the event, event coordinators will brief the OBs and ISAs about their duties.

### **Event Day**

- OBs and ISAs are to meet at the meeting point by 10 am to undergo the final briefing. OBs should take attendance of the ISAs.
- Participants are to gather at the meeting point starting from 10:20 AM. Event coordinators will brief participants. ISAs are to take attendance of their group members.
- By 11 AM, all groups should be on their way to their respective restaurants assigned.

### **Details**

- Create options for sharing food as opposed to food for each person
- Groups will also be allocated on the event day as there may be group changes

### **Event Flow**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
10:00 am - 10:10 am	Setting up check in table	Event coordinators will set up the check in table at South Lawn	Christopher, Jason, Vicky
10:10 am - 10:20 am	Briefing OBs and ISAs	Final briefing for OBs and ISAs. Reminding them that they can leave once their group is complete.	Christopher, Jason, Vicky
10:20 am - 11:00 am	Taking attendance	Taking attendance of all the participants and allocating them into their groups.	Christopher, Jason, Vicky
11:00 am - 11:40 am	Head to Routes	In groups of 10, participants are to separate and head into their own routes. Each coordinator and 1 OB will head to their allocated route to supervise.	Christopher, Jason, Vicky, ISAs and OBs
11:45 am - 12:30	First Restaurant	Group should arrive by 11:45	Christopher, Jason, Vicky,

pm		at their designated first restaurant. Time keeper must remind all participants 5 minutes before they have to head out to the second restaurant.	ISAs and OBs
12:45 pm - 1:30 pm	Second Restaurant	Group should arrive by 12:45 to the second restaurant.	Christopher, Jason, Vicky, ISAs and OBs
1:45 pm - 2:30 pm	Third Restaurant	Group should arrive by 1:45 to the third restaurant.	Christopher, Jason, Vicky, ISAs and OBs
2:45 pm - 3:30 pm	Fourth Restaurant	Groups should arrive by 2:45 to the fourth restaurant.	Christopher, Jason, Vicky, ISAs and OBs

### **Post Event**

- After 3:30 PM, each ISA leader should provide their group members with a link/QR code of the feedback survey to complete. Students then can be on their way back.

### **6. Budget**

A total of **\$5,000** 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>
South Melbourne Market Expenditure	4	416.67	1666.66
South Yarra Expenditure	4	416.67	1666.66
CBD Expenditure	4	416.67	1666.66
<b>TOTAL</b>			<b>5000.00</b>

### **7. Conclusion**

This concludes our proposal for the Food Adventure Proposal 2024. Please do not hesitate to contact the Cultural & Social Department should you have any queries or suggestions for potential restaurants.

**Prepared by,**

**Christopher MINN, Chenxi SONG, Jason Yuen Jie NG**  
**Cultural & Social Department 2023/24**  
**UMSU International**



# UMSUi Giveaway Merchandise Proposal

Central Committee Meeting #6 – Monday, 16<sup>th</sup> October 2023

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## 1. Introduction

The Media and Marketing department (M&M) will be designing various promotional merchandise (e.g. Playing Cards, Mint Cards, Tote bags, Plastic Drinking Bottles) to be given during giveaway events (e.g. Winterfest/Summerfest Giveaway, Exam Pack Giveaway) to students to increase the awareness of UMSUi (directly through the giveaways and indirectly through the branding on the items).

## 2. Objectives

This event aims to:

- To engage students and encourage participation in UMSU International events
- To increase awareness of UMSU International, particularly amongst new International Student arrivals

## 3. Event Details

Date	: October, 2023 – December, 2023
Coordinators	: Madeline SUTANTO, Tanveen KAUR, Christie DEANDRIA, Coby CHEUNG, Jesslyn Alexis ANDRIONO, Megan Zouves WIRANTO
Budget	: \$45000

#### 4. Event Overview

M&M will design the merchandise, get approval from relevant parties (i.e. CME), then put in the order through our supplier (Bluegum and Ozstickerprinting). Once the supplier receives the order and ships the merchandise, M&M will prepare it for distribution during events alongside other departments as needed during events (e.g., C&S, E&W).

#### 5. Event Timeline

Month	Activity	Descriptions	PIC
October	Design process	<ul style="list-style-type: none"> <li>• Begin design process</li> <li>• Communicate with supplier</li> <li>• Receive approval from CME</li> <li>• Finalize design process</li> </ul>	Madeline SUTANTO, Tanveen KAUR, Christie DEANDRIA, Coby CHEUNG, Jesslyn Alexis ANDRIONO, Megan Zouves WIRANTO
Late October	Ordering and shipping	<ul style="list-style-type: none"> <li>• Send final order to supplier</li> </ul>	Madeline SUTANTO, Tanveen KAUR, Christie DEANDRIA
Late November/ Early December	Receiving Merchandise	<ul style="list-style-type: none"> <li>• Receive shipment from supplier</li> </ul>	Madeline SUTANTO, Tanveen KAUR, Christie DEANDRIA, Coby CHEUNG, Jesslyn Alexis ANDRIONO, Megan Zouves WIRANTO

## 6. Budget

A total of **\$42000** located for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Tote Bags	1000	19	19000
Drinking Bottles	1000	9.5	9500
Mint Cards	950	1.75	1662.5
Playing Cards	950	10	9500
Stickers	10,000	0.04	400
Shipping			1000
Miscellaneous			3,937.5
<b>TOTAL</b>			<b>45,000</b>

## 7. Conclusion

This concludes our proposal for UMSUi Giveaway Merchandise. Please do not hesitate to contact the Media and Marketing Department should you have any queries.

Prepared by,

**Madeline SUTANTO and Christie DEANDRIA**  
**Media and Marketing Department 2023/24**  
**UMSU International**



# Summerfest Giveaway 2024 Proposal

Central Committee Meeting #6 – Monday, 16<sup>th</sup> October 2023

## 1. Introduction

The Cultural and Social department will be handing out snacks inside the bags designed by the Media and Marketing department. This is a small mingling event where we engage with new students and introduce them to UMSUi and our upcoming events.

## 2. Objectives

This event aims to:

- To provide international students with information regarding our upcoming events
- Connect international students to UMSU international and future social and cultural events

## 3. Event Details

Date : 0-week

Venue : Market Hall/Amphitheatre

Number of Attendees : 1000

Coordinators : Christian VALERIAN, Rebecca CHRISTOPHER

Manpower : 4 OBs & 18 ISAs (including coordinators which consists of 2 OBs)

Budget : \$4000

## 4. Event Overview

This event will consist of Packing and Distribution of merch and snacks in a tote bag designed by MnM during orientation week.

## 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	November	Logistics	Request teamwork and decide what snacks to be ordered	Christian VALERIAN
	November-December	Merch	Work closely with Media and Marketing department in regards on merch design	Christian VALERIAN



	January	Logistic	Order snacks to be included in the Giveaway	Christian VALERIAN
	January	Manpower	Request manpower (ISAs and OBs) from HR	Christian VALERIAN
	February	Packing	Packing snacks to individual bags	Christian VALERIAN
<b>Event Day</b>				
	Orientation week	Setting up	Before the start of the first shift, OBs and ISAs will set up UMSU INTL banner and tables for the giveaway	Christian VALERIAN
	Orientation week	Distribution	For each shift the team consists of 1 OBs and 3 ISAs who will distribute the goodie bags and engage with new students	Christian VALERIAN

**Pre-event**

- ISAs and OBs will gather at a predetermined location to pack the Giveaway bags

**Event Flow (subject to change)**

Time	Activity	Details	PIC
10:00AM-10:15AM	Briefing	Ensure all ISAs and OBs remember to only give goodie bags after confirming students have followed UMSUi social media page + take attendance	Christian VALERIAN
10:15AM-10:30AM	Set up	Setting up banner and tables	Christian VALERIAN
10:30-03:00PM	Distribution	Giving goodie bags and engage with students	Christian VALERIAN
03:00PM-03:15PM	Pack down	Clean and pack down the area	Christian VALERIAN

**6. Budget**

A total of **\$4000** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
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Snacks	1000	4	4000.00
<b>TOTAL</b>			<b>4000.00</b>

**7. Conclusion**

This concludes our proposal for the Summerfest Giveaway 2024 Proposal. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

**Prepared by,**

**Christian VALERIAN  
Cultural and Social Department 2022/23  
UMSU International**



# Accommodation Workshop Proposal

Central Committee Meeting #6 – Monday, 16<sup>th</sup> October 2023

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## 1. Introduction

One of the biggest challenges of being an international student in Melbourne is looking for accommodation. The struggles of looking for a place to stay does not end with simply getting an application to an apartment or studio rejected. Many international students have been scammed and lied to by con “real-estate agents” in order to benefit from their money.

Seeing this as a struggle that affects students’ psychological and emotional well-being, we thought it would be vital to hold an accommodation workshop. In this workshop, students will get to listen to a genuine real estate agent who will share advice on looking for accommodation in Melbourne.

## 2. Objectives

This event aims:

- 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

## 3. Event Details

Date	: Monday, 27 <sup>th</sup> November 2023 (15:00--17:30 Time, Melbourne time)
Venue	: Zoom
Number of Attendees	: 80 - 100
Coordinators	: Andrea MAKATITA, Tiffany AU YEUNG
Manpower	: 2 Committee Members
Budget	: \$250

#### 4. Event Overview

The Accommodation workshop is an online event where incoming international students are informed regarding available accommodation options near Unimelb. Students will also be guided around topics such as filling out accommodation application forms, general market prices of various accommodation types, student accommodation deadlines, other requirements needed by rental agents, and measures to be cautious of when choosing the right accommodation to prevent scams and fraud.

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
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 16 2023	Get Speaker Contract	Contact CME regarding speaker contract	Andrea Makatita
12	October 16 2023	Contact Student Accommodation Reps		Andrea Makatita and Tiffany Au Yeung
12	October 20 2023	Create Zoom link	Zoom link for workshop	Andrea Makatita
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



Event Day				
-	November 27 2023	Accommodation Workshop		Andrea Makatita and Tiffany Au Yeung
Post Event				
-	November 27 2023	Feedback form	Create QR Code, add to slide and ask attendees to fill out	Tiffany Au Yeung
0	February 20 2024	Complete report		Andrea Makatita and Tiffany Au Yeung

**Pre-event**

- Sort out whether we wish to pay speakers and how much so if we are.

**Event Flow**

Time	Activity	Details	PIC
14:30-15:00	IT Preparation	Prepare speakers and any necessary IT on the day	All coordinators and speaker
15:00-15:05	Introduction	Acknowledgement of country, introduce the speaker, UMSU International and the event	Andrea Makatita
15:05-16:00	Information Session	Real estate agent segment	Speaker
16:00-16:10	10 Minute Break		Speaker
16:10-17:00	Student Accommodation Fair	Representatives from student accommodations will share about the accommodations they provide	Speaker
17:00-17:25	Breakout Rooms	Real estate agent and representatives split into different breakout rooms for students to go to and talk to	Speaker

17:25-17.30	Wrap Up	Conclude workshop	Tiffany Au Yeung
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**6. Budget**

A total of **\$250** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Speaker Invoice	1	200	200.00
Miscellaneous	1	50	50.00
<b>TOTAL</b>			<b>250.00</b>

**7. Conclusion**

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

**Prepared by,**

**Andrea MAKATITA, Tiffany AU YEUNG**  
**Education Department 2023/24**  
**UMSU International**



# Revised SWOTSNACC Proposal

Central Committee Meeting #6 - Monday, 16<sup>th</sup> October, 2023

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## 1. Introduction

SWOTSNACC is scheduled to span across three days during the week of SWOTVAC, aiming to offer inviting study environments, as well as a diverse selection of snacks and refreshments, in order to alleviate the stress international and local students face when seeking a comfortable place to study during the SWOTVAC period.

We are committed to ensuring that the responsibilities of participating officers are kept to a minimum. This recognizes that all officers involved will have demanding study schedules throughout the week. Their tasks will primarily involve registration, setting up, and packing up refreshments and cleaning up the room.

## 2. Objectives

This event aims to provide welcoming study spaces for students to study during SWOTVAC.

## 3. Event Details

Date	: Tuesday, 24th October 2023; Wednesday, 25th October 2023; Thursday, 26th October 2023 [Duration: 3 days]
Venue	: PAR-Sidney Myer-115, PAR-Sidney Myer-116, PAR-Sidney Myer-117
Number of Attendees	: 50 students per day, 150 students total
Coordinators	: Gia ZHOU, Rachel ZHOU
Manpower	: 6 Committee Members and 18 ISAs
Budget	: \$2380

## 4. Event Overview

The event will simply involve students getting access to study spaces on campus to prepare for exams. To ensure that they can study well, we will make sure to keep the area quiet while also providing an assortment of refreshments for the students.

## 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
9	19 September 2023	Room booking	Rooms at Sidney Myer have been booked	Natasya
11	9 October 2023	Allocation of ISAs	Getting ISAs from HR and setup the time slots	Rachel
12	16 October 2023	Resubmission of proposal	Present the proposal at CCM	Rachel
12	16 October 2023	Purchasing refreshments	Ordering snacks and drinks from CME	Gia
<b>Event Day (Repeat for 25th &amp; 26th October)</b>				
SV	24 October 2023	Setup	Bring snacks, drinks, dispensers, tables to arts west	Gia, Rachel
SV	24 October 2023	Study sessions	Give out food and drinks, study if nothing is happening	Gia, Rachel
SV	24 October 2023	Feedback	Ask students to fill out feedback form	Gia, Rachel
SV	24 October 2023	Cleanup	Bring remaining snacks, drinks and also return dispenser to international lounge	Gia, Rachel
<b>Post Event</b>				
-	27th October 2023	ISA Hours	Send ISA hours to HR	Rachel
-	27th October 2023	Reimbursement	Reimburse money spent for snacks, drinks, etc.	Gia
-	3rd November 2023	Report	Complete Swotsnacc report	Gia

### **Pre-event**

Purchasing snacks and drinks might be combined with purchasing goods for exam pack giveaway; this is not confirmed.

### **Event Flow**

<b>Time</b>	<b>Activity</b>	<b>Details</b>
9.30 a.m. - 10.00 a.m.	Setup	Set up. First OBs/ISAs arrive with food and drinks. QR code and appliances are set up etc.
10.00 a.m. - 14.00 p.m.	Study sessions	Study session commences. Notes: <ul style="list-style-type: none"> <li>• Students will be advised to converse minimally during the event.</li> <li>• If food or drinks run out it is the responsibility of the OB in charge to replenish them (this will be unlikely).</li> <li>• At 1.55 pm, OBs will signal the end of the event.</li> </ul>
10.00 a.m. - 14.00 p.m.	Feedback	Ask participants throughout the event to fill in feedback form.
14.00 p.m. - 14.30 p.m.	Cleanup	Pack up. <ul style="list-style-type: none"> <li>• Present OBs/ISAs will clear any remaining snacks and refreshments and return hot water dispensers to the lounge.</li> <li>• Wipe the tables used.</li> </ul>

## 6. Budget

A total of **\$2380** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Snacks and drinks (estimated per person)	150	13.9	2085
Transportation	1	25	25
Rubbish bins	1	60	60
Miscellaneous	3	70	210
<b>TOTAL</b>			<b>2380</b>

## 7. Conclusion

This concludes our proposal for SWOTSNACC Semester 2, 2023. Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,**

**Rachel ZHOU and Gia ZHOU**  
**Education Department 2023/24**  
**UMSU International**



# Revised Exam Pack Giveaway Proposal

Central Committee Meeting #6 – 16<sup>th</sup> October, 2023

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## 1. Introduction

Exam Pack Giveaway (EPG) is an event aimed to boost the morale and the overall well-being of Unimelb students before the stressful SWOTVAC and examination period. This event is open to all University of Melbourne students: which includes undergraduate, graduate, honours, study abroad and PhD students. Exam pack items will consist of necessities such as pens and notebooks as well as snacks to fuel the brain.

The Exam Pack Giveaway will be conducted in the same manner as the previous EPG, where items are displayed and students are allowed to collect one of each item that they want. We are highly encouraging all students to bring their own bag through our Facebook event information page and Instagram. This will minimize the waste produced by students and also maximize our outreach as students do not need to collect items they do not want and reduce the amount of excessive bags owned by students.

## 2. Objectives

- To provide a platform for UMSU International to reach out to university students by promoting the services provided by UMSU International
- To motivate students by giving out freebies and enlightening their mood for exam preparation
- To boost the physical welfare of students by providing snacks and beverages

## 3. Event Details

Date	: Wednesday 25th October [11:00 AM - 15:00 PM]
Venue	: Concrete Lawn
Number of Attendees	: 600 students
Coordinators	: Robertus INDRADJAJA, Danielle CHEN
Manpower	: 8 OBs & 12 ISAs (2 shifts)
Budget	: \$ 15,230

## 4. Event Overview

Exam Pack Giveaway is an event where students are able to come and get a variety of items for free, which include a range of snacks and drinks, and stationery items. The intent of this event is to alleviate some stress created by impending exams and assessments by providing students.

**5. Event Timeline**

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
8		Venue booking	- Booked Concrete Lawn through CME	Danielle CHEN
9		Contact sponsors	- Reach out to sponsors to ask for event support/sponsorship	Robertus INDRADJAJ A, Cynthia WANG
9		Request ticketing	- Ask CME to do ticketing	Robertus INDRADJAJ A
9		Event planning	- Write proposal and finalising event details	Danielle CHEN, Robertus INDRADJAJ A
10		Open bookings	- Open registrations for event	Robertus INDRADJAJ A
11		Request ISAs	- Ask HR for ISAs	Danielle CHEN
11		Re-do budget & proposal	- Re-do item order list and edit proposal	Danielle CHEN, Robertus INDRADJAJ A
11		Logistics	- Contact Muji to see if we can order from them - Send finalised item list to Treasurer to order and get delivered	Danielle CHEN, Robertus INDRADJAJ A

12		Collect stock	- Remain present on campus to receive delivery of all EPG giveaway materials. Collect items that cannot be delivered	Robertus INDRADJAJ A
12		Feedback forms	- Create feedback forms for the event	Danielle CHEN
<b>Event Day</b>				
	25/10	Run event	- Set up tables and marquees - Give out items to students	Robertus INDRADJAJ A
	25/10	Pack up	- Put away equipment and throw out rubbish	Robertus INDRADJAJ A

### Pre-event

- Open bookings
- Create feedback form
- Order items for giveaway

### Event Day

#### Event Flow

Time	Activity	Details	PIC
10 - 11AM	ISAs and OBs come to set up	2 x Marquee, tables, chairs, and banners	Robertus INDRADJAJA
11AM - 3PM	EPG	Event will be run between 11am -3pm	Robertus INDRADJAJA
3 - 4PM	Pack up	Clean up rubbish, returning equipment, and collecting leftover items and storing them.	Robertus INDRADJAJA

### Post-event

- Collect feedback

### **6. Budget**

The total allocated budget for this event is \$15,230

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Muji spiral bound notebooks	300	\$2.25	675.00
Muji 5-pack notebooks	60	\$7.5	450.00
Muji 0.5mm knock type pen	300	\$2	600.00
Muji 0.38mm cap type pen	300	\$2	600.00
Highlighters	600	\$2.5	1500.00
Rulers	400	\$1.75	700.00
Pencils	300	\$0.5	150
Sticky Notes	600	\$1.33	800
Snacks	600	\$4	2400.00
Noodles	1200	\$1	1200.00
Vitamins (Ener C)	1200	\$0.79	945.00
Coffee	600	\$3.85	2310.00
Up & Go - 12 pack	50	\$15.80	790.00
Hot chocolate packets - 10 pack	120	\$3.25	390.00
Erasers	200	1.1	220
Transport	1	\$100	100.00
Miscellaneous	N/A	\$1400	1400.00
<b>TOTAL</b>			<b>15,230.00</b>

## 7. Conclusion

The Welfare department understands the stressful examination period and empathises with the struggles that students may go through during these hard times. We would like to provide support and connect with them through giving out exam packs to all Unimelb students. We hope to enhance students' well-being and prepare them for upcoming exams by providing necessities to students and boosting their mental strength.



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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

This concludes our proposal for the Exam Pack Giveaway. Please do not hesitate to approach the Welfare Department for any enquiries or suggestions regarding this proposal.

**Prepared by,**

**Danielle CHEN  
Robertus INDRADJAJA**

**Welfare Department 2023/24  
UMSU International**



# Central Committee Bonding Dinner #3 Proposal

Central Committee Meeting #6 – Monday, 16<sup>th</sup> August 2023

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## 1. Introduction

The Central Committee Bonding Dinner is set as a bonding event for all Committee Members to meet and get to know each other, as well as giving members the chance to relax after the exam.

## 2. Objectives

This event aims to allow Committee Members to bond and build connections with one another.

## 3. Event Details

- Date : TBC - After Exam
- Venue : TBC
- Number of Attendees : TBC
- Coordinators : Yhi Zhen LIM (Ethan)
- Budget : \$1,200

## 4. Event Overview

To commemorate the hard work and efforts the committee had put in for Semester 2 2023, we will be holding a final bonding activity after the exam period. Currently, we have some ideas of holding a karaoke night with food, however, we are open for suggestions.

## 5. Event Timeline

Date	Activity	Additional Details
<b>Pre-event Preparations</b>		
16 October 2023	Confirmation from OBs	Confirming how many OBs will be going
TBC	Booking Venue	Calling the restaurant/venue for booking and asking for a minimum surcharge.
TBC	Confirmation for Menu	Menu is chosen prior to the event day to ensure that the flow of the event is on time.
<b>Event Day</b>		

TBC	Bonding and Dinner	
<b>Post Event</b>		
CCM #7	Present Report in CCM	

**6. Budget**

A total of **\$1,200** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Foods and Drinks	TBC	TBC	1,200
<b>TOTAL</b>			<b>1,200.00</b>

**7. Conclusion**

This concludes the proposal for the Central Committee Bonding Dinner Proposal. Please do not hesitate to contact the General Secretary should you have any queries.

**Prepared by,**

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

# PR/Visa Workshop Semester 2 2023 Report

Central Committee Meeting #6 – Monday, 16<sup>th</sup> October 2023

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## 1. Introduction

This report summarized the PR/Visa Workshop which was held on the 21 September 2023 and had the following objectives:

- 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

## 2. Event Details

Date	: Thursday, 21 <sup>st</sup> September 2023 (5.00 pm - 6.30 pm, Melbourne time)
Venue	: PAR- Elizabeth Murdoch G06.
Number of Attendees	: 62
Coordinators	: Natasya WIRAATMAJA, Rachel ZHOU
Manpower	: 2 Committee Members & 4 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$150

## 3. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
4	August 14 2023	Open Teamwork	Contact CME	Natasya Jestine Wiraatmaja
4	August 15 2023	Contact M&M	Contact M&M to help out with publicity	Rachel Zhou
4	August 17 2023	Contact the speaker	Email speaker from an agency regarding their availability	Natasya Jestine Wiraatmaja

6	August 28 2023	Get the Speaker Contract	Contact CME regarding speaker contract	Natasya Jestine Wiraatmaja
6	August 30 2023	Ticket Registration	Organize ticket registration with CME	Natasya Jestine Wiraatmaja
7	September 7 2023	Request ISAs	Request ISAs with HR	Rachel Zhou
8	September 14 2023	Create feedback form	Create feedback form questionnaire	Natasya Jestine Wiraatmaja
<b>Event Day</b>				
9	21 September 2023	PR/VISA Workshop	Brief ISAs on the day and supervise running of event	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 Jestine Wiraatmaja
10	28 September 2023	Complete report		Natasya Jestine Wiraatmaja and Rachel Zhou

#### 4. Event Flow

<b>Time</b>	<b>Activity</b>	<b>PIC</b>
3.30pm - 4.00 pm	Check and set up the venue	Natasya Jestine Wiraatmaja and Rachel Zhou
4.30 pm-5.00 pm	Briefing ISAs	Rachel Zhou
4.30 pm- 5.00 pm	Briefing the speaker	Natasya Jestine Wiraatmaja
5:00pm 5:10pm	Introduction	Natasya Jestine 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 Workshop	Rachel Zhou and Natasya Jestine Wiraatmaja

## 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	100.00
Miscellaneous	50	-
<b>Total</b>	150	100
<b>Surplus</b>		<b>50.00</b>

## 6. Feedback and Suggestions

### 6.1. Publicity and Registration

Event link Registration was opened on the 11th of September 2023 ( 10 days before the workshop) and published on social media on the next day. 111 people registered for the event. We believe this was due to timing issues as most assignments and mid-semester tests were due during the workshop week, causing the underwhelming number of registrations. To increase the number of registrations, we recommend posting reminder stories on Instagram and Facebook before the registration closes. However, to help participants find the venue, we made a time-lapse of directions on how to get to the venue and posted it to instagram a couple days before the event and re-posted on the event day a few hours before the event started.

### 6.2. Attendance

A total of 62 participants attended the event on the day. This included 38 who had registered and 24 walk-ins. Due to the capacity of the venue and the enthusiasm of students that were contacting through the registration link after it closed, we decided to allow walk-ins registrations on the day. To increase the number of attendees, we should adopt an automatic mailing system for the reminder email and have more reminder publicity, so that those who

register get a reminder the day before the event. Due to unavailability of some registrants, slides as part of the workshop materials are sent through email to those who have signed up for the events, after the speaker updated the slides.

### 6.3. Information Session and Q&A

According to the feedback, most students have found the presentation to be informative and relevant to the visa related queries. We have provided students with three Q&A sessions in between different sections of the presentation. Students were given the opportunity to have their visa related questions answered by our guest speaker Michael Moeidjiantho.

### 6.4 Presenter

Presenter was professional and received great feedback from attendees. They were also very responsive and cooperative prior to the workshop, which made communication very easy. 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 a feedback form post event. In total we have received 21 responses from the 62 participants.

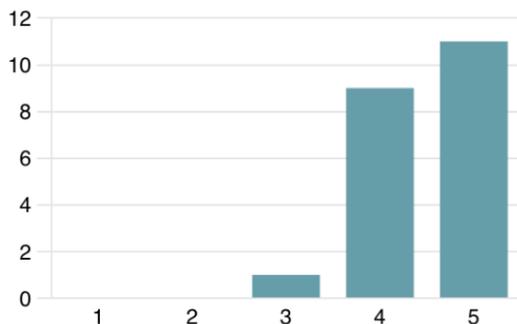
#### The responses were as follows

- Event satisfaction

Overall participants were satisfied with the workshop with an average rating of 4.48 out of 5.

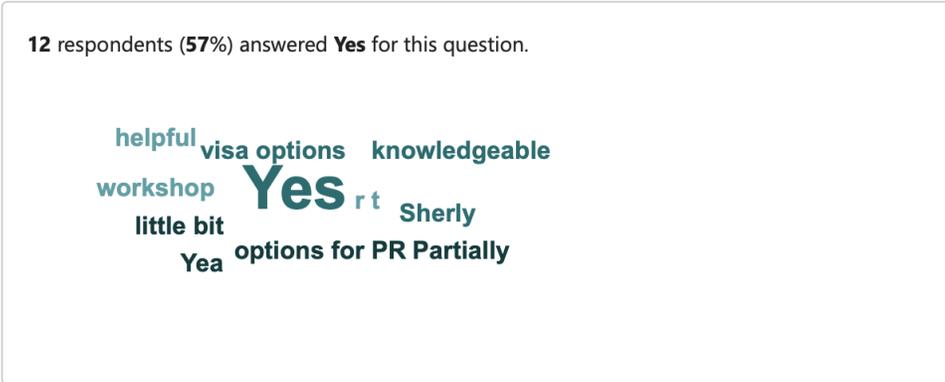
# 4.48

Average Rating



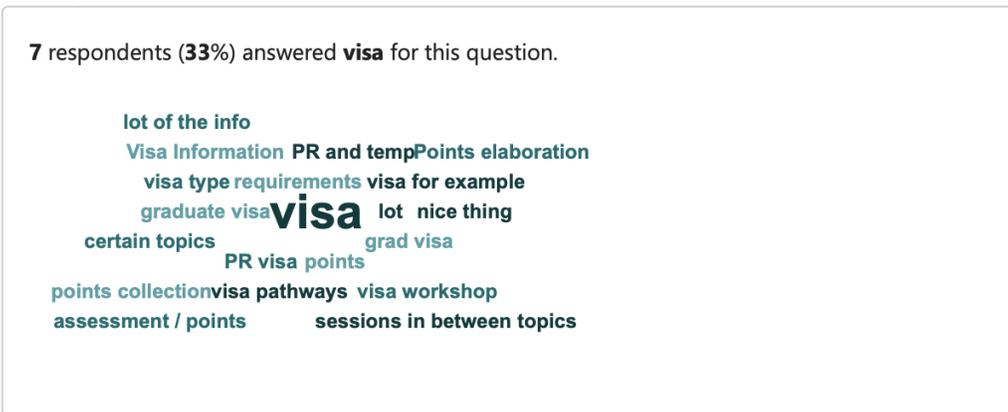
- Workshop Content

Most participants have found the content of the workshop to be relevant in addressing their needs for visa options.



- Most valuable part of the workshop content

Respondents pointed out that topics regarding skill assessment and points system; graduate visa options are the most useful part of the session. It is also noted that students have found the topics divided into sessions was very useful.



- Areas for improvement

Students point out that some of the sections were not relevant to their own personal visa needs. Additionally some students noted that they wish to obtain a digital copy of the presentation though the speaker has rejected such requests because of copyright issues.

2 respondents (10%) answered **Student visa** for this question.



## 6.6 Suggestions

- For future events, we should negotiate with the speaker whether it is possible for them to stay back for a bit after the event's conclusion, as some participants have visa questions with a personal nature that they prefer to ask the speaker alone rather than during the Q&A sessions.
- It is also worth considering dividing the workshop into two sections and advertise the section start times on social media. Reason for this being some of the participants were only there to learn about permanent residency pathways whereas some were there for graduate and work visas only. This way participants can plan their time and attendance accordingly

## 7. Conclusion

This concludes the report for PR/Visa Workshop, Semester 2 2023. Overall the workshop was run 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,**

**Natasya Jestine Wiraatmaja & Rachel Zhou**  
**Education Department 2023/2024**  
**UMSU International**



# R U OK Day 2023 Report

Central Committee Meeting #6 – Monday, 16<sup>th</sup> October, 2023

## 1. Introduction

This report summarises R U OK Day 2023, which was held on Thursday 14<sup>th</sup> September, 2023. The UMSUi Welfare Department held a bracelet-making event with 'R U OK?' branded cupcakes to celebrate R U OK Day. The event was run in collaboration with other organisations within the university - namely HPP (Health Promotion Program). The aim of the event was to increase awareness around mental health issues and work towards de-stigmatisation of said issues, with a focus on the idea that conversation & communication between people can be incredibly beneficial.

## 2. Event Details

- Date : Thursday, 14<sup>th</sup> September 2023 (11am - 2pm Melbourne time)
- Venue : Market Hall
- Number of Attendees : 95
- Coordinators : Robertus INDRADJAJA, Danielle CHEN, Yuxuan LIU, Planet SITTHIXAY, Nikita GOYAL
- Manpower : 3 Committee Members & 4 ISAs
- Budget : \$750

## 3. Event Overview

R U OK Day was a bracelet-making session in Market Hall, held in conjunction with the rest of the university's events. Students were able to make as many bracelets as they liked in the time of their allocated time slot, and were encouraged to talk to the people around them, in line with the slogan of the organisation - 'A conversation could change a life'. Cupcakes with 'R U OK?' branding were also provided as refreshments.

## 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
4		Planning event	- Meeting to discuss possible event ideas	Danielle CHEN, Robertus INDRADJAJA

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, Nikita GOYAL
<b>Post Event</b>				
10		Feedback	- Collect feedback from participants after each event	Danielle CHEN, Robertus INDRADAJA
11		Report	- Writing report	Danielle CHEN, Robertus INDRADAJA

### Pre-event

- Order beads & elastic string from Spotlight
- Order from Officeworks (last minute)
- Order and receive 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**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
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

## 5. Reflections

### Attendance

- We held two sessions with a cap of 25 registrations per session, but we also expected to take some walk-ins
- Many registered attendees did not show up - only around 20 out of 50
- However, we had a lot of walk-ins which made up for these absences

### Bracelet-making supplies

- Spotlight has good variety of beads to use for this event
- If ordering from Spotlight, need to do preferably at least 2 weeks in advance as their processing and shipping time can take quite a while and they often ship things separately in different parcels - one of our parcels failed to arrive on time so we had to order last minute from Officeworks
- Decreased the quantity of beads compared to last time holding similar event, but still had a surplus of beads leftover
- However, would say that it is important to have a good variety of beads so quantity ordered is probably satisfactory regardless of surplus
- Certain types of beads also tend to be more popular than others so can order accordingly in future

### Cupcakes

- People really liked the cupcakes from Cupcake Central
- Good variety of flavours and catered to vegan and gluten-free dietary requirements
- Had delivery to campus
- The 'R U OK?' flags are good to include the cupcakes into the theme of the day in a quick, easy, and cute way

### Collaboration with HPP/University

- Originally planned to hold this event on our own but HPP reached out to ask us to hold it in collaboration with them, and various other university organisations
- HPP was easy to work and communicate with, they were very supportive of our idea and very helpful in making a space for us
- They also offered to cover the costs of the event, but we did not end up getting them to pay - in the future, this could be possible though
- Holding it in Market Hall with the rest of the events was good, created a more lively and busy atmosphere and gave us more exposure than if we were to just hold it on Level 1 outside the lounge as originally planned
- Would recommend working in conjunction with HPP for this event again in future

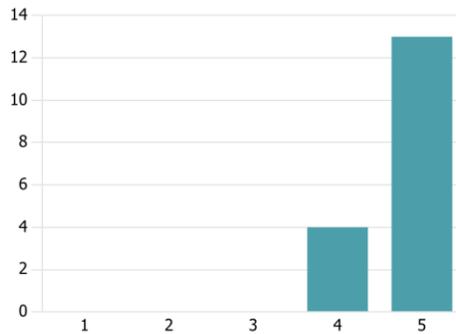
## 6. Feedback

How would you rate your satisfaction with this event on a scale of 1-5?  
(1 = very dissatisfied --> 5 = very satisfied)

[More Details](#)

[Insights](#)

**4.76**  
Average Rating

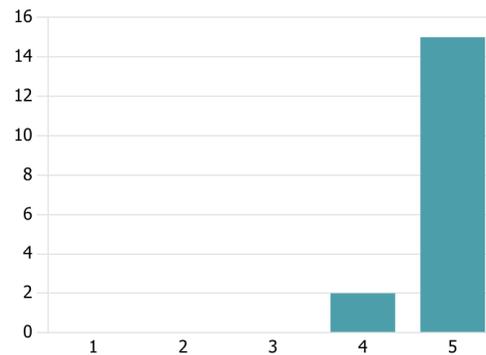


How likely would you be to attend a similar event in the future?  
(1 = very dissatisfied --> 5 = very satisfied)

[More Details](#)

[Insights](#)

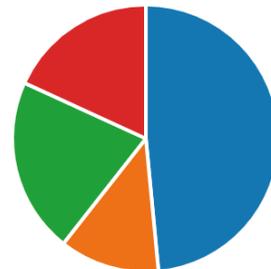
**4.88**  
Average Rating



What aspect of the event did you enjoy the most?

[More Details](#)

- Bracelet-making 16
- Meeting/talking to new people 4
- The atmosphere (music, vibes etc) 7
- Cupcakes 6
- Other 0



- There was a unanimously positive consensus from participants, with averages above 4.5 for both their satisfaction with the event and likelihood of attending a similar event in the future

- As expected, most participants enjoyed the bracelet-making aspect of the event the most, but a decent number of people also highlighted the atmosphere of the event
  - This was likely a combination of having music playing and being in the midst of all the other events, creating a more enjoyable event
- Most participants did not have anything to say about what could be improved, with many saying that it ran smoothly
- A few participants mentioned wanting more beads
  - Since we did have more than enough beads, this may link back to the aforementioned point that some beads may be more popular than others and thus run out quicker
  - It may also just be a result of finding it hard to access the beads they wanted, as the beads were spread out across the tables
- A response also mentioned wanting more cupcakes
  - We only ordered enough for how many registered attendees we had, so most walk-ins would not have had cupcakes
- Lots of responses saying that they would like to see more activities like this held more often

## 7. Suggestions

### Participation

- If possible, it would be good to accommodate for more people as it is definitely a popular event and students really enjoy it
- This would mainly be an issue of venue size, as the supplies itself are not too expensive and can go a long way
- Would also be good to place more emphasis on meeting and talking to new people
  - Can get ISAs to float around and try to start conversations between students

### Craft supplies

- Order more in advance to prevent things not arriving in time and having to order extra last-minute
- Order accordingly to what beads run out faster so the ones that are most in demand are available to students
  - Usually the alphabet beads are quite popular and certain letters always run out first, so could look into ordering more of certain letters (e.g A, E, S etc)

### Cupcakes

- Can order more cupcakes in future i.e with walk-in numbers in mind, so that more people can get one.
- Cheaper cupcakes are also ideal, as Cupcake Central is very expensive and so if budget is limited, finding cheaper ones is better to accommodate more people

## 8. Budget

A total of **\$750** have been allocated for this event, and the total actual expenditure for this event is **\$549.51** with the breakdown listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)



Bracelet making supplies (Spotlight)	1	\$165	165.00	200.00
12 Assorted Cupcake Gift Box (Cupcake Central)	5	\$52	260.00	330.00
'R U OK' Cupcake Flags (30x)	2	\$10	25.63	20.00
Miscellaneous (Officeworks order)	1	\$98.88	98.88	200.00
<b>TOTAL</b>			<b>549.51</b>	<b>750.00</b>
<b>Surplus</b>				<b>200.49</b>

## 9. Conclusion

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

Prepared by,

**Danielle CHEN**  
**Robertus INDRADJAJA**  
**Welfare Department 2023/24**  
**UMSU International**



# GetCertified Report

Central Committee Meeting #6 – Monday, 16<sup>th</sup> October 2023

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## 1. Introduction

This report summarises the GetCertified 2023, which covers the period of 27<sup>th</sup> to 30<sup>th</sup> September, 2023. This event aimed to:

- Help international students gain proper work qualifications for a casual/part-time job in Victoria.
- Through this series of training workshops, to help international students locate a job that could help relieve their financial stress while studying at the University of Melbourne.

## 2. Event Details

Date	:	Wednesday 27 <sup>th</sup> , Thursday 28 <sup>th</sup> , & Saturday 30 <sup>th</sup> September 2023
Venue	:	Various external locations
Number of Attendees	:	93 participants across the 3 different courses
Coordinators	:	Robertus Indradjaja, Danielle Chen, Nikita Goyal, Gia Zhou
Manpower	:	3 OBs
Budget	:	\$6,949

## 3. Event Overview

Get Certified will be run over the course of 3 days, with each day offering a different qualification. We have finalised three courses for this iteration of Get Certified - they will be:

## 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
3		Planning event	- Meeting to discuss what courses we want to provide	Robertus INDRADJAJA, Danielle CHEN, Nikita GOYAL, Gia ZHOU
4		Research and negotiations	- Research on & contacting course providers - Negotiating for group discounts.	Nikita GOYAL, Gia ZHOU

5-6		Making bookings	<ul style="list-style-type: none"> <li>- Finalising course providers and booking courses based on targets</li> </ul>	Nikita GOYAL, Gia ZHOU
6-7		Order food & drink for event	<ul style="list-style-type: none"> <li>- Reach out to vendor to provide pizza for event days</li> <li>- Reach out to CME to order soft drinks for event days</li> </ul>	Nikita GOYAL
7		Proposal	<ul style="list-style-type: none"> <li>- Writing proposal</li> </ul>	Nikita GOYAL, Danielle CHEN, Robertus INDRADAJA
8	15/9 - 22/9	Open registrations	<ul style="list-style-type: none"> <li>- Release Trybooking links for students to book courses</li> </ul>	Nikita GOYAL, Danielle CHEN, Robertus INDRADAJA, Gia ZHOU
8		Publicity	<ul style="list-style-type: none"> <li>- Advertise event on socials</li> </ul>	Nikita GOYAL, Danielle CHEN, Robertus INDRADAJA, Gia ZHOU
9		Event Coordination with Provider	<ul style="list-style-type: none"> <li>- Collecting participant details and sending them to providers</li> </ul>	Nikita GOYAL, Gia ZHOU
<b>Event Day</b>				
Mid-sem Break	27/09	Responsible Service of Alcohol (RSA) Trainings	<ul style="list-style-type: none"> <li>- Participants undergo RSA training at Complete Hospitality Training</li> </ul>	Nikita GOYAL, Gia ZHOU, Robertus INDRADAJA
Mid-sem Break	28/09	First Aid Training	<ul style="list-style-type: none"> <li>- Participants undergo First Aid training at CBD College</li> </ul>	Nikita GOYAL, Gia ZHOU, Robertus INDRADAJA
Mid-sem Break	30/09	Accredited Barista Training	<ul style="list-style-type: none"> <li>- Participants undergo Barista training at CBD College</li> </ul>	Gia ZHOU, Robertus INDRADAJA
<b>Post-event</b>				
10		Certificates	Making sure the participants have received their course certificates.	Nikita GOYAL, Gia ZHOU

10		Feedback	- Collect feedback from participants	Nikita GOYAL, Gia ZHOU
10		Payments	- Acquiring invoices and making sure they are paid	Nikita GOYAL, Gia ZHOU

### Pre-event

- Book providers
- Place pizza order for event day catering
- Place soft drink order for event day catering
- Open registrations
- Send participant info to providers for first aid & barista training as they require registrants to do a pre-course online assessment

### Event Day(s)

- Supervise running of courses
- Set up & hand out food & drink

### Event Flow

#### **27TH SEPTEMBER - RSA**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
9am - 1pm	Session 1	First RSA session will run from 9am - 1pm	Robertus INDRADJAJA, Gia ZHOU
	Session 1 break	Serve food & drink in break	Robertus INDRADJAJA, Gia ZHOU
1 - 2pm	Break between sessions		
2 - 6pm	Session 2	Second RSA session will run from 2pm - 6pm	Robertus INDRADJAJA, Gia ZHOU
	Session 2 break	Serve food & drink in break	Robertus INDRADJAJA, Gia ZHOU

#### **28TH SEPTEMBER - FIRST AID**



<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
9am - 3:30pm	Session runs	First aid session will be run by providers	Robertus INDRADAJA, Gia ZHOU
	Break	Serve food & drink in break	Robertus INDRADAJA, Gia ZHOU

**30TH SEPTEMBER - BARISTA**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
9am - 3:30pm	Session runs	Barista session will be run by providers	Robertus INDRADAJA, Nikita Goyal
	Break	Serve food & drink in break	Robertus INDRADAJA, Nikita Goyal

**Post-event**

- Collect feedback
- Process payments

## 5. Reflections

### Attendance

- Barista - 23 participants attended the event, including a number of registered walk-ins.
- RSA - 25 people registered for the morning and the afternoon sessions. 21 attended the morning session and 22 attended the afternoon session.
- First Aid: 30 participants attended the event, including a number of registered walk-ins

## 6. Feedback

### Barista:

- Willingness to attend future sessions: 5/5
- Attendee satisfaction: 5/5
- Event organisation: 4.76/5
- Provider satisfaction: 4.96 /5
- Confidence in the skills taught after the session: 92% of attendees said yes

### RSA:

- Willingness to attend future sessions: 4.8/5
- Attendee satisfaction: 4.87/5
- Event organisation: 4.73/5
- Provider satisfaction: 4.87/5
- Confidence in the skills taught after the session: 93% of attendees said yes

First Aid: Lack of feedback received from the attendees possibly due to tiredness after an extended period of learning.

- Willingness to attend future sessions: 5/5
- Attendee satisfaction: 5/5
- Event organisation: 5/5
- Provider satisfaction: 5/5
- Confidence in the skills taught after the session: 100% of attendees said yes

Nearly 80% of the participants found out about this event through UMSUi social media.

## 7. Suggestions

- Barista - Some machines were broken, and the room was really small. The teachers presentation was also not working properly at the start, which made the session run longer than expected. Maybe in the future, we could look at a better provider, and preferably check the venue physically before booking.
- RSA: More slots and more availability were mainly requested. There was also suggestions for additional sports related certification which can be looked into in the future.
- First aid: More slots were requested for multiple availability. Some also said the learning period(3 hours) was hard to sit through. In the future, more breaks can be taken.

Approximately 50 emails were received from students through trybooking who were interested in the courses, and were requesting for more tickets to be released.

For future, maybe more sessions could be planned and more tickets could be made available with a proper waitlist in case people don't show up, especially for the barista course which was in huge demand. Charging a higher fee for the courses is also recommended to accommodate a larger number of students.

## 8. Budget

A total of **\$8446** have been allocated for this event, and the total actual expenditure for this event is **\$6949** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
RSA Course	43	40	2000 *minimum 25 learners attendance hence absence was charged for	2000
Barista Course	23	99	2277	2376
First Aid Course	30	79	2370	2370
Snacks and Beverages	1	1000	822	1000
Miscellaneous	1	700	0	700
Ticketing	104	-5	-520	-
<b>TOTAL</b>			<b>6949.00</b>	<b>8446.00</b>
<b>Surplus</b>				<b>1497.00</b>

## 9. Conclusion

This concludes our report for the Get Certified Report 2023. Overall the event went well, received great feedback and many attendees expressed interests for future events. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

**Gia ZHOU**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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

**Nikita GOYAL**  
**Welfare and Education Department 2023/24**  
**UMSU International**

# Co-Options 2023 Report

Central Committee Meeting #6 – Monday, 16<sup>th</sup> October 2023

## 1. Introduction

This report summarises the Co-Options 2023, which covers the period of Academic Year 2023-2024. Co-Option is one way for students to join the Umsu International family as a member of the committee. Applicants will be interviewed and selected by the current committee, who will evaluate each applicant based on the relevant skills and experiences that they have.

## 2. Event Details

Date	: Monday, 21th August 2023 - Friday, 15th September 2023
Venue	: Online
Number of Applications	: 81 Applicants
Coordinators	: Yhi Zhen LIM (Ethan)
Manpower	: Whole Committee
Budget	: \$100

## 3. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
2-4	Before 20th Aug	Pre-event Preparation	1. Preparation for publicity materials (Website, Social Media Posts) 2. Obtain questions from departments for written application 3. Create application form	1. Christopher PRAWIRA 2. Yhi Zhen LIM (Ethan) 3. Yhi Zhen LIM (Ethan)
5-7	Mon, 24th Aug - Mon, 4th Sept 2023	Publicity	Engage in posting on social medias and promotion through instagram Ads	Madeline SUTANTO
6-7	Sun, 27th Aug - Sun, 3rd Sept 2023	Pre-interview Preparation	Finalise interview time slots for each department and allocate each applicant to a time slot.	Yhi Zhen LIM (Ethan)
7	Tue, 5th Sept 2023	Announcement First Round (Written	Email to successful applicants (passed Round 1) to inform their interview dates.	Yhi Zhen LIM (Ethan)

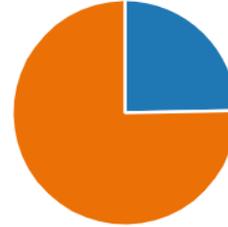


		Application)	If applicants are unable to do their interview according to our schedule, they have to email us. → by Thursday, 7 September 2023	
7-8	Fri, 8th Sept - Mon, 11th Sept 2023	Department Interview	Successful applicants from Written Application interviewed by each department respectively	Respective Department
8	Mon, 11th Sept - 14th Sept 2023	Final Selection	Respective department chooses their co-opted officer accordingly	Respective Department
8	Fri, 15th Sept 2023	Announcement email	Announcement email for applicants that made through	Yhi Zhen LIM (Ethan)

#### 4. Demographics

○ Gender

- Male 20
- Female 61
- Non-binary 0
- Other 0



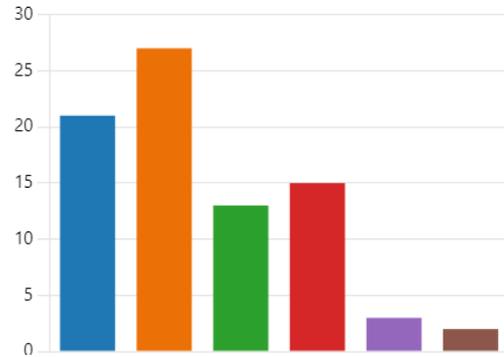
○ Australia Permanent Residency

- Yes 2
- No 79



○ Year and Semester of Applicant

- Year 1 Semester 1 21
- Year 1 Semester 2 27
- Year 2 Semester 1 13
- Year 2 Semester 2 15
- Year 3 Semester 1 3
- Year 3 Semester 2 2



○ Course Title

1.	Bachelor of Arts	14
2.	Bachelor of Biomedicine	3
3.	Bachelor of Commerce	21
4.	Bachelor of Design	5
5.	Bachelor of Science	16
6.	Juris Doctor	1

9.	Master of engineering management	1
10.	Master of Information System	2
11.	Master of International Business	1
12.	Master of Management	8
13.	Master of Science	2
14.	Master of Tesol	1

7.	Master of Arts	2	15.	Masters in Public Health	1
8.	Masters of Business Administration	1	16.	Masters of Food Science	1

## 5. Feedbacks & Suggestions

### 5.1. Technical Issues

- Be prepared for any technical issues such as:
  - Zoom link not working (send them a new link as soon as possible)
  - Waiting room in zoom not working (make sure that Under Security in settings, verify that Waiting Room is enabled)

### 5.2. Application Process

- We pushed the publicity of Co-Option back by a week so as to not clash with the ISA Intake. So the next committee should have an early discussion on when HR planned to recruit ISAs, so as to avoid the timing issues.
- Spread out the timeline a bit more, especially between written application and sending out interview emails to applicants
  - So as to prevent the case of the Gen Sec staying up until 3am during his Sydney trip, when he has a 6am flight to catch in 3 hours :D
- Overall, the application process can be considered to be smooth thanks to the cooperation of the committee.

## 6. Budget

A total of **\$100** have been allocated for this event, and the total actual expenditure for this event is **\$96** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Publications	1	100	96	100
<b>TOTAL</b>			<b>96</b>	<b>100</b>
<b>Surplus</b>				<b>4</b>

## 7. Conclusion

This concludes the report for the Co-Options 2023. Please do not hesitate to contact the General Secretary should you have any queries.

Prepared by,



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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

**Yhi Zhen LIM (Ethan)**  
**General Secretary 2023-2024**  
**UMSU International**



# Central Committee Bonding Dinner #2 Report

Central Committee Meeting #6 – Monday 16<sup>th</sup> October 2023

## 1. Introduction

The Central Committee Bonding Dinner is set as a bonding event for all Committee Members to meet and get to know about one another as well as welcoming the new co-opts. This is the second bonding event of our term, and is aimed to improve the cross departmental relationship and hence allow for better collaboration between the committees.

## 2. Objectives

This event aims to allow the Committee Members and the new co-opts to bond and get to know about one another.

## 3. Event Details

- Date : Monday, 2<sup>th</sup> October 2023
- Venue : Secret Kitchen Chinatown (222 Exhibition St, Melbourne VIC 3000)
- Number of Attendees : 32 (/40 Committee Member)
- Coordinators : Yhi Zhen LIM (Ethan)
- Budget : \$1,000

## 4. Event Overview

We went to Secret Kitchen Chinatown, which is a Chinese cuisine venue where the Committee Members can have dinner together while getting to know one another.

## 5. Event Timeline

Date	Activity	Additional Details
<b>Pre-event Preparations</b>		
17 September 2023	OBs Fill in Microsoft Forms	Participation, Dietary Requirements
23 September 2023	Booking Venue	Calling the restaurant to check for availability and confirm if they do online credit card payment.
30 September 2023	Confirmation for Menu	Menu is chosen prior to the event day to ensure that the flow of the event is on time.

Event Day		
2 October 2023 7:30pm-9:30pm	Bonding and Dinner	
Post Event		
CCM #6	Present Report in CCM	

## 6. Reflections & Suggestions

### Attendance

- 32 / 40 Committee Members
- 34 Committee Members had marked themselves as available, so total turnout is pretty good
- We head to the restaurant straight after CCM, so everyone was on time

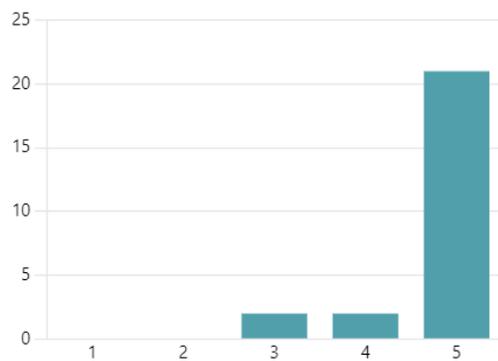
### Reservations

- The reservation process for Secret Kitchen was pretty smooth, as I had tried reserving this restaurant before so they quickly found my details.
- The manager was also really helpful, as she even reminded me that the original order I gave her will not be enough food for the number of people.

### Survey

#### 1. Overall Rating

4.76  
Average Rating



#### 2. Experience

- "Good" :D

12 respondents (48%) answered **Good** for this question.

masses great experience YUMMY able  
 Good with the team Korean food casually bond  
 UMSUI delicious **Good** food is good questionable things  
 satisfied good good food and it was great committee  
 welcoming teammates 😊 know everyone better

3. Amount of Food
  - Most people noted that the amount of food was just right, with a few thinking that there was too much.
  - Almost every dish had been demolished by committee members, so I believe that the amount of food was good. There were quite a bit of vegetables left (you guys need to eat your vege) which may be the reason why some people think there was too much food.
  - We had a lot of pork option this time around, so we could include more chicken or other meat into the dishes
4. Food Taste
  - Most people provided positive feedback for Secret Kitchen, and suggested for us to revisit the restaurant in the future
5. Suggestions
  - More vegetarian options for the future, and a larger variety of meat options.

### **Suggestions**

- The food took quite some time to be prepared, as the restaurant only started cooking once they made sure that everyone had arrived. So for future bonding dinner, it will be good to communicate with the restaurant and request for them to start preparing the food before we arrive.
- Look for a restaurant that is more vegetarian friendly, as Secret Kitchen had a very little vegetarian option.
- However, overall Secret Kitchen was a very good venue for a bonding dinner, their staff were very friendly and helpful, and food was all amazing. Thus, this can be a highly recommended restaurant for future bonding events.

### **7. Budget**

A total of **\$1,000** have been allocated for this event, and the total actual expenditure for this event is **\$1,053.60** with the breakdown as listed below:

Items	Total Actual Cost (AUD)	Allocated Budget (AUD)
Food	1,053.60	1,000.00
<b>TOTAL</b>	<b>1,053.60</b>	<b>1,000.00</b>
<b>Deficit</b>		<b>53.60</b>

### **8. Conclusion**

This concludes the proposal for the Central Committee Bonding Dinner #2 Report. Please do not hesitate to contact the General Secretary should you have any queries.

**Prepared by,**

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



# Central Committee Bonding Camp 2023 Report

Central Committee Meeting #6 – Monday, 16<sup>th</sup> October 2023

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## 1. Introduction

This report summarises the Central Committee Bonding Trip 2023. 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. The camp lasted for 3 Days and 2 Nights.

## 2. Event Details

Date	: Sunday, 24th September 2023 - Tuesday, 26th September 2023
Venue	: Mornington Peninsula
Number of Attendees	: 25 Committee Members (out of 31)
Coordinators	: Yhi Zhen LIM (Ethan), Jeslyn TANDYAJAYA, Robertus Jonathan INDRADAJAJA, Madeline SUTANTO, Christian VALERIAN, Richard HA
Budget	: \$12,500

### 3. Event Overview

#### Accommodation

We book Iluka Retreat which is located to the south east of the Mornington Peninsula. Our itinerary was planned around Iluka, so each of our destinations were within driving distance. Iluka Retreat provided us with the Warrawong Lodge that has an exclusive Kitchen and Activity Area, which can accommodate 60 people. <https://ilukaretreat.com.au/>

#### Transportation

We booked a 33 seat standard coach bus from Coachhire. The bus transported us from The University of Melbourne to Iluka Retreat and back. We travelled around Mornington Peninsula within 30 minutes - 1 hour distances from our retreat. The bus had enough storage for each person to bring luggage and our snacks and drinks.

#### Activities

This time we opted for more sightseeing or exploring outdoor activities with 2 activities that required ticketing due to budget constraints, however, we were able to provide the committee with a wide variety of activities ranging from maze exploring, picnic, garden and landscape visits to stargazing. We also had both indoor & during the day bonding activities that were planned by our lovely C&S VP, which were all very engaging and helped bond committee members together.

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
3-5	6th August - 27th September	Committee Trip Planning	Planning destination, Budget details, Accommodation & required documents, Research on activities available, Attendance from committee members, Proposal	Yhi Zhen LIM, Jeslyn TANDYAJAYA, Robertus Jonathan INDRADJAJA, Madeline SUTANTO
6	28th August	Proposal Presentation	Present proposal in CCM #3 Semester 2 2023.	Yhi Zhen LIM
7-9	4th - 20th September	Pre-Camp Preparation	Booking accommodation, 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, Jeslyn TANDYAJAYA, Robertus Jonathan INDRADJAJA, Madeline SUTANTO, Christian VALERIAN



9	21th 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
<b>Event Day</b>				
Mid-Semester Break	24th September	Leaving for Phillip Island	Leave from Lincoln Square at approximately 10:00 AM via bus.	Yhi Zhen LIM, Jeslyn TANDYAJAYA, Robertus Jonathan INDRADAJA, Madeline SUTANTO, Christian VALERIAN, Richard HA
Mid-Semester Break	24th September - 26th September	Committee bonding and activities	Activities and Bonding for 3 days and 2 nights.	Yhi Zhen LIM, Jeslyn TANDYAJAYA, Robertus Jonathan INDRADAJA, Madeline SUTANTO, Christian VALERIAN, Richard HA
<b>Post Event</b>				
12	9th - 16th October	Report preparation.	Prepare a report of the camp and present it on CCM.	Yhi Zhen LIM

**Event Flow**

Time	Activity	Location
<b>Sunday (24/09/2023)</b>		
9.30 - 11.30	CBD to Mornington	Bouverie Street, Carlton Victoria 3053, Australia
11:30 - 13:00	Lunch	Lunar Dumpling Bar
13:45 - 16:00	Explore	Cape Schanck
16:30 - 17:30	Accommodation check-in	Iluka Retreat
18.00 - 19.30	Dinner	Thai Beach House
19.30 - 21.00	Rest	Accommodation
21.00 - 23.00	Stargazing/Aurora	Flinders
<b>Monday (25/09/2023)</b>		
09.00 - 11.00	Wakeup + breakfast	Iluka Retreat
	Iluka -> Jetty's Pizza	



11.30 - 13.30	Picnic	Seawinds gardens
14.00-16.00	Moonlit sanctuary	Moonlit sanctuary
16:30 - 17:30	Sightseeing	Mornington Pier
17.30-19.00	Dinner	Le Feu Dining Mornington
19.00-00.00	Bonding	Accommodation
Tuesday (26/09/2023)		
08.00-10.30	Wakeup + breakfast + packing	Iluka Retreat
11.00-12.30	Ashcombe Maze & Lavender gardens	
12.30-14.30	Lunch	Commonfolk
14.30-15.15	Lunch to gardens	Bus
15.15-17.00	Royal botanic gardens Cranbourne	
17.00-18.00	Gardens to CBD	HOME

## 5. Reflections

### Attendance

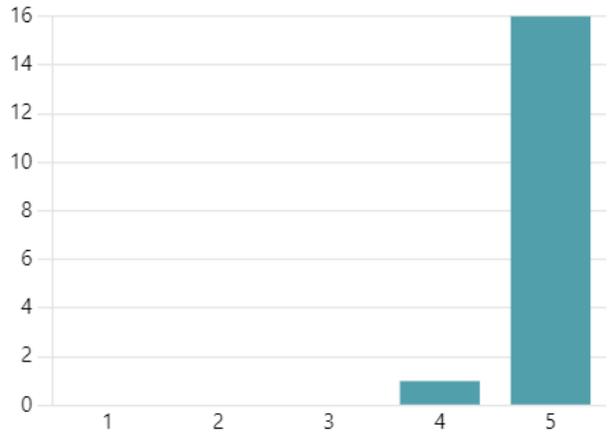
- 25 / 31 Committee Members

### Survey

#### 1. Overall

**4.94**

Average Rating

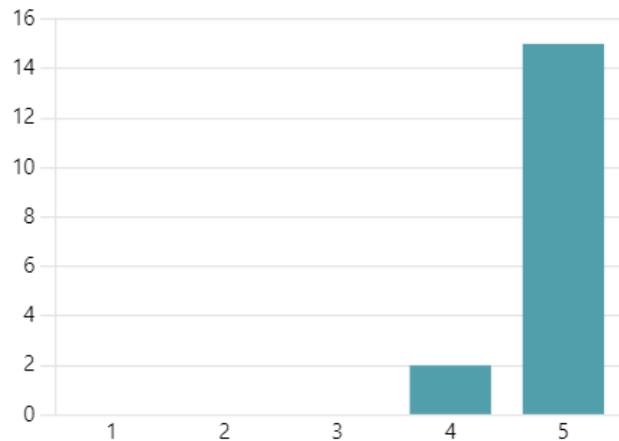


- Most memorable part:
  - Game Night + Challenge
  - Stargazing + Sightseeing
  - Bonding & socialising between committee members + Face Mask Session

#### 2. Activities

**4.88**

Average Rating

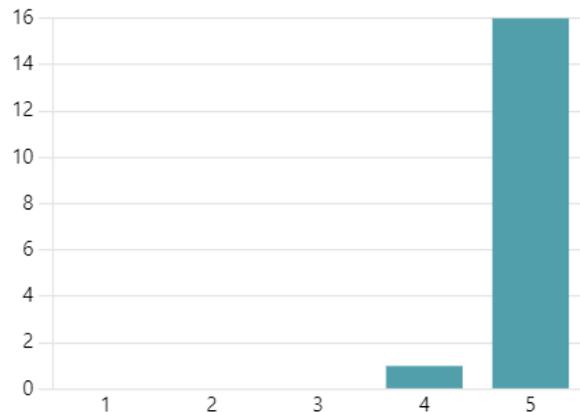


- Overall, positive feedbacks were received from committee members for the activities planned by the coordinators, with some particular favourite such as:
  - Cape Schanck sightseeing
  - Game Night

#### 3. Food

4.94

Average Rating



- Extremely positive feedback for the restaurant choices and food options, however, the quantity of food should definitely be increased as some of the orders were insufficient for the committee members.
- Again, we were limited by the budget constraints while planning for the trip, thus, it is suggested that we should try and allocate more budget to the bonding trip.

#### 4. Improvements or Suggestions

- To get an accommodation with signal
  - It is recommended to perform a more in depth research into the accommodation
  - Can ask for opinion from committee members as to whether they have any expectation for the accommodation (i.e. hairdryer, signal)
- More team building / bonding activities + games
  - Less garden visits and more outdoor activities
- Confirm with restaurants for the number of tables, so as to order adequate amount of food for each table
- Have indoor seatings (so as to not get attacked by seagulls :D)

## 6. Budget

A total of **\$12,500** have been allocated for this event, and the total actual expenditure for this event is **\$11,866.10** with the breakdown as listed below:

	Items	Total Actual Cost (AUD)	Allocated Budget (AUD)
Accommodation	The Island Accommodation	\$3,440.00	\$2,800
Transportation	Bus Rental and Driver Expenses - CoachHire	\$3,743.50	\$3,700
	Parking Fees	-	\$300
Food & Drinks	Groceries - Coles	\$320.33	\$3780
	Groceries - Woolworths	\$31.51	
	Lunar Dumpling Bar	\$753.80	
	Thai Beach House	\$922.90	
	Le Feu	\$952.40	
	Commonfolk	\$620.30	
Activities	Domino's Pizza	\$167.00	\$1350
	Moonlit Sanctuary	\$649.41	
	Ashcombe Maze	\$227.27	
Miscellaneous	First Aid Kit	\$37.68	\$570
<b>TOTAL</b>		<b>\$11,866.10</b>	<b>\$12,500.00</b>
<b>Surplus</b>			<b>\$633.9</b>

## 7. Conclusion

This concludes our report for the 2023/2024 Central Committee Bonding Camp Report. Please do not hesitate to contact the Executive Committee should you have any queries.

Prepared by,

**Yhi Zhen LIM (Ethan), Jeslyn TANDYAJAYA, Madeline SUTANTO**  
**Executive Committee 2023/2024**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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## 6. Other Business

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- 6.1. Treasurer Announcements
- 6.2. Amendment to ISA Strike System
- 6.3. Confidential Unspoken Form
- 6.4. Official Reprimand for Aksh BATRA
- 6.5. UMSUi Infringement Policy
- 6.6. Post Exam Bonding Activity
- 6.7. UMSU International Award

## 7. Next Meeting

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CCM #7

Date : TBC - Semester 1 2024

Venue : TBC