

Agenda

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
- 1.4. Apologies
- 1.5. Adoption of Agenda

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

- 3.1. eCCM #1

4. Proposals

- 4.1. Get Certified Proposal
- 4.2. Revised Central Committee Bonding Dinner #3 Proposal
- 4.3. Amendments to UMSUi Electoral Regulations

5. Reports

- 5.1. Welcome Booth Report
- 5.2. Food Adventure 2024 Report
- 5.3. SWOTSNACC Report
- 5.4. International Queer Film Night Report
- 5.5. Exam Pack Giveaway Report
- 5.6. ISA Recruitment February Intake 2024 Report
- 5.7. President's Monthly Report – March 2024

6. Other Business

- 6.1. OB Communication Reminder
- 6.2. Official Reprimand for Zijia Zhou (Gia)
- 6.3. First Vote of No Confidence for Aksh Batra
- 6.4. Night Market Photobooth
- 6.5. Yearbook
- 6.6. HOC Slides

7. Next Meeting



Unconfirmed Minutes

Emergency Central Committee Meeting #1 – Saturday, 27th January 2024

Time : 13:00

Venue : Zoom

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

- Attendance – 31/40 members

Motion 1

Move that Standing Orders be adopted for eCCM #1 at 1:12PM.

Mover : Yuen Jie NG (Jason)

Seconder : Nikita GOYAL

CARRIED without contention.

1.5. Adoption of Agenda

Motion 2

Move that the Agenda for eCCM #1 be adopted at 1:14 PM

Mover : Coby CHEUNG

Seconder : Qi Evelyn WANG (Evelyn)

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3



Move that the minutes of CCM #6 be accepted and confirmed as a true and accurate record.

Mover : Chenxi SONG (Vicky)

Seconder : Robertus Jonathan INDRADAJA

Motion Carried.

Motion 4

Move that the ISA Recruitment March 2024 Intake Proposal be accepted.

Mover : Asawari Sahebrao SIRSAT

Seconder : Luong Hien TAM (Tam)

Motion carried.

Motion 5

Move that the Heads of Clubs Proposal be accepted.

Mover : Ying Yu CHEN (Danielle)

Seconder : Andrea MAKATITA

Motion carried.

Motion 6

Move that the International Student Survey Proposal be accepted.

Mover : Christian VALERIAN

Seconder : Yashvi NARULA

Motion carried.

Motion 7

Move that the Just Dance Proposal be accepted.

Mover : Nikita GOYAL



Secunder : Soudaphone SITTHIXAY (Planet)

Motion carried.

Motion 9

Move that the International Orientation Workshop Proposal be accepted.

Mover : Asawari Sahebrao SIRSAT

Secunder : Ella LIANG

Motion carried.

Motion 10

Move that the Employability Summit Proposal be accepted.

Mover : Coby CHEUNG

Secunder : Yuxuan LIU (Linda)

Motion Carried.

Motion 11

Move that the UMSU Intl. Buddy Up Proposal be accepted.

Mover : Rachel ZHOU

Secunder : Christie DEANDRIA

Motion Carried.

Motion 12

Move that the UMSU International Brekkie Proposal be accepted.

Mover : Jeslyn TANDYAJAYA

Secunder : Kayven Claus SATRIO

Motion Carried.

Motion 13

Move that the Symphonies of Nations Proposal be accepted.

Mover : Christopher MINN



Seconded : Mansi RAWAT

Motion Carried.

Motion 14

Move that the Sports Carnival Proposal be accepted.

Mover : Yuxuan LIU (Linda)

Seconded : Jesslyn Alexis ANDRIONO

Motion Carried.

Motion 15

Move that the Personal Finance Workshop Proposal be accepted.

Mover : Gurshan Singh NANDA

Seconded : Natasya Jestine WIRAATMAJA

Motion Carried.

Motion 16

Move that the Night Market 2024 Proposal be accepted.

Mover : Soudaphone SITTHIXAY (Planet)

Seconded : Seoyoun KIM (Youn)

Motion Carried.

4. Other matters

- 4.1 UMSU International Sharepoint
- 4.2 Teamwork Risk Assessment Update
- 4.3 ISA Interview
- 4.4 Mandatory sign up for brekkie, ISS, etc.

Motion 8

Move that Standing Orders for eCCM #1 be suspended at 2:18PM.

Mover : Shifa NATHANI



Secunder : Ying Yu CHEN (Danielle)

Motion carried.

Motion 9

Move that eCCM #1 be adjourned at 2:19PM.

Mover : Christian VALERIAN

Secunder : Rebecca CHRISTOPHER

Motion carried.

Prepared by,

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

Get Certified Proposal

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

1. Introduction

To address the increasingly relevant issue of international student' jobs security and financial welfare, the Welfare department has decided to run an employability series to better prepare international students for casual or part-time job opportunities. The courses that will be run this iteration are the qualifications for Responsible Service of Alcohol (RSA), Accredited Barista Training, and First Aid Training.

The aim of these workshops is to train up student groups in the University to achieve qualifications for which there is large demand (as RSA, Barista, and physical first aid are required certificates for student events according to the University Guidelines). International students with such certificates would be qualified personnel to offer proper assistance in relevant events (and could even take up paid assistance roles). In the long term, this will help improve international students' participation in student activities, both on the organisation and participation level, and give them more employment opportunities.

2. Objectives

This event aims 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.
- Promote one of the goals of the UMSU International Welfare department: To help with the employability issue of international students in Melbourne.
- To increase the engagement and participation of international students in university events.

3. Event Details

Date	: Thursday 4th, Friday 5th, & Saturday 6th April 2024
Venue	: Various external locations
Number of Attendees	: 128 participants across the 3 different courses
Coordinators	: Nikita GOYAL, Ella LIANG
Manpower	: 5 OBs
Budget	: \$9,202

4. Event Overview

Get Certified will be run over the course of 3 days, with first day offering 1 course and the other days offering 2 different qualifications. We have finalized three courses for this iteration of Get Certified - they will be:

1. Responsible Service of Alcohol (RSA)

- We are looking to provide subsidised prices to 48 students over 2 classes (24 students each class)

- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students
- This will be a 4 hour course
- The provider is Complete Hospitality Training

2. Accredited Barista Training

- There will be 2 Accredited Barista Training sessions, each session will have 24 spots.
- This is a safe estimate considering we have not provided this course in the past and barista training is becoming more and more prominent for jobs in hospitality and other industries
- This will be a 5 hour course
- The provider is CBD College

3. First Aid Plus CPR

- We are looking to provide subsidised prices over 1 session of 25 students
- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students.
- The provider is CBD College

5. Event Timeline

Pre-event preparations				
Wk #	Date	Activity	Description	PIC
0	20/2/24	Planning event	<ul style="list-style-type: none"> • Meeting to discuss what courses we want to provide 	Ella LIANG, Nikita GOYAL
0	20/2/24	Research and negotiations	<ul style="list-style-type: none"> • Research on & contacting course providers • Negotiating with vendors for group discounts. 	Ella LIANG, Nikita GOYAL
0-1	7/3/24	Making bookings	<ul style="list-style-type: none"> • Finalising course providers and booking courses based on targets 	Ella LIANG, Nikita GOYAL
0-1	28/2/24	Proposal	<ul style="list-style-type: none"> • Writing proposal 	Ella LIANG, Nikita GOYAL

1-2	8/3/24	Reach out to food vendor for event	<ul style="list-style-type: none"> Reach out to vendor to provide pizza for event days 	Ella LIANG, Nikita GOYAL
4	20/3 - 28/3	Publicity	<ul style="list-style-type: none"> Advertise event on social media 	Ella LIANG, Nikita GOYAL
4	20/3 - 28/3	Open registrations	<ul style="list-style-type: none"> Release Trybooking links for students to book courses Collect dietary requirements 	Ella LIANG, Nikita GOYAL
5	30/3	Order Food for the event	<ul style="list-style-type: none"> Reach out to pizza vendor and place order 	Ella LIANG
5	3/4/24	Event Coordination with Provider	<ul style="list-style-type: none"> Collecting participant details and sending them to providers 	Ella LIANG, Nikita GOYAL
Event Day				
Wk #	Date	Activity	Descriptions	PIC
Mid-sem Break	4 th -5 th April	Responsible Service of Alcohol (RSA) Trainings	<ul style="list-style-type: none"> Participants undergo RSA training at Complete Hospitality Training 	Ella LIANG, Nikita GOYAL
Mid-sem Break	6 th April	First Aid Training	<ul style="list-style-type: none"> Participants undergo First Aid training at CBD College 	Ella LIANG, Nikita GOYAL
Mid-sem Break	5 th -6 th April	Accredited Barista Training	<ul style="list-style-type: none"> Participants undergo Barista training at CBD College 	Ella LIANG, Nikita GOYAL
Mid-sem Break	4/4/24 5/4/24 6/4/24	Feedback	<ul style="list-style-type: none"> Collect feedback from participants after each course 	Ella LIANG, Nikita GOYAL
Post-event				
6	18/4/24	Payments to vendor	<ul style="list-style-type: none"> Acquiring invoices and making sure they are paid 	Ella LIANG, Nikita GOYAL
6	13/4/24	Certificates	<ul style="list-style-type: none"> Making sure the participants have received their course certificates. 	Ella LIANG, Nikita GOYAL

Pre-event

- Contact and book providers
- Place food order for event day catering
- Open registrations
- Send participant information to providers for first aid & barista training as they require registrants to do a pre-course online assessment. Send participant information via the excel sheet provided to the RSA training.

Event Day(s)

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

Event Flow

4th April - RSA

RSA

Time	Activity	Details	PIC
10am - 2pm	Session runs	First RSA session will run from 9am - 1pm	Ella LIANG, Nikita GOYAL
2 pm	Break	Serve food & drink in break	

5th April - Barista and RSA

Barista

Time	Activity	Details	PIC
9am - 3:30pm	Session runs	Barista session will be run by providers	Ella LIANG, Nikita GOYAL
	Break	Serve food & drink in break	

RSA

Time	Activity	Details	PIC
10am - 2pm	Session runs	First RSA session will run from 9am - 1pm	Ella LIANG, Nikita GOYAL
2 pm	Break	Serve food & drink in break	

6th April - Barista and First Aid

Barista

Time	Activity	Details	PIC
9am - 3:30pm	Session runs	Barista session will be run by providers	Ella LIANG, Nikita GOYAL
	Break	Serve food & drink in break	

First aid

Time	Activity	Details	PIC



9am - 3:30pm	Session runs	First aid session will be run by providers	Ella LIANG, Nikita GOYAL
	Break	Serve food & drink in break	

Post-event

- Collect feedback
- Process payments/invoices to the vendors.

6. Budget

A total of **\$9,202** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
RSA Course	50	\$50	\$2,000
Barista Course	48	\$99	\$4,752
First Aid Course	30	\$79	\$2,370
Food and Beverages	1	\$1200	\$1200
Miscellaneous	1	\$500	\$500
Money Collected for tickets	152	-\$1620	-\$1620
TOTAL			\$9,202

Ticket for Barista = \$15 per person
Ticket for First aid = \$10 per person
Ticket for RSA = \$5 per person

7. Conclusion

The Welfare department understands that international students face many hurdles and difficulties in obtaining employment in Melbourne. We hope that through this event, students can gain the necessary qualifications that will hopefully alleviate the challenge of finding jobs. Furthermore, we hope that these courses will give international students the skills and confidence to get involved with more events in university that may require such certifications. Students can also discover other courses that are available to them through these providers. We hope that Get Certified will benefit the international student body by allowing them to gain hard, applicable skills and make it easier for them to thrive here.

This concludes our proposal for Get Certified 2024. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

**Ella LIANG
Nikita GOYAL
Welfare Department 2023/24
UMSU International**

**Revised Central Committee Bonding Dinner #3 Proposal**Central Committee Meeting #7 – Monday, 4th March 2024**1. Introduction**

This will be the first Central Committee Bonding Dinner in Semester 1 2024. It is set as a chance to gather and mingle as we return to the busy university schedule.

2. Objectives

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

3. Event Details

Date	:	18 th March 2024
Venue	:	TBC
Number of Attendees	:	TBC
Coordinators	:	Yhi Zhen LIM (Ethan)
Budget	:	\$1,000

4. Event Overview

To commemorate the hard work and efforts the committee had put in for Semester 2 2023, and to prepare Central Committee for Semester 1, 2024.

5. Event Timeline

Date	Activity	Additional Details
Pre-event Preparations		
4 March 2024	Confirmation from OBs	Confirming how many OBs will be going
TBC	Booking Venue	
TBC	Confirmation for Menu	
Event Day		
TBC	Bonding and Dinner	
Post Event		
CCM #9	Present Report in CCM	

6. 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)
Foods and Drinks	TBC	TBC	1,000
TOTAL			1,000.00



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

Amendments to UMSUi Electoral Regulations

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

1. Introduction

The amendments to the Electoral Regulations of UMSUi aim to provide transparency and consistency to UMSU International's Constitution, following the amendments passed in AGM 2023.

2. Amendments

Amendments of the UMSUi Electoral Regulations are shown below in red:

6. Eligibility to Stand

- 6.1 Under subsection 10.2 (Part II - UMSU International Regulations), International Students are eligible to stand for any position in the AGE.
- 6.2 Under subsection 10.3 (Part II - UMSU International Regulations), all non-International Students who hold an Australian Permanent Residency or New Zealand Citizenship are eligible to run for Director and Officer positions only.
- 6.3 Under subsection 10.4 (Part II - UMSU International Regulations), Australian Citizens are eligible to run for Officer positions only.
- 6.4 Under subsection 10.5, (Part II - UMSU International Regulations), any students who are not able to complete their full term as a Central member within the duration of their course are not eligible to run in any UMSU International Annual General Election or By-Election(s).
- 6.5 Under subsection 10.15, (Part II - UMSU International Regulations), any students going on exchange during their full term as an UMSU International Central Committee member are not eligible to run in any UMSU International Annual General Election or By-Election).

- 6.6 When requested, all candidates must be able to provide a copy of their student card as evidence of their eligibility to stand.
- 6.7 All candidates must submit a declaration as part of the nomination form declaring that they are eligible to stand.
- 6.8 A candidate may be overseas during the period in which they are contesting the elections.
- 6.9 Notwithstanding subsections 6.1-6.4, only Members who are Graduate Students may be the nominator or seconder for candidates contesting the position of Graduate Director and Graduate Officer.

11. Withdrawal of Nominations

- 11.1 A candidate may withdraw their nomination at any time **before close of polling**.
- 11.2 Withdrawal must be in a written form with the signature of the candidate.
- 11.3 The withdrawal takes effect upon receipt of the withdrawal by the Returning Officer(s).
- 11.4 If a candidate withdraws, the Returning Officer(s) must proceed as if that candidate had never been nominated.

12. Campaigning

- 12.1 Each candidate is allowed to appoint up to two (2) **student representatives** to assist in the campaign.
- (a) Representatives are bound by the same campaign rules as candidates.
 - (b) Representative(s) can take turns assisting with physical and virtual publicity.
 - (c) Candidate representative list must be declared by the Returning Officer along with final candidate list
 - (d) The candidate(s) and representative(s) are considered to be campaigners.
- 12.2 Candidates and/or their representative(s) are only to campaign on actual days of voting sessions. A campaign is deemed to be any **organised** course of action to arouse public interest in any candidate(s) that may include, but is not limited to, the use of:
- (a) Written material (Campaign Leaflets, Fliers);
 - (b) Posters;
 - (c) Internet (Social Media, Email, Blogs, Websites);
 - (d) Phone (SMS, Call networking).

Candidates campaigning on non-voting days may be disqualified from the election, subject to discretion of the Returning Officers.

12.3 Campaigning is not permitted anywhere within the same room of the polling station, or close enough to a person to see their vote or make a person feel that their vote might be seen.

12.4 Candidates are not to form groups or parties to run their campaign as a team

(a) Groups that candidates are not permitted to receive support from include, but are not limited to:

- (i) Political Tickets
- (ii) Club endorsements
- (iii) Organisational endorsements
- (iv) Group Campaigns

12.5 Candidates may not campaign jointly or for one another but are permitted to like and share posts by other candidates on social media.

12.6 The impact of subsection 12.4 does not extend to preventing candidates or elected Central Committee Members from having personal affiliations or being members of political parties.

12.7 All publicity materials are to **have a copy registered with** the Returning Officer(s) prior to distribution. Any doubts as to the accepted avenues of campaigning should be brought up to the Returning Officer(s) prior to campaigning.

(a) Any publicity materials, election campaign leaflets, fliers, or any other form of written material directly or indirectly related to, or may be related to, the campaign of any of the election candidate(s), **are only to be distributed, posted, or given out in any other way, by the candidate which the material supports or by the candidate's representatives.**

(b) Candidates **and their representatives** are **not** allowed to distribute any material besides paper leaflets or flyers. Incentives such as gifts or sweets are not to be given out.

(c) All campaign materials must not contain the UMSU International logo or the UMSU International motto (i.e. Care for, Stand for, Act for International Students). However, the words "UMSU International" and "University of Melbourne Student Union International" may be used.

(d) The use of mailing lists and public online forums by any candidate(s) and/or representative(s) of the candidate(s), and/or any club(s)/society(ies)/entity(ies) for campaign purposes is not permitted.

- 12.8 If any of the candidate(s), or representative(s) of the candidate(s), are found to be in breach of section 12, by the Returning Officer(s) and/or Election Officer(s), the said candidate(s) may be disqualified from the election without prior warning by the Returning Officer(s). The Returning Officer(s) also has/have the authority to apply penalties including warnings, suspension from campaigning, suppression of candidates' publicity and exclusion from all or part of the campus.
- With regards to section 12, the decision(s) of the Returning Officer(s) is/are final.
 - Appeals against the results of the election may be made directly to the Electoral Tribunal as per section 18.

13. Prohibited Conduct

- 13.1 Candidates are prohibited from engaging in conduct that is dishonest, deceptive, or misleading or likely to mislead or deceive.
- 13.2 Candidates are responsible for the conduct of their representatives.
- 13.3 Prohibited conduct includes, but is not limited to the following:
- Interfering with the act of voting or with the secrecy of the ballot;
 - Attempting to vote or to encourage others to vote more than one time at the same election;
 - Making false or defamatory statement;
 - Unfairly interfering with a candidate's publicity;
 - Physically or verbally harassing or bullying;
 - Using the resources of UMSU, UMSU International or the University for the purpose of their campaign, other than resources that are generally available to all students.

- 13.4 If any of the candidate(s), or representative(s) of the candidate(s), are found to be in breach of section 13, by the Returning Officer(s) and/or Election Officer(s), the said candidate(s) may be disqualified from the election without prior warning. The Returning Officer(s) also has/have the authority to apply penalties including warnings, suspension from campaigning, suppression of candidates' publicity and exclusion from all or part of the campus.
- With regards to section 13, the decision(s) of the Returning Officer(s) is/are final.
 - Appeals against the results of the election may be made directly to the Electoral Tribunal as per section 18.

14. Policy Statements and Speeches

14.1 Candidates running for executive and director positions are encouraged to prepare and present a policy statement for each position for which they are nominated at the designated Policy Speech Session.

14.2 All candidates running for non-executive or director positions are encouraged to attend a Question and Answer Session as part of the designated Policy Speech Session.

14.3 All candidates are encouraged to submit a photo and a statement limited to 250 words, which will be published by the returning officer(s).

3. Conclusion

This concludes our proposal for the amendments to UMSUi Electoral Regulations. Please do not hesitate to contact the Secretary and Executive Department should you have any queries.

Prepared by,

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



UMSUi Mailchimp Proposal

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

1. Introduction

The Media and Marketing department (M&M) will be using Mailchimp to give out newsletters to increase the engagement of UMSU's events.

2. Objectives

This event aims to:

To engage students and encourage participation in UMSU International events.

3. Event Details

Date	:	Semester 1 2024
Coordinators	:	Madeline SUTANTO
Budget	:	\$1500

4. Event Overview

M&M will send newsletters to students biweekly through Mailchimp.

5. Budget

A total of **\$1500** located for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Mailchimp subscription	6	250	1500
TOTAL			1500

6. Conclusion

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

Prepared by,

Madeline SUTANTO

Media and Marketing Department 2023/24



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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

UMSU International



Welcome Booth Report

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

1. Introduction

This report summarises the welcome booth in summerfest 2024. 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. Event Details

Date : 22nd February 2024
Venue : Market Hall
Number of Attendees : 1000+
Coordinators : Christian VALERIAN, Rebecca CHRISTOPHER
Manpower : 10 OBs & 8 ISAs (including coordinators which consists of 2 OBs)
Budget : \$2214

3. Event Overview

This event was done in two parts, with packing the goodie bags as part one and distribution as second part.

4. 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
Event Day				
	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

5. Reflections

Attendance

- More than 1000 students came to the giveaway, with most students being new students and does not now about umsu international.

6. Feedback

- The booth was crowded and we had more people than expected resulting in lack of merch and goodie bags to give to students. We resorted to give out previously used totebags from winterfest 2023.
- There are a lot of Obs that helped out despite not signing up on task sheet and thanks to that, we managed to engage with many students and doesn't have a long line. Moving forward, for february (summerfest) giveaway we should have more OBs.
- Out of the 1000+ bags we give out we managed to get 800 new followers (rounded up).

7. Suggestions

Participation

- Pack more bags as backup for summerfest.

8. Budget

A total of **\$3500** have been allocated for this event, and the total actual expenditure for this event is **\$2214** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
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Snacks	1000	2.214	2214.00	3500.00
TOTAL			2214.00	3500.00
Surplus/ Deficit				1286.00

9. Conclusion

This concludes our proposal for the Welcome booth report 2024. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,

**Christian VALERIAN
Cultural and Social Department 2023/24
UMSU International**



Food Adventure 2024 Report

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

1. Introduction

This report summarises the Food Adventure 2024, which covers the period of 24th February 2024. 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. Event Details

Date	: Thursday, 24 th February 2024 [(11:30am – 3:00pm AEST)]
Venue	: Walking tour with 3 routes (South Melbourne, Fitzroy, and North Melbourne/QVM)
Number of Attendees	: 96
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	: \$4420.02

3. Event Overview

The students will be divided into 12 groups where each group will visit 4 restaurants at either South Melbourne, North Melbourne/QVM or Fitzroy.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
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	Briefing documents created	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	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
Event Day				
0	22/2/2024	Set up and check in	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
Post Event				
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, North Melbourne/QVM, Fitzroy).

- Contact each of the restaurants and decide on a menu. Then, retrieve the restaurant's 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 10:30am to undergo the final briefing. OBs should take attendance of the ISAs.
- Participants are to gather at the meeting point starting from 11:00 AM. Event coordinators will brief participants. ISAs are to take attendance of their group members.
- By 11:30 AM, all groups should be on their way to their respective restaurants assigned.

Event Flow

Time	Activity	Details	PIC
24th February 11- 11:30am	Attendance	ISAs & OBs check in with event coordinators and head of to their respective restaurant & group	Christopher, Vicky, Jason
11:30am - 11:45 am	Group Distribution	Participant arrives and gets sorted to their groups	Christopher, Vicky, Jason
12pm – 3:30pm	Food Adventure Event	ISAs & OBs bring the participants to their Routes and Restaurants	Christopher, Vicky, Jason + ISAs and OBs

Post Event

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

5. Reflections

Attendance

- Majority turned up with only a handful from each route that didn't which is to be expected
- Group allocation was fairly straightforward but important to emphasize to make sure groups are spread out for easier distribution so avoid clustering
- There were some issues with some participants wanting to be paired with their friends but some didn't get to be paired with them. Due to complexity of logistical changes and the last minute requests, we had to be firm with sticking to the original participant group choices.

Restaurant Choices

- South Melbourne
 - Have more variety of cuisines if possible but otherwise good choices too
- North Melbourne
 - All restaurants were good
- Fitzroy
 - Find a new Restaurant for Radhey Chai Bar
 - If using Nico's Deli Sandwich, please ask to contact the manager as they would allow for Invoices, else switch restaurant

6. Feedback

https://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&subpage=design&id=z_NbDvQft0aRdILFOMIqTVX58EkDohFDv5jij7L20XtUNUNPVFFBREIxMVdSVUFTSVFXTFU4QTVNNCQIQCNOPWcu

- We had a total of 70 responses from the feedback form.
- 97.14% of the participants gave would join the event again & Recommend to this event to their friends.
- On a scale of 5, 92.9% rated the enjoyment of the event above 4

Suggestions

- Reduce event duration to 4pm rather than 5pm
- Have the Unimelb Vegan Club promote on their page for the Vegan Route
- Increase Publicity for the 2weeks leading up to the event via Socials, ISAs, Giveaway
- Reduce the total number of tickets available for the Vegan Route from 40 to 30 and Increase tickets for the Non-Vegan Routes
- Add 1 Dessert & 1 Drink Restaurant for each route or at least have Desserts in 1 Restaurant
- Send out Confirmation Emails to participants a day before the event with the location of meetup + Necessary equipments to bring (Eg: umbrella, Sunscreen, etc.)
- Add in Feedback asking which food was good

8. Budget

A total of **\$5000** have been allocated for this event, and the total actual expenditure for this event is **\$4420.02** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
South Melbourne Expenditure	4	416.67	1599.60	1666.66
Fitzroy Expenditure	4	416.67	1348.42	1666.66
North Melbourne/QVM Expenditure	4	416.67	1472.00	1666.66
Ticket	96	0.00	0.00	480.00
TOTAL			4420.02	5480.00

Surplus	1059.98
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9. Conclusion

This concludes our report for the Food Adventure 2024. Please do not hesitate to contact the Cultural & Social Department should you have any queries.

Prepared by,

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



SWOTSNACC Report

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

1. Introduction

This report summarises the Swotsnacc Semester 2 2023, which covers the period of 24-26 October 2023. We offered an inviting study environment, as well as a diverse selection of snacks and refreshments, in order to alleviate the stress students face when seeking a comfortable place to study during the SWOTVAC period.

2. 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; PAR-Sidney Myer-119 (for Wednesday only)
Number of Attendees	:	Approx 60-70 students per day, 200 students in total across three days
Coordinators	:	Gia ZHOU, Rachel ZHOU
Manpower	:	6 Committee Members and 18 ISAs
Budget	:	\$2380

3. Event Overview

Swotsnacc simply involves 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.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
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
Event Day (Repeat for 25th & 26th October)				
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
Post Event				
-	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

- Getting ISAs
- Class room bookings
- The purchase of snacks and drinks was combined with Exam Pack Giveaway.

Event Day

Event Flow

Time	Activity	Details
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"> • Students will be advised to converse minimally during the event. • If food or drinks run out it is the responsibility of the OB in charge to replenish them (this will be unlikely). • At 1.55 pm, OBs will signal the end of the event.
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"> • Present OBs/ISAs will clear any remaining snacks and refreshments and return hot water dispensers to the lounge. • Wipe the tables used.

Post Event

- The rooms were tidied up and rubbish were collected, and sorted out to recycle accordingly.

5. Expenditure

A total of **\$2380** have been allocated for this event, and the total actual expenditure for this event is **\$1803** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Actual Expenditure (AUD)
Snacks and drinks (estimated per person)	150	13.9	2085	1743
Transportation	1	25	25	0
Rubbish bins	1	60	60	60
Miscellaneous	3	70	210	0
TOTAL			2380	1803
Surplus/ Deficit				577

6. Feedback and Suggestions

139 responses were collected over the three days the event was held.

6.1 Event satisfaction and venue

Feedback was collected via QR code survey form displayed at the venue. From the 139 participants who completed the survey, the average rating of the event is 4.60 out of 5.00. The average willingness to participate in future events is 4.68 out of 5.00. There was an overcrowding issue and many people did not get to participate in the event. If the venue and budget allows, more rooms and bigger venues can be considered in the future. There was a common misunderstanding of the event as being a “snack giveaway” event. We may want to emphasize the “study session” concept in the future. Despite these two minor issues, the participants are overall satisfied with the events and venue.

6.2 Snacks

The 139 respondents rate the snack selection an average of 4.54 out of 5.00. When asked what snacks should be added, 10% of respondents answered chocolate. There was also a large demand for sweet and healthy snacks like protein bars, fruits, nut bars and muesli bars. Fruits may be difficult to distribute evenly and safely, however, protein bars/muesli bars can be added to the collection for future events. Participants also asked for tissues.

6.3 Areas for improvement

Majority of respondents commented that the event was overall good. However, there are few areas of improvement.

- Larger room: As previously mentioned, there was not enough room for the amount of people attending. We opened more rooms after the first day, however, it still seemed crowded and not enough space. For future events, larger classrooms or more rooms should be considered.

- Session time: In the survey, 70% of the responses showed that the session time was just right, while 33 respondents thought the session was too short. Some participants wanted longer sessions, preferably starting earlier (around 9).
- Location: some participants preferred the previous location(arts wests) and some asked for a quiet space with more plug-in points.

7. Conclusion

This concludes our report for the Swotsnacc Semester 2, 2023. Overall, the event was a success with a great number of participant turnout. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Rachel ZHOU & Gia ZHOU
Education Department 2023/24
UMSU International



International Queer Film Night Report

Central Committee Meeting #7 – Monday 4th March 2024

1. Introduction

The UMSU International Welfare Department intends to promote a safer and a more inclusive environment for queer identifying international students and allies. We aim to achieve this through setting up a comfortable and welcoming environment through the International Queer Film Night event. This will be an outdoor event to maximise the ambience and increase participation. This event will also aim to raise awareness for this often-under-represented demographic of students.

2. Objectives

This event aims to:

- To support international students and target the specific demographic of International queer identifying POC, and allies, allowing them to feel a sense of community and safety.
- To help international students make friends and develop meaningful bonds.
- To showcase UMSU International as a community of friendly and supportive OBs and ISAs that understand the international student demographic.

3. Event Details

Date : Thursday 12th October
 Venue : In person, Amphitheater outdoor screening (backup venue due to weather contingency: Market Hall)
 Number of Attendees : 200 people
 Coordinators : Planet Sitthixay, Yuxuan Liu, Robertus Jonathan Indradjaja, Danielle Chen
 Manpower : 5 OBs and 15 ISAs
 Budget : \$9000

4. Event Overview

200 participants in person will come on campus to watch a number of international queer films (1 full length and a short film and a 15 mins break in between). We will be providing a variety of refreshments including cotton candy, popcorn, chips, and some beverages for the event.

5. Event Timeline

Week #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	7/8/23	Initial meeting	<ul style="list-style-type: none"> • Discussing options and planning event 	Rob, Dani, Linda, Planet



3	10/8/23	Contact UMSU	<ul style="list-style-type: none"> Reach out to UMSU Queer department to make sure we are not having event overlaps 	Linda
6	12/08/23	Venue booking	<ul style="list-style-type: none"> Contact the University to get event locations approved 	Planet
6	13/08/23	Film rights	<ul style="list-style-type: none"> Confirming film choices and obtaining film rights 	Linda, Planet
6	15/08/23	Machinery hire	<ul style="list-style-type: none"> Contacting UMSU to book popcorn machine and fairy floss machine Book electricity needs 	Linda, Planet
6	25/08/23	Heater & seating hire	<ul style="list-style-type: none"> Booking heaters, blankets, and beanbags through UMSU 	Rob, Dani, Linda, Planet
6	27/08/23	Screen hire	<ul style="list-style-type: none"> Reach out to Running Boards to ask for screening, projection, and sound system hire. Get a quote and book. 	Rob, Dani, Linda, Planet
7	4/9/23	Proposal	<ul style="list-style-type: none"> Writing proposal 	Rob, Dani, Linda, Planet
8	5/9/23	Catering	<ul style="list-style-type: none"> Ordering snacks and drinks 	Rob, Dani, Linda, Planet
9		Request ISAs	<ul style="list-style-type: none"> Request ISAs for event 	Dani
9		Create ticketing and registration	<ul style="list-style-type: none"> Ticketing will be done through TryBooking Promotional material will be published. 	Rob, Dani, Linda, Planet
10	12/10/23	Feedback forms	<ul style="list-style-type: none"> Create feedback form surveys 	Linda, Planet
Event Day				
11	12/10/23	Set up	<ul style="list-style-type: none"> Set up decor, bean bags, heaters, popcorn machine, and candy floss machine at the venue Liaise with Running Boards to set up and make sure the screening and sound system is working. 	Rob, Linda, Planet
11	12/10/23	Movie Screenings	<ul style="list-style-type: none"> The variety of movies are screened for the participants 	Rob, Linda, Planet
Post-event				
11		Collect feedback	<ul style="list-style-type: none"> Collect and collate feedback from participants 	Rob, Dani, Linda, Planet
11	13/10/23	Return of equipment	<ul style="list-style-type: none"> Oversee bump out of Running Boards Return popcorn and fairy floss machines to UMSU Oversee bump out of heaters 	Rob, Linda, Planet
		Report	<ul style="list-style-type: none"> Present report in CCM 	Rob, Dani, Linda, Planet

Pre-event

- Open ticketing and registrations (walk ins welcome)
- Emailing participants informing them about the location and time



- Running Boards set up on outdoor venue
- Order snacks and drinks

Event Day

- Oversee set up by Running Boards
- Set up seating and decor
- Set up food

Event Flow

Time	Activity	Details	PIC
5:30PM	Running Boards set up	Running Boards set up screen and sound equipment	Rob, Linda, Planet
6PM	Heaters set up	Set up heaters	Rob, Linda, Planet
6 - 7PM	Popcorn machine & fairy floss machine set up	Set up machines to be ready for use	Rob, Linda, Planet
6 - 7PM	ISAs and OBs come to set up	Setting up beanbags, blankets, heaters, decor, and food in Amphitheater	Rob, Linda, Planet
7:30 - 8:30PM	Full film #1	Screening of the first film	Rob, Linda, Planet
8:45 - 10:57PM	Full film #2	Screening of the second film	Rob, Linda, Planet
11- 12AM	Pack up	Decorations are removed from the vicinity, rubbish is cleaned up.	Rob, Linda, Planet

- Throughout the event, a marquee will be set up with the popcorn machine, beverages, and candy floss. To be able to get these snacks and beverages, all participants are encouraged to scan the QR code and fill out the feedback form.

Post-event

- Collect feedback
- Oversee return of equipment to Running Boards
- Return popcorn machine, fairy floss machine etc to UMSU



ACTUAL Event Flow

Time	Activity	Details	PIC
2:30PM	Running Boards set up	Running Boards set up screen and sound equipment	Rob, Linda, Planet
3PM-3:30PM	Bean bags and heater set up	Bean bags and heaters arrived at 3PM, set up in Market Hall	Rob, Linda, Planet
5PM	Running Boards bump out	Running Boards bump out due to weather contingency	Rob, Linda, Planet
6 - 7PM	Popcorn machine & fairy floss machine set up	Set up machines to be ready for use	Rob, Linda, Planet
6 - 7PM	ISAs and OBs come to set up	Setting up beanbags, blankets, heaters, decor, and food in Market Hall	Rob, Linda, Planet
7:30 - 8:30PM	Full film #1	Screening of the first film	Rob, Linda, Planet
8:45 - 10:45PM	Full film #2	Screening of the second film	Rob, Linda, Planet
10:45-11:30PM	Pack up	Decorations are removed from the vicinity, rubbish is cleaned up.	Rob, Linda, Planet

6. Budget

A total of **\$9,000** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Running Boards	1	\$4000	\$4000
Popcorn Machine (inc. popcorn)	1	\$200	\$200
Candy Floss Machine (inc. sugar)	1	\$300	\$300
Chips	200	\$1.50	\$300
Beverages (soft drinks)	300	\$1.50	\$450
Casual Staff	2	\$33/hour	\$270
Heaters	6	\$85	\$510
Blankets	30	\$12	\$360
Bean bags	50	\$25	\$1,250
Miscellaneous	1	\$1,360	\$1,360
TOTAL			9,000

7. ACTUAL Budget

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Running Boards	1	\$4,000	\$4,000
Popcorn Machine (inc. popcorn)	1	\$200	\$200
Candy Floss Machine (inc. sugar)	1	\$139.5	\$139.5
Chips	200	\$1.05	\$331.95
Beverages (soft drinks)	300	\$1.50	\$450
Casual Staff	2	\$33/hour	\$270
Heaters	6	\$85	\$510
Blankets	30	\$12	\$360
Bean bags	50	\$25	\$1,250
Miscellaneous - Damage waiver	1	\$169.6	\$169.6
Miscellaneous - Transport	1	\$350	\$350
TOTAL			8031.05

8. Registration and attendance

- We had 131 registrations through Trybooking. Ticketing was organised through CME.
- Estimated that roughly ~30 students had walked in without registering.
- Overall attendance was over 200 students over the course of the event. There were at least 80 students in attendance at one point as observed. Unfortunately, exact numbers for the event were unable to be determined.
- Comparatively from last year we have less participants for walk-ins (80 ~ 30) and registration who came to the event than last year. This could be as a result of the weather and venue changes making it an inconvenience for participants.

9. Feedback and suggestions

- Feedback was collected by having a feedback QR code at food & beverage stations for students to scan. Feedback forms were also emailed to students post-event.
- We were able to 55 responses from the form:

Demographic of the attendees

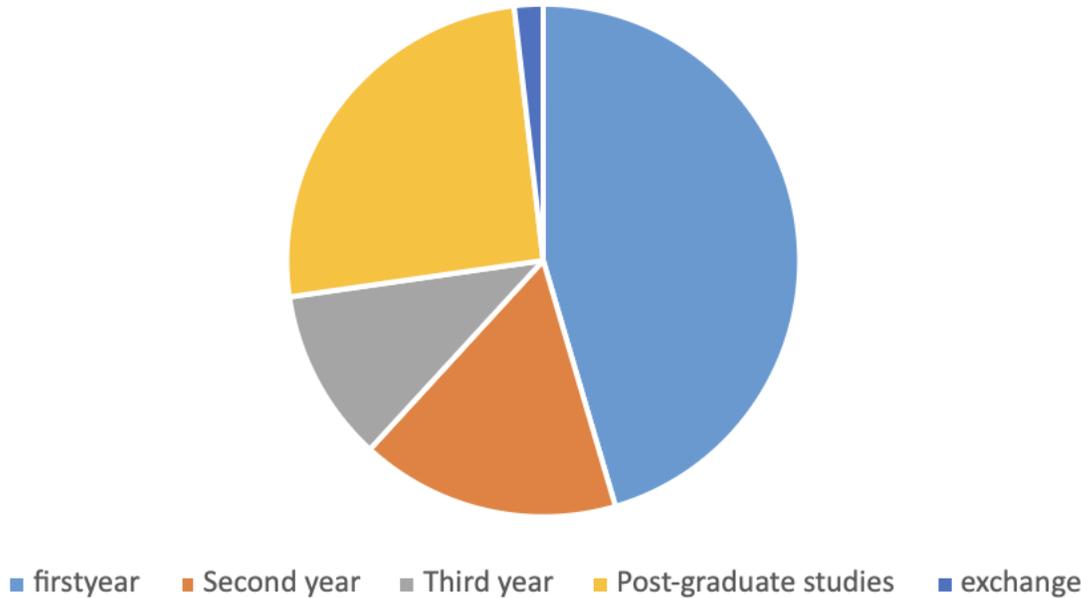


Figure 1. demographic of the attendees (according to the feedback form)

- There were 25 first year students, 9 second year students, 6 third year students, 14 post-graduate students and 1 exchange students filled out the feedback form.

How did they find out about IQFN

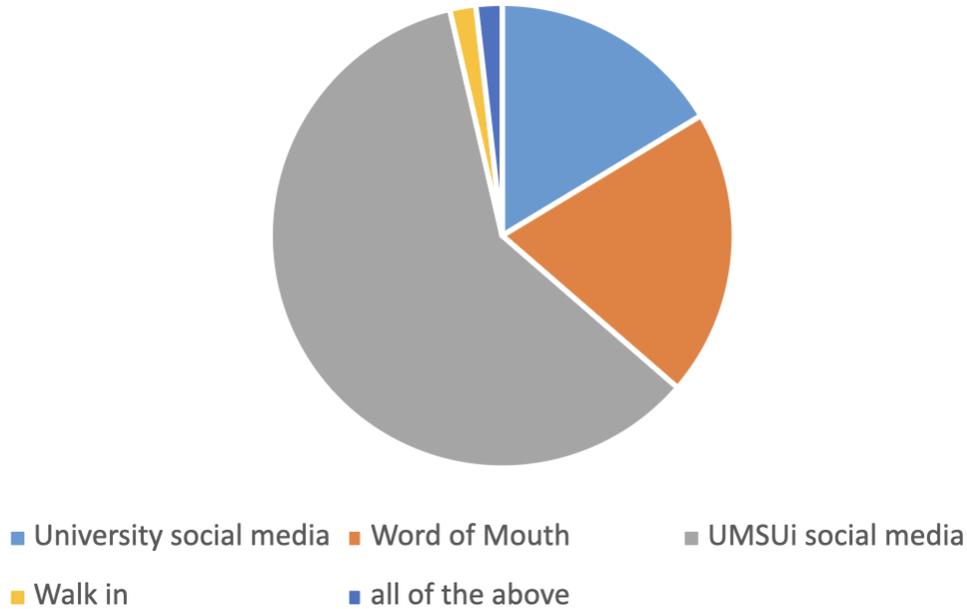


Figure 2. Distribution of how the attendees found out about IQFN (according to the feedback form)

- Most people find out about the event through UMSUi social media (n=33), followed by word of mouth (n=11), university social media (n=9), one walk in and one chose "all of the above"

Overall satisfaction about the event

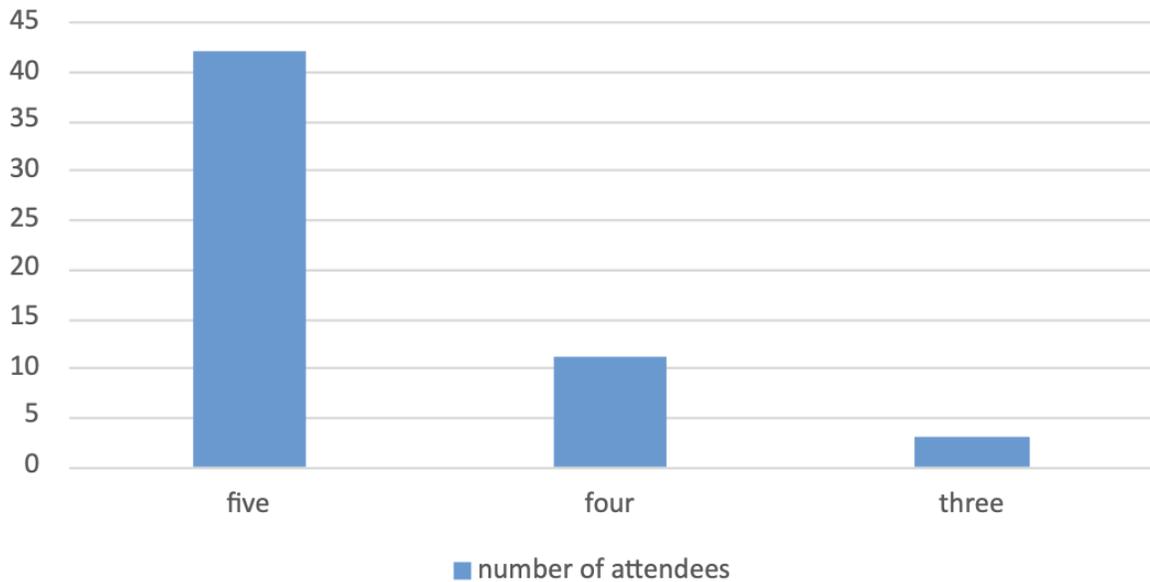


Figure 3. Overall satisfaction of the event (according to the feedback form)

- Overall, 42(75%) attendees' rate IQFN a five out of five, 11 of them rate it four out of five, three of them rate it a three out of five.

Satisfaction of the film choice

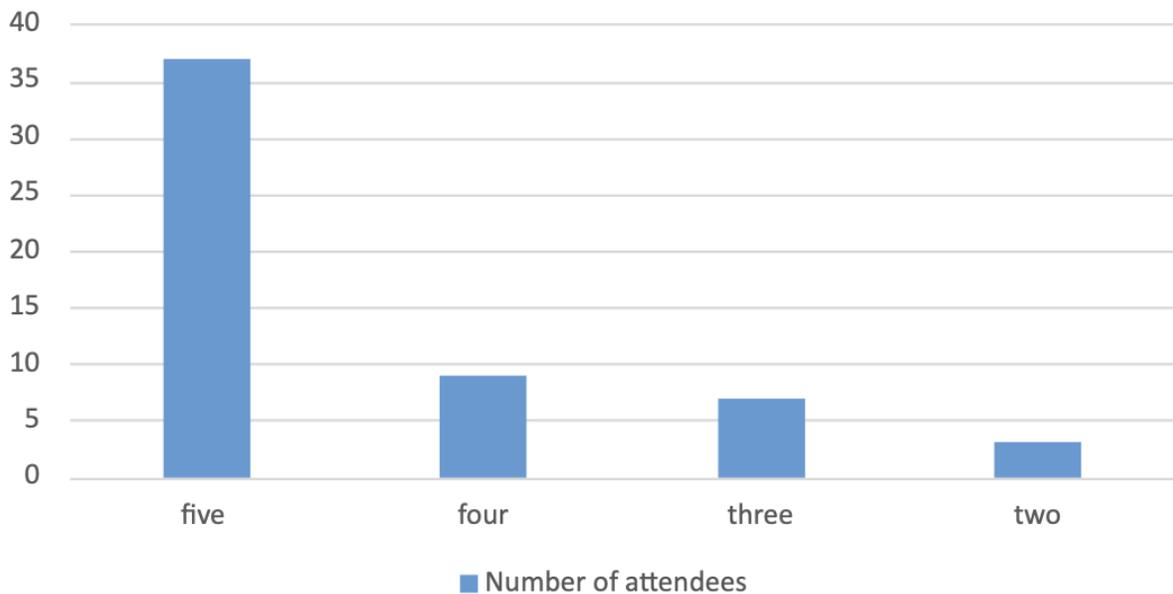


Figure 4. Satisfaction of the film choice (according to the feedback form)

- 37 students rated the film choice five out of five, 9 of them rated the film choice four out of five, 7 of them rated the film choice three out of five and 3 of them rated it two out of five.
- There was a good distribution in films watched, and most attendees stayed till the end of the event.
- The reason we reflected on the film choice ratings that there wasn't enough diversity of the film choices in the event. Some feedback suggested to choose other more inclusive films, and we would suggest in the future event consider other queer films rather than the well-known ones, as some of the feedback suggested to choose other film rather than "Call Me By Your Name".
- Future event could also consider adding subtitles when requesting the copy of the film.
- We were not able to get anime short films because of the copy right reason, it would be a great turnout since it creates diversity of film choice and inclusiveness of the event. Future event could investigate other ways to get the film copy rights.

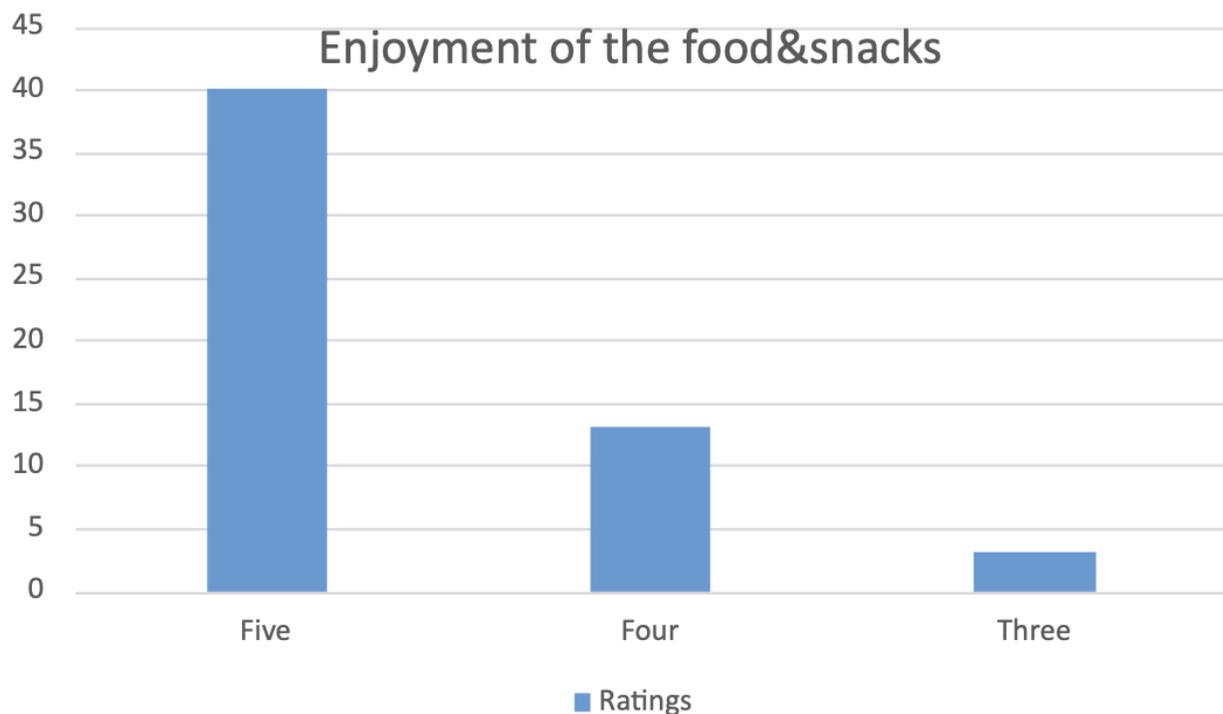


Figure 5. Satisfaction of the food &snacks choice (according to the feedback form)

- 40 out of 56 attendees thinks the food and snacks, 13 of them rated it four out of five, 3 of them rated it three out of five.
- Some of the feedback suggested to have more snacks & food choices, more healthier options could be considered too.

- Many students said they wish to see more queer events in the future!

10. Other problems and solutions

- Our department found this event difficult to navigate due to multiple factors.
- We had multiple venue changes due to the unexpected weather issues that occurs on the event day. We overcame this by booking market hall as the backup venue in advance,
- There were many obstacles that had to be overcome including contacting the University electrician, security when the alarm went off after hours on campus and operating the popcorn and fairy floss machine. These were overcome and will better prepare us for future events.
- We advise in future events that will be happening after 11pm to contact university in advance to stop the alarm from distracting the events.
- We should actively promote the feedback form so that more feedback is received next time as only a small portion of participants had responded to the form/willingly filled the form out.

11. Conclusion

The Welfare department continues to endeavour to provide support and enhance the sense of community for Queer identifying international students at the University of Melbourne. We recognise the importance of social and welfare support in a time where students feel largely disconnected/ We also hope that this event was able to provide many insights and raise awareness towards the niche genre of films and community behind it. The success of this event will hopefully become a catalyst for more events like these to be held in the future.

This concludes our report for the International Queer Film Night 2023. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Planet Sitthixay

Yuxuan Liu

Welfare Department 2023/24

UMSU International



Exam Pack Giveaway Report

Central Committee Meeting #7 – Monday 4th March 2024

1. Introduction

This report summarises Exam Pack Giveaway Semester 2 2023, which was held on Wednesday 25th October 2023. This event was held by the Welfare department with support from our office bearers and ISA volunteers. Exam pack items consisted of necessities such as stationery, food, and nutritional snacks that were given out to students during SWOTVAC. The main purpose of this event was to boost the morale and the overall well-being of students during the stressful exam preparation period. This event was open to all University of Melbourne students: which includes undergraduate, graduate, honours, study abroad and PhD 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 25 th October [11:00 AM - 15:00 PM]
Venue	: Concrete Lawn
Number of Attendees	: 800 students (211 registered, 589 walk-ins)
Coordinators	: Robertus INDRADAJA, Danielle CHEN
Manpower	: 8 OBs & 12 ISAs
Budget Allocated	: \$14, 830

4. Event Overview

Exam pack items were displayed with the item collection limit presented in front of each item. Students were queued up, checked in/registered for walk ins and then collected items across the stations. A QR code to the feedback form was provided at the end of the collection process to encourage students to provide feedback on the event. ISAs and OBs were in charge of each exam pack item(s) to assist the collection process.

Registrations for this event were opened for each hour of the event, however, limited walk-in slots were also provided.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
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Pre-event Preparations				
8		Venue booking	<ul style="list-style-type: none"> Booked Concrete Lawn through CME 	Danielle CHEN
9		Contact sponsors	<ul style="list-style-type: none"> Reach out to sponsors to ask for event support/sponsorship 	Robertus INDRADJAJA, Cynthia WANG
9		Request ticketing	<ul style="list-style-type: none"> Ask CME to do ticketing 	Robertus INDRADJAJA
9		Event planning	<ul style="list-style-type: none"> Write proposal and finalising event details 	Danielle CHEN, Robertus INDRADJAJA
10		Open bookings	<ul style="list-style-type: none"> Open registrations for event 	Robertus INDRADJAJA
11		Request ISAs	<ul style="list-style-type: none"> Ask HR for ISAs 	Danielle CHEN
11		Re-do budget & proposal	<ul style="list-style-type: none"> Re-do item order list and edit proposal 	Danielle CHEN, Robertus INDRADJAJA
11		Logistics	<ul style="list-style-type: none"> Contact Muji to see if we can order from them Send finalised item list to Treasurer to order and get delivered 	Danielle CHEN, Robertus INDRADJAJA
12		Collect stock	<ul style="list-style-type: none"> Remain present on campus to receive delivery of all EPG giveaway materials. Collect items that cannot be delivered 	Robertus INDRADJAJA
12		Feedback forms	<ul style="list-style-type: none"> Create feedback forms for the event 	Danielle CHEN
Event Day				
	25/10	Run event	<ul style="list-style-type: none"> Set up tables and marquees Give out items to students 	Robertus INDRADJAJA
	25/10	Pack up	<ul style="list-style-type: none"> Put away equipment and throw out rubbish 	Robertus INDRADJAJA

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 INDRADAJA
3 - 4PM	Pack up	Clean up rubbish, returning equipment, and collecting leftover items and storing them.	Robertus INDRADAJA

Post-event

- Collate feedback
- Write report

6. Reflections

Attendance

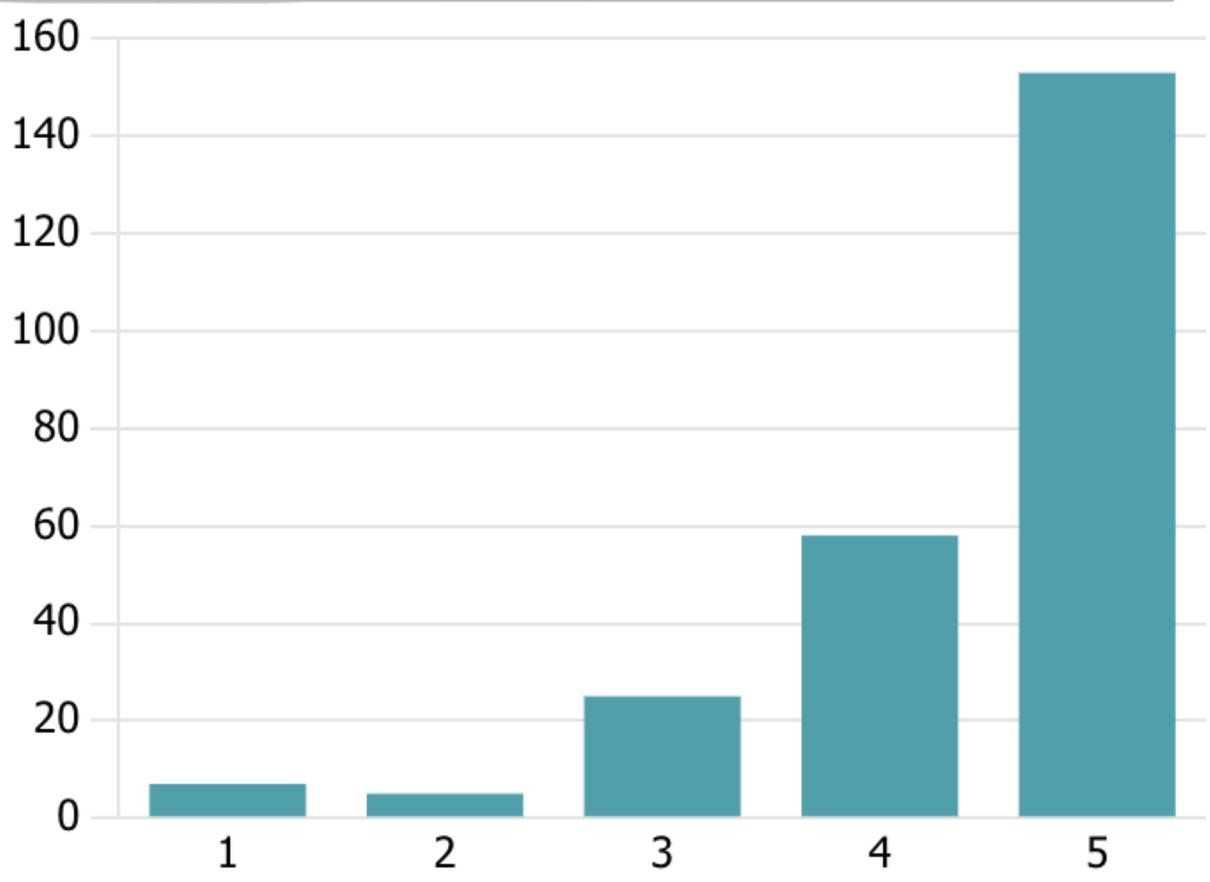
- An approximate total of 800 students attended this event
- 26.4% were registrations, 73.6% were walk-ins
- The attendance and check-in method ran much more smoothly than previous EPG registration methods
- 400 students were registered prior to the event, approximately 211 of them came to the event.
- Despite lacking in attendance of registered students, there was a huge demand for walk-ins with a total of ~590 walk-ins attending
- The students who came late for their registered session were identified as walk-ins, and required to queue up
- If students came earlier than their registered session, they were allowed to join the registered people line

Feedback

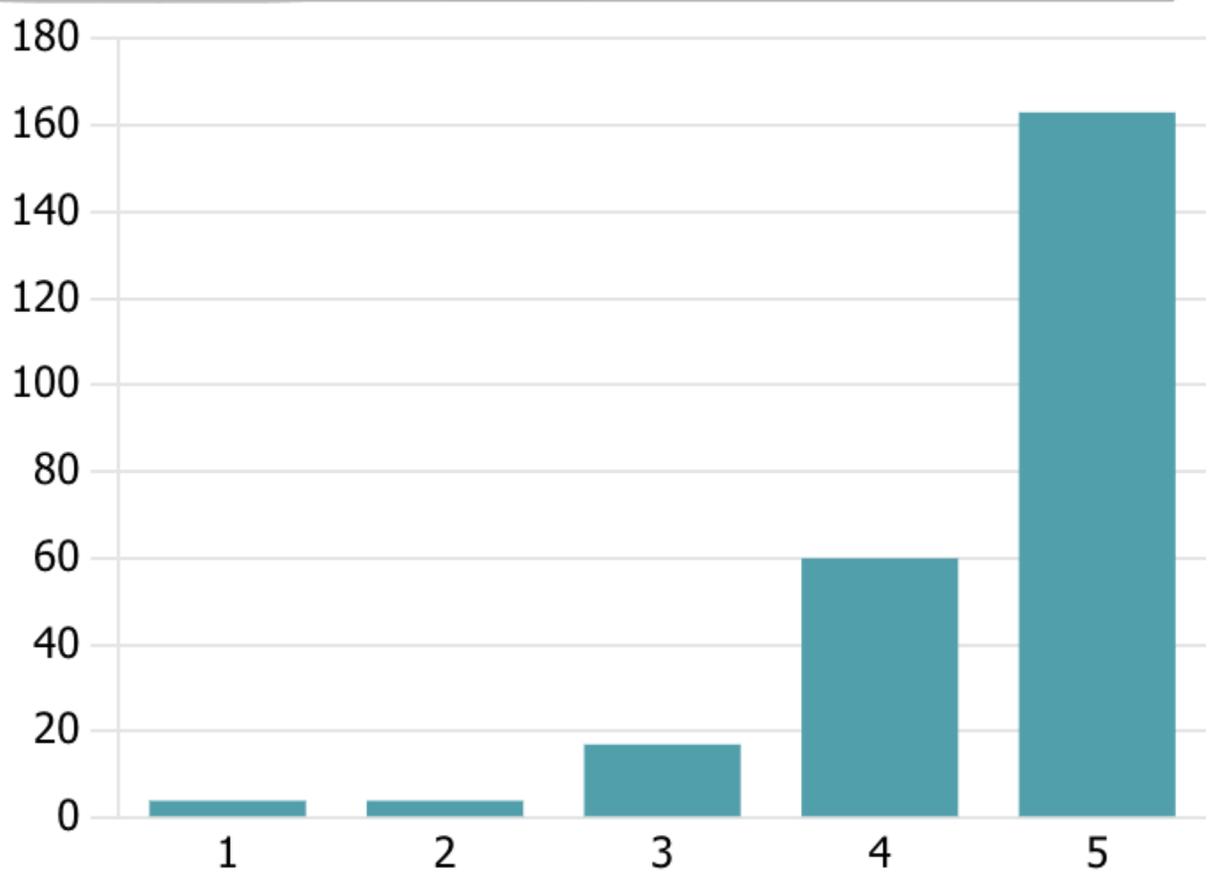
- Overall, the event was executed very successfully. Almost all items were given out to students, with only a few stationery and snacks remaining. However, we still have a lot of hot chocolate packets left as they were delivered after the event. Those will be used for the next EPG.
- We exceeded the expected attendance of 600 students
- A total of 248 students completed the feedback form, which is a large improvement from 106 responses last time

Satisfaction:

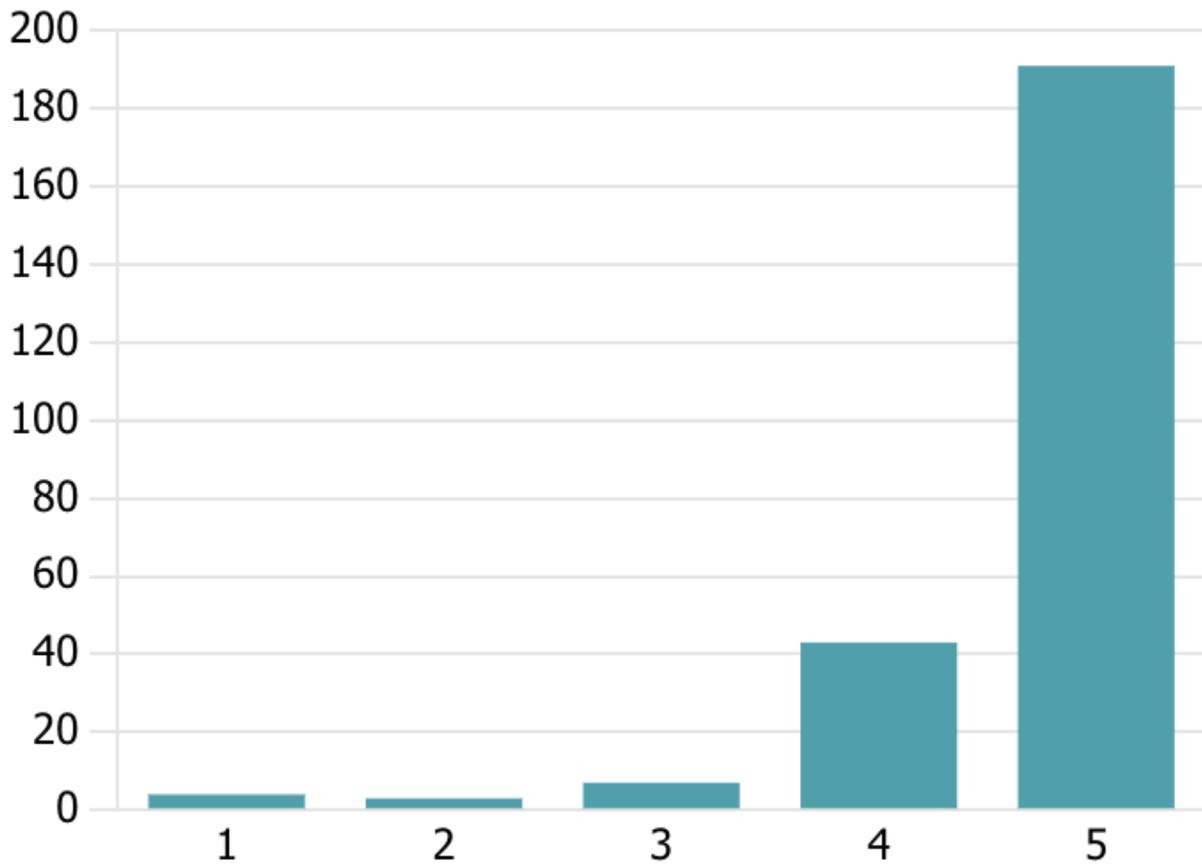
- Students were largely satisfied with the event, as seen below



- 211/248 respondees (85.1%) were very satisfied/satisfied with the event
- This is also reflected in respondees' satisfaction levels with the items given out in particular, as seen below



- 223/248 respondent (90.0%) were very satisfied/satisfied with the items given out
- The items that respondent highlighted as their favourites included:
 - Muji notebooks & pens
 - Coffee
 - Instant noodles
- Most respondent indicated that they would be likely to attend a similar event in the future



- 234/248 respondent (94.4%) would attend a similar event again

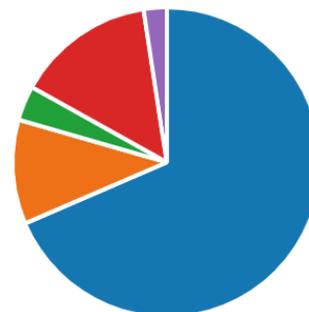
Organisation:

- Some people responded that the event did not start on time
 - Could start setting up earlier – time needed to set up was perhaps underestimated.
 - May need more people for set up as the quantity to transport from lounge to event was very substantial
- A number of respondent remarked that the waiting time was too long
 - This is likely from walk-in attendees, as the walk-in line was much longer than that of registered students
 - We could possibly consider adding more registration slots in the future, but as shown in the data above, almost half of the registered students did not arrive in their allocated time slot
- ISAs and OBs should be more vigilant about queue-cutters – people who cut the line to join their friend should not be allowed to do so
- It was also commented multiple times that the waiting time could be reduced if the bags were pre-filled

- This is another possibility, but the reason why we have not done this in the past is to increase the amount of students who are able to come and get something, since not everyone wants everything
 - Pre-filling bags would mean students do not get to pick and choose what items they want – in the case of items where it is pick one between two (i.e. pick a pen OR a highlighter), that would eliminate the aspect of choice for them.
- Despite these comments, item collection as a whole actually ran generally very smoothly.
 - The long waiting time is just inevitable as there are so many students at the event.
- The students who were late for their session were not happy with the way we managed, they said they should still have the priority when queueing up.
 - It could be possible to allow registered students to be in the registered attendee line even if they are late, if the line for that stand is substantially shorter than the walk-in's line.
 - We should emphasise in the booking form that they **MUST** (or are encouraged to, if we are allowing them to be in the registered line anyways) to attend in their allocated timeslot.
- Overall, the two-line system (one for walk-ins and one for registered attendees) worked well and is suggested to be used again at future EPGs.

Publicity:

●	UMSUi social media (Instagram, ...	170
●	University social media/website/...	27
●	UMSUi website/newsletter	9
●	Word of mouth (i.e from a friend)	36
●	Other	6



- A large majority of students found out about EPG through social media, with the next highest method being via word of mouth

Suggestions

- If space provides, could even have three stands – one for registered attendees and two for walk-ins so queue time can be reduced, as it is held during SWOTVAC, when time is scarce and precious
- Students have suggested some more items to be included into the exam pack, including more stationary
 - The stationary for this EPG was very well-received – this is most probably due to the fact that it was Muji stationary as compared to the Big W/Officeworks stationary we have given out in the past
 - For future EPGs, if Muji is able to be afforded, we would definitely suggest buying from them again – they were also very easy to communicate with

- Consider providing some healthy items as well – we considered fruit but the logistics were too complicated
 - Could think about things like juice, fruit snacks etc
- Bollards can be used to manage the queue
- Make ISA duties more clear ⇒ especially for crowd control
- Make sure students know to bring their own bags/way of holding their EPG items
- More clear signs on what quantities people can take of the items to improve efficiency
- Need more OBs/ISAs for set up purposes, so that we can start on time

Budget

A total of **\$14830** have been allocated for this event, and the total actual expenditure for this event is **\$12718.11** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Actual Cost (AUD)
Muji spiral bound notebooks	300	\$2.25	675.00	641.25
Muji 5-pack notebooks	60	\$7.5	450.00	450.00
Muji 0.5mm knock type pen	300	\$2	600.00	600.00
Muji 0.38mm cap type pen	300	\$2	600.00	600.00
Highlighters	600	\$2.5	1500.00	1425.00
Rulers	400	\$1.75	700.00	665.00
Pencils	300	\$0.5	150	123.25
Sticky Notes	600	\$1.33	800	519.20
Vitamins (Ener C)	1200	\$0.79	945.00	174.09
Boss Coffee	600	\$3.85	2310.00	2080.00
Erasers	200	\$1.1	220	291.60
Transport	1	\$100	100.00	56.63
Woolworths	1	\$2300	2300	2115.21
Coles	1	\$1200	1200	1266.65
PFD	1	\$1280	1280	1710.23
Miscellaneous	N/A	\$1000	1000.00	0
TOTAL			14,830.00	12718.11
Surplus/Deficit				2111.89

Conclusion

The Exam Pack Giveaway is an event that the Welfare Department consistently runs every semester. We hope to continue bringing necessities and morale support to students in these stressful times.



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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

This concludes our report for the Exam Pack Giveaway Semester 2 2023 Report. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Robertus INDRADJAJA

Danielle CHEN

Welfare Department 2023/24

UMSU International



ISA Recruitment February Intake 2024 Report

Central Committee Meeting #7 – Monday 4th March 2024

1. Introduction

The International Student Ambassador (ISA) Application for Semester 1 2024 is divided into two parts: February Intake and March Intake. The purpose of the February Intake is primarily for the upcoming events before the start of the upcoming semester (e.g. Summerfest), as well as events conducted in 2024.

With regards to the February recruitment period, the process consisted of the ISA application, interview, and selection. The team in charge of organising this event involved all the Human Resources (HR) department members.

2. Objectives

- Start recruiting and selecting the new batch of ISAs for Semester 1, 2024.
- Recruit around 36-41 ISAs out of 141 applications for the February Intake.
- To gain manpower for events during Semester 1, 2024 and Semester 2 2024.
- Allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities in 2024.

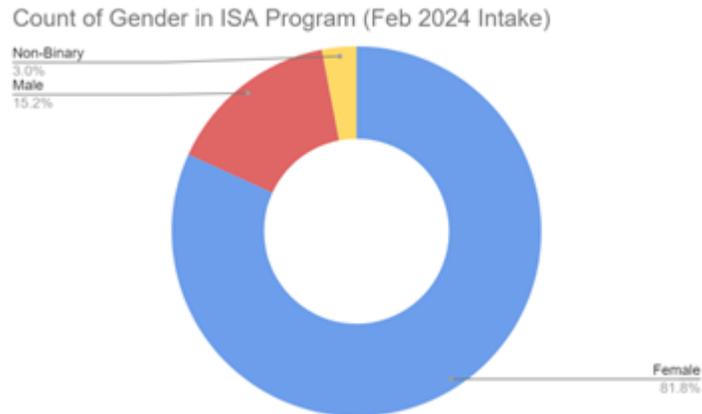
3. Event Timeline

Date (might change depending on committee members' availability)	Activity	Descriptions
Pre-event Preparations		
16/12/2023 - 20/1/2024	Contact M&M and Start Teamwork	Contact M&M and Start Teamwork for ISA Recruitment Promotion Posters
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides
Event Day		
21/1/2024 - 28/1/2024	Open ISA Application	Application will be opened to all University of Melbourne's students
21/1/2023 - 29/1/2024	First round selection	First round selection includes filtering applications, interview slot allocation (for both ISAs and Committee Members), send out interview emails
2/2/ 2024 - 4/2/2024	Interviews & Selection	Conduct ISA interviews & Selecting ISAs
Post Event		
5/2/2024	Send Emails	Send out acceptance and rejection emails for candidates
9/2/2024	Big Day Out	A welcoming and induction event for ISAs

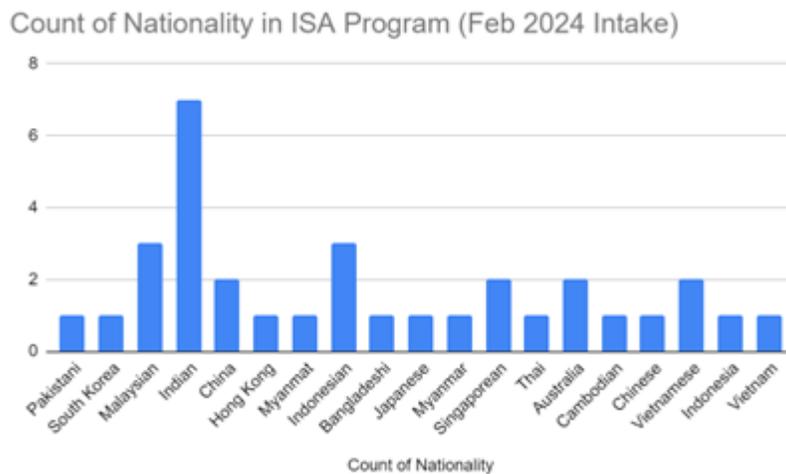
4. Application Results and Statistics (February 2023 Intake)

Out of 141 applicants, 78 candidates had attended the interviews. For the February term, the HR department has selected 33 ISAs. Here are the statistics of the ISAs:

a. Gender

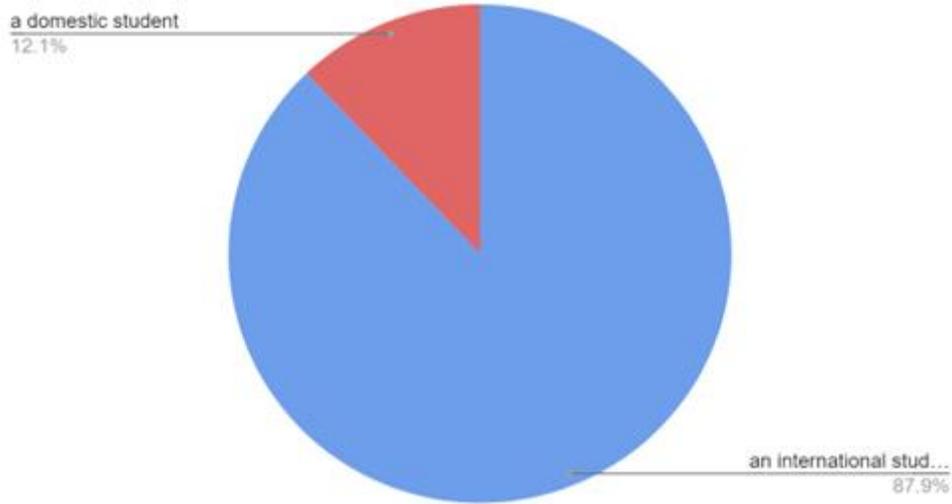


b. Nationality



c. *Student Status (Local/International Student)*

Count of Student Status in ISA Program (Feb 2024 Intake)

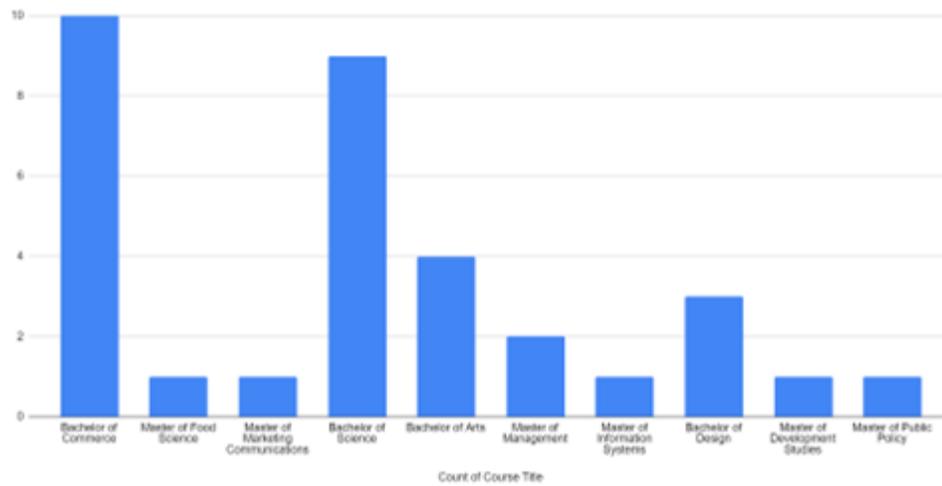


d. *Onshore/Offshore*

All of the ISAs recruited in this intake are onshore.

e. *Course Title*

Count of Course Title in ISA Program (Feb 2024 Intake)



5. Expenditure

A total of **\$120** have been allocated for this event, and the total actual expenditure for this event is **\$115**, this was higher than expected due to tax, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Advertisement	1	115	115	120.00
TOTAL			115	120.00
Surplus				5.00

6. Conclusion

This concludes our report for the ISA Recruitment February 2024 Intake. Please do not hesitate to approach the HR department if you have any questions or suggestions.

Prepared by,

Cherry LAM
Human Resources Department 2023/2024
UMSU International

President's Monthly Report – March 2024

Central Committee Meeting #7 – Monday 4th March 2024

International Student Advocacy at The University of Melbourne

Since the previous President's Report, I've been working closely with the university to ensure that the interests and benefits of international students continue to be focused on, given the recent changes to student and graduate visa requirements by the Federal Government. As it stands, I've been invited to work with the University in their Anti-Racism Working Group where I'll look to put forward clear definitions of what it means to discriminate against international students, as well as highlighting the overlooked issue of international students discriminating against each other such as colorism and xenophobia at the university. In addition, we're continuing also to work with Stop 1 to promote and raise awareness at scams targeting international students by sharing materials that have been sent over to us by Victoria Police and Stop 1.



The other project that I've been involved with that I thought would be of note to mention it at the CCM is the Academic Integrity Policy Review Working Group. In this group, I've been putting up ideas that makes international students traverse issues of integrity much easier such as more accessible and clear information on the consequences and processes of matters regarding academic misconduct. Currently, I am putting forward a fairer and less stressful process for international students, in terms of allowing a support person and expanding support services for students in these situations.

Otherwise, Pip Nicholson, the Deputy Vice Chancellor (People & Community) and Jamie Evans, the Pro Vice Chancellor (Academic) have supported Umsu International with our Night Market because originally the university was not planning on covering our kitchen and electricity costs which may have totalled to over 90,000 AUD. After speaking to them, they have graciously supported Umsu international with financial support as well as appointing a Project Manager to make the process more efficient.

If anyone has any interest or comments about the working group that I mentioned in the above report, then feel free to contact me if you have any queries or suggestions I could bring into future meetings as any and all are appreciated.

Prepared by,

**Richard HA
President
UMSU International**



6. Other Business

- 6.1 OB Communication Reminder
- 6.2 Official Reprimand for Zijia Zhou (Gia)
- 6.3 First Vote of No Confidence for Aksh Batra
- 6.4 Night Market Photobooth
- 6.5 Yearbook
- 6.6 HOC Slides
- 6.7 UMSU INTL Award

7. Next Meeting

CCM #8

Date : Monday, 18th March 2024 (17:00)

Venue : PAR-Old Geology-155-B1-B25-Theatre 2