

Agenda

Emergency Central Committee Meeting #1 – 04 December 2020

Time : 16 30

Venue : Zoom

1. Procedural Matters
 - 1.1. Acknowledgment of Indigenous Owners
 - 1.2. Official Welcome
 - 1.3. Attendance
 - 1.4. Apologies
 - 1.5. Adoption of Agenda

2. Confirmation of Previous Minutes
3. Matters Arising from Previous Minutes
 - 3.1.1. CCM #6

4. Proposals
 - 4.1. Get Certified! 2.0 Semester 2 2020
 - 4.2. Christmas Dinner with UMSU International
 - 4.3. ISA 2021 Application Proposal: January Selection
 - 4.4. ISA Appreciation Lunch Proposal
 - 4.5. PR/Visa Workshop #2 Semester 2 2020 Proposal
 - 4.6. Customised Goods 2021 Proposal

5. Other Business

6. Next Meeting

Unconfirmed Minutes

Central Committee Meeting #6 – 30 October 2020

Date : 30th October 2020

Time : 16 30

Venue : Zoom

1. Procedural Matters

1. Acknowledgment of Indigenous Owner

2. Official Welcome

3. Attendance and apologies

- Late - Cheng Hwee SOH, Sophia YAP, Luna Bai, Aaron Herbert JOHANNES, Alea Young
- Apology - Usaamah Fazal, Christine Moore, Kezia Rebecca PRANATA

Motion 1

Move that Standing Orders be adopted for CCM #6 at **16:31 pm.**

Mover : Akshaya RAMAKRISHNAN

Seconder : Angela Elizabeth DJAJA

CARRIED without contention.

4. Adoption of Agenda

Motion 2

Move that the Agenda for ECCM #6 be adopted.

Mover : Jason LI WAN PO

Seconder : Anthony NGADIYOTO

CARRIED without contention.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

Motion 3

Move that the minutes of CCM #5 be accepted and confirmed as a true and accurate record.

Mover : Elisha Xin Yee CHUNG

Seconder : Hiu Chun Adrian SO

Motion carried.

Motion 4

Move that the Customised Goods 2021 be accepted.

Mover : Huiting Chen (Whitney)

Seconder : Steven HADINATA

Motion carried.

Motion 5

Move that the Pixelate your ImagiNATION be accepted.

Mover : Aaron Herbert JOHANNES

Seconder : Usaamah FAZAL

Motion carried.

5. Other matters

Motion 6

Move that CCM #6 be adjourned at **17:10 pm.**

Mover : Abigail Rafa Hartono

Seconder : Stefan Amando Marbun

Motion carried.

Prepared by,

**Haolan Liang
Secretary 2020/2021
UMSU International**

Get Certified! 2.0 Semester 2 2020 Proposal Emergency Central Committee Meeting - Friday 04th Dec 2020

1. Introduction

To address the increasingly relevant issue of International Student jobs and Financial Welfare, the Education and Welfare department has decided to run another series of our employability initiative: 'Get Certified'. This series endeavours to help International students get employed, and with the Christmas casual/part-time job opportunities soon upon us, it endeavours to enable International students to make the most of those opportunities. As the first event rolled out very well with great feedback and further interest shown by students, we've decided to continue running this employability series with a more diversified set of options. The courses that we will be running this time are the Responsible Service of Alcohol (RSA), Responsible Service of Food/Food Safety (RSF), the Barista Training Workshop, and a Bartending Course.

A secondary purpose of these workshops is to train up student groups in the University, where there is large demand (as RSA and RSF are two required certificates for student events involving food and drinks 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 organizing level and the participation level.

In the same manner as last time, with a negotiated group discount of 30%, we are able to run the certificates at particularly affordable prices for students.

This marks the second iteration of 'Get Certified', the Professional Welfare initiative in UMSU Intl's Welfare portfolio. To complement these events, we will once again have workshops to be run by Careers & Employability (C&E), the department in the University that supports student employability. We expect these courses to be on: "How to turn a certificate into a job" and "How to jumpstart your career using your first job".

2 Event Details

Coordinators : Evelyn Kiantoro, Cheng Hwee Soh, Buhle Ndlovu, Whitney Chen

Date : RSA Workshop 1-4 - 12/12/2020 - 22/12/2020

RSF Workshop 1-4 - 12/12/2020 - 22/12/2020

Barista Training 1-3 - 12/12/2020 - 22/12/2020

Bartender Training 1 - 12/12/2020-22/12/2020

Venue : RSA - Online (Zoom)

RSF - Online (Zoom) Barista Training - 28 Elizabeth Street, Melbourne

Bartender Training - 28 Elizabeth Street, Melbourne

Budget : \$3,385

Target : RSA - 100 People (MAX 25 per Workshop)

RSF - 75 People (MAX 25 per Workshop)

Barista Training - 30 People (MAX 10 per Workshop)

Bartender Training - 12 People (MAX 12 per Workshop)

Manpower : 4 OBs

Objectives

- To help international students gain proper work qualification for a casual/part time job in Victoria
- To offer channels to international students for job hunting, and provide assistance on improving relevant job-hunting skills (resume writing, etc)
- Through this series of training workshops, to help international students locate a job that could help relieve their financial stress while studying in the University of Melbourne
- To promote one of the goals of the new UMSU International Welfare department: To help with the employability issue of international students in Melbourne.

Pre-Event Overview

1. Confirmation with the Ethics Committee on the service providers
2. Advertising the event (publicity): event page on FB, the student portal page, etc.
3. Communications with other student groups and faculties
4. Ticketing
5. Booking the training service

6. Event Coordination with Provider

3. Budget

Items	Expected Price
RSA Student Price Support (\$10 x 100)	\$1,000
RSF Student Price Support (\$15 x 75)	\$1125
Barista Training Student Price Support (\$30 x 30)	\$900
Bartender Training Student Price Support (\$30 x 12)	\$360
Publicity	\$100
Miscellaneous	\$500
Prior Passed RSF Funds	-\$500
Prior Passed Publicity Funds	-\$100
Total	\$3,385

3. Conclusion

The Education and Welfare department endeavours to support the professional development and financial welfare of international students during this difficult time



period. Where many are left without money and without jobs, the opportunity to upskill and obtain employable certificates can be invaluable.

Prepared by

Anthony Ngadiyoto & Cheng Hwee Soh

Education Director and Education Officer

2020/21 UMSU International

Christmas Dinner with UMSU International Emergency Central Committee Meeting 1 – Friday 4th December 2020

1. Introduction

With the end of 2020, we find a period of COVID-19 relief and normality, as cases decrease and domestic restrictions begin to ease. However, this normality is not the case globally, and COVID-19 remains prevalent across the world, with its implications continuing to affect International students in Australia. One of the most important implications, that we would like to acknowledge, is the ultimatum International students face with the upcoming holidays. They can either return home to family, and risk an indefinitely closed international border, or they can remain in Australia to avoid that risk

The decision to remain in Australia will not negatively affect everyone, as many may have friends still in the country. However, for some, the decision to remain in Australia may mean a holiday alone, with no friends and family. As part of that, dates like Christmas, which are customarily times to celebrate with a community and share a meal with friends and family, can be particularly sensitive and being alone can be a very negative experience.

In recognition of this isolation and loneliness many may feel, the Welfare and Cultural and Social Departments hope to run a Christmas banner that creates a supportive community for students over the holidays and provides students ways to connect and form relations. The key event of this banner will be a Christmas Dinner, that allows students to bond over a meal and feel included in a community. Although the date isn't Christmas itself, due to logistical limitations, the hope is to give students the tools and connections to find communities and friends to celebrate Christmas with, and to know that UMSU International is a community they can look to.

2. Event Details

Coordinators : Cecilia LEE, Abigail HARTONO, Angela DJAJA, Eric SHI, Aaron Johannes, Michelle Lee

Date : Saturday 19th December 2020 – Monday 21st December 2020
(Tentative)

Time : 18:00 - 21:00

Venue : TBC

Budget : \$2500 (\$20 per person, 100 participants, 16 OB's/ISA's, Miscellaneous)

Target : 100 participants

Manpower : 4 coordinators, 8 OBs/ISA Supervisors, 2 Photographers.

Objectives:

- **To support International students over the Christmas holidays and provide them with a community to rely on**
- **To help international students make friends and develop bonds**
- **To showcase UMSU International as a Community of friendly and supportive OBs and ISAs**

2.1. Delegation of Tasks

Task	Coordinators
Collaborating with Restaurants + Booking Reservations	Aaron Johannes Michelle Lee
Route Planning, Ticketing, Logistics and Event Monitoring	Abigail Rafa Hartono Cecilia Lee

2.2. Event Overview

2.2.1. Pre-event

- Sourcing Restaurants willing to collaborate with UMSU International

- Taking Registration and Deposits
- Emailing participants informing them about the location and time
- Deciding on Routes to take participants

2.2.2. Prospective Event Timeline:

Time	Activity	Descriptions
6pm	Meet Up and Attendance	This involves someone greeting the participants and checking whether they had registered for the event
6:30 - 7:00pm	Dinner Served	Once introductions are over, dinner will start to be served buffet style
7 - 8pm		
8:30 pm	Pack up	Decorations are removed from the vicinity and thanking the restaurant for collaborating with us

2.2.3. Prospective Restaurant List

Name	Location
ABC Chicken	361 Queen St, Melbourne VIC 3000, Australia
BangPop	35 S Wharf Promenade, South Wharf VIC 3006, Australia
Calia	Shop 8, Level 3/287 Lonsdale St,

	Melbourne VIC 3000, Australia
Criniti's Carlton	198-204 Faraday St, Carlton VIC 3053, Australia
DinTai Fung	EMPORIUM SHOPPING CENTRE 4 Emporium, 287 Lonsdale St, Melbourne VIC 3000, Australia
Dodee Paidang	Basement/353 Little Collins St, Melbourne VIC 3000, Australia
Hwatu	1/F, 173 Lygon St, Carlton VIC 3053, Australia
Jinda Thai	1/7 Ferguson St, Abbotsford VIC 3067, Australia
Jojo Little Kitchen	7/120 A'Beckett St, Melbourne VIC 3000, Australia
Laksa King	6/16 Pin Oak Cres, Flemington VIC 3031, Australia
Papa Gino's	221 Lygon St, Carlton VIC 3053, Australia
Pappa Rich	Level 2, Shop 11, QV, Melbourne VIC 3000, Australia
Red Pepper	16 Bourke St, Melbourne VIC 3000, Australia

Supper Inn Chinese Restaurant	Level 1/15 Celestial Ave, Melbourne VIC 3000, Australia
Thai Tide	171 Bourke St, Melbourne VIC 3000, Australia
The Carringbush Hotel	228 Langridge St, Abbotsford VIC 3067, Australia
The Shaw Davey Slum	171-175 Elgin St, Carlton VIC 3053, Australia
Universal Restaurant	139/141 Lygon St, Carlton VIC 3053, Australia
Ying Thai 2	110 Lygon St, Carlton VIC 3053, Australia

3. Budget Allocation

Item	Budget (\$)
Restaurant (Food)	2320
- Food Items to be served (\$20 per person, 100 participants, 16 OBs/ISAs)	
Supporting Events (Discord)	100
Miscellaneous	80
Total	2500

4. Conclusion

The Welfare department and the Cultural and Social Department endeavor to provide support and a community to International students of the University of Melbourne. We recognise the importance of social support in a time where people are largely disconnected, and the significance that a community can make to a student who is alone without friends and family over the holidays. With events like the Christmas Dinner, we hope to establish UMSU International as a home to International students, and a place students can look to for help, support and to find friends and connections.

This concludes our proposal for 'Christmas Dinner' with UMSU International. Please feel free to approach anybody from the Welfare or Cultural & Social team should you have any questions or suggestions.

Prepared by:

Eric Shi and Angela Djaja

Welfare and Cultural and Social Directors

2020/21 UMSU International

**ISA 2021 Application Proposal: January Selection
Emergency Central Committee Meeting - Friday 04th Dec 2020**

1. Introduction

The ISA Application 2021 will be divided into two parts: January selection and March selection (further explained in a separate proposal). The January selection mainly functions to recruit new ISAs to support the current Extending ISAs for the upcoming events prior the start of the new study term (e.g. 0 week Summerfest 2021). Meanwhile, the March selection will focus to support any events conducted after the start of the new study term. January ISA Application consists of the ISA application, interview and selections.

The team in charge of organising this event will consist of all the HR department members.

Coordinators/Recruiters: Elisha C, Thong N, Steven H

Number of ISAs recruited: 20-25 ISAs

2. Aim

- To recruit and conduct selection of the new batch of International Student Ambassadors (ISAs) 2021

3. Event Flow

Date (January 2021)	ACTIVITY
4th	Open ISA Application
13th	ISA Application deadline
14th	Application selection
15th	Send out Interview email to successful candidates

18th-20th	Interview
21st	Back up interview date + Interview selection + send final result back to candidates at night
22nd	Receive reply from ISAs
23rd	Big Day Out Semester 1 2021 (explained in separate proposal)

4. Budget

This event was allocated a budget of \$150.

Expenses	
Item	Amount (\$)
Advertising	\$100
Miscellaneous	\$50
Total Expenses	\$150

5. Conclusion

This concludes our proposal. Please feel free to approach us if you have suggestions or questions.

Prepared by,

Steven Hadinata

HR Officer 2020/2021



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 **UMSUINTL** *Care for, Act for, Stand for International Students*

UMSU International

ISA Appreciation Lunch Proposal

Emergency Central Committee Meeting - Friday 04th Dec 2020

1. Introduction

The ISA 'Appreciation Lunch' will serve as a celebratory event where ISAs are invited to a lunch as a reward for their help throughout the term. Apart from commending and celebrating their hard work, ISAs and OBs will also get the opportunity to meet and talk to one another in person.

Coordinators: Elisha Chung, Steven Hadinata, Hai Thong Nguyen

Date: Saturday 12th December 2020

Time: 12:00 - 14:00

Venue: Thai Tide Restaurant

Number of Attendees: 35 ISAs (expected), 5 OBs

2. Aim

Celebrate with the ISAs and let the ISAs meet one another after a whole term of not meeting anyone

3. Event Flow

TIME	ACTIVITY
12:00	Meet up at Thai Tide
14:00	Wrap-up and departure

4. Budget

This event was allocated a budget of \$1000, where each person has around \$25 to spend on a dish of their choosing. The restaurant has set a minimum of \$25



per person if we were to make a booking with them.

Expenses	
Item	Amount (\$)
Meal	\$1000 (\$25 x 40)
Miscellaneous	\$200
Total Expenses	\$1200

5. Conclusion

This concludes our proposal. Please feel free to approach us if you have suggestions or questions.

Prepared by,

Hai Thong Nguyen

Human Resource Officer 2020/2021

UMSU International

**PR/Visa Workshop #2 Semester 2 2020 Proposal
Emergency Central Committee Meeting - Friday 04th Dec 2020**

1. Introduction

The following are the details for the workshop:

Date : 11th December 2020
Venue : Zoom
Time : 4-6pm
Target Participants : 150

2. Objectives

- To provide international students with insight into the process and pathways of obtaining a Permanent Resident or other form of visa.
- To familiarise students with Australian migration policies and work visa options.
- To address queries that final year/graduating students may have on visa options and/or migration.

3. Overview

The workshop will be a PR/Visa information session with a speaker (same as previous workshop) who will discuss Australian migration policy and possible pathways in obtaining PR/work visas. After each section of the workshop, the speaker will take questions from students.

The workshop particularly aims to help third-year or graduating students.

The targeted number of participants is 150. Interested students will have to sign up to confirm their attendance. Students who signed up will have the zoom link for the event emailed to them before the workshop.

This Event will be a collaboration with the Careers and Employability (C&E) of the University of Melbourne.

4. Event Flow

Time	Activity
3.45pm to 4.00pm	Check internet connection and zoom link
4.00pm to 4.05pm	Introducion
4.05pm to 4.20pm	Information session - part 1
4.20pm to 4.40pm	Q&A session
4.40pm to 4.55pm	Information session - part 2
4.55pm to 5.15pm	Q&A session
5.15 pm -5.30 pm	Information session - part 3
5.30pm - 5.50 pm	Q&A session
5.50 pm	Wrap up workshop

5. Task Delegations

Task	Person in charge
Event coordinator	Sophia Yap & Cheng Hwee Soh
HR liaison and organising ISAs	Anthony Ngadiyoto
M&C liaison and publicity	Sophia Yap
Appreciation gift for Speaker	Anthony Ngadiyoto

6. Timeline

Date	Task
20 November	<ul style="list-style-type: none"> - Confirm and approve the speaker for that event. - Liaise with the Media and Communication department in finalising the publicity material - Get approval of Speaker from UMSU Events - Get T&C of speaker from Aviya
1 December	<ul style="list-style-type: none"> - Beginning of publicity and online registration
11 December	<ul style="list-style-type: none"> - Event day

7. Budget

The budget for this event will be **AUD\$180**. The following is the breakdown of the budget:

Items	Price
Publicity (sponsored facebook & instagram)	\$110
Appreciation gift for the speaker	\$70
Giveaway	\$50

8. Conclusion

This concludes the proposal for PR/Visa Workshop, Semester 2 2020. Please feel free to approach the Education team should you have any queries or concerns.

Prepared by,

Sophia Yap
Education Officer

UMSU International 2020/2021

Customised Goods 2021 Proposal

Emergency Central Committee Meeting - Friday 04th Dec 2020

1. Introduction

This proposal covers the revised list of customised goods to be ordered for the whole of Semester 1, 2021.

2. Expenses

Items	Quantity	Price per unit (\$)	Price (\$)
Stickers	250	0.28	70
Hoodies for giveaways	18 (x6 for each size S,M,L)	45.00	810
Keychain	125	1.80	225
Travel mugs (with reusable material)	125	5.80	725
Umbrellas	250	9.00	2250
Reusable face mask	250	2.30	575
Cotton tote bags	250	4.10	1025
Committee hoodies	37	49.50	1831.5
Committee shirts	37	14.80	547.6
Total			8059.1

Note: We currently have 80 iSA shirts, 500 drawstring bags, 500 notebooks, and 500 water bottles in storage at Union House.

Prepared By,

STEFAN MARBUN

Media & Communications Director 2020/2021

UMSU International.



1. Other Business

2. Next Meeting

- to be confirmed