UMSU International ANNUAL REPORT 2014/2015

Table of Contents

1. UMSU International Regulations .................................................................................. 2
2. General Meeting Standing Orders .............................................................................. 20
3. Annual General Meeting 2015 Agenda ...................................................................... 23
4. Minutes of Annual General Meeting 2014 ................................................................. 24
5. President’s Annual Report .......................................................................................... 27
6. Vice-President (Education and Welfare)’s Annual Report ......................................... 36
7. Vice-President (Cultural and Social)’s Annual Report ............................................... 39
8. Secretary’s Annual Report ......................................................................................... 41
9. Treasurer’s Annual Report ......................................................................................... 47
PART I
GENERAL

1 NAME
University of Melbourne Student Union International shall be hereinafter referred to as ‘UMSU International’.

2 DEFINITIONS

2.1 Unless the context otherwise requires, all terms in these Regulations have the same meaning as provided in the UMSU Constitution.

2.2 ‘International Student’ means any student of the University who does not hold Australian Permanent Residency, New Zealand Citizenship or Australian Citizenship.

2.3 ‘Non-International Student’ means any student of the University who does hold Australian Permanent Residency, New Zealand Citizenship or Australian Citizenship.

2.4 ‘International Student’ has the same meaning as ‘International Student’ as defined in section 1.2.

2.5 ‘UMSU International Central’ means the elected members as defined in section 11.

2.6 ‘Executive Central Committee’ means the elected members as defined in section 12.

2.7 Unless the context otherwise requires, ‘Members’ means the members of UMSU International as defined in Section 6.

3 STATUS
UMSU International is a special constituency within the UMSU Constitution known as UMSU International Department.

4 AIMS AND OBJECTIVES
The aims and objectives of UMSU International shall be to:

4.1 represent all International Students in all matters arising in the University and in any matters as deemed necessary or desirable by UMSU International;

4.2 promote, protect, develop and assist the interests of international Students with regards to financial, social, educational, professional, cultural and welfare matters and to encourage interest groups and clubs and societies for International Students on campus;

4.3 foster a common bond amongst all International Students in the University;

4.4 work towards the goal of fostering goodwill between International Students and other Students;
4.5 implement all such activities as may be deemed conducive to any of the objectives of UMSU International;

4.6 assume responsibilities to organise and direct activities as may be deemed appropriate for furthering the aims and objectives of UMSU International aforementioned;

4.7 be represented within UMSU and cooperate with the Departments of UMSU and contribute to the specified aims and objectives of UMSU; and

4.8 afford a recognised means of communication between International Students, and with other Students, and authorities of the campus, the University, the community at large and other organisations of Students.

5 RELATIONSHIP TO UMSU

5.1 UMSU recognises UMSU International as representing the unique interests of International Students, and as a part of UMSU, in representing the interests of International Students at the University.

5.2 UMSU International will work with other UMSU Departments to ensure the needs of International Students are met in an efficient and effective manner, and UMSU International officers and UMSU officers shall seek to establish good working relationships.

5.3 UMSU may not make representations to the University on issues specific to International Students unless requested to do so by UMSU International in accordance with rule 8.3 of the UMSU Constitution.

5.4 UMSU and its officers shall reserve the right to make public comment on issues relating to International Students, even where such comment expresses views or opinions that differ from those of UMSU International. P

5.5 UMSU International and its officers shall reserve the right to make public comment on issues relating to International Students, even where such comment expresses views or opinions that differ from those of UMSU.

6 MEMBERSHIP

6.1 The Members of UMSU International shall be International Students enrolled in a higher education course at the University who have also fulfilled the UMSU membership requirements as laid out in the UMSU Constitution.

6.2 Any Non-International Student who is elected under the operation of sections 8 and 9, or co-opted under sub-section 21.17, is deemed to be a Member of UMSU International until the end of their term in office.

6.3 Any Student granted Honorary Life Membership of UMSU International under section 7 is deemed to be a Member of UMSU International.

7 HONORARY LIFE MEMBERSHIP

7.1 The UMSU International Central may grant Honorary Life Membership to any Student who has given outstanding service to UMSU International.

7.2 All UMSU International Presidents who have completed their presidential term shall be granted automatic Honorary Life Membership, unless the UMSU International Central decides otherwise by motion.

7.3 Decision for the purposes of this section shall be carried by a two-thirds (2/3) majority votes of the UMSU International Central.

7.4 Subject to sub-section 7.1, a Member who has been nominated for Honorary Life Membership shall not be present or allowed to participate in the voting.
process granting him/her Honorary Life Membership, nor shall he/she be involved in the counting process of the votes for the purposes of sub-section 7.3.

PART II
GOVERNANCE OF UMSU INTERNATIONAL

8 ANNUAL GENERAL ELECTION

8.1 Members at the Annual General Election shall have the power to elect UMSU International Central members.

8.2 The UMSU International Central must appoint a minimum of one (1) and a maximum of two (2) Returning Officer(s) for each Annual General Election before the notice for the Annual General Election is given in accordance with sub-section 8.3.

8.3 The notice of an Annual General Election must be given by formally notifying the members of UMSU International through the main communication channels including, but not limited to:

(a) posting the notice of Annual General Election on the UMSU International website; and

(b) posting the notice of Annual General Election on prominent notice boards in Union House, with hard copies restricted to signature approval by the Returning Officers of the Annual General Election.

8.4 Only Members of UMSU International are eligible to vote in the Annual General Election.

8.5 The Annual General Election must be conducted by secret ballot for all positions listed under section 11.

8.6 A Member of UMSU International may only vote once in each Annual General Election.

8.7 Members are not allowed to vote by proxy.

8.8 The Annual General Election must be held over a minimum of three (3) and a maximum of five (5) consecutive academic days.

8.9 The Notice of the Annual General Election must be given at least four (4) weeks before the first day of the polling sessions of the Annual General Election.

8.10 The minimum number of votes cast for a valid Annual General Election is three hundred (300).

8.11 The manner in which the Annual General Election should be conducted shall be determined by the existing UMSU International Central, subject to sub-section 11.4(i) at the time of appointment of the Returning Officers.
8.12 A two-thirds (2/3) majority vote of confidence from the UMSU International Central shall be called for within six (6) weeks from the first day the President officially takes office. If the President fails to receive confidence from the UMSU International Central, he/she shall cease to be President. A By-Election for the President’s position shall be held within three (3) weeks after the vote of no confidence, subject to Section 9.

8.13 Under operations of sub-section 8.3, the notice for the By-Election for the purposes of sub-section 8.12 must be given at least twelve (12) academic days before the first day of the polling sessions of the By-Election.

9 BY-ELECTION

9.1 The UMSU International Central shall call for a By-Election for any vacant position in the Central if any of the Central members are terminated under Part VI.

9.2 The UMSU International Central must appoint a minimum of one (1) and a maximum of two (2) Returning Officer(s) for each By-Election before notice for the By-Election is given under operations of sub-section 9.3.

9.3 The notice of a By-Election must be given by formally notifying the members of UMSU International through UMSU International’s main communication channels including, but not limited to:

(a) posting the notice of By-Election on the UMSU International website; and

(b) posting the notice of By-Election on prominent notice boards in Union House, with hard copies restricted to signature approval by the Returning Officers of the By-Election.

9.4 Only Members of UMSU International are eligible to vote in the By-Election(s).

9.5 The By-Election(s) must be conducted by secret ballot for all vacant positions.

9.6 A Member of UMSU International may only vote once in each By-Election.

9.7 Members are not allowed to vote by proxy.

9.8 The By-Election must be held over a minimum of two (2) and maximum of three (3) consecutive academic days.

9.9 Notice of the By-Election must be given at least two (2) weeks before the first day of the polling sessions of the By-Election.

9.10 The minimum number of votes cast for a valid By-Election is fifty (50).
9.11 The manner in which the By-Election should be conducted shall be determined by the existing UMSU International Central, subject to sub-section 11.4(i) at the time of appointment of the Returning Officer(s).

10 RULES AND REGULATIONS OF ANNUAL GENERAL ELECTION AND BY-ELECTION

10.1 Each candidate contesting in the Annual General Election or in any By-Election must be nominated by an International Student and seconded by another International Student. An International Student may nominate or second more than one candidate.

10.2 International Students are eligible to stand for any position in the elections.

10.3 Non-International Students who hold Australian Permanent Residency or New Zealand Citizenship but not Australian Citizenship are eligible to stand for the elections for the positions of UMSU International Secretary, UMSU International Treasurer, and any non-Executive Central Committee positions.

10.4 Non-International Students who hold Australian Citizenship are eligible to stand for the elections for any non-Executive Central Committee positions only.

10.5 UMSU International Central members are not eligible to run in the By-Election(s). UMSU International Central members who wish to do so must submit his/her resignation prior to the notice of the By-Election(s) being given.

10.6 When there is more than one (1) Non-International Student among the top two (2) candidates with the highest number of votes for the position of Education Officer, of these Non-International Students only one (1) shall be elected, with the other one (1) position going to the top International Student candidate.

10.7 When there is more than one (1) Non-International Student among the top two (2) candidates with the highest number of votes for the position of Welfare Officer, of these Non-International Students only one (1) shall be elected, with the other one (1) position going to the top International Student candidate.

10.8 When there are more than two (2) Non-International Students among the top five (5) candidates with the highest number of votes for the position of Activities Officer, of these Non-International Students only the top two (2) shall be elected, with the other three (3) positions going to the top three (3) International Student candidates.

10.9 Any students who are not able to complete their full term as an UMSU International Central member within the duration of their course are not eligible to run in any UMSU International Annual General Election or By-Election(s).
10.10 Except under sub-section 22.7, a person shall not hold more than one (1) position in the UMSU International Central.

10.11 Each candidate contesting in the Annual General Election and/or By-Election(s) must comply with the Electoral Regulations, as determined by the UMSU International Central under recommendations from the Returning Officer(s) who is (are) appointed under sub-section 21.20.

11 **UMSU International CENTRAL**

11.1 UMSU International shall have a Central Committee (the ‘UMSU International Central’) elected annually by the Members of UMSU International.

11.2 The UMSU International Central shall consist of:

- One (1) UMSU International President
- One (1) UMSU International Vice-President (Education and Welfare)
- One (1) UMSU International Vice-President (Cultural and Social)
- One (1) UMSU International Secretary
- One (1) UMSU International Treasurer
- One (1) UMSU International Education and Welfare Director
- One (1) UMSU International Cultural and Social Director
- One (1) UMSU International Communications Director
- One (1) UMSU International Human Resource Director
- One (1) UMSU International Partnership and Sponsorship Director
- Four (4) UMSU International Education and Welfare Officers
- Five (5) UMSU International Activities Officers
- Two (2) UMSU International Publicity Officers
- One (1) UMSU International Media Officer
- One (1) UMSU International Partnership and Sponsorship Officer

11.3 The UMSU International Student Representative on UMSU Students’ Council shall be an ex-officio non-voting member of the UMSU International Central.

11.4 Subject to such oversight and direction as may be required by UMSU Students’ Council acting reasonably, the UMSU International Central shall have control over:

- (a) executing and implementing the aims and objectives of UMSU International and UMSU;
- (b) setting the direction of UMSU International;
- (c) arranging and undertaking all activities of UMSU International;
- (d) overseeing grants to International Students;
- (e) relieving any irresponsible and misconducting UMSU International Central member or UMSU International Co-Opted Office Bearer of his/her post under Part VI;
- (f) deciding upon the manner in which the Annual General Election and By-Election(s) shall be conducted under recommendations from the Returning Officer(s);
- (g) appointing the Returning Officer(s) to conduct the Annual General Election and By-Election(s);
- (h) interpreting the UMSU International Regulations as it sees fit;
- (i) passing motion and adopting policy;
- (j) granting Honorary Life Membership under section 7;
11.5 Subject to sub-section 21.1(h), each member of the UMSU International Central shall have one (1) vote.

11.6 All resolutions for the purpose of section 11 shall be carried by a simple fifty percent (50%) majority vote of the voting members of the UMSU International Central, unless otherwise stated in these Regulations.

11.7 The term of the UMSU International Central shall be from the first academic day after the Annual General Meeting in the year in which that UMSU International Central was elected until the dissolution of that particular UMSU International Central, subject to sub-section 17.5.

11.8 The UMSU International Central does not have authority to direct any staff member of UMSU.

11.9 UMSU International is bound by all UMSU regulations and policy, but the UMSU Students’ Council is obligated to consult with the UMSU International Central before enacting any regulation or policy that may specifically affect UMSU International.

11.10 The UMSU International Annual General Election and By-Elections shall occur in accordance with the Electoral Regulations as determined and published by the existing UMSU International Central prior to the notice given for the particular Election.

11.11 The UMSU International Central shall always act in the best interests of UMSU International and its Members so far as this is consistent with the aims and objectives of UMSU International set out in section 4.

12 EXECUTIVE CENTRAL COMMITTEE

12.1 The UMSU International President, UMSU International Vice-President (Education and Welfare), UMSU International Vice-President (Cultural and Social), UMSU International Secretary, and UMSU International Treasurer shall form the Executive Central Committee.

12.2 The Executive Central Committee shall always act and ensure that the UMSU International Central acts in the best interests of UMSU International and its Members.

12.3 The Executive Central Committee shall assist the UMSU International Central in making decisions in relation to the continuity, growth and progress of UMSU International and for International Students at the University.

12.4 The Executive Central Committee is responsible on behalf of the UMSU International Central for employment of staff by UMSU International, determining the budget allocations for the financial year that begins during their term of office, and ensuring that any expenditure by UMSU International is made in accordance with the budget or as deemed to satisfy the aims and objectives of UMSU International set out in Section 4.

12.5 The Executive Central Committee is responsible for making urgent decisions, defined as those arising when a decision must be made within three (3) academic days prior to the Central Committee Meeting, so far as this is consistent with the Purposes of UMSU.
12.6 The Executive Central Committee shall also undertake the responsibilities of co-opting any International Student and/or Non-International Student as well as forming and dissolving any sub-committee as it sees fit.

13 **UMSU International CENTRAL COMMITTEE MEETING**
The UMSU International Central Committee Meeting, hereinafter referred to as CCM, shall be convened:

13.1 at least once a month unless, under special circumstances, the UMSU International Central decides otherwise by motion for that particular month;
13.2 whereby all UMSU International Central members and UMSU International Co-Opted Office Bearers are obliged to attend, and notification of absence shall be given to the UMSU International President and the UMSU International Secretary at least forty-eight (48) hours prior to the CCM.
13.3 whereby the quorum shall be half the voting members of the UMSU International Central; and
13.4 not earlier than seventy-two (72) hours after its notification.

14 **EMERGENCY UMSU International CENTRAL COMMITTEE MEETING**
When there is a written request by two-fifths (2/5) of the UMSU International Central members, an Emergency UMSU International Central Committee Meeting, hereinafter referred to as ECCM, shall be convened:

14.1 whereby the UMSU International Secretary shall summon the meeting within seven (7) days after receipt of such a request;
14.2 not earlier than twenty-four (24) hours after its notification;
14.3 under the application of sub-sections 13.2 and 13.3; and
14.4 If the UMSU International Secretary does not comply with a written request under section 14 within the timeframe specified in sub-sections 14.1 and 14.2, any Member of the UMSU International Central may convene the Emergency UMSU International Central Committee Meeting in accordance with these Regulations.

15 **DISPUTES**
The UMSU Disputes rules shall be used in the event of a dispute between a Member and another Member, or between a Member and UMSU International.

**PART III**
**FINANCE**

16 **FUNDING AND BUDGET OF UMSU International**
16.1 UMSU shall grant to UMSU International annually a level of funding at least equal to the sum of the following funding formula:

(a) 9.03% of University grant funding, not including any funding for specific purposes or activities. This includes the annual allocation of any student amenities fee or similar funding;
(b) any other such money distributed from MU Student Union Ltd or the University for the express use of UMSU International.
16.2 The operational budget shall be allocated to UMSU International from UMSU in semester instalments.

16.3 The UMSU International Central shall meet in October in each year and prepare a draft budget for UMSU International for the following year, in conjunction with the UMSU budget process.

16.4 This draft budget shall be presented to the UMSU Students’ Council.

16.5 As a Department of UMSU, UMSU International is accountable to the UMSU Students’ Council for the proper expenditure of funds allocated to it from the UMSU Budget.

16.6 UMSU International Central may choose to seek additional funding from International Students or external organisations through the payment of voluntary contributions, subscriptions, sponsorship, donations, etc. UMSU International shall not link the payment of such a fee to Membership of UMSU International or UMSU.

16.7 The approval of UMSU International Central is required for any expenditure exceeding the amount of five hundred dollars ($500.00), or deemed to be extraordinary and which is not included in the approved UMSU International Annual Budget.

16.8 All expenditures not exceeding the amount of $500 require written approval by three (3) members of the Executive Central Committee where one of the members of the Executive Central Committee is the UMSU International Treasurer or four (4) members of the Executive Central Committee where it does not include the UMSU International Treasurer.

PART IV
MEETINGS OF UMSU International

17 ANNUAL GENERAL MEETING

17.1 Subject to sub-section 17.2, the Annual General Meeting shall be held in the second semester but not later than four (4) weeks from the first day of the second semester.

17.2 The Annual General Meeting is to be held not earlier than fourteen (14) days after its notification to Members.

17.3 The quorum for the Annual General Meeting shall be fifty (50) Members.

17.4 The Agenda for the Annual General Meeting shall include:

(a) an annual report by the immediate outgoing UMSU International President, on the achievements of UMSU International for the year;

(b) an annual report by the immediate outgoing UMSU International Vice-President (Education and Welfare), on the achievements of the Education and Welfare portfolio in UMSU International for the year;

(c) an annual report by the immediate outgoing UMSU International Vice-President (Cultural and Social), on the achievements of the Cultural and Social portfolio in UMSU International for the year;

(d) an annual report by the immediate outgoing UMSU International Secretary, on the performance of UMSU International for the year; and

(e) an annual report by the immediate outgoing UMSU International Treasurer, on the financial performance of UMSU International for the year.

17.5 The dissolution of the outgoing UMSU International Central Committee takes place on the first academic day after the Annual General Meeting.
17.6 Subject to approval by the UMSU Students' Council, such approval not to be unreasonably withheld, Members at an Annual General Meeting shall have the power to:

(a) decide the policies of UMSU International;
(b) interpret and amend the UMSU International Regulations;
(c) pass decisions regarding the structure of UMSU International;
(d) terminate the office of any UMSU International Central member;
(e) accept and approve the UMSU International President's Annual Report, the UMSU International Vice-President (Education and Welfare)'s Annual Report, the UMSU International Vice-President (Cultural and Social)'s Annual Report, the UMSU International Vice-Presidential Annual Report and the UMSU International Treasurer’s Annual Financial Report; and
(f) deal with all such matters that cannot be resolved by the UMSU International Central.

17.7 Only UMSU International Members present at the Annual General Meeting are entitled to vote.

17.8 The Annual General Meeting shall be held on an academic day in an area generally accessible to Members of UMSU International.

18 GENERAL MEETING

18.1 A General Meeting shall be convened by UMSU International Secretary:

(a) when requested by the UMSU International Central; or
(b) when requested by a signed petition from no less than thirty (30) Members;
(c) only where the quorum of fifty (50) Members is met.

18.2 A General Meeting shall be held:

(d) not earlier than fourteen (14) days after its notification to Members; and
(e) within thirty (30) days after receipt by the UMSU International Central of the signed petition.

18.3 Subject to approval by UMSU Students' Council, such approval not to be unreasonably withheld, Members at a UMSU International General Meeting shall have the power to:

(a) decide the policies of UMSU International;
(b) interpret and amend the UMSU International Regulations;
(c) terminate the office of any UMSU International Central member; and
(d) deal with all such matters that cannot be resolved by the UMSU International Central.
18.4 Only UMSU International Members present at the meeting are entitled to vote.
18.5 If the UMSU International Secretary does not convene a General Meeting under section 18 within the timeframe specified in sub-sections 18.2 (d) and 18.2 (e), any Member of the UMSU International Central may convene the General Meeting in accordance with these Regulations.

18.6 A General Meeting shall be held on an academic day in an area generally accessible to Members of UMSU International.

19 EMERGENCY GENERAL MEETING
19.1 Where section 18.1 (c) is not satisfied, an Emergency General Meeting shall be convened by UMSU International Secretary:

(a) not earlier than seven (7) days and not later than thirty (30) days after the original General Meeting;
(b) not earlier than seven (7) days after its notification to Members; and
(c) only where the quorum of fifty (50) Members is met.

19.2 Subject to approval by UMSU Students’ Council, such approval not to be unreasonably withheld, Members at a UMSU International Emergency General Meeting shall have the power to:

(a) decide the policies of UMSU International; and
(b) deal with all such matters that cannot be resolved by the UMSU International Central.

19.3 Only UMSU International Members present at the meeting are entitled to vote.
19.4 If the UMSU International Secretary does not convene an Emergency General Meeting under section 19 within the timeframe specified in sub-sections 19.1 (a) and 19.1 (b), any Member of the UMSU International Central may convene the Emergency General Meeting in accordance with these Regulations.

19.5 An Emergency General Meeting shall be held on an academic day in an area generally accessible to Members of UMSU International.

20 MOTIONS AND RESOLUTIONS
Except for amendments to the UMSU International Regulations subject to Part VII, all motions and resolutions for the purposes of sections 17, 18, and 19 shall be carried by a simple majority of votes.

PART V
DUTIES AND POWERS

21 POWERS OF OFFICERS
Subject to such reasonable direction and oversight as may be applied by the UMSU Students’ Council, UMSU International officers shall have the following powers and responsibilities:

21.1 UMSU International President
The UMSU International President shall:
(a) represent UMSU International and act as the official spokesperson;
(b) chair the Annual General Meeting, General Meeting, Emergency General Meeting, CCM and ECCM, or appoint a nominee to be the Chairperson;
(c) ensure that the directions of the current UMSU International Central are in accordance with the objectives of UMSU International;
(d) ensure the efficiency and effectiveness of the UMSU International Central;
(e) establish and maintain good relations with other organisations;
(f) secure better representational positions for UMSU International;
(g) supervise any staff employed for UMSU International;
(h) have the casting vote in the event of a tie in votes during a CCM or ECCM;
(i) have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;
(k) prepare and present an annual report on the achievements of UMSU International for the year at the Annual General Meeting;
(l) together with the Treasurer, have the power to authorise payments, subject to Part III; and
(m) make decisions in accordance with section 12.

21.2 **UMSU International Vice-President (Education and Welfare)**
The UMSU International Vice-President (Education and Welfare) shall:
(a) address and represent Members on issues associated with the education, welfare and rights of Members;
(b) be the representative of the Education and Welfare sub-committee;
(c) coordinate, supervise and be responsible for all the affairs and performance of the Education and Welfare sub-committee;
(d) assist the UMSU International President to organise and supervise the operation of UMSU International;
(e) have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;
(f) prepare and present an annual report on the achievements of the Education and Welfare portfolio in UMSU International for the year at the Annual General Meeting;
(g) together with the Treasurer, have the power to authorise payments, subject to Part III;
(h) assume duties of the UMSU International President in the event of the absence of the UMSU International President; and
(i) make decisions in accordance with section 12.

21.3 **UMSU International Vice-President (Cultural and Social)**
The UMSU International Vice-President (Cultural and Social) shall:
(a) address and represent Members on issues associated with the cultural and social well-being of Members;
(b) promote cross-cultural understanding within the University community;
(c) be the representative of the Cultural and Social sub-committee;
(d) coordinate, supervise and be responsible for all the affairs and performance of the Cultural and Social sub-committee;
(e) have a working knowledge of the UMSU International Regulation, and any motion, policy and standing policies passed by the UMSU International Central;
(f) prepare and present an annual report on the achievements of the Cultural and Social portfolio in UMSU International for the year at the Annual General Meeting;

(g) together with the Treasurer have the power to authorise payments, subject to Part III;

(h) assume the duties of the UMSU International President in the event of the absence of the UMSU International President and the UMSU International Vice-President (Education and Welfare); and

(i) make decisions in accordance with section 12.

21.4 UMSU International Secretary
The UMSU International Secretary shall:

(a) take charge of the administration and correspondence of UMSU International;

(b) keep all records of UMSU International;

(c) organise and summon the Annual General Meeting, General Meeting, Emergency General Meeting, CCM and ECCM;

(d) prepare and keep the minutes of the meetings;

(e) record and chronicle any motion, policy and standing resolution that is passed by the UMSU International Central, all its sub-committees, the Annual General Meeting, General Meeting(s), and Emergency General Meeting(s) for the year;

(f) be the representative of the Communications sub-committee and supervise all matters related to publicity and publications by UMSU International;

(g) have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;

(h) prepare and present an annual report on the performance of UMSU International at the Annual General Meeting;

(i) together with the Treasurer, have the power to authorise payments, subject to Part III; and

(j) make decisions in accordance with section 12.

21.5 UMSU International Treasurer
The UMSU International Treasurer shall:

(a) take charge of all acquisitions, collections and distributions of the funds for UMSU International;

(b) keep relevant records of all financial transactions of UMSU International;

(c) be the representative of the Partnership and Sponsorship sub-committee and supervise all matters related to partnership and sponsorship and the Human Resource Director’s portfolio;

(d) have a working knowledge of the UMSU International Regulations, and any motion, policy and standing policies passed by the UMSU International Central;

(e) prepare and present an annual financial report at the Annual General Meeting; and

(f) make decisions in accordance with section 12.
21.6 UMSU International Education and Welfare Director
The UMSU International Education and Welfare Director shall:
(a) assist the UMSU International Vice-President (Education and Welfare) on issues and activities related to the education, welfare and rights of Members;
(b) promote the education and welfare status of Members;
(c) supervise and be responsible for the performance of the Education and Welfare sub-committee;
(d) propose to the UMSU International Central and carry out activities related to sub-sections (a) and (b) during the course of his/her term; and
(e) regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.

21.7 UMSU International Cultural and Social Director
The UMSU International Cultural and Social Director shall:
(a) assist the UMSU International Vice-President (Cultural and Social) on issues and activities related to the cultural and social well-being of Members;
(b) promote cross-cultural understanding within the University community;
(c) supervise and be responsible for the performance of the Cultural and Social sub-committee;
(d) propose to the UMSU International Central and carry out activities related to sub-sections (a) and (b) during the course of his/her term; and
(e) regulate financial usage and to report directly to the UMSU International President or UMSU International Treasurer, whenever requested.

21.8 UMSU International Communications Director
The UMSU International Communications Director shall:
(a) coordinate all publicity media and publications by UMSU International;
(b) supervise and be responsible for the performance of the Communications sub-committee;
(c) propose to the UMSU International Central and carry out activities related to sub-section (a) during the course of his/her term; and
(d) regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.

21.9 UMSU International Human Resource Director
The UMSU International Human Resource Director shall:
(a) coordinate the recruitment and training of volunteers under the International Student Ambassador (ISA) program;
(b) manage all affairs associated with the International Student Ambassador program;
(c) facilitate a working relationship between volunteers and the UMSU International Central;
(d) propose to the UMSU International Central and carry out activities related to sub-sections (a), (b) and (c) during the course of his/her term; and
(e) regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.
21.10 **UMSU International Partnership and Sponsorship Director**

The UMSU International Partnership and Sponsorship Director shall:

(a) liaise with both internal and external organisations relative to the University;

(b) coordinate all matters associated with sponsorship related to UMSU International;

(c) maintain and foster a good relationship with student clubs and societies in the University, with particular focus on International Student-based organisations;

(d) supervise and be responsible for the performance of the Partnership and Sponsorship sub-committee;

(e) propose to the UMSU International Central and carry out activities related to sub-sections (a), (b) and (c) during the course of his/her term; and

(f) regulate financial usage and report directly to the UMSU International President or the UMSU International Treasurer whenever requested.

21.11 **UMSU International Education Officers**

UMSU International Education Officers shall:

(a) be members of the UMSU International Education sub-committee;

(b) assist the UMSU International Vice-President (Education and Welfare) and UMSU International Education and Welfare Director on issues and activities related to the education and rights of Members;

(c) assist in handling all general affairs of UMSU International; and

(d) take up special assignments when so entrusted by the UMSU International Central.

21.12 **UMSU International Welfare Officers**

UMSU International Welfare Officers shall:

(a) be members of the UMSU International Welfare sub-committee;

(b) assist the UMSU International Vice-President (Education and Welfare) and UMSU International Education and Welfare Director on issues and activities related to the welfare and rights of Members;

(c) assist in handling all general affairs of UMSU International; and

(d) take up special assignments when so entrusted by the UMSU International Central.

21.13 **UMSU International Activities Officers**

UMSU International Activities Officers shall:

(a) be members of the UMSU International Cultural and Social sub-committee;

(b) assist the UMSU International Vice-President (Cultural and Social) and UMSU International Cultural and Social Director on issues and activities related to the cultural and social well-being of Members in the University;

(c) assist in handling all general affairs of UMSU International; and

(d) take up special assignments when so entrusted by the UMSU International Central.

21.14 **UMSU International Publicity Officers**

UMSU International Publicity Officers shall:

(a) be members of the UMSU International Communications sub-committee;

(b) assist the UMSU International Communications Director on issues and activities related to publicity of UMSU International;

(c) assist in handling all general affairs of UMSU International; and
(d) take up special assignments when so entrusted by the UMSU International Central.

21.15 **UMSU International Media Officers**

UMSU International Media Officers shall:
(a) be members of the UMSU International Communications sub-committee;
(b) assist the UMSU International Communications Director on issues and activities related to publications of UMSU International;
(c) assist in handling all general affairs of UMSU International; and
(d) take up special assignments when so entrusted by the UMSU International Central.

21.16 **UMSU International Partnership and Sponsorship Officers**

UMSU International Partnership and Sponsorship Officers shall:
(a) be members of the UMSU International Partnership and Sponsorship sub-committee;
(b) assist the UMSU International Partnership and Sponsorship Director in issues and activities related to liaison with both internal and external organisations relative to the University;
(c) assist in handling all general affairs of UMSU International; and
(d) take up special assignments when so entrusted by the UMSU International Central.

21.17 **UMSU International Co-Opted Office Bearers**

(a) When the UMSU International Central is exercising the powers conferred upon it by sub-section 11.4 (f), a written request shall be delivered to the applicant to be co-opted. The terms and conditions for the Co-Opted Office Bearer/s shall be determined by the UMSU International Central and included in the written request. If the applicant concerned so accepts the offer, a written reply in the affirmative is required.

(b) UMSU International Co-Opted Office Bearers shall:
(i) be mandated to attend CCMs and ECCMs, but shall not vote;
(ii) take up special assignments when so entrusted by the UMSU International Central; and
(iii) automatically have their co-option terminated with the dissolution of the UMSU International Central Committee that co-opted them.

21.18 **UMSU International Appointed Office Bearers**

(a) When the UMSU International Central is exercising the powers conferred upon it by sub-section 22.7, a written request shall be delivered to the person to be appointed. If the person concerned so accepts the offer, a written reply in the affirmative is required.

(b) UMSU International Appointed Office Bearers shall:
(i) assume the duties, responsibilities, rank and powers of the respective position for which he or she has been appointed; and
(ii) automatically have their appointment terminated with the dissolution of the UMSU International Central Committee that appointed them.
21.19 UMSU International Ex-Officers
(a) The UMSU International Central may appoint one or more ex-officers based on the recommendations by the previous UMSU International Central.
(b) The UMSU International ex-officers shall:
   (i) act in an advisory role to the UMSU International Central Committee; and
   (ii) not vote in a CCM or ECCM.
(c) The office of UMSU International ex-officers shall cease automatically at the end of two calendar months from the date of the appointment.

21.20 UMSU International Returning Officers
(a) The UMSU International Central shall be responsible for appointing Returning Officer(s) for the purposes of sections 8 and 9, subject to sub-section 11.4 (j).
(b) The Returning Officers shall:
   (i) conduct the Annual General Election and By-Election(s) in an appropriate manner; and
   (ii) be subjected to the rules and regulations of the Annual General Election and By-Election(s), subject to sub-section 11.4 (i).
PART VI
TERMINATION

22  TERMINATION OF DUTIES

22.1 Any UMSU International Central member or UMSU International Co-Opted Office Bearer who intends to resign shall give a written letter of resignation to the Executive Central Committee. The UMSU International Central member or UMSU International Co-Opted Office Bearer is relieved of his/her post upon acceptance of the letter by the Executive Central Committee.

22.2 Any UMSU International Central member or UMSU International Co-Opted Office Bearer is allowed a maximum of three (3) apologies and two (2) absences without notice, after which the UMSU International Secretary shall raise a motion of no confidence for the member in the following Central Committee Meeting.

22.3 Where there is a termination under the operation of sub-sections 22.1, 22.2 or 22.3, the UMSU International Central shall notify Members within seven (7) days after the termination by appropriate means.

22.4 A By-Election shall be held to elect a person to the vacant office within twenty one (21) days after receipt of a notification of resignation and/or termination of a UMSU International Central member(s).

22.5 In the case where the vacancy in the current UMSU International Central occurs after the notice of the Annual General Election is given, the UMSU International Central shall decide whether to conduct a By-Election for that vacant position by a two-thirds (2/3) majority of votes of the UMSU International Central.

22.6 In the case where no one stands for election for the vacant position in a By-Election, the UMSU International Central shall appoint a Co-Opted Office Bearer to take up the position.

PART VII
AMENDMENTS TO REGULATIONS

23  The existing UMSU International Regulations may be partially amended during a UMSU International Annual General Meeting and General Meeting, subject to endorsement by simple majority of the UMSU Students’ Council.

24  Copies of proposed amendments shall be made available to Members simultaneously with the notification of the meeting.

25  Any valid and successful amendments to all or part of the UMSU International Regulations require a two-thirds (2/3) majority of votes cast at the Annual General Meeting or General Meeting, and endorsement by simple majority of the UMSU Students’ Council.
1. **Standing Orders**
   1.1 The standing orders for the conduct of the UMSU International Annual General Meeting (AGM), General Meeting (GM) and Emergency General Meeting (EGM) shall be set out as below.
   1.2 The UMSU International Executive Central Committee (EXCO) shall be responsible for determining the conduct and procedure for the meeting business.
   1.3 With respect to the chairing of the meeting,
      1.3.1 the Chair for the CCM and ECCM shall be the President or the nominee.
      1.3.2 the Vice-Chair of the meeting may also serve as the alternate Chair of the meeting, unless a nominated different person from the meeting is appointed by the EXCO.
   1.4 The Chair shall be heard in silence and without interruption and shall have the power to name any person for behaviours disruptive to the conduct of business. Any person named three (3) times during a meeting shall not be recognised by the Chair and shall leave the meeting for the remainder of that session.
   1.5 Should the Chair wish to take part in the debate on any question he/she shall be replaced as Chair for the duration of the debate and any vote thereon.
   1.6 The members of the CCM and ECCM shall be those who fall in the categories under section 12 of the UMSU International Regulation.
   1.7 Members of the meeting shall be entitled to exclude from the place where it is meeting for such a period as it may determine any person who is not a member of the meeting.
   1.8 A member may only address the meeting when called on to do so by the Chair. All speakers shall be heard in silence and may only be interrupted by the Chair.
   1.9 Except where reports are being considered all business shall be by way of motion and amendments thereto.

2. **Method of Voting**
   2.1 Voting shall be by a show of hands unless otherwise determined by the Chair.
   2.2 A count of votes shall be conducted when demanded by ten (10) voting delegates standing, meeting may, by resolution put without debate, adjournment or amendment, determine to record the vote of each member.
   2.3 In the event of any equality of votes the question shall be resolved in the negative.

3. **Motions and Amendments**
   3.1 All motions and amendments shall require a mover and a seconder. A motion or amendment may be seconded pro forms.
   3.2 The mover or seconder of a motion or amendment may reserve their speaking rights.
   3.3 Should the mover or seconder of a motion or amendment not be present on the floor at the time of the motion or amendment being discussed, then that motion or amendment shall be considered to have lapsed.
   3.4 A motion or amendment may be altered by the mover by leave of meeting.
   3.5 A motion or amendment may be withdrawn by the mover, subject to the right of the seconder or any other member of the meeting to take up the moving of such motion or amendment.
   3.6 A member may only speak once to a motion or amendment unless that member as the mover of the motion is exercising their right of reply.
3.7 No member shall speak to any motion or amendment after it has been put.
3.8 A majority of two-thirds (2/3) of exercisable votes is required to repeal motions carried.
3.9 All motions shall be referred directly to the EXCO who shall transmit the motion to the Chair. The EXCO may advise members of the meeting on procedures to be followed in debating the motion.
3.10 All motions shall be affirmative in character.
3.11 Receipt of a motion to a meeting shall be acknowledged when it is brought to the attention of the meeting by the Chair.
3.12 A mover of a motion (other than a procedural motion) shall have a right of reply. Such right of reply may be exercised immediately before the motion is put or before any one amendment to the motion is put. A mover of an amendment shall have no right of reply.
3.13 An amendment must be relevant to the motion under consideration and shall not be a direct negation of it.
3.14 Amendments to a motion shall be debated and put according to where they will stand in the motion if they are carried and shall be debated at the time the motion is being considered.
3.15 Only one (1) amendment may be debated and voted on at a time but further amendments(s) may be foreshadowed.

4. Foreshadowed Motions
Where more than one motion deals with a particular issue they may be considered together. The procedure for this debate shall be determined by the EXCO. Voting shall be conducted on each motion in the order they were moved until either a motion is carried (in which case the remaining motions shall lapse) or until all motions are defeated.

5. Procedural Motions
5.1 That the question be put:
   5.1.1 A member who has not already participated in the debate may move “That the question be now put.”
   5.1.2 Such a motion may interrupt a speech and/or amendment under amendment, adjournment or debate.
   5.1.3 Should such a motion be carried, the motion or amendment under consideration shall immediately be put to vote, subject only to the right of reply of the mover of the motion.
5.2 That the question not now be put:
   5.2.1 A member who has not already participated in the debate may move “That the question not now be put.”
   5.2.2 Such a motion shall be put without amendment, but may be debated together with the motion or amendment under consideration.
   5.2.3 Should such a motion be carried, the motion or amendment under consideration shall not be dealt with any further. Should such an amendment not be carried, the motion or amendment under consideration shall be immediately be put to the vote, subject only to the right of reply of the mover of the motion.
5.3 A member who has not already participated in the debate may move “That the meeting proceed to the next business.” Such a motion shall be put without amendment, adjournment or debate. If the motion is carried, the meeting shall move to the next item of business.
5.4 A member who has not already participated in the debate may move that “That the debate be adjourned.” Such a motion may only be amended as to time, date and place.

5.5 A member may move “That the speaker no longer be heard.” Such a motion may interrupt a speech and shall be put without amendment, adjournment or debate.

6. Time Limits
6.1 The following time limits shall apply to all speakers (except keynote speakers) unless the meeting otherwise resolves:
   6.1.1 Speaker delivering a report 10 minutes
   6.1.2 Mover of a motion 5 minutes
   6.1.3 Right of reply, speakers to motions of amendment 3 minutes
   6.1.4 Speakers to amendments 2 minutes
   6.1.5 Movers and speakers to procedural motions 1 minute

6.2 Any motion to extend these times in respect of a particular speaker shall be put without amendment, adjournment or debate.

6.3 The time limit for session debates may be extended by recommendations of the EXCO or by procedural motion of meeting.

7. Points of Order
7.1 A member of the meeting may at any time raise a point of order to any irregularity in the proceedings or interpretations of rules and regulations of the meeting.

7.2 Such a point of order shall be made to the EXCO which shall either
   7.2.1 determine in agreement with the member that there has been an irregularity; or
   7.2.2 determine in agreement with the member that there has been an irregularity and forthwith make a recommendation to the meeting thereon. The meeting may only reject such a recommendation by resolution setting out the alternative procedure or interpretation; or
   7.2.3 where there is no agreement between the member and the EXCO, refer the matter forthwith to the Chair of the meeting for resolution by the meeting. The member shall speak to a motion setting out the procedure or interpretation that the member wishes the meeting to adopt while a member of the EXCO shall speak in opposition and the vote shall be taken without further debate.

8. Suspension of Standing Orders
These standing orders may be suspended in whole or in part by a resolution of the meeting. Motions for suspension must include the time, date, and place for the resumption of standing orders.

9. Dissent in the Chairperson
9.1 Any person of the meeting may move a motion dissenting from the ruling of the Chairperson.

9.2 On this motion being moved, the Chairperson shall vacate the Chair and the Vice-Chairperson shall assume the Chair.

9.3 The mover of the motion shall in speaking to the motion, propose and alternate ruling and the motion may be debated.

9.4 The motion shall only be carried by a two-thirds (2/3) majority, in which case the proposed alternate ruling shall take effect.

9.5 The latter Chairperson shall then vacate the Chair and the former Chairperson shall resume the Chair as soon as the motion of dissent has been voted upon.
AGENDA
Annual General Meeting 2015 – Friday 31st July 2015

Date: Friday 31st July 2015
Time: 1830
Venue: Yasuko Hiraoka Myer Room (First Floor, Sidney Myer Asia Centre)

Agenda
1. Attendance and Official Welcome
2. Adoption of Agenda
3. Matters Arising from Previous Minutes
4. Confirmation of Previous Minutes
5. Amendments to Regulations
6. Annual Reports
   6.1 President’s Annual Report
   6.2 Vice-President (Education and Welfare)’s Annual Report
   6.3 Vice-President (Cultural and Social)’s Annual Report
   6.4 Secretary’s Annual Report
   6.5 Treasurer’s Annual Report
7. All Other Businesses
UNCONFIRMED MINUTES
Annual General Meeting 2014 – 1st August 2014

Date: 1st August 2014
Time: 1900
Venue: Yasuko Hiraoka Myer Room (First Floor, Sidney Myer Asia Centre)

1. Attendance and Official Welcome

Present: 53 Members

Motion 1
Move that Standing Orders be adopted at 1900 on 7th August 2014 for the UMSU International AGM 2014.
Moved: Charlotte ZHAN - Education and Welfare Director
Seconded: Tony WANG
Motion CARRIED

2. Adoption of Agenda

Motion 2
Move that the agenda for the UMSU International AGM 2014 be adopted.
Moved: Edwin KUSUMA
Seconded: Rudy GORNARDO
Motion CARRIED

3. Matters Arising from Previous Minutes

4. Confirmation of Previous Minutes

Motion 3
Move that the minutes of the UMSU International AGM 2013 be accepted and confirmed as a true and accurate record.
Moved: Rachel QUEK
Seconded: Benedict NATHANIEL
Motion CARRIED

5. Annual Reports

5.1. President’s Annual Report

Yining ONG presented the President’s Annual Report. The report is archived in the UMSU International digital database of L: Drive in the UMSU International office.

Motion 4
Move that the President’s Annual Report be accepted and the UMSU International President 2013/2014 Yining ONG be applauded for her excellent work throughout the term.
Moved: Tony WANG
Seconded: Tara SUSANTO
Motion CARRIED

5.2. Vice-President (Education and Welfare)’s Annual Report

Thomas KUANG presented the Vice-President (Education and Welfare)’s Annual Report. The report is archived in the UMSU International digital database of L: Drive in the UMSU International office.
Motion 5
Move that the Vice-President (Education and Welfare)’s Annual Report be accepted and the UMSU International Vice-President (Education and Welfare) 2013/2014 Thomas KUANG be applauded for his excellent work throughout the term.
Moved: Andreas BAKO
Seconded: Carol ZHU
Motion CARRIED

5.3. Vice-President (Cultural and Social)’s Annual Report
Hillary CHEAH presented the Vice-President (Cultural and Social)’s Annual Report. The report is archived in the UMSU International digital database of L: Drive in the UMSU International office.

Motion 6
Move that the Vice-President (Cultural and Social)’s Annual Report be accepted and the UMSU International Vice-President (Cultural and Social) 2013/2014 Hillary CHEAH be applauded for her excellent work throughout the term.
Moved: Seng Chee CHONG
Seconded: Edwin KUSUMA
Motion CARRIED

5.4. Secretary’s Annual Report
Leah JI presented the Secretary’s Annual Report. The report is archived in the UMSU International digital database of L: Drive in the UMSU International office.

Motion 7
Move that the Secretary’s Annual Report be accepted and the UMSU International Secretary 2013/2014 Leah JI be applauded for her excellent work throughout the term.
Moved: Tara SUSANTO
Seconded: Edwin KUSUMA
Motion CARRIED

5.5. Treasurer’s Annual Report
Stephanie SOU presented the Treasurer’s Annual Report. The report is archived in the UMSU International digital database of L: Drive in the UMSU International office.

Motion 8
Move that the Treasurer’s Annual Report be accepted and the UMSU International Treasurer 2013/2014 Stephanie SOU be applauded for her excellent work throughout the term.
Moved: Ee Wen YIN
Seconded: Rudy GORNARDO
Motion CARRIED

6. All other businesses
Yu Kong LOW, the incoming Secretary proposed to combine the positions of publicity officer and media officer to communication officer. The success of the events of UMSU International highly depends on the volume of publicity and it is dependent on the manpower. However, it has been an issue for long time to organise and manage the manpower efficiently. While he
emphasised this problem and he also mentioned the less volume of workload for media officer. UMSU International had already experienced combining the roles of education officer and welfare officer and it successfully brought better use of manpower to the Education and Welfare team. From this precedent, he believed that this change will come into positive effect. Most of the members agreed the argument that Yu Kong LOW made. The amendments will be applied from Annual General Meeting 2015.

Motion 9
Move that the proposed amendments to the roles of publicity officer and media officer be accepted.
Moved: Tara SUSANTO
Seconded: Thomas KUANG
Motion CARRIED
(For: 33; Against: 2; Abstentions: 18)

Motion 10
Move that the AGM 2013 acknowledge, thank and applaud all members of the UMSU International Committee 2013/2014 for their hard work, dedication and contributions to the international student community and the University throughout their term of office. The AGM members would also like to wish the UMSU International Committee 2014/2015 the best in the future discourse in representing international students in the University.

Moved: Hillary CHEAH
Seconded: Tony WANG
Against: Tara SUSANTO, Lavenia SUSANTO
Motion CARRIED

Motion 11
Move that the UMSU International AGM 2014 be adjourned at 2025 on 07 August 2014.
Moved: Stephanie SOU
Seconded: Leah JI
Abstention: Tara SUSANTO, Lavenia SUSANTO, Andreas BAKO
Motion CARRIED

Prepared by
Leah Soyoung JI
Secretary 2013/2014
University of Melbourne Student Union International
1. **Introduction**
This report covers the term from 4th August 2014 to 31st July 2015 on the achievements of University of Melbourne Student Union (UMSU) International, written in accordance to sub-section 17(4)(a) of the UMSU International Regulation.

2. **Representation**
This section details the various levels at which UMSU International represented international students both within and outside the University of Melbourne throughout the past year.

2.1 **University Committees**
UMSU International has representatives on various University committees to ensure a close working relationship with the University and to ensure that the voices and opinions of international students are channelled through UMSU International to the University. In the 2014/2015 term of office, the University committee meetings attended by our representatives are as follows:

2.1.1 **Student Reference Group (SRG)**
This working group was set up as a reference group made up of students that the university can test ideas on before releasing them to the entire student population. During meetings, the group has discussed the following: Business Improvement Program (BIP) aimed at simplifying and improving University policies, procedures and processes; ways of reducing inefficiencies in University operations; student-related issues (student enrolment and class registration, etc.); a review of the student consultation protocol. UMSU International raised the issue of a lack of study spaces on campus and the need for having tutorial room access and 24 hours library accesses during SWOT VAC. The University is currently in the process of addressing these issues and is discussing them with the relevant stakeholders. There are plans to provide more study spaces as of semester 1 2016. This point is also mentioned in Section 2.1.7.

2.1.2 **Teaching and Learning Quality Assurance Committee (TALQAC)**
The UMSU International President is a member of this committee and as such has contributed feedback to the improvement of the Subject Experience Survey. A specific issue discussed was the declining response rate to the survey, which was highlighted as a major issue impacting survey quality. The workings of the committee have also been crucial in ensuring that the teaching and learning quality and standards at the University are assessed and cross-reviewed to meet the standards of the newly formed Tertiary Education Quality and Standards Agency (TEQSA). The committee also conducts regular reviews of the various courses offered by the University. The UMSU INTL President also presented the International Student Survey that was conducted by UMSU International. The survey highlighted the demand for more study spaces during SWOT VAC and for 24-hour library access. Other feedback relating to the examination period included the scheduled times of
morning sessions and the lack of security when storing items during exams. The University is taking this feedback seriously and is striving to improve based on the results of UMSU Intl’s International Student Survey.

2.1.3 Teaching and Learning Quality Assurance Committee Working Group
The UMSU International President and Secretary were members of this steering group. It was formed to discuss and improve the quality of tutors in different faculties. Discussed was the improvement of the tutor training session and tutor bonding, as well as the internal evaluation system. These improvements are expected to increase the communication between the senior and junior tutors, as well as to provide more support, through the faculty dean or other relevant departments, to enhance the development of tutors’ teaching skills. It has been pointed out that higher quality tutors it will benefit students.

2.1.4 Student Council Meeting
The UMSU International President attended this meeting as a non-voting member. The purpose of this group was for the Student Council Committee, to consult with key student representatives about UMSU’s services, proposed events and reports. It provided a great opportunity for UMSU International to receive updates from UMSU, to learn about future plans for Union House and to find out about issues and changes that relate to international students.

2.1.5 Advocacy and Legal Student Advisory Group
The UMSU International President attended the Advocacy and Legal Student Advisory Group meetings held regularly throughout Semester 2 of 2014. The monthly meeting was held in accordance to section 5.2.1 of the UMSU Advisory Groups Policy. The objectives of the meetings are to provide feedback and advice on current students’ issues that are relevant and pertinent to the provision of Advocacy and Legal service.

2.1.6 Campus Life and Culture Meeting
The UMSU International President attended regular meetings with the council to discuss a variety of issues relating to campus life and student culture. Following feedback from UMSU Intl’s President, the University has plans on continuing the collaboration with City of Melbourne Festivals to maintain the actively engagement and build up on the vibrancies of the campus from semester 1 2015. Currently, the Melbourne Farmers Markets will take place on weekly on Wednesdays around Union Lawn from July to October 2015. In addition, it was discussed with the Director of Student Services Ms Elizabeth Capp that more study space should be available on. The University has plans to expanding study spaces from 2016 onwards. Besides that, Following UMSU International's request that the University arrange for 24 hour library, it been has agreed that a 24 hour trial will be begin during the SWOT period of semester 2 2015 in the Eastern Resource Centre (ERC) Library, and it’s possible that access will be extended to include additional library in the future.
2.2 Faculty Representation
The UMSU International Executive Committee 2014/2015 actively corresponded with various faculties and graduate schools. These meetings achieved the objectives of establishing understanding and goodwill between UMSU International and the faculties, garnering recognition as well as obtaining support and assistance for activities organised by UMSU International. These meetings also offered us an opportunity to raise issues being faced by international students in particular faculties and to offer potential solutions and support.

2.2.1 Faculty Consultative Committee Meeting
The UMSU International President, Secretary, Cultural and Social Vice President attended this meeting. The meeting was mainly focused on the Faculty of Commerce students' general well-being and research progress. As the international student representatives in the meeting, we observed the development of the Melbourne Business School Research Projects and general faculty development.

2.2.2 Melbourne School of Engineering (MSE) Student Wellbeing Committee Meeting
UMSU International President and Secretary attended this meeting. The meeting was mainly focused on the School of Engineering students' general well-being; the student experience during their engineering pathway; and the integration between the international students and domestic students. The committee also discussed the idea of free breakfast sessions for all engineering students, and a proposed having a sports competition between different engineering disciplines. The committee also decided to organise a School of Engineering Innovation Case Competition.

2.3 University of Melbourne Student Union (UMSU) Representation

2.3.1 UMSU-UMSU International Executive Committee Meeting
The meeting provided a great communication platform between UMSU and UMSU International. The aim of this meeting was discussing and how to better integrates international and domestic students and ways in which UMSU departments can increase collaboration with UMSU International. The meeting also provided a change for the newly elected UMSU INTL Executive Committee 2015/2016 members to be introduced to Rachel Withers, the current UMSU president, and Hana Dalton, the current general secretary. Topics discussed were the incoming semester’s schedule, the City of Melbourne’s International Student Information booklet, and various other issues.

One outcome of the meeting was a decision to collaborate in relation to the new “Big Bazzar” event. This is a joint event by UMSU International, UMSU Education and UMSU Welfare.

2.4 University Clubs and Societies Representation
UMSU International has kept close relationships with several clubs and societies within the University:

2.4.1 Graduates Students Association
The UMSU International President met with the International Student Representative of the GSA to discuss current international student issues facing postgraduate students, in particular the lack of career prospects and support for students and the possibility of holding workshops for students relating to work rights. UMSU International encouraged GSA to organise more events for postgraduate international students. An example of such an initiative is the jointly launched Study Melbourne Internship Program (SMIP). Additional information about SMIP is in Section 2.5.2.

2.4.2 Heads of Clubs Meetings and Gatherings
The UMSU International Executive Committee and Partnership and Sponsorship Team organised a Heads of Clubs Meeting at the start of Semester 2 2014 and Semester 1 2015. These meetings were aimed at fostering a closer relationship between UMSU International and University’s various clubs and societies, and to allow the clubs and societies the opportunity to meet each other as a starting point for future collaboration. The meetings were also avenues to relay information and gather feedback about UMSU International’s events.

2.5 External Representation
The UMSU International President has also represented international students externally:

2.5.1 Council of International Students Australia (CISA) Conference and Annual General Meeting
The President-Elect Yu Kong LOW, the Vice President-Elect (Cultural & Social) Edwin KUSUMA, the Secretary-Elect Divyaa JAYAKUMAR, the Education and Welfare Director-Elect Angie Anqi LI, the Communication Director-Elect Louise Chung Yan LEUNG, the Human Resource Director-Elect Jasper Xue Zhe JIA and the Education and Welfare Officer-Elect Irene Ai Tin NG attended the CISA Annual Conference and Annual General Meeting (AGM) as UMSU International’s representatives. The Conference and AGM were held from 6 July to 10 July 2015. During the conference, relevant government bodies and regulators were invited to provide updates and discuss issues effecting international students at the national level. Issues about accommodation, visa and immigration, work rights exploitation, state government improvement and SSAF funds were discussed to raise awareness amongst Australian universities. UMSU International has always been trying to maintain positive relationships with International Student Representatives from other Universities and hopes to be further involved in future CISA events for the betterment of international student’s welfare.

2.5.2 Study Melbourne Internship Program (SMIP) Launching
The President, Secretary, both current and incoming Education and Welfare department office bearers attended this program. The focus of this program was to give an overview of the SMIP, which was launched by Melbourne Career Centre and supported by Graduate Student Associations (GSA) and UMSU International. The aim of this program was to hear some employed panellists share their knowledge and experience as well as to provide career opportunities through this program. It was an enriching opportunity for our members and enabled us to collaborate with the GSA.
2.5.3 **Council of International Students Australia (CISA) Representatives Meeting**

The President, Education and Welfare Vice-President, Cultural and Social Vice-President and Secretary attended this meeting. We discussed various issues that relate to international students, and provided updates on UMSU International’s plans for the rest of the year. Furthermore, we interacted with the other members of CISA and exchanged our experiences in engaging with students. We also provided CISA with feedback about the type of future UMSU International envisages for CISA. We have kept close relations with CISA and have sponsored CISA with an amount of $3,500 for the CISA Conference that was mentioned in Section 2.5.1. Kindly refer to the Treasurer’s report (Section 5.2) for more details on the CISA Sponsorship. Besides that, UMSU International’s President was appointed to the CISA Conference Local Organization Committee in order to represent UMSU International and fully support the CISA Conference 2015 in Melbourne. It was also agreed to begin a forum for heads of Victorian international student associations, the Victoria State President Forum.

2.5.4 **Media Representation**

The UMSU International President was invited to attend various media interviews, throughout his term of office in order to provide insights and answer queries on some issues pertaining to international students. These issues include, but are not limited to: safety of students in Victoria, exploitation of international students’ working rights, transport concession, rise of cost of living, cultural integration between Australian and international students, support services available to students provided by the University of Melbourne and student responses to our Annual General Elections.

2.5.5 **Victoria State President Forum**

The UMSU International President was the temporary acting chairman for the forum. Representatives from Victoria University International Student Associations (VU-ISA), RMIT University Student Union (RUSU), UMSU International, Monash University International Student Services (MUISS) and Australian Federation of International Students (AFIS) attended the meeting. The president forum provides an avenue for discussing issues faced by international students, seeking collaborative solutions to these issues and sharing advice and experience. One way of collaborating is through drafting proposals on behalf of Victoria’s International Students, and presenting these proposals to the Council of International Student Australia (CISA) Conference. More information about this is mentioned in Section 2.5.1. It is intended that the president forum should continue with a monthly period in order to update the information from different organizations more frequently.

2.5.6 **CISA State Working Group Training Workshop**

CISA held a State Working Group in Victoria for International Student Representatives at Victoria University during semester 2 2014. The aim of the workshop was to discuss some possible improvements on the ESOS Act from the international student’s perspective, the leadership component of the training focused on effective and efficient student representation as well as community engagement.

2.5.7 **Victoria State CISATalk**
The UMSU International executive committee and UMSU International Department Directors have attended this forum. The CISATalk is a pilot program with the ultimate goal to strengthen engagement with CISA Executive committee members and Victoria State International Student Representatives through leadership empowering by organising the forum in Melbourne on 20th September 2014. The CISATalk not only provide a chance for international student representatives were sharing their own organization experiences, but also providing a great communication opportunity between the Victoria State Government and international student representatives. The Three Year Trial on Public Transportation Discount for international undergraduate students has been discussed during the CISATalk, monthly/daily based discount instead of yearly based discount has been raised during the forum.

2.5.8 CISA End-of-Year Networking Event
Proudly hosted by UMSU International, CISA held the End-of-Year networking session in Victoria for International Student Representatives at the University of Melbourne in 20th November 2014. The aim of the networking event was to update international student representatives on the ESOS Act changes from November 2014, and update representative about the changes in the immigration skill list selection criteria particularly, the opening up of the English language testing to include various tests provided by different providers. These include TOEFL, PTE and OET in addition to the IELTS language test.

3. Internal Management
The following details internal human resource management matters.

3.1 Weekly Executive Committee Meeting
The UMSU International Executive Committee met on a weekly basis to discuss the strategic direction of UMSU International and to monitor the activities and operations of our organisation across the departments to ensure that they were aligned to our aims and objectives. The Executive Committee also discussed international student education and welfare issues at the University. The Executive Committee worked towards bettering international student representation at the University and encouraging stronger working relationships between Central Committee members. The Executive Committee has also met with stakeholders, discuss with the possibility of sponsorships and/or partnerships.

3.2 Directors Meeting
The UMSU International Directors had meetings throughout the semester to update each other on their respective department activities and to share ideas, strengthen their communications with different departments, and give constructive feedback on their events. These were to foster teamwork and collaboration within the committee, as well as ensure effective management.

3.3 UMSU International Committee Training Camp
The UMSU International Committee Induction Camp was held from 29 September to 1 October 2014 at the Alexandra Adventure Resort. This camp aims to further strengthen the working relationship and bond among all UMSU International Office Bearers. Kindly refer to the Treasurer’s report, Section 6.1 for more details.
4. Future Plans and Recommendations

4.1 Improve Representation and Understanding of International Students’ Education and Welfare Issues

As the official representative body for international students in the University of Melbourne, it is important for everyone in UMSU International to have a high level of awareness and sensitivity towards the current issues faced by international students at the University and to make a conscious effort, to communicate with and assist our fellow international students. This is even more pertinent following the rebranding from MUOSS to UMSU International. Receiving the relevant feedback from the international students is important to allow UMSU International to raise these issues to the University, and other relevant bodies.

The UMSU International committee should aim to be well-informed and updated with current issues facing international students and with knowledge of where students can seek help. The UMSU International Education and Welfare department should play a key role in initiating, implementing and supporting all such initiatives professionally and efficiently, as well as thinking the effective method in receiving the international student feedback apart from the International Student Survey.

4.2 Continue Forging a Stronger and Consistent Working Relationship with UMSU, GSA, and other International Student Organizations.

During the term of 2014/2015, UMSU International has maintained strong ties with UMSU and GSA, and has worked cohesively throughout the term of office in both organisations. Following the integration of UMSU International into UMSU, we hope to bridge the gap between international and local students by collaborating more often on larger scale campaigns, advocating for student rights, as well as the events that can improve the integration between the domestic students and international students. In addition, we should continue to collaborate with GSA and UMSU, especially with regards to Education and Welfare, in order to carry out larger scale campaigns or activities, to advocate for student rights with a united front, as well as to increase the ties between local and international students.

Externally, UMSU International has developed a fantastic connection with other international student organisations, particularly the partnership with the Monash University International Student Services, Victoria University International Students Association, RMIT University Student Union and AFIS. One example of this partnership is the Multi-University Volunteering (MUV) Program with the Victoria University. It is recommended that the future UMSU International Committee should keep this program up and continue building these relationships.

4.3 Improve and Revitalise the Presence and Awareness of UMSU International on Campus

Unlike our old image MUOSS (Melbourne University Overseas Students Services), our new brand as UMSU International is still in the process of being built. Following our integration into UMSU, the Executive Committee 2014/2015 feels that it is a great opportunity to revitalise our organisational brand, as well as developing UMSU International as a well-known, professional international student organization. UMSU International should continue to expand its reach through a range of publicity methods. A particular group of students we should try to reach is the grade and exchange student cohorts. There is a great need for an international students’ voice on campus, hence it is important for students to recognise the role of UMSU.
International as their representative organisation. Future platforms can be created for students to consult UMSU International representatives on issues, feedback and possible solutions to their problems. In addition, UMSU Intl should strive to strengthen the relationship with international clubs and societies, other than through the Head of Clubs Meetings. We believe that providing support to clubs and societies will benefit international students, and enhance their overall university experiences.

5. Concluding Words
The past year has certainly been an exciting and hard working journey for the UMSU International Committee 2014/2015. Particularly as the first committee after the rebranding as UMSU International, the extraordinary effort and hard work that provided by the entire committee has been recognised and appreciated. Following its official integration with UMSU, UMSU International has continued to forge closer bonds with UMSU Office Bearers and looks forward to creating greater relationships and collaborations with UMSU to further international student representation at the University, as well as continue strengthen the external international student organizations relationship.

Both the Education and Welfare and Cultural and Social portfolios have greatly expanded their events, overcoming many challenges and obstacles to bring them to new heights of attendance and success, as well as introducing innovative ideas and elements in the midst of their annual agendas. The Education and Welfare team not only continue placing stronger emphasis on addressing key issues concerning international students as well as attempted to relief these concerns in their projects, but also create several new events such as Moving to Melbourne and developing the current events that coordinated by the Education and Welfare team members. The Cultural and Social team took its multicultural events to newer heights, and have worked tirelessly throughout the semester to bring fun and joy to the student population. Particularly the traditional event Night Market this year, it has impressed all of the international student representatives from the external international student organizations, as well as the University Staff members. Joint collaboration event such as Melbourne Adventure has provided a newer ideas of the collaboration and communication platform between these two portfolios, with their common goal towards enrich the international students overall experience on campus.

The Partnership and Sponsorship portfolio not only focussed on maintaining and building on past relationships that UMSU International has with international student clubs, to make them stronger than before, but also assisting the event such as Festival of Nations to seek for the potential sponsors in order to provide more benefits towards the international students. The Communications team has relentlessly worked to set up and manage our new UMSU International Facebook page, Instagram and the “Accent” newsletters. Particularly with the great effort by the communication team, the students “like and follow” the UMSU International Facebook page has achieved approximated 180% increases within a year and reach approximately 2,500. Their work extended to the renovation and decoration of the UMSU International Students Lounge as well as pushing the boundaries of publicity methods. We see a range of changes being made to our brand since the commencement of our rebranding project, the UMSU International has achieved a amazing new level of the reputation and I would like to credit the whole committee on their combined efforts in achieving so.

The Human Resource portfolio has the effort in expanding their work in terms of coming up with some possible strategies that improve and managing manpower for events.
Moreover, we observed an increase in the quality of recruitment, and a more diverse national background of International Student Ambassadors (ISAs) over the past year.

The ISA program continues to attract bright and enthusiastic volunteers that are chosen out of an unprecedented amount of applicants. We appreciate this extremely as it helps to make our events bigger and better each year, all of the event cannot be achieved with their tireless effort that has contributed to UMSU International and the entire international students on campus. It is also an avenue for identifying future potential office bearers, who will be closely embedded in our UMSU International family.

All these achievements and successes in the past year could not have taken place without the strong support of each and every office bearer, the ISAs, the UMSU International Project and Administration Officer Mr Aviya Bavati, UMSU and MUSUL staff members, as well as the University of Melbourne Departments particularly the Student Service and Equity Department.

A huge thank you to my UMSU International Committee 2014/2015 for your tireless dedication, your innovative and fresh ideas, your determination in pushing past limitations, and your support and belief in our common goals as a committee. Your enthusiasm and vibrant personalities have given light to our cause and made the journey worthwhile. Particularly as the first official committee after the rebranding, all of you have put even more effort that the previous years committee in order to achieve this rapidly increased of our brand reputation. I have been very blessed and inspired by all of you, and I am so proud to have had your support and faith in me as your President. It has been a tough yet fulfilling experience for me, and I certainly wish all of you treasured the times as much as I do. The UMSU International family has been special for me ever since my first time that I have joined UMSU International, and has made me a better person over the years. I deeply hope that each of you has been fulfilled by your experience in UMSU International and I wish you all the very best in your future endeavours.

To the Committee of 2015/2016, we have started the car engine, and it’s your turn to drive and continue this journey now! Thank you for your willingness to contribute and work for your fellow international students. I believe in each and every one of you and I certainly know you as a committee will work closely and propel UMSU International to an even greater heights. There always have times can prove to be difficult and tired, but please be positive and always be there to support your fellow colleagues. Yes, we are the UMSU International family, and no one should be left behind.

And of course, always remember in your mind: care for, stand for and act for all international students.

Thank you.

Prepared by

Tony Wen Kai Wang
President 2014/2015
University of Melbourne Student Union (UMSU) International
1. Introduction
This report covers the period from 4th August 2014 to 31st July 2015 on the achievements of the Education and Welfare portfolio in UMSU International, written in accordance to sub-section 17.4(b) of the UMSU International Regulation.

2. Projects
The following outlines all Education and Welfare projects that were carried out during the 2014/2015 term of office.

2.1 Buddy Program Semester 2 2014
The UMSU International Buddy Program was held on the O-Week and Week 1, on 26th July and 2nd August 2014, with 150 participants. In the first week, the participants were visiting Melbourne Aquarium. In the second week, the participants did on-campus amazing race and bush dance with a professional bush dance instructor. The objective was to support new international students during their transition to University life and get familiar with university campus and have fun. New students were assigned to senior students as their mentors, who would then help them with their transition into Melbourne by sharing their personal experiences.

2.2 Bookfest Semester 2 2014
The UMSU International Bookfest aims to facilitate the exchange of second-hand books between students. UMSU International acted as a third party in this exchange, allowing all students to buy and sell second-hand books without any administrative charges to the seller. The 2014 Semester 2 Bookfest ran from 4th August 2014 to 20th August 2014. Book collection ran from 4th to 8th Aug 2014 with 792 books received. During Book Sale from 12th to 14th Aug, 6 books were lost, amounting to $191, which we gave to the sellers during Money collection. Money collection & Book Return ran from 19th to 20th Aug 2014. There are 5 people that collected money outside the allocated dates. 96 uncollected books was sold on FONs Bazaar or donated to Book Co-op on first floor of Union House.

2.3 FONs Bazaar Semester 2014
The Bazaar was executed for the first time this semester which was hold at the same period of Festival of Nations. A total of 94 items were displayed for sale at the UMSU Intl Table (excluding the uncollected books from Bookfest) and the other three tables was booked by other clubs and societies (Chinese Culture Club, Language Exchange Club, Chinese Music Club. The layout was around South Court and the aim is to reduce the cost of living for University students, UMSU International act as an exchange platform helps students to sell stuff and return the money or items after FONs. The profit $51 was contributed towards the upgrading of the utilities in the lounge.

2.4 IELTS and VISA Options Workshops
The objective of these two workshops are to address international students’ concern on their IELTS score, whether for migration, further education, or employment purposes and also address the questions graduating students have on visa or migration. Visa Options workshop was held on Thursday, September 25th 2014, 12 - 2 pm, speaker was Greta Haywood from legal department of UMSU. IELTS workshop was held on Thursday,
October 9th 2014, 5.30 – 7.30 pm, speaker was Done Oliver from IDP. One meal was provided after the events.

2.5 IS Survey Semester 2 2014
IS Survey is an annual survey in order to find the real needs of international students and find solutions of the issues they are facing. IS survey included two parts, Lunchat gathering and online survey. Lunchat is gathering students come over to our lounge and chatting about the common issues they are facing such as living, housing, employment, library etc. Free lunch provided after the chatting. Online survey consisted 7 sections with 10 questions on each section. We applied referral system so people who refer 10 other friends will get $15 Coles gift cards.

2.6 Melbourne Adventure 2015
Melbourne Adventure was the first joint event between E&W team and C&S team. It was holding on Saturday, 28th of February 2015. The aim is to supporting new international students through their transition into Melbourne and makes lasting friendships through the event. As the incoming student cohort is bigger during Semester 1 of the year, we increased the number of capacity and manpower to the event as compared to Buddy Program Semester 2 2014. The event was a huge success as all new students were had a good time together and got to know Melbourne CBD especially the free tram zone area better.

2.7 Moving to Melbourne 2015
This is a new event which was aiming to help new coming international students to get familiar with the University organizations and services. The event acted as a One-Stop Information Centre to help students know where they can seek help from while promotes UMSU International as the representative body and its purpose and services on students’ welfare. MtM aims to help international students with the common issues they may face, such as health care, academic rights, financial support, safety, etc. Food, performances and colourful decorations was used to build a carnival-like atmosphere. In order to attract students’ attention and keep them engaged, an event passport and freebie bags was handed out in the beginning of the event, in the Starting books. The event passport was to be stamped at each booth; if the student collects all the stamps, they could receive $10 UMSU International food voucher for either food truck. Free ice-cream was given out through the entire event to attract crowd, as well as the cooking show was arranged to perform a 15mins quick meal to teach students how to make fast and healthy food. The event has overall an 89% of satisfaction.

2.8 Melbourne Mingle 2015
This is a first event UMSU International and UMSU Welfare cooperate together. The aim of this event is to engage international students with local students and mingle around. This event was act as a platform for students to make friends through games and free food, which target at the issue that most international students find it difficult to make friends with locals. The event was held on Thursday 23rd of April 2015 at North Court. Our target number was 80 while the sign up rate was over 200 people however the turn up people were 95.

2.9 Night Market Bazaar 2015
Night Market Bazaar is aligning the same idea of FONs bazaar. E&W team act as an exchange platform and sell the product for students including cloths, books, etc. Individual sellers were draw into the Bazaar booth as well as the clubs and societies.
They arranged their own stuff while UMSU International only provide table to them. At the same time, Victoria University sent representative to help bazaar promotion.

2.10 SMIP Program
Study Melbourne Internship Program (SMIP) is a collaborative event between UMSU International, Melbourne Careers Centre (MCC), and Graduate Student Association (GSA). It was consisted of assessment of international students’ employability (work readiness), workshops on increasing employability and job seeking, and 25 internship placements in Australia (targeted). The internship program currently targets students in the Business (Commerce), Engineering, and/or IT course. A career panel was present to provide insight into the workforce and opportunities in the industry. The career panel was also act as the internship program’s launch and serve to provide information about it. UMSU International was helping promotion and booking venues for SMIP program. This is an ongoing program therefore UMSU International needs to follow up the program and continuously benefit more students.

2.11 Central Australia Trip
Central Australia Trip (CAT) is UMSU International annual event during the winter semester break. This time CAT is under E&W team because all the committees attended the trip were from E&W department. The promotion period was short and was not enough publicity initially. Therefore we have to extend the deadline few times till week 12 and opened up for all university students in order to have a full bus. It was a very successful trip and E&W team has done a very good job to engage all students together.

3. Recommendation
The Education and Welfare team has spearheaded a few new initiatives during the 2014/2015 term such as Melbourne Adventure, Melbourne Mingle, Moving to Melbourne, Bazaar etc. However, the incoming education and welfare team could aim to focus more on addressing the current issues faced by international students. This can be achieved by ensuring the office bearers are well equipped with necessary knowledge to handle all the education and welfare related issues and strengthen the relationship with university departments and external bodies. Additional, Education and Welfare is a very challenge department which require the continuously incentive to create new things to fulfil students’ needs. Well planned schedules are essential as well as communicate and workings with other departments effectively are also important to contribute to a successful event.

4. Concluding Words
I am grateful to UMSU International for giving me this opportunity to make contribution for the international student community. It has been a wonderful journey for me. I would like to express my gratitude to my fellow UMSU International Central Committee for all your hard work and dedication in assisting the international student. I would also like to applaud the Education and Welfare team who has been striving hard for making each and every event successful. To the incoming Education and Welfare team, I wish you all the best and have a fruitful and exciting journey ahead.

Prepared by
Xuelan Tang
Vice-President (Education and Welfare) 2014/2015
University of Melbourne Student Union (UMSU) International
6. Introduction
This report covers the period of 4th August 2014 to 31st July 2015 on the achievements of the Cultural and Social portfolio in UMSU International, written in accordance to subsection 17(4)(c) of the UMSU International Regulation.

7. Cultural and Social
The following outlines all Cultural and Social programs that were held in the 2014/2015 term of office.

7.1 Mid-Year Orientation – Semester 2 2014
Mid-Year Orientation aims to welcome new international students to the University of Melbourne by introducing them to Australian culture and Melbourne as a whole, as well as assisting them in adapting to life in Melbourne and familiarising themselves with the University and its surroundings. This program comprised of four events: Student Services Expo, Food Adventure, Winter Race and Lounge Party, which were held in the period of 28th July 2014 to 1st August 2014. In addition to these, UMSU International also assisted in facilitating pre-departure briefings for new students at various overseas locations, such as Indonesia, Singapore and China, which was organized by Student Support Services.

7.2 Festival of Nations 2014 – Comic Con
Festival of Nations 2014 was held on 10th September 2014 and 11th September 2014 at North Court & South Court, Union House. With the aim of promoting and celebrating multiculturalism in the University, different international clubs and student groups set up food stalls to sell a variety of culinary delights from a wide range of nations, cultures and ethnicities. In addition, there was a series of performances showcasing a variety of cultural backgrounds and external games were hired for students to enjoy. The event was an overall satisfactory.

7.3 February Orientation – Semester 1 2015
February Orientation aims to welcome new international students to the University of Melbourne by introducing them to Australian culture and Melbourne as a whole, as well as assisting them in adapting to life in Melbourne and familiarising themselves with the University and its surroundings. The Orientation program comprised of four events: Student Services Expo, Food Adventure, Melbourne Adventure, Everybuddy and Lounge Party, which were held from 24th February 2014 to 3rd March 2014. Most of the events ran smoothly, with a significant amount of signups.

7.4 Night Market 2015 – Hollywood
Night Market 2015 was held on 30 April at Union Lawn (Concrete Lawn), which featured the theme ‘Hollywood’. This event aims to bring together students from various countries and cultures, and allow them to enjoy a night that is diverse in terms of culture, food, performances and games. This is part of UMSU International’s objectives to promote the awareness and importance of multiculturalism and to
bridge cultural differences among students on campus. Furthermore this is the first event which UMSU International collaborated with Victoria University International Student Association in Multi-University Volunteering program. Thanks to the professionalism of all UMSU International office bearers, Night Market 2015 is a huge success.

8. Future Recommendations
The Cultural and Social events have continued to be a great success with the student body over this term. Despite all the success, we should further improve all our current events by setting higher goals aiming to achieve better quality and higher amount of attendees. Furthermore, the Cultural and Social team should implement more innovations, ideas and initiatives in our events. On top of that, the team should also strongly emphasise the objective of bridging the bond between international students and local student while planning the events.

9. Concluding Words
My term as the Vice-President (Cultural & Social) has certainly been an exciting and unforgettable journey. A heartfelt thank you to each and every one of you in the UMSU International Central Committee 2014/2015 for your time, effort and dedication throughout the year in making all the events successful.

I would like to express my gratitude to my fellow Executive Committee members for their support. I would also like to applaud the Cultural and Social team for their hard work and excellent efforts. The team has expanded and definitely took its multicultural events to new heights of success. It has been an honour to work with all of you as a committee, team and family.

Throughout the term, I observed determination, teamwork, and selflessness among the committee in working for the better of international students. I admire their qualities and I believe that everyone learned something valuable, just like I did.

To the incoming UMSU International Committee 2015/2016, I wish you guys all the best and have a fruitful and exciting year ahead.

Prepared by
Edwin KUSUMA
Vice-President (Cultural and Social) 2014/2015
University of Melbourne Student Union (UMSU) International
1. **Introduction**

This report covers the period from 4th August 2014 to 31st July 2015 on the performance of UMSU International, written in accordance to sub-section 17 (4)(d) of the UMSU International Regulations.

2. **Aims and Objectives of UMSU International**

The aims and objectives of UMSU International shall be to:

- represent all International Students in all matters arising in the University and in any matters as deemed necessary or desirable by UMSU International;
- promote, protect, develop and assist the interests of international Students with regards to financial, social, educational, professional, cultural and welfare matters and to encourage interest groups and clubs and societies for International Students on campus;
- foster a common bond amongst all International Students in the University;
- work towards the goal of fostering goodwill between International Students and other Students;
- implement all such activities as may be deemed conducive to any of the objectives of UMSU International;
- assume responsibilities to organise and direct activities as may be deemed appropriate for furthering the aims and objectives of UMSU International aforementioned;
- be represented within UMSU and cooperate with the Departments of UMSU and contribute to the specified aims and objectives of UMSU; and
- afford a recognised means of communication between International Students, and with other Students, and authorities of the campus, the University, the community at large and other organisations of Students.

3. **UMSU International Membership**

In compliance with sub-section 6.1 of the Regulations, all international students who have enrolled at the University and also fulfilled the criteria of UMSU membership stated in the UMSU Constitution are deemed to be members of UMSU International.

4. **UMSU International Committee 2014/2015**

The formal date that the UMSU International Central Committee undertook the duty was 4th August 2014.

Recruitment for co-opted officer was held in the period from 11th to 15th August 2014. One (1) Education & Welfare, Two (2) Activities, One (1) Media, and One (1) Human Resource officers were recruited through the co-option process. The aforementioned process involved the submitting of hardcopy application forms, interviews held by Central Committee members who hold either an Executive Committee position or a Director position. Successful applicants were chosen based on an independent scoring system against a list of criteria that were predetermined by the UMSU International Executive Committee.
<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Wen Kai (Tony) WANG</td>
</tr>
<tr>
<td>Vice-President (Education and Welfare)</td>
<td>Xuelan (Candy) TANG</td>
</tr>
<tr>
<td>Vice-President (Cultural and Social)</td>
<td>Edwin KUSUMA</td>
</tr>
<tr>
<td>Secretary</td>
<td>Yu Kong LOW</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Hong Ling WONG</td>
</tr>
<tr>
<td>Education and Welfare Director</td>
<td>Cindy Dessidia GAMAL</td>
</tr>
<tr>
<td>Cultural and Social Director</td>
<td>Laxana PRAGASAM</td>
</tr>
<tr>
<td>Communications Director</td>
<td>Rudy Andrian GONARDO</td>
</tr>
<tr>
<td>Human Resources Director</td>
<td>Fong Stephen YUEN</td>
</tr>
<tr>
<td>Partnership and Sponsorship Director</td>
<td>Chee Yean (Bertin) ONG</td>
</tr>
<tr>
<td>Education and Welfare Officers</td>
<td>Vy HA</td>
</tr>
<tr>
<td></td>
<td>Su Zen ONG</td>
</tr>
<tr>
<td></td>
<td>Benedict NATHANIEL</td>
</tr>
<tr>
<td></td>
<td>Riddhi MAKKAR</td>
</tr>
<tr>
<td>Activities Officers</td>
<td>Ho Yan KO</td>
</tr>
<tr>
<td></td>
<td>Phoebe Hui Min LEONG</td>
</tr>
<tr>
<td></td>
<td>Weng Yee (Alanis) LEONG</td>
</tr>
<tr>
<td></td>
<td>Hui Lian (Julia) LOH</td>
</tr>
<tr>
<td></td>
<td>Lok Ching Dorothy TANG</td>
</tr>
<tr>
<td>Publicity Officers</td>
<td>Sheen Abigail OSMENA</td>
</tr>
<tr>
<td></td>
<td>Ziyan (Kittie) YUAN</td>
</tr>
<tr>
<td>Media Officers</td>
<td>Christinna Angesti MAWAR</td>
</tr>
<tr>
<td>Partnership and Sponsorship Officers</td>
<td>Wei Jin LIM</td>
</tr>
<tr>
<td>Co-Opted Education and Welfare Officer</td>
<td>Divyaa JAYAKUMAR</td>
</tr>
<tr>
<td>Co-Opted Activities Officers</td>
<td>Kenny CHEN</td>
</tr>
<tr>
<td></td>
<td>Jue Ying TAN</td>
</tr>
<tr>
<td>Co-Opted Media Officer</td>
<td>Faridah Xiaoying WU</td>
</tr>
<tr>
<td>Co-Opted Human Resources Officer</td>
<td>Zoe NGEOH</td>
</tr>
</tbody>
</table>
5. UMSU International Central Committee Structure

The UMSU International Central Committee consists of 5 Executive Committee members, 5 Directors and 13 Officers. These 23 Office Bearers elected through UMSU International Annual General Election are required to attend the Central Committee Meeting held fortnightly and have voting rights during the meetings. Co-Opted Office Bearers perform the same duties as other Office Bearers in their respective roles but have no voting rights in the Central Committee Meetings. Office Bearers are to be full-time students of the University of Melbourne.

6. Publicity and Media

6.1 Event Publicity
For every UMSU International event during the 2014/2015 term, the Communication team drafted publicity plans and executed them. This term, online publicity through social media took over as the dominant form of publicising events, shifting away from more traditional forms of publicity like poster runs, and giving out of fliers. There were some issues with publicity when multiple events were occurring in quick successions or when the Publicity Officers had examinations that simultaneously clashed with publicity windows, but the issues encountered and potential methods to overcome them have been relayed to the incoming committee.

‘Meat&Greet’ – a biweekly BBQ event that was proposed last term was continued. Various new initiatives were explored in an attempt to increase the quality of the
event, and to streamline the organization and execution of the BBQs. The results of said initiatives will likewise be passed on to the incoming committee should they plan on continuing this initiative.

7. **Administration**

7.1 **Staff**

Mr. Aviya Bavati was recruited as UMSU International’s Project and Administration Officer and started his work in January 2014. His roles include administration and reception, as well as assisting the UMSU International Committee with the various projects undertaken. He has continued to be an integral part of the UMSU International team, and a repository of solid advice and knowledge.

7.2 **Central Committee Meetings**

Central Committee Meetings (CCMs) are formal meetings that are held every fortnight for all Committee members. Central Committee members are requested to submit proposals and report the progress of undertaken events. Discussions are then carried out for raise concerns or objections, and potential improvements may be suggested. The Central Committee also approves changes in internal procedures and raise issues concerning international students. Assessing Grants Applications by clubs and societies is another essential function of CCMs.

CCMs were held on a fortnight basis during semester period throughout the committee’s term of office. A total of 12 CCMs were held between 8th August 2014 and 29th May 2015, all of which met the quorum of at least half the voting Central committee members. All the motions passed in CCMs are detailed in the minutes, together with the content of discussions. Every report, minutes and meeting papers of CCMs are recorded as electronic copies on the UMSU International electronic database (L:Drive), and recently, online on the UMSU International website.

7.3 **Executive Committee Meeting**

The UMSU International Executive Committee had a weekly basis meeting to examine the strategic direction of UMSU International and to ensure that performances and operations of UMSU International across the department are well aligned to UMSU International’s aims and objectives. The Executive Committee also discussed issues concerning the education and welfare aspect of international students in the university. The Executive Committees put emphasis on forging better relationship between Central Committee Members.

7.4 **Directors’ Meeting**

The UMSU International Directors initially had regular meetings to increase communication across departments, share ideas and give constructive feedback on previous events, but they were discontinued when they were deemed non-essential by the Directors. Upon further contemplation, a few issues with even coordination may have been avoided if the Directors’ Meetings had continued. Thus, it has been recommended that the incoming directors keep up the habit of having regular meetings.

7.5 **Annual General Election 2015**
The UMSU International Annual General Election 2014 polling period was held from the 6th to the 8th of May 2015 to elect the 2015/2016 UMSU International Central Committee. The Annual General Election was operated by the two appointed Returning Officers and their selected Election Officers under the supervision of a Dispute Committee.

This term’s election was the most successful yet, with a total of 71 valid nominations received. A Candidate Information Session, held on 14th April 2015, gave candidates an opportunity to obtain a better understanding of roles and responsibilities of office bearers, regulations and how the election is carried out, from existing Office Bearers. The Policy Speech Session was conducted on the 5th of May 2015 with the purpose of allowing voters the chance to get to know the candidates and their objectives better so that they could make better informed decisions.

All international students of the University were eligible to vote by presenting their student ID during voting sessions. The student number of each voter was verified with the international student number list retrieved from Student Support Services (SSS) and it was typed in Google Docs to avoid multiple voting. The voting was held in three different places, which were Union House Student Lounge, UMSU Info Desk in the Faculty of Business and Economics Building, and the entrance of Baillieu Library. The total number of votes was 1618 which is approximately a 60% growth compared to the 2014 Annual General Elections.

Votes were counted using the preferential voting-proportional representation counting system. Twenty-three positions for the Central Committee 2015/2016 were filled as a result of UMSU International Annual General Election 2015.

7.6 UMSU International Central Committee 2015/2016

Below are the combined results of UMSU International Annual General Election 2015. The office bearers-elect will formally take office as the UMSU International Central Committee 2015/2016 on 3rd August 2015.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Yu Kong LOW</td>
</tr>
<tr>
<td>Vice-President (Education and Welfare)</td>
<td>Benedict NATHANIEL</td>
</tr>
<tr>
<td>Vice-President (Cultural and Social)</td>
<td>Phoebe Hui Min LEONG</td>
</tr>
<tr>
<td>Secretary</td>
<td>Divyaa JAYAKUMAR</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Chee Yean (Bertin) ONG</td>
</tr>
<tr>
<td>Education and Welfare Director</td>
<td>Anqi (Angie) LI</td>
</tr>
<tr>
<td>Cultural and Social Director</td>
<td>Hui Xin TAN</td>
</tr>
<tr>
<td>Communications Director</td>
<td>Chung Yan (Louise) LEUNG</td>
</tr>
<tr>
<td>Human Resources Director</td>
<td>Jasper Xue Zhe JIA</td>
</tr>
<tr>
<td>Partnership and Sponsorship Director</td>
<td>Lim Cheong (Lincoln) TOH</td>
</tr>
<tr>
<td>Education and Welfare Officers</td>
<td>Cong LIM</td>
</tr>
<tr>
<td></td>
<td>Dominic Leonard CHAN</td>
</tr>
<tr>
<td></td>
<td>Irene Ai Tin NG</td>
</tr>
<tr>
<td></td>
<td>Jiaxi ZHANG</td>
</tr>
</tbody>
</table>

47
Activities Officers
Angeline Gloria LAYADI
Chowlen LIM
Kuan Kheng LEE
Tze Ying GUAN
Wing Shan WU

Communication Officers
Agnes Han Chee TAN
Brian CLAUSS
Karmen Jia Wen KONG

Partnership and Sponsorship Officer
Michelle Xiao Yie LUM

8. Concluding Words
I would like to thank the outgoing committee for a job well done this term. There have been hurdles to cross here and there, but I hope that we’ve taken those as opportunities for personal growth. I’d also like to thank Aviya Bavati, whose constant presence has been a great aid to both our professional work, and for individual morale.

For the incoming committee, I would like to congratulate you all the on your election and wish you the best for upcoming term.

Prepared by,
Yu Kong LOW
Secretary 2014/2015
University of Melbourne Student Union (UMSU) International
1. Introduction
This report covers the period of 4th August 2014 to 31st July 2015 on the financial performance of UMSU International, written in accordance to sub-section 17(4)(e) of the UMSU International Regulation.

2. Fund Allocation for 2014 and 2015
UMSU International is to be received from the University of Melbourne funding to the Student Union, which include the incomes derived from the Student Services & Amenities Fee (SSAF). Budget for the calendar year 2014 allocated was $232,956 and $239,573 for the calendar year of 2015.

3. List of Sponsors
During the 2014/2015 term of office, the Partnership and Sponsorship Team managed to acquire a few other new sponsors as detailed below where the relevant companies have either sponsored in terms of nominal value, giveaways or vouchers:

- Short-term Sponsors

<table>
<thead>
<tr>
<th>Event</th>
<th>Name of Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-Year Orientation 2014</td>
<td>San Churros</td>
</tr>
<tr>
<td></td>
<td>Cacao Green</td>
</tr>
<tr>
<td></td>
<td>Subway</td>
</tr>
<tr>
<td>Festival of Nations 2014</td>
<td>Red Bull</td>
</tr>
<tr>
<td></td>
<td>Minotaur</td>
</tr>
<tr>
<td></td>
<td>All Star Comics Melbourne</td>
</tr>
<tr>
<td>February Orientation 2015</td>
<td>San Churros</td>
</tr>
<tr>
<td></td>
<td>Cacao Green</td>
</tr>
<tr>
<td></td>
<td>Subway</td>
</tr>
<tr>
<td></td>
<td>Pancake Parlour</td>
</tr>
<tr>
<td>Moving to Melbourne 2015</td>
<td>Fruiz Beverages Pty Ltd</td>
</tr>
<tr>
<td></td>
<td>Red Bull</td>
</tr>
<tr>
<td>Night Market 2015</td>
<td>Skydive the Beach and Beyond</td>
</tr>
<tr>
<td></td>
<td>Triple R Radio Station</td>
</tr>
</tbody>
</table>

- Long-term Sponsors

<table>
<thead>
<tr>
<th>Type</th>
<th>Name of Sponsor and the Length of Sponsorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Sponsor</td>
<td>IDP Education Pty Ltd (2014 Semester 2)</td>
</tr>
</tbody>
</table>

4. Grants Received
UMSU International has successfully made a recurrent funding arrangement with Cultural & Community Relations Advisory Group (CCRAG) to receive an amount of $4,000 and $6,000 for Festival of Nations 2014 and Night Market 2015 respectively.

5. Grants Application

5.1 Clubs and Societies
UMSU International has allocated a fixed budget of $3,000 for the financial year for grants to be awarded to clubs, societies and organisations, which they could apply up to $400 per event. The purpose of the grant scheme is to encourage clubs and societies to organise events and functions and to allow such activities to be carried out on a larger scale so as to benefit a wider spectrum of international student community. Decisions on grant applications are made on discretion by the Central Committee during CCMs based on merit, demonstrated need for funds and financial prudence.

During the 2014/2015 term, UMSU International had granted 4 clubs.

<table>
<thead>
<tr>
<th>Clubs and Societies</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese Theatre Group (CTG)</td>
<td>$60.71</td>
</tr>
<tr>
<td>Indonesian Campus Ministries</td>
<td>$92.28</td>
</tr>
<tr>
<td>Planet Uni</td>
<td>$50</td>
</tr>
<tr>
<td>Card Crew</td>
<td>$106.82</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$309.81</strong></td>
</tr>
</tbody>
</table>

5.2 Provisional Grant – Council International Students Australia (CISA)

CISA is the peak student representative organization for all international students in Australia. The annual CISA National Conference 2015 is about empowering international students and celebrating their contribution to the Australian Community. UMSU International committee has been working closely with CISA and has extended our support by granting a total of $2,750 to become one of their premium member.

6. Human Resource Management

6.1 UMSU International Committee Training Camp

The UMSU International Committee Training Camp was held from 29th September to 1st October 2014 at the Alexandra Adventure Resort in Alexandra. The camp aimed to provide motivational training and strengthens the working relationship between the Office Bearers. In addition, the camp served as a platform for deciding on our common goals within the departments and the organisation as a whole.

6.2 International Student Ambassador (ISA) Program

The International Student Ambassador (ISA) Program provides an opportunity for students who wish to be involved in UMSU International, and the contribution to the international student community on campus.

The program runs from Week 4 of a semester to Week 6 of the following semester, with two intakes per year. Applicants are selected based on the applications and performance in an informal group interview. The interviewers are comprised of members from the Central Committee 2014/2015. A minimum commitment of 30 hours is required for successful completion of the program.

The ISA Program is currently coordinated by the Human Resource Director. In addition to organising the duty roster and maintaining records of hours completed, the Human
Resource Director is also responsible for organising induction and social activities to enrich the overall ISA experience.

During the term of the UMSU International Committee 2014/2015, UMSU International had 83 applicants in Semester 2 2014 where 56 of them were accepted, out of which 41 of the students have successfully graduated. Subsequently in Semester 1 2015, UMSU International had 130 applicants where 63 was accepted. This group of ISAs are still undergoing the program.

7. Financial Statements
   7.1 Expenditure in Semester 2 2014

<table>
<thead>
<tr>
<th>Acc No</th>
<th>Expenditure</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3001</td>
<td>PERMANENT SALARY/WAGES &amp; ON-COSTS</td>
<td>$36,197.51</td>
</tr>
<tr>
<td>3041</td>
<td>SUPERANNUATION</td>
<td>$3,346.73</td>
</tr>
<tr>
<td>3161</td>
<td>TRAINING AND DEVELOPMENT</td>
<td>$5,897.26</td>
</tr>
<tr>
<td>3163</td>
<td>ORIENTATION EXPENSES</td>
<td>$5,124.86</td>
</tr>
<tr>
<td>3232</td>
<td>GENERAL PUBLICITY</td>
<td>$13,826.60</td>
</tr>
<tr>
<td>3243</td>
<td>INTERNATIONAL WEEK &amp; FESTIVAL OF NATIONS</td>
<td>$26,867.78</td>
</tr>
<tr>
<td>3356</td>
<td>STATIONERY</td>
<td>$139.00</td>
</tr>
<tr>
<td>3712</td>
<td>PHOTOCOPYING/PAPER COSTS</td>
<td>$513.49</td>
</tr>
<tr>
<td>3713</td>
<td>PRINTING</td>
<td>$112.00</td>
</tr>
<tr>
<td>3743</td>
<td>TELEPHONE</td>
<td>$301.56</td>
</tr>
<tr>
<td>3802</td>
<td>EQUIPMENT</td>
<td>$148.97</td>
</tr>
<tr>
<td>3839</td>
<td>SPECIAL PROJECTS/EVENTS</td>
<td>$11,005.61</td>
</tr>
<tr>
<td>3849</td>
<td>AGM EXPENSES</td>
<td>$425.80</td>
</tr>
<tr>
<td>3857</td>
<td>EDUCATION &amp; WELFARE EVENTS</td>
<td>$4,549.18</td>
</tr>
<tr>
<td>3899</td>
<td>SUNDARY EXPENSES</td>
<td>$106.28</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenditure</strong></td>
<td><strong>$108,562.63</strong></td>
</tr>
</tbody>
</table>

The following would be the breakdown of the relevant accounts:
### Expenditure in Semester 1 2015

<table>
<thead>
<tr>
<th>Acc No</th>
<th>Expenditure</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3001</td>
<td>PERMANENT SALARY/WAGES &amp; ON-COSTS</td>
<td>$33,990.08</td>
</tr>
<tr>
<td>3041</td>
<td>SUPERANNUATION</td>
<td>$3,135.21</td>
</tr>
<tr>
<td>3161</td>
<td>TRAINING AND DEVELOPMENT</td>
<td>$47.25</td>
</tr>
<tr>
<td>3163</td>
<td>ORIENTATION EXPENSES</td>
<td>$7,400.77</td>
</tr>
<tr>
<td>3232</td>
<td>GENERAL PUBLICITY</td>
<td>$2,539.90</td>
</tr>
<tr>
<td>3243</td>
<td>INTERNATIONAL WEEK &amp; FESTIVAL OF NATIONS</td>
<td>$45,224.17</td>
</tr>
<tr>
<td>3356</td>
<td>STATIONERY</td>
<td>$50.23</td>
</tr>
<tr>
<td>3531</td>
<td>GRANTS</td>
<td>$267.53</td>
</tr>
<tr>
<td>3591</td>
<td>LEASE A/G - FAX/PHOTOCOPIER</td>
<td>$160.66</td>
</tr>
<tr>
<td>3592</td>
<td>LEASE - COPY CHARGES</td>
<td>$55.96</td>
</tr>
<tr>
<td>3657</td>
<td>TOURS</td>
<td>$42,680.00</td>
</tr>
<tr>
<td>3712</td>
<td>PHOTOCOPYING/PAPER COSTS</td>
<td>$1,183.67</td>
</tr>
<tr>
<td>3743</td>
<td>TELEPHONE</td>
<td>$383.23</td>
</tr>
<tr>
<td>3839</td>
<td>SPECIAL PROJECTS/EVENTS</td>
<td>$13,238.38</td>
</tr>
<tr>
<td>3848</td>
<td>ELECTION EXPENSES</td>
<td>$514.80</td>
</tr>
<tr>
<td>3857</td>
<td>EDUCATION &amp; WELFARE EVENTS</td>
<td>$12,351.77</td>
</tr>
<tr>
<td>3899</td>
<td>SUNDRY EXPENSES</td>
<td>$14.77</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenditure</strong></td>
<td><strong>$163,238.38</strong></td>
</tr>
</tbody>
</table>
The following would be the breakdown of the relevant accounts:

<table>
<thead>
<tr>
<th>Code</th>
<th>Category</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3839</td>
<td>SPECIAL PROJECTS/EVENTS</td>
<td>Head of Clubs Meeting Sem 1 2015</td>
<td>$421.57</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ISA Appreciation Sem 1 2015</td>
<td>$2,547.70</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OB Appreciation Sem 1 2015</td>
<td>$7,347.32</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Big Day Out Sem 1 2015</td>
<td>$1,064.12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meat and Great Sem 1 2015</td>
<td>$1,857.67</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Expenditure</td>
<td>$13,238.38</td>
</tr>
<tr>
<td>3857</td>
<td>EDUCATION &amp; WELFARE EVENTS</td>
<td>Moving to Melbourne</td>
<td>$11,729.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Melbourne Mingle</td>
<td>$274.42</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SMIP</td>
<td>$348.10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Expenditure</td>
<td>$12,351.77</td>
</tr>
</tbody>
</table>
### Financial Statement of Year 2014

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
<th>INCOME</th>
<th>BUDGETED</th>
<th>ACTUAL</th>
<th>VARIANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1101</td>
<td>SALES</td>
<td>$46,450.00</td>
<td>$46,450.00</td>
<td>-</td>
</tr>
<tr>
<td>1401</td>
<td>SPONSORSHIP INCOME</td>
<td>$12,600.00</td>
<td>$5,000.00</td>
<td>-4,600.00</td>
</tr>
<tr>
<td>1570</td>
<td>GRANT - STUDENT COUNCIL</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>TOTAL INCOME</td>
<td>$310,460.00</td>
<td>$294,060.00</td>
<td>$-7,400.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3011</td>
<td>PERMANENT SALARY/WAGES &amp; ON-COSTS</td>
<td>$69,803.00</td>
<td>$65,222.06</td>
<td>$4,580.94</td>
</tr>
<tr>
<td>3041</td>
<td>SUPERANNUATION</td>
<td>$6,567.00</td>
<td>$6,027.21</td>
<td>$539.79</td>
</tr>
<tr>
<td>3101</td>
<td>REDUNDANCY COSTS</td>
<td>$2,000.00</td>
<td>$1,094.59</td>
<td>-360.00</td>
</tr>
<tr>
<td>3591</td>
<td>LEASE A/G - FAX/PHOTOCOPIER</td>
<td>$1,478.40</td>
<td>$1,478.40</td>
<td>-0.00</td>
</tr>
<tr>
<td>3592</td>
<td>LEASE - COPY CHARGES</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3657</td>
<td>TOURS</td>
<td>$42,880.00</td>
<td>$42,880.00</td>
<td>-0.00</td>
</tr>
<tr>
<td>3712</td>
<td>PHOTOCOPYING/PAPER COSTS</td>
<td>$500.00</td>
<td>$492.80</td>
<td>$7.20</td>
</tr>
<tr>
<td>3713</td>
<td>PRINTING</td>
<td>$500.00</td>
<td>$369.60</td>
<td>$130.40</td>
</tr>
<tr>
<td>3741</td>
<td>POSTAGE</td>
<td>$100.00</td>
<td>$100.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3743</td>
<td>TELEPHONE</td>
<td>$900.00</td>
<td>$662.66</td>
<td>$237.34</td>
</tr>
<tr>
<td>3774</td>
<td>SUBSCRIPTIONS &amp; LITERATURE</td>
<td>$800.00</td>
<td>$800.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3801</td>
<td>REPAIRS &amp; MAINTENANCE</td>
<td>$500.00</td>
<td>$500.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3802</td>
<td>EQUIPMENT</td>
<td>$100.00</td>
<td>$285.97</td>
<td>$185.97</td>
</tr>
<tr>
<td>3899</td>
<td>SUBURY EXPENSES</td>
<td>$1,000.00</td>
<td>$279.94</td>
<td>$720.06</td>
</tr>
<tr>
<td>3161</td>
<td>TRAINING AND DEVELOPMENT</td>
<td>$5,500.00</td>
<td>$5,136.01</td>
<td>$363.99</td>
</tr>
<tr>
<td></td>
<td>Induction (OB &amp; ISA)</td>
<td>$400.00</td>
<td>$229.50</td>
<td>$170.50</td>
</tr>
<tr>
<td></td>
<td>Training Workshop</td>
<td>$700.00</td>
<td>$588.00</td>
<td>$112.00</td>
</tr>
<tr>
<td>3163</td>
<td>ORIENTATION EXPENSES</td>
<td>$4,000.00</td>
<td>$3,802.41</td>
<td>$197.59</td>
</tr>
</tbody>
</table>

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3232</td>
<td>GENERAL PUBLICITY</td>
<td>$5,000.00</td>
<td>$5,124.86</td>
<td>$124.86</td>
</tr>
<tr>
<td></td>
<td>T-shirt</td>
<td>$7,000.00</td>
<td>$7,189.35</td>
<td>$189.35</td>
</tr>
<tr>
<td></td>
<td>Rebranding</td>
<td>$22,000.00</td>
<td>$22,003.90</td>
<td>$3.90</td>
</tr>
<tr>
<td>3243</td>
<td>INTERNATIONAL WEEK &amp; FESTIVAL OF NATIONS</td>
<td>$40,000.00</td>
<td>$37,146.28</td>
<td>$2,853.72</td>
</tr>
<tr>
<td></td>
<td>Night Market</td>
<td>$25,000.00</td>
<td>$20,067.78</td>
<td>$4,932.22</td>
</tr>
<tr>
<td>3551</td>
<td>GRANTS</td>
<td>$3,000.00</td>
<td>$1,328.19</td>
<td>$1,671.81</td>
</tr>
<tr>
<td>3839</td>
<td>SPECIAL PROJECTS/EVENTS</td>
<td>$1,600.00</td>
<td>$840.67</td>
<td>$759.33</td>
</tr>
<tr>
<td></td>
<td>ROC Meeting</td>
<td>$4,000.00</td>
<td>$3,537.65</td>
<td>$462.35</td>
</tr>
<tr>
<td></td>
<td>ISF Appreciation</td>
<td>$4,000.00</td>
<td>$3,066.59</td>
<td>$933.41</td>
</tr>
<tr>
<td></td>
<td>OB Appreciation</td>
<td>$8,500.00</td>
<td>$6,927.79</td>
<td>$1,572.21</td>
</tr>
<tr>
<td></td>
<td>Big Day Fun</td>
<td>$1,200.00</td>
<td>$1,258.41</td>
<td>$58.41</td>
</tr>
<tr>
<td></td>
<td>CSI Conference</td>
<td>$3,300.00</td>
<td>$867.66</td>
<td>$2,432.34</td>
</tr>
<tr>
<td></td>
<td>Lounge Renovation</td>
<td>$5,500.00</td>
<td>$4,301.62</td>
<td>$1,198.38</td>
</tr>
<tr>
<td></td>
<td>CSI Sponsorship</td>
<td>$500.00</td>
<td>$500.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>CSI Talk</td>
<td>$150.00</td>
<td>$393.96</td>
<td>$243.96</td>
</tr>
<tr>
<td>3848</td>
<td>ELECTION EXPENSES</td>
<td>$500.00</td>
<td>$468.50</td>
<td>$31.50</td>
</tr>
<tr>
<td>3849</td>
<td>AGM EXPENSES</td>
<td>$850.00</td>
<td>$425.80</td>
<td>$424.20</td>
</tr>
<tr>
<td>3857</td>
<td>EDUCATION &amp; WELFARE EVENTS</td>
<td>$5,000.00</td>
<td>$4,088.85</td>
<td>$911.15</td>
</tr>
<tr>
<td></td>
<td>Buddy Program</td>
<td>$5,000.00</td>
<td>$2,144.70</td>
<td>$2,855.30</td>
</tr>
<tr>
<td></td>
<td>BookFest</td>
<td>$100.00</td>
<td>$100.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Experience Fair</td>
<td>$17,500.00</td>
<td>$17,334.96</td>
<td>$165.04</td>
</tr>
<tr>
<td></td>
<td>Week of Awareness</td>
<td>$5,000.00</td>
<td>$2,144.70</td>
<td>$2,855.30</td>
</tr>
<tr>
<td></td>
<td>LunchChat</td>
<td>$552.30</td>
<td>$552.30</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>IELTS</td>
<td>$428.00</td>
<td>$428.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Survey</td>
<td>$750.00</td>
<td>$750.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>Visa Workshop</td>
<td>$414.40</td>
<td>$414.40</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOTAL EXPENDITURE</td>
<td>$301,428.40</td>
<td>$280,136.46</td>
<td>$21,291.94</td>
</tr>
</tbody>
</table>

|               |                  | $217.80    | $16,054.24 | $15,836.45 |

54
8. **Concluding Words**

I would like to express my gratitude to all Office Bearers of UMSU International Central Committee 2014/2015 for your time and effort contributed towards the organisation; and most importantly, utilising the budget efficiently and effectively while planning for the respective events. I would also like to applaud the Partnership and Sponsorship and the Human Resource team for your excellent performance.

Lastly, I wish the incoming UMSU International Central Committee 2015/2016 all the best.

**Prepared by**

Hong Ling WONG  
Treasurer 2014/2015  
University of Melbourne Student Union (UMSU) International