

## **Agenda**

Central Committee Meeting #7 – Tuesday, 4<sup>th</sup> March 2025

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Time : 17:00

Venue : Turner Theatre

### **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. Heads of Clubs Sem 1 2025 Proposal
- 4.2. ISA T-Shirts 2025 Proposal
- 4.3. Meet & Greet Sem 1 2025 Proposal
- 4.4. CCM Catering Sem 1 2025 Proposal

### **5. Reports**

- 5.1. Central Committee Bonding Trip 2024 Report
- 5.2. OSHC Workshop Report 2024 Report
- 5.3. President's Report #1

## 6. Other Business

### 6.1. ISS Briefing

## 7. Next Meeting

### **Unconfirmed Minutes**

e-Central Committee Meeting #1 – Tuesday, 4<sup>th</sup> February 2025

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Time : 16:00

Venue : Zoom

### 1. Procedural Matters

#### 1.1. Acknowledgement of Indigenous Owners

#### 1.2. Official Welcome

#### 1.3. Attendance and apologies

- Attendance – 29 members

#### Absent with Apologies

Officers: Kaelyn MIRANDA, Jasmine LOW, Daaksha NEGI, Qawiemah LEONG, Laavanya YADAV, Xin Huai LEE, Shreeyukta ADHIKARI

#### Late with Apologies

Officers: Smruti MHALGI, Jeasy CHHUN

#### Absent with No Apologies

Officers: Alyssa RESWARI, Pavitra RAVI

### Motion 1

Move that Standing Orders be adopted for eCCM #1 at 4:20PM

Mover : Kayven SATRIO

Seconder : Raunak RAGHAVAN

CARRIED without contention.

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

### Motion 2

Move that the **Agenda for eCCM #1** be adopted at 4:21PM

Mover : Kathryn WANG

Seconder : Zhao He KOK

**Motion Carried.**

### **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 : Vinaya WIHARSA

Secunder : Winnie LAO

**Motion Carried.**

#### Motion 4

Move that the **SurveyMonkey Subscription Semester 1 2025 Proposal** be accepted.

Mover : Seoyoun KIM

Secunder : Olivia LIN

**Motion Carried.**

#### Motion 5

Move that the **Beyond Borders Semester 1 2025 Proposal** be accepted.

Mover : Linda LIU

Secunder : Isaac HII

**Motion Carried.**

#### Motion 6

Move that the **International Student Survey Semester 1 2025 Proposal** be accepted.

Mover : Minh Daht NGUYEN (Damian)

Secunder : Aerizqa RAKHMADANI

**Motion Carried.**

Motion 7

Move that the **Employability Summit Semester 1 2025 Proposal** be accepted.

Mover : Tiffany AUYEUNG

Secunder : Isaac HII

**Motion Carried.**

Motion 8

Move that the **International Brekkie Semester 1 2025 Proposal** be accepted.

Mover : Suhas AGRAWAL

Secunder : Youn KIM

**Motion Carried.**

Motion 9

Move that the **Buddy Up Semester 1 2025 Proposal** be accepted.

Mover : Ella LIANG

Secunder : Chloe LIN

**Motion Carried.**

Motion 10

Move that the Food Adventures Semester 1 2025 Proposal be accepted.

Mover : Kathryn WANG

Seconder : Irina ANANDA

**Motion Carried.**

Motion 11

Move that the Summerfest Giveaway Semester 1 2025 Proposal be accepted.

Mover : Ella LIANG

Seconder : Shruti PRABHUSHANKAR

**Motion Carried.**

**4. Other matters**

Motion 12

Move that Standing Orders be suspended at 4:55PM

Mover : Winnie LAO

Seconder : Jeasy CHHUN

**Motion Carried.**

Motion 13

Move that eCCM #1 be adjourned at 4:56PM

Mover : Cornellius SALIM (Cornel)

Secunder : Youn KIM

**Motion Carried.**

Prepared by,

**Qi Evelyn WANG (Evelyn)**  
**General Secretary 2024/25**  
**UMSU International**

## Heads of Clubs Sem 1 2025 Proposal

Central Committee Meeting #7 – 4th March 2025

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### 1. Introduction

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

### 2. Objectives

This event aims to:

- To introduce UMSU International facilities and increase the clubs' awareness amongst existing clubs within the University of Melbourne community.
- To foster professional relations between UMSU International with existing University of Melbourne UMSU International affiliated clubs.
- To introduce clubs to the grants available from UMSU International the SSAF and potential collaborations.
- To create an open platform for clubs to publicise their events for the semesters and discuss potential challenges and problems they may face.

### 3. Event Details

Date : Tuesday, 25th March 2025, 5.00 - 7.00 PM

Venue : William Macmahon Ball Theatre

Number of Attendees : 70

Coordinators : Ella LIANG, Seoyoun KIM, Laavanya YADAV

Manpower : Coordinators & 4 ISAs

Budget : \$911.00

### 4. Event Timeline

Wk	Date	Activity	Descriptions	PIC
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#				
<b>Pre-event Preparations</b>				
N/A	March 3rd	Present Proposal	- Present proposal during ECCM	Ella LIANG
N/A		Prizes	- Contact UMSU Advertising Officer about prizes available to use during the event	Ella LIANG
N/A	February 24 <sup>th</sup> - 29th	Logistics	<ul style="list-style-type: none"> <li>- Book venue</li> <li>- Contact and order food from Vendors</li> <li>- Ticketing link from CME Help Desk</li> <li>- Task sheet for ISAs</li> </ul>	Ella LIANG, Laavanya YADAV
0	February 24 <sup>th</sup> - 29th	Promotion	<ul style="list-style-type: none"> <li>- Notify M&amp;M about promotion at least 2 weeks prior to promotion period</li> <li>- Arrange social media promotion for the event via UMSU International socials</li> <li>- ISA Publicity Hours</li> <li>- Brief ISAs on event requirements (including food handling)</li> </ul>	Ella LIANG Laavanya YADAV
0	February 24 <sup>th</sup> - 29th	Department Slides	<ul style="list-style-type: none"> <li>- Notify committee about slides</li> <li>- Finalise and compile slides</li> </ul>	Seoyoun KIM
0	March 12th	Participants	<ul style="list-style-type: none"> <li>- Write email drafts for clubs</li> <li>- Invite participants</li> <li>- Confirm number of participants and dietary requirements</li> </ul>	Ella LIANG Laavanya YADAV
	March 4-8	Logistics #2	- Buy Drinks and Supplies	Seoyoun KIM
1-2	March 11 - 14	Feedback Form	- Create feedback form to be used on the day post-event	Ella LIANG

Event Day				
3	March 26th	Heads of Clubs Event	(Written in event flow down below)	Ella LIANG Seoyoun KIM  Laavanya YADAV
Post Event				
4	April 1 <sup>st</sup> - 4th	Report	Writing and filling out the report	Ella LIANG
6	N/A	Present Report	Present report in CCM	Ella LIANG

### **Event Flow**

Time	Activity	Details	PIC
4.30 PM	Event Preparation	<ul style="list-style-type: none"> <li>- Chairs</li> <li>- Utensils and tables set up</li> <li>- Getting presentation ready</li> <li>- OBs arrive</li> <li>- ISAs help</li> <li>- Arrange food delivery</li> </ul>	Ella LIANG Seoyoun KIM Laavanya YADAV
5.00 PM	Introduction	<ul style="list-style-type: none"> <li>- Participants arrive</li> <li>- Introduction of event</li> <li>- Participants can take drinks</li> <li>- ISAs hand out appetisers and label main foods</li> </ul>	Ella LIANG
5.10-6:00PM	Presentations	<ul style="list-style-type: none"> <li>- Exco presentation</li> <li>- Department presentations</li> <li>- Order:  <ul style="list-style-type: none"> <li>President</li> <li>Vice president + E&amp;W,</li> <li>Vice president *-+ C&amp;S,</li> <li>Vice president + M&amp;M,</li> <li>HR</li> <li>P&amp;S + Treasure + Grants</li> </ul> </li> </ul>	Ella LIANG
6:10-6:30PM	Icebreaker activities	<ul style="list-style-type: none"> <li>- PnS initiate activities with participants</li> <li>- Give prizes to winners</li> </ul>	Laavanya YADAV
6:30-7:15 PM	Networking and Eating	<ul style="list-style-type: none"> <li>- ISAs and OBs will help to distributing food to participants and other OBs</li> <li>- OBs and participants network and interact</li> <li>- Feedback from in break</li> </ul>	Ella LIANG Seoyoun KIM Laavanya YADAV
6:15 - 7.00PM	End of Event	<ul style="list-style-type: none"> <li>- Thank participants for coming</li> <li>- Instruct ISAs to ask participants to fill out feedback form</li> </ul>	Ella LIANG

7:00 - 7:30 PM	Clean Up	- ISAs and P&S department clean up once all participants leave	Ella LIANG
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## 5. Budget

A total of **\$911.00** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)
Food Catering	1	\$700	\$700
Beverages	1	\$115	\$115
Napkins   100 serviettes Coles	2	\$1.00	\$2.00
Paper Plates   50 pack	2	\$3.50	\$7.00
Gloves	1	\$8	\$8
Miscellaneous	-	-	\$80.00
<b>TOTAL</b>			<b>\$911.00</b>

## 6. Conclusion

The Partnership and Sponsorship department believes and hopes that by organising the Head of Clubs meeting clubs at the University of Melbourne will be more aware of UMSU International and re-emphasise our services and features that might prove useful to clubs, both new and well-established ones. In addition, establishing new and fostering existing relationships with the clubs would also help build better relationships with the many clubs at the University of Melbourne, potentially catalysing collaborations with UMSU International in the future.

This concludes our proposal for the Semester 1 Heads of Clubs Proposal 2025. Please do not hesitate to contact the Partnership and Sponsorship Department should you have any queries.

**Prepared by,**

**Ella Liang**  
**Partnership and Sponsorship Department 2024/25**

**UMSU International**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

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

## ISA T-Shirt Proposal

Central Committee Meeting #7 – Tuesday, 4<sup>th</sup> March 2025

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### 1. Introduction

This proposal is for the International Student Ambassador (ISA) Shirts which will be worn by ISAs in in-person events.

### 2. Design

The M&M team has designed the shirt with the following design:



### 3. Expenses

We plan to purchase 300 shirts with the following quantities for the sizes. The sizes were estimated based on popularity of previous year's ISA shirt sizes with S and M being the most popular sizes.

Items	Quantity	Price per unit (\$)	Price (\$)
ISA Tshirt size XS	40	13.5	540
ISA Tshirt size S	110	13.5	1485
ISA Tshirt size M	80	13.5	1080
ISA Tshirt size L	50	13.5	675

ISA T-shirt size XL	20	13.5	270
Set up cost	-	-	400
Total	300	-	4450
Total + GST 10%	-	-	4895
Miscellaneous	-	105	5000

\*\*prices were obtained from bluegum's quote last year.

#### 4. Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
1	4th March 2025	Proposal	Creating Proposal and Presenting in CCM	Kayven Claus SATRIO
1	6th March 2025	Contact M&M	Submit M&M design request form	Kayven Claus SATRIO

1 - 3	6th March - 20th March 2025	Teamwork	Submission of teamwork, design approval from comms	Zhao He KOK, Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW
3 - 7	21st March - 11th April 2025	Production Time & Shipping	Production & Shipping to UMSU Intl Lounge	Zhao He KOK, Qi Evelyn WANG, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW

**Prepared By,**

**Kayven Claus SATRIO**  
**Human Resources Director 2024/2025**  
**UMSU International**

## **Meat and Greet Proposal Sem 1 2025**

Central Committee Meeting #7 – Tuesday, 4<sup>th</sup> March 2025

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### **1. Introduction**

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

### **2. Objectives**

This event aims to:

- Introduce UMSU International to students at the University of Melbourne
- Give out free barbecues and drinks



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

### 3. Event Details

Date	Tuesday, 29th April 2025 [actual event time: 11 am - 2pm] [8:30am - 4:30pm including set up and clean up]
Venue	Amphitheatre
Number of Attendees	550+
Coordinators	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATORIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
Manpower	8 Committee Members & 40 ISAs (including coordinators which consists of 8 Committee Members)
Budget	\$3200

#### 4.1.1 Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				

1	4th March 2025	Proposal	Creating Proposal and Presenting in CCM	Kayven Claus SATRIO
1	6th March 2025	Venue Booking	Book Amphitheatre	Kayven Claus SATRIO
1 - 8	6th March - 29th April 2025	Teamwork	Communicate with CME regarding the event	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
1 - 8	6th March - 29th April 2025	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
1 - 8	6th March - 29th April 2025	Contacting Food Suppliers	Contact Meat & Vegan food Suppliers and Contact Ice suppliers, Order from Coles	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
<b>Event Day</b>				
8	28th April 2025	Pick up	Pick up Halal Meat	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV

8	28th April 2025	Meat and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
<b>Post Event</b>				
9 - 1 0	30th April - 9th May 2025	Report	Writing the Report	Kayven Claus SATRIO
1 0	13th May 2025	Present Report in CCM	Presenting the Report	Kayven Claus SATRIO

### Event Flow

<b>Time</b>	<b>Activity/ Details</b>	<b>PIC</b>
8:30 am - 11 pm	Set up/ Collecting Order	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
11 pm - 2 pm	Cooking/ Distributing free foods & drinks	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV
2 pm - 4:30 pm	Clean up	Qi Evelyn WANG, Seoyoun KIM, Kayven Claus SATRIO, Ella LIANG, Kaelyn MIRANDA, Suhas AGRAWAL, Jasmine LOW, Laavanya YADAV

#### 4.1.2 Budget

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

<b>Items</b>	<b>Total Cost (AUD)</b>
UMSU BBQ Hire and Trestle Table	221.00
Coles Orders	600.00
Food Product - Halal Meat	900.00
Food Product - Vegan Options	800.00
Popcorn Machine (from UMSU)	150.00
Ice Cream	200.00
Miscellaneous	329.00
<b>TOTAL</b>	<b>3,200.00</b>

#### 5. Conclusion

This concludes our proposal for the Meet and Greet 2025. Please do not hesitate to contact the Human Resources Department, and the Partnership & Sponsorship Department should you have any queries.

**Prepared by,**

**Human Resources Department 2024/25,  
Partnership and Sponsorship Department 2024/25**

**UMSU International**

## **CCM Catering Sem 1 2025 Proposal**

Central Committee Meeting #7 – Tuesday, 4<sup>th</sup> March 2025

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### **1. Introduction**

We will be providing catered food after our fortnightly Central Committee Meetings as a way of fostering connections and communication between committee members outside of work.

## 2. Objectives

This event aims to:

- Promote conversations between committee members
- Allow for light-hearted communication in a relaxed atmosphere

## 3. Event Details

Date	: CCMs #8, #9, #10, #11 and #12
Venue	: UMSU International Lounge
Number of Attendees	: 30-35
Coordinators	: Qi Evelyn WANG
Manpower	: 1
Budget	: \$3500

## 4. Event Overview

Catering companies will be contacted two weeks prior to CCM, and invoices will be sent to the Treasurer for processing. After the CCM, feedback will be collected to improve on future menus.

## 5. Event Timeline

Wk #	Activity	PIC
<b>Pre-event Preparations</b>		
3, 5, 7, 9	Contact catering company	Qi Evelyn WANG
3, 5, 7, 9	Process invoice	Qi Evelyn WANG
<b>Event Day</b>		
3, 5, 7, 9, 11	Collect food and set up in lounge	Qi Evelyn WANG
<b>Post Event</b>		
3, 5, 7, 9, 11	Clean up lounge	Entire Committee

3, 5, 7, 9, 11	Collect feedback	Qi Evelyn WANG
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## 6. Budget

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

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Catering	5	700	3500
<b>TOTAL</b>			<b>3500</b>

## 7. Conclusion

This concludes our proposal for the CCM Catering Sem 1 2025 Proposal. Please do not hesitate to contact the General Secretary should you have any queries.

**Prepared by,**

**Qi Evelyn WANG**

**General Secretary 2024/25**

**UMSU International**

**Central Committee Bonding Camp 2024 Report**  
 Central Committee Meeting #7 – Tuesday, 4<sup>th</sup> March 2025

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## 1. Introduction

This report summarises the Central Committee Bonding Trip 2024. The annual Committee Bonding Camp serves to provide a platform for committee members to develop bonds and foster teamwork within USU 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	:	Saturday, 21st September 2024 to Monday, 23rd September 2024
Venue	:	Phillip Island, Mornington Peninsula
Number of Attendees	:	28 Committee Members (out of 29)
Coordinators	:	Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Yuxuan LIU (Linda), Jesslyn ANDRIONO
Budget	:	\$12,500

## 3. Event Overview

### **Accommodation**

We will be staying at the Kanasta Caravan Park, located in the Mornington Peninsula. We will book 4x Cabin Style 5 (Accommodates 5) and 3x Cabin Style 6 (Accommodates 3) to cater for 29 people. The accommodation has access to a common area where we can conduct activities, and is 500m away from Rye Beach.

<https://kanastacaravanpark.com.au/cabins/>

### **Transportation**

We intend to travel to our destinations in Phillip Island using charter buses, which is included in the One-day trip package by Sightseeing Tour. The bus will then drop us off at Cowes at the end of the day, where we will be picked up by another coach hire company. They will drop us off at our accommodation in Mornington and pick us up on the last day, to drop us off in the Melbourne CBD.

<https://sightseeingtoursaustralia.com.au/tours/1-day-phillip-island-tour/>

### **Activities**

We are planning to have indoor and outdoor activities where indoor activities will consist of team bonding activities while outdoor activities will include exploring various destinations, such as Moonlit Sanctuary, Summerland Beach (penguin parade), stargazing, and beach walks.

## 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
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<b>Pre-event Preparations</b>				
3-7	5th August - 2nd September	Committee Trip Planning	Planning destination, Budget details, Accommodation & required documents, Research on activities available, Attendance from committee members, Proposal	Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Linda LIU, Jesslyn ANDRIONO
8	9th September	Proposal Presentation	Present proposal in CCM #4 Semester 2 2024.	Qi Evelyn WANG
8	9th September	Accommodation Booking	Book accommodation and settle deposit invoice with Kanasta Caravan Park	Linda LIU, Seoyoun KIM
6-8	26th August - 15th September	Pre-Camp Preparation	Booking of transportation (bus rental), Confirmation on places to visit & activities, Camp rundown and timeline, Bookings for restaurants, Logistics (first aids, activities logistics), Itinerary for committee members, Accommodation room grouping	Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Linda LIU, Jesslyn ANDRIONO
9	16th September	Central committee member briefing	Briefing of committee members attending - what is expected from committee members, safety and emergency contacts, games and activities confirmation.	Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Linda LIU, Jesslyn ANDRIONO
<b>Event Day</b>				
Mid-Semester Break	21st September	Leaving for Phillip Island	Leave from Melbourne CBD at approximately 11:00 AM using the bus	Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Linda LIU, Jesslyn ANDRIONO
Mid-Semester Break	21st - 23rd September	Committee bonding and activities	Activities and Bonding for 3 days and 2 nights. Arrive at CBD around 6.00 pm on 23rd September	Qi Evelyn WANG, Seoyoun KIM, Kayden SAINGAM, Linda LIU, Jesslyn ANDRIONO
<b>Post Event</b>				
10	30th October	Report preparation.	Prepare a report of the camp and present it during CCM.	Qi Evelyn WANG

### **Event Flow**

Time	Activity	Location
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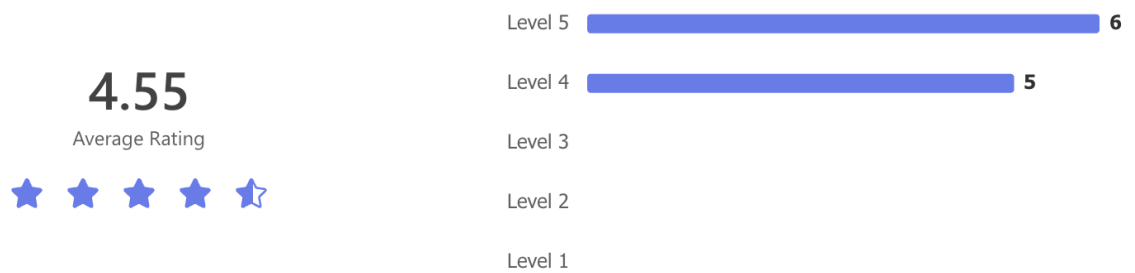
Saturday (21/09/2024)		
11:00 – 12:30	CBD to Phillip Island	Bouverie Street, Carlton Victoria 3053, Australia
12:30 – 16:00	Phillip Island Day Tour (1)	Moonlit Sanctuary, Cape Woolamai Beach, Nobbies,
16:00 - 17:00	Dinner	Cowes
17:00 – 21:30	Phillip Island Day Tour (2)	Penguin Parade
21:30 - 22:00	Bus pickup and drive to accommodation	Bus
22.00 -	Reach accommodation Cook noodles and/or rest	Kanasta Caravan Park
Sunday (22/09/2024)		
09:00 - 10:00	Late wakeup + Breakfast	Accommodation
11:15 – 12:30	Lunch	Chipotle Mexican
12:30 – 1:30	Travel to Rye Beach	Walk
2:00 – 5:00	Beach activities	Rye Beach
5:30 – 7:00	Dinner	Papi's Pizza
8:00 – 9:00	Rest at accommodation	Kanasta Caravan Park
9:30 – 10:30	Stargazing	Rye Beach
Monday (23/09/2024)		
08.00-10.30	Wakeup + breakfast + packing	Kanasta Caravan Park
11.00-12.30	Ashcombe Maze	Ashcombe Maze and Lavender Gardens
12.30-14.30	Lunch	
14.30-15.15	Lunch to gardens	Bus
15.15-17.00	Royal Botanic Gardens Cranbourne	Royal Botanic Gardens Cranbourne
17.00-18.00	Gardens to CBD	HOME

## Attendance

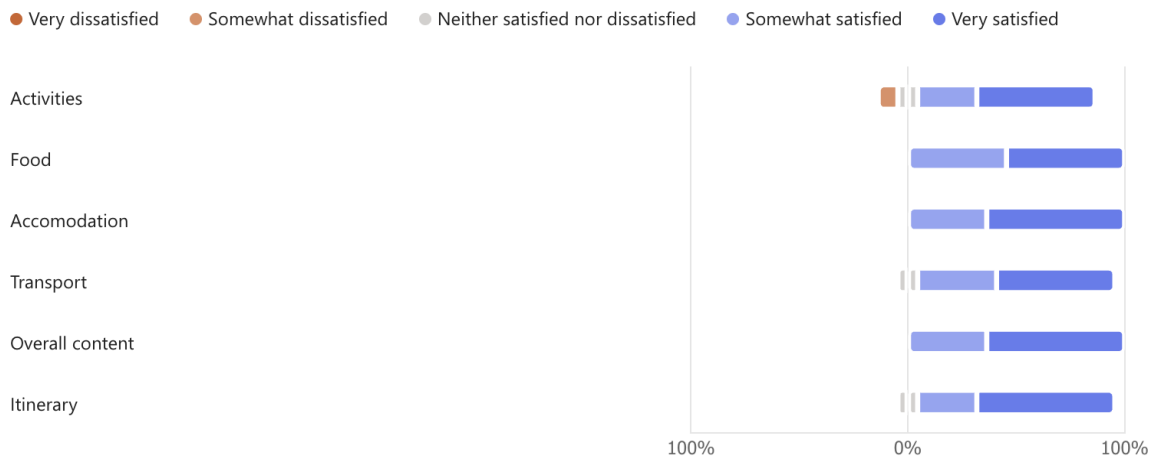
- 26/ 29 Committee Members

## Survey

### 1. Overall



### 2. Activities



- Overall, positive feedback was received from committee members for the activities
  - However, some mentioned that Day 2 could have been structured better
  - Positive feedback for penguins
  - Have less activities and allocate more time to relax
  - Later wakeup time

### 3. Food

- Generally positive feedback for the restaurant choices and food options.
  - One suggestion for “better food”

#### 4. Improvements or Suggestions

- Weather was unpredictable leading to changes in plans (e.g. cancelling stargazing)
  - Come up with wet weather/contingency plans in case of poor weather conditions
- More bonding activities
  - Suggestion for a movie night
  - Suggestion for extending the trip
  - Suggestion for removing Day 2's beach trip as it was redundant, someone also suggested doing more on Day 2 to make it more interesting
- Accommodation received good reviews, can be considered again for future bonding events

#### 3. Budget

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

- 1.

Items	Unit Cost (AUD)	Total Cost (AUD)
Accommodation	\$3600	\$3660
Transportation	\$2000	\$2000
Activities	\$400	\$400
One-day trip	28 x \$130	\$3660
Food & Drinks	28 x \$100	\$2800
Miscellaneous	-	\$40
<b>TOTAL</b>		<b>\$12,500</b>

#### 4. Conclusion

This concludes our report for the 202/2025 Central Committee Bonding Camp Report. Please do not hesitate to contact the Executive Committee should you have any queries.

**Prepared by,**

**Qi Evelyn WANG**

**General Secretary 2024/2025**

**UMSU International**

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## Central Committee Meeting #7 – Tuesday, 4<sup>th</sup> March, 2025

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### 1. Introduction

Many international students lack knowledge regarding the details of their Overseas Health Insurance Cover in Australia, such as how it works and what they can claim from their insurance cover. As such, many of them do not know where to turn to or how to make use of their healthcare insurance when they are ill. To tackle this issue, we plan to hold a OSHC Workshop to help international students gain knowledge and familiarise themselves with the Australian healthcare system and their healthcare insurance cover.

### 2. Event Details

Date	:	Friday, 11 <sup>th</sup> October 2024 [3.30pm-4.30pm]
Venue	:	Singapore Theatre, Glyn Davis Building (Melbourne School of Design)
Number of Attendees	:	120
Coordinators	:	Linda LIU, Irina ANANDA
Manpower	:	2 Committee Members & 3 ISAs (including coordinators which consists of 2 Committee Members and 3 ISAs)
Budget	:	\$500

### 3. Event Overview

The OSHC Workshop will consist of an information session and a Q&A. In this information session, a speaker from BUPA will give a presentation to students, explaining details regarding their Overseas Student Health Cover, such as what it covers and how they can make use of it. This will be followed by a 10-minute Q&A session, where students will get the chance to ask the speaker questions. This will be followed by another information session by a second speaker.

The objective of this workshop is to help both undergraduate and graduate students. The target audience range will be 60-90, with a ticket registration limit of 120. Students who are interested in this workshop will need to register through a TryBooking link. Students who signed up will get the booking confirmation and will be emailed 24 hours prior to the workshop.

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
	22/08/2024	Open Teamwork	Contact CME	Linda LIU
	22/08/2024	Contact the speaker	One speaker from BUPA, another from Stop 1	Linda LIU, Tiffany AUYEUNG
	16/09/2024	Contact M&M – fill in design form	Contact M&M to help out with publicity	Irina ANANDA
	01/10/2024	Ticket Registration	Organise ticket registration with CME	Momoka HONDA
	28/09/2024	Request ISAs	Request ISAs with HR	Irina ANANDA

	10/10/2024	Create feedback form	Create feedback form questionnaire	Irina ANANDA
	10/10/2024	Print Feedback form	Print QR code	Irina ANANDA
<b>Event Day</b>				
	11/10/2024	OSHC Workshop	Brief ISAs on the day and supervise running of event	Linda LIU, Irina ANANDA
<b>Post Event</b>				
	11/10/2024	Feedback form	Ask attendees to fill it out	ISAs
		Complete report	Submit and present in CCM	Linda LIU, Irina ANANDA

### Pre-event

- Reached out to HPP for speakers from Bupa
- Reached out to Stop 1 team for speakers on special consideration
- Submit ISA request to HR
- Request designs and promotion from MnM

### Event Day

#### Event Flow

Time	Activity	Details	PIC
3:00pm- 3:15pm	Set up	ISA meet up	All coordinators and speaker



3.15pm-3.30pm	IT Preparation	Prepare speakers and any necessary IT on the day	Linda LIU, Irina ANANDA
3.30pm-3.50pm	Information Session: Speaker from BUPA	Details regarding the OSHC	Linda LIU, Irina ANANDA
3.50pm-4pm	Q&A Session	Speaker from Bupa will answer questions from students	Linda LIU, Irina ANANDA
4pm-4.30pm	Information Session 2: special consideration	Marsha from stop 1 special consideration team	Linda LIU, Irina ANANDA
4.30pm-4.40pm	Q&A Session	Speaker from Stop 1 will answer questions from students	Linda LIU, Irina ANANDA
4.40pm-5pm	Snacks	Pizza for attendees	Linda LIU, Irina ANANDA
5pm	Wrap up	Ask attendees to fill in feedback form	ISAs

## **Post Event**

- Compile responses from feedback form and create an event report
- Send out the slides to the participants who filled out the feedback form

## **5. Reflections**

### **Attendance**

- 35 attended, including 9 walk-ins
- 26/65 people registered attended, 40% show-up rate

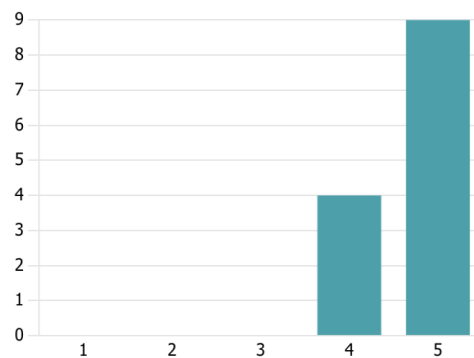
### **Feedback**

13 responses were collected.

### **Event Satisfaction**

Out of the 13 responses collected, the average event rating is 4.69/5.0. (5: 9 responses, 4: 4 responses)

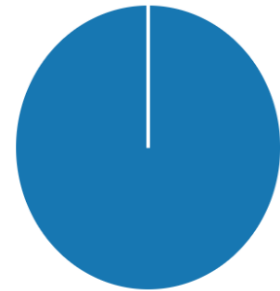
4.69  
Average Rating



### **Recommendations to Others**

13/13 people said they would recommend this event to others, with their reason being the information provided in the workshop, which participants felt was useful and clear, according to the feedback form.

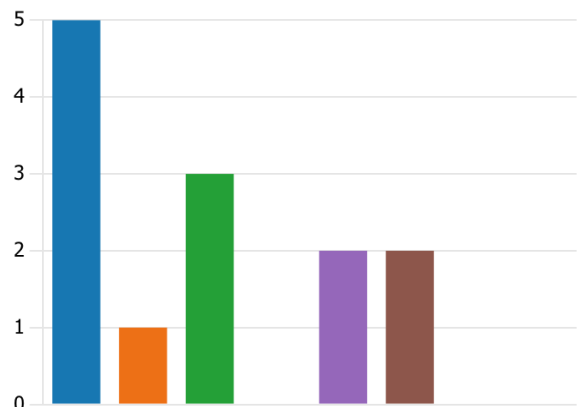
● Yes	13
● No	0



### Publicity

The attendees heard about the event from these medias (top 4): Instagram, (38.5%), Xiao Hong Shu (23.1%), Email/Newsletter and Posters (15.4% each).

● Instagram	5
● Facebook	1
● Xiao Hong Shu	3
● UMSU's Website	0
● Email/Newsletter	2
● Posters	2
● Friend/Family	0
● Other	0



### 6. **Suggestions from Feedback Form**

- **Anything we can improve on:**

- Easier access to the venue
- Participants request more time allocated to QnA session as the demand was high during the session, especially during the Bupa session.
- Participants request to have other food options other than Pizza.

Overall, common feedback we received from the participants was that the session was informative and useful, where they gained new information regarding OSHC.

## 7. Suggestion from Education Department

- **Location: Singapore Theatre**

- Singapore theatre was a good venue, but it may be a bit harder to find since it is in the basement of the design building, which sees less foot traffic
- We can highlight that the venue is located in the basement of the Glyn Davis building, so that participants can find the venue more easily

## 8. Budget

A total of **\$500** have been allocated for this event, and the total actual expenditure for this event is \$466 with **the breakdown as listed below:**

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Speaker	2	\$0	0.00
Pizza (Regular)	22	\$20	\$440.00
Pizza (Gluten Free)	3	\$22	\$66.00
Delivery	1	\$10	\$10.00
Discount	1	(\$50)	
Surplus			\$34
<b>TOTAL</b>			<b>\$466.00</b>

## 9. Conclusion

This concludes our report for the OSHC Workshop 2024. Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,**

**Irina ANANDA, Yuxuan LIU**

**Education Department 2024/25**

**UMSU International**

**President's Report #1**

Central Committee Meeting #7 – Tuesday, 4<sup>th</sup> March 2025

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## 1. Introduction

This report summarizes the work done by the President, which covers the period of September 2024 – February 2025.

## 2. Summary

During said period, I attended 66 external meetings, accumulating to a total of approximately 90 hours.

## 3. Updates from Notable Recurring Meetings

### Campus Canteen

Building upon the advocacy from the previous committee, the university has put food security as a priority. Starting September 2024, fortnightly consultations have been held with student representatives, with me, Linda, and Kayden representing UMSU International, to drive the direction of the canteen's development, led by Tim Brabazon, Director of Student Success. This includes providing ideas and input regarding the business model, price points, menu items, vendors, physical layouts, and many more.

The Campus Canteen has opened this semester, both in Parkville and Southbank, offering \$5 meals that are affordable but also comes in a large portion. We also ensured that menu items are healthy but also culturally diverse. Layout-wise, we wanted to maximize seating but also make sure students feel connected and comfortable within the environment. There are 90 seats available, with some areas designed using recycled lockers from the old union house building. The 7-8 menus will rotate monthly so the food quality can be more easily maintained by the vendor.

Moving forward, we will continue monitoring the consistency of both the quality and quantity of the canteen's offerings. Upon feedback from this canteen pilot, we will also seek to continue improving the student experience, and solve issues where they may arise. The university estimates that through this pilot, a larger-scale canteen can be developed in approximately 5 years, pending the resolution of root issues impacting the car space below the South Lawn.

We advise everyone to give the canteen a visit, and we would welcome any feedback, positive or negative, to relay to the consultation committee.

### International Student Survey

Early last semester, I presented the International Student Survey at the University Executive meeting, with the Vice Chancellor, Deputy Vice Chancellors, Provost, and faculty deans in attendance. I focused on summarizing the contents of the survey, highlighting the topics of Accommodation, University Experience, and Academic Experience as the main points of concern.

To address these concerns, I built upon the previous committee's report, as well as developed several new suggestions. Among them, the suggestions boil down to:

- More information, guidance, and financial aid for international students when finding accommodation (through pre-arrival info sessions and partnerships with accommodation providers).
- Expanding diverse, affordable food options on campus.
- Enhancing academic support through culturally relevant mentoring programs.
- Overall, increasing awareness and accessibility of university support services through communication strategies as new international students in particular are largely unaware of the services already offered by the University.

The presentation was well received. To apply to this year's International Student Survey, I will continue communicating with Prof. Gregor Kennedy, Deputy VC (Academic), and Prof. Jamie Evans, Pro-VC (Students and Education), to improve the survey's efficiency and design.

### Low Connectedness: First Year Orientation Program

Presenting to the Provost Advisory Committee, I focused on addressing the issue of low connectedness, specifically among first-year international students, and formatting my suggestions around the then upcoming semester orientation program.

I based my recommendations on data from interviews with first-year international students from the February and mid-year 2024 intakes, plus results from the International Student Survey 2024. The university orientation program is crucial for international students' successful transition and developing a sense of connectedness.

4 key issues were identified:

1. Many international students remain unaware of campus facilities and services despite their availability.
2. The registration-based format of orientation creates barriers to participation.

3. There's a lack of structured opportunities for organic socialization, particularly around communal eating.
4. The Melbourne Peer Mentoring Program (MPMP) suffers from low engagement and inconsistent implementation. Additionally, mid-year intake students face unique challenges with shorter preparation time and visa delays that often cause them to miss orientation entirely.

Recommendations to improve the orientation program includes expanding the orientation challenge into a stamp-card activity with interactive, activity-centered sessions across campus, centralizing orientation communications into a comprehensive document rather than separate emails, increasing seating and meal opportunities to facilitate commensality (eating together), standardizing the MPMP program structure while adding intergroup interactions and incentives, and continuing collaboration between UMSU International and the Office of the Provost to maintain student connectedness through programs like the International Student Ambassador Program and INTL Night Market.

### Academic Integrity Policy

In 2024, a priority of the Academic Board was to review and improve the Academic Integrity Policy. Some main changes were to the processes, where there was an issue where between faculties, there was a great discrepancy in how misconduct hearings are conducted.

There is continued advocacy regarding the change to single faculty decision-makers and the elimination of student representation within Level 1 academic misconduct violations. This may reduce student voice in the process and create concerns about fairness and transparency in academic misconduct proceedings.

With the rising prevalence of both contract cheating, the use of third-party services to complete assignments on your behalf, and generative AI, the university has implemented clearer guidelines on what constitutes as academic misconduct and what is just poor academic practice.

In regards to academic misconduct in a groupwork setting, or where there are ambiguities on what clauses will apply, it is best to report to the subject coordinator as soon as possible to ensure that if a misconduct is found within the group work product, you have evidence to support that you are not involved.



Moving forward, I am focusing on ensuring that the university provides sufficient communications and transparency to ensure that all students understand their rights and responsibilities under the revised Academic Integrity Policy. This includes advocating for clear documentation, accessible resources, and regular workshops to help students navigate complex academic integrity issues, particularly around new technologies and collaborative work.

### Assessments and Results Policy

Starting in 2025, there have been changes made to special consideration processes, where you are now unable to see the mark that you receive for a subject if you applied for special consideration, until you officially decline or accept the special exam arrangement.

As the year goes on, this policy will be reviewed in more detail. In my second presentation to the University Executive, I placed particular attention to Section 4 (Feedback to students), which addresses feedback provision and grade transparency issues faced by students, especially international students.

I highlighted how the current policy implementation affects students' learning experiences. This includes problematic practices where final exam marks and feedback aren't automatically disclosed to students, requiring specific requests that often go unfulfilled due to claimed staffing limitations.

I identified several key issues:

1. Inconsistent feedback provision with some coordinators refusing individual feedback citing large class sizes.
2. Non-standardized grading platforms across subjects.
3. Limited opportunities for students to identify strengths and weaknesses in assessments.
4. The normalization of a "reverse calculating culture" where students must deduce their exam scores from total marks.
5. Lack of transparency in how grades are calculated and scaled.
6. International students being disproportionately affected as they may be unaware of their rights to feedback.

I recommended policy changes including: automatic disclosure of all marks and grading components, transparency about scaling methods, standardization of feedback platforms, provision of constructive, personalized feedback, clear reference to assessment criteria, and improved response rates from faculty. Additionally, regarding the Academic Integrity Policy, I recommended ensuring equitable implementation of Level 1 offenses and comprehensive staff training before Summer Term 2025.

I will be meeting the newly elected Academic Board President, David Shallcross, to further follow up on this matter, as well as consult regarding the upcoming International Student Survey.

A related matter is a floating idea within the Academic Board to impose a maximum weighting on assessments, meaning that there cannot be an exam worth more than a certain percentage. Your thoughts regarding this matter would be appreciated, considering the diverse faculty background represented within the committee.

### Anti Racism Action Plan / Racial Literacy Pilot

The Anti-Racism Action Plan specifies the actions the university will take to address the history of racism in the institution, its legacies and the issue of contemporary racism impacting students and staff of diverse Indigeneity, ethnicity, nationality and/or faith.

Key discussions focused on prioritizing systemic change over individual incidents, emphasizing the need to address institutional racism rather than just microaggressions. In regards to the role that we will play in this initiative, it will mainly focus on our survey results and as a channel of communication. I expressed the necessity for a clear evaluation strategy, to ensure that actions made are actually making a difference, and setting boundaries to move on to alternative actions when they are not.

There is a challenge in navigating established systems that can perpetuate racism, with consideration of external consultation to assist with systemic review.

As such, the working group members have emphasized several priorities:

1. Improving disclosure mechanisms for reporting racism.
2. Developing better guidelines for teaching staff.
3. Creating more effective education rather than "training."
4. Ensuring proper evaluation components.
5. Focusing on redress that provides meaningful action when incidents occur.
6. Create substantive change that encourages people to come forward with experiences of racism in a supportive environment.

### Anti Scam Working Group

To continue efforts from the previous committee, I also am involved in the Anti-Scam working group, mainly focusing on bringing to light new forms of scams and ensuring that preventative efforts are effective.

Most recently, the university collaborated with the Chinese consulate to send an awareness message to our commencing cohort of Chinese students. This is because Chinese students are disproportionately targeted by scams, including multiple scams in Mandarin, and we are exploring ways to raise awareness. This initiative has led multiple students to reach out regarding their experiences.

To expand on this, a similar messaging campaign aimed at a larger student cohort is to be expected as part of the 2025 action plan. I have raised that as it stands, the current messaging targeted to Chinese students lack visuals that might help drive greater engagement. While the information is crucial, the text-heavy nature of the message might make it harder to absorb for some students. As such, I recommended infographics or key takeaways in a more visual format could enhance accessibility.

### Peer Assisted Study Session

After a successful pilot period last semester, the university is reintroducing and honing in on Peer Assisted Study Sessions (PASS) program. Since September 2024, ongoing focus groups with PASS Leaders have provided valuable insights into student learning behaviors and preferences.

A key takeaway was that students respond best to recommendations from lecturers rather than emails or social media. The program has also faced logistical challenges, particularly in securing appropriate room bookings, prompting discussions on the possibility of expanding to online delivery. Additionally, a high number of strong applicants for PASS Leader positions indicates potential for these students to contribute to other university-led peer support initiatives.

The informal yet structured nature of PASS has been well received, with student participation providing a useful indicator of first-year academic experiences. Feedback from PASS Leaders will be shared more broadly as part of a feedback loop to inform future improvements.

### Academic Mentoring

Building upon previous efforts to improve student-staff connections, the university has strengthened its Academic Mentoring program. Since February 2025, significant changes have been implemented, including a new Staff Hub page, a streamlined Canvas community, and a structured communication strategy. Training for academic mentors has been revamped, with in-person and online sessions scheduled to ensure accessibility. Additionally, a rebranding effort has been completed from “Academic Advising” to “Mentoring”, with system-wide updates to reflect the new identity of the program.

The enhancements aim to improve engagement by leveraging social media campaigns, student-designed toolkits, and direct email communication from academic leads. Discussions are also underway to potentially remove system-booked meetings in Semester 2, allowing for a more flexible and student-driven approach. Despite positive feedback and a cultural shift towards greater student participation, challenges such as reducing “no-shows” and refining the student-mentor matching process remain key priorities. Moving forward, the Enhancing Students’ Connections committee, including myself, will continue assessing the program’s effectiveness and exploring further improvements to better support students.

#### University-wide Preferred Food Vendors List / Microwave Provision

Centered around the Food Security Working Group, the university has prioritized affordable, healthy, and sustainable food options to enhance the student experience. Five focus areas were identified: a Pilot Canteen (explained previously), University Canteen business case, student-led event food, microwave provision, and vendor arrangements.

The group also addressed immediate needs through a microwave audit across all campuses, identifying over 100 facilities. Recommendations include improving cleanliness, increasing quantity, enhancing signage, and creating better wayfinding systems by Semester 1, 2025. This has led to the microwave and dining space that will open in the Arts and Cultural Building sometime this semester. For student-led events, the working group is exploring support through guidelines, bulk purchasing options, and vendor arrangements to provide nutritious and affordable food.

Through our experiences with food vendors, primarily with International Brekkie, we have contributed a list of ideal vendors to be considered in the university food vendor list. This list aims at helping students access affordable yet healthy food when holding events. A potential upside would be that in exchange for being included in this official vendor list, the university plans to strike an agreement for vendors to provide UniMelb-specific discounts.

The 2025 workplan outlines key deliverables including the microwave improvements, pilot canteen launch, event-based food support by mid-2025, and continued development of the canteen business case. Additional areas of focus include reviewing food relief

programs, addressing limited options at the Werribee campus, and supporting students in bringing food from home. I will continue to encourage the university community to provide feedback on these initiatives as they develop and report back on updates that occur.

#### 4. Conclusion

This concludes my report for President's Report #1. Please do not hesitate to contact [president-umsuintl@union.unimelb.edu.au](mailto:president-umsuintl@union.unimelb.edu.au) should you have any queries.

**Prepared by,**

**Jesslyn Andriono**

**President 2024/25**

**UMSU International**

#### 6. Other Business

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- ISS Briefing
- SSAF reminder

- ISA Business

## 7. Next Meeting

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CCM #8

Date : Tuesday, 18<sup>th</sup> March 2025 (17:00)

Venue : PAR-166-L1-103-Lectorial Learning Space