



## Agenda

Central Committee Meeting #1 – Friday 5<sup>th</sup> August 2016

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Time: 16:30

Venue: PAR-Old Physics-G16 (Jim Potter Room).

1. Attendance and Official Welcome
2. Adoption of Agenda
3. Matters Arising from Previous Minutes
4. Confirmation of Previous Minutes
5. Proposals
  - 5.1 Big Day Out Semester 2 2016 Proposal
  - 5.2 Self-Protection Workshop Semester 2 2016 Proposal
6. Final Reports
  - 6.1 Heads of Clubs Semester 2 2016 Final Report
  - 6.2 Central Australia Trip 2016 Final Report
  - 6.3 Mid-Year Orientation Semester 2 2016 Final Report
7. All Other Business



**Unconfirmed Minutes**

Central Committee Meeting #12 – Friday 27<sup>th</sup> May 2016

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Date: 27<sup>th</sup> May 2016

Time: **16 30**

Venue: Yasuko Hiraoka Myer, Sidney Myer

**1. Attendance and Official Welcome**

Absent with Apologies

Exco : -  
Directors : Louise Chung Yan LEUNG  
Officers : Agnes Han Chee TAN  
Kuan Kheng LEE

Absent without Apologies

Exco : -  
Directors : -  
Officers : -

Motion 1

Move that Standing Orders be adopted for CCM #12 at **16 39**.

Mover : Chowlen LIM

Seconder : Cong LIM

CARRIED without contention.

**2. Adoption of Agenda**

Motion 2

Move that the Agenda for CCM #12 be adopted.

Mover : Michelle Xiao Yie LUM

Seconder : Amanda Hwei Ee LOH

CARRIED without contention.

**3. Matters Arising from Previous Minutes**

**4. Confirmation of Previous Minutes**

Motion 3

Move that the minutes of CCM #11 be accepted and confirmed as a true and accurate record.

Mover : Benedict NATHANIEL

Seconder : Karmen Jia Wen KONG

CARRIED without contention.

**5. Proposals**

**5.1 Big Bazaar Semester 2 2016 Proposal**

Motion 4

Move that the Big Bazaar Semester 2 2016 Proposal be accepted.

Mover : Angie An Qi LI

Seconder : Marcelo DIAZ

CARRIED without contention.

**5.2 Orientation Semester 2 2016 Proposal**

Motion 5

Move that the Orientation Semester 2 2016 Proposal be accepted.

Mover : Angeline Gloria LAYADI

Seconder : Lim Cheong TOH

CARRIED without contention.

### **5.3 UMSU International Office Bearers 15/16 Appreciation Event Proposal**

#### Motion 6

Move that the UMSU International Office Bearers 15/16 Appreciation Event Proposal be accepted.

Mover : Cong LIM

Seconder : Sarah Hwei Fung LEOW

CARRIED without contention.

### **5.4 Official UMSU International Snapchat Account Proposal**

#### Motion 7

Move that the Official UMSU International Snapchat Account proposal be accepted.

Mover : Phoebe Hui Min LEONG

Seconder : Hui Xin TAN

CARRIED without contention.

### **5.5 Heads of Clubs Dinner Semester 2 2016 Proposal**

#### Motion 8

Move that the Heads of Clubs Dinner Semester 2 2016 Proposal be accepted.

Mover : Ethan Jiayi ZHANG

Seconder : Michelle Xiao Yie LUM

CARRIED without contention.

## **5.6 Central Australia Trip 2016 Proposal**

### Motion 9

Move that the Central Australia Trip 2016 Proposal be accepted.

Mover : Phoebe Hui Min LEONG

Seconder : Chowlen LIM

CARRIED without contention.

## **6. Final Reports**

### **6.1 ISA Appreciation Night Semester 1 2016 Final Report**

#### Motion 10

Move that the ISA Appreciation Night Semester 1 2016 Final Report be accepted.

Mover : Divyaa JAYAKUMAR

Seconder : Chowlen LIM

CARRIED without contention.

### **6.2 UMSU International Annual General Elections 2016 Final Report**

#### Motion 11

Move that the UMSU International Annual General Elections 2016 Final Report be accepted.

Mover : Benedict NATHANIEL

Seconder : Tze Ying GUAN

CARRIED without contention.

### **6.3 UMSU International Exam Support Pack Semester 1 2016 Final Report**

#### Motion 12

Move that the UMSU International Exam Support Pack Semester 1 2016 Final Report be accepted.

Mover : Chowlen LIM

Seconded : Karmen Jia Wen KONG

CARRIED without contention.

### **6.4 Visa, Migration, and Health Services Workshop Semester 1 2016 Final Report**

#### Motion 13

Move that the Visa, Migration, and Health Services Workshop Semester 1 2016 Final Report be accepted.

Mover : Lim Cheong TOH

Seconded : Angeline Gloria LAYADI

CARRIED without contention.

### **6.5 Night Market 2016 Final Report**

#### Motion 14

Move that the Night Market 2016 Final Report be accepted.

Mover : Chowlen LIM

Seconded : Bertin Chee Yean ONG

CARRIED without contention.

## 7. Other matters

### Motion 15

Move that the **budget of \$1500 be passed for Night market Appreciation for OBs and ISAs.**

Mover : Cong LIM

Seconder : Benedict NATHANIEL

CARRIED without contention.

### Motion 16

Move that CCM #12 be adjourned at **18 31.**

Mover : Phoebe Hui Min LEONG

Seconder : Divyaa JAYAKUMAR

Abstention : Jasper XueZhe JIA

Motion CARRIED.

**Prepared by,**

**Divyaa Jayakumar**  
**Secretary 2015/2016**  
**UMSU International**

## 5. Proposals

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### **Big Day Out Semester 2 2016 Proposal** Central Committee Meeting #1 – Friday 5<sup>th</sup> August 2016

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#### **Introduction**

Dates: Saturday 20<sup>th</sup> August/Sunday 21<sup>st</sup> August

Time: 10:00 pm – 6:00 pm

Venue: Parkville Campus

Participants: Office bearers 2016/17 and ISA Semester 2 2016

UMSU Intl Big Day Out is a welcoming and bonding event intended for newly joined ISAs. The event provides an opportunity for them to interact with office bearers and each other. The team in charge of organizing this event will consist of ISAs and members of the human resources department.

#### **1. Scale of Big Day Out**

There will be an approximate total of 100 possible applicants participating in Big Day Out, including

- 6 Organizers who help ensure that the whole program runs smoothly
- 65 ISAs and 31 OBs (including newly co-opted OBs)

#### **2. Brief Budget**

- \$900

#### **3. Preparation**

- Selects ISAs to organize Big Day Out
- Plan the venues
- Make food arrangements
- Prepare games and prizes for giveaways
- Prepare for a program run-down document and dry-runs

#### 4. Timeline

| Date  | Tasks  |
|---|--|
| 1 <sup>st</sup> group meeting (2 <sup>nd</sup> August) (Week 2) | <ul style="list-style-type: none"> <li>• First group meeting</li> <li>• Confirm games</li> <li>• Task allocations</li> </ul>   |
| 2 <sup>nd</sup> group meeting (Week 3)                          | <ul style="list-style-type: none"> <li>• Finalize game rules</li> <li>• Confirm item lists for games</li> <li>• Discuss food options</li> <li>• Discuss prize options</li> </ul>                           |
| 3 <sup>rd</sup> group meeting (Week 3)                          | <ul style="list-style-type: none"> <li>• Confirm food options</li> <li>• Confirm venue</li> <li>• Purchasing starts</li> <li>• Discuss manpower</li> <li>• Start preparing slides for induction</li> </ul> |
| 4 <sup>th</sup> group meeting (Week 4)                          | <ul style="list-style-type: none"> <li>• Confirm everything</li> <li>• Decide dry-run date</li> </ul>  |
| Dry-run (Week 4)  | <ul style="list-style-type: none"> <li>• Games try-out</li> <li>• Make necessary improvements</li> </ul>   |
| 19 <sup>th</sup> August (Week 4)                                | <ul style="list-style-type: none"> <li>• Briefing</li> </ul>   |

Prepared by,

**Joel Loh**

**Human Resources Director 2016/2017**

**UMSU International**

**Self-Protection Workshop Semester 2 2016 Proposal**Central Committee Meeting #1 – Friday 5<sup>th</sup> August 2016

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**1. Introduction**

The following are the details for the workshop:

Date: 23/08/2016

Time: 2.30PM - 6.15PM

Venue: East Stadium Sports Centre

**2. Objectives**

This workshop is proposed in light of the recent rise in robberies, thefts, gang fights in the city centre, with mostly university students as targeted victims. The objective of this workshop is to equip all participating university students with the necessary knowledge and information (i.e. security contacts, basic self-defense knowledge) which will assist them better when facing such dangerous situations.

**3. Overview**

We are aiming to make this workshop as informative as possible. Melbourne University Taekwondo club will be teaching basic moves for protecting oneself (such as learning how to fall backwards, forwards, pressure points etc.); Martial Arts Academy will be leading the workshop with Tai Chi as warm up, and introducing Wing Chun to participants after Taekwondo. Both clubs will be performing a short demo session during breaks. The Safer Community will be given the opportunity to speak to students about awareness and safety after the basic training by both clubs. We are targeting 60 to 70 participants, with approximately 6 coaches from MUTKD and 6 coaches from MAA to assist. The layout will be at the East Stadium Sports Centre in the Melbourne University Sports Centre. Drinks and light snacks will be provided to participants and coaches after the workshop. Publicity will begin in the middle of Week 3 and during Big Bazaar.

#### **4. Summary of Events**

The Self-Protection Workshop will be held by UMSU international, MUTKD, and MAA.

Venue hire from the Melbourne University Sports Centre will need to be done to book the east stadium. Equipment (i.e. mats) will be borrowed from MUTKD. 1 table and chair will be needed for registration purposes, and 1 long table will be needed to place the refreshments.

#### **5. Task Allocation**

Coordinators: Yuen Yuen Lin, Edelin Onggo, Wuyang Qian

The planning and contacting of the respective participating clubs and association will be handled by Yuen Yuen, Edelin and Wuyang. A separate poster will be created to be digitally emailed (in partnership with Clubs and Societies and/or Partnership & Sponsorship team) and put up offline (in coordination with Communications team).

#### **6. Timeline**

5th August

- Finalized Self-Protection Workshop poster

8th August - 12th August

- Publicity for Self-Protection Workshop

23rd August

- Event

## **7. Event Schedule**

**2.30 - 3.00 Registration**

**3.00 - 3.20 Introduction and Protocol setting**

**3.20 - 3.50 Warm up exercises by MAA (Two styles of Tai Chi)**

**3.50 - 4.00 Break (MUTKD Demo)**

**4.00 - 4.10 Parameters set by MUTKD**

**4.10 - 4.15 Introduction to joint breaks, pain limit and signals**

**4.15 - 4.30 Falling and Rolling**

**4.30 - 4.40 Break**

**4.40 - 5.00 Joint break execution exercise**

**5.00 - 5.20 Combination work**

**5.20 - 5.25 Break**

**5.25 - 5.55 Wing Chun by MAA**

**5.55 - 6.00 Break (MAA Demo)**

**6.00 - 6.15 UMSU Intl Security Talk and Clean Up**

## **8. Budget**

We will have around \$500 for the Big Bazaar, covering the venue and equipment hire, drinks will be sponsored by red bull, whilst the sponsors for light snacks is to be confirmed.

## **9. Conclusion**

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

**Prepared by,**

**Yuen Yuen Lin  
Education and Welfare Director 2016/2017  
UMSU International**

## 6. Final Reports

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### Heads of Clubs Semester 2 2016 Final Report Central Committee Meeting #1 – Friday 5<sup>th</sup> August 2016

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#### 1. Introduction

This report covers the HOC meeting held on 27<sup>th</sup> July 2016.

#### 2. Event Details

- The Head of Club gathering was held on 27<sup>th</sup> July 2016 (Wednesday) from 5.45pm-8.30pm at Public Theatre, Old Arts. This semester's HOC meeting was a successful but with much room for improvement from the P&S department's perspective.
- Clubs and Societies with many international members were given priority to the event.
- A total of 31 clubs and societies attended the event; making up 53 of the 75 people that attended. All the representatives arrived by 6pm.
- Had to relocate twice due to a mistake in the booking of the venue.
- The event provided an opportunity for the head of clubs to learn more about UMSUIntl, the upcoming events in semester 2 and how UMSUIntl can help them.
- Information given were events by the E&W and C&S team, the communication channels, the ISA program, grant application and UMSUIntl in general.
- The event included a discussion segment at the end to address issues that clubs faced or anything they want to bring up.
- Food from Ricebar was well received by the participants. Catering for 60 pax seems to be adequate for 80 pax. However, the fried rice was only half eaten.

#### 3. Expenses

|                         |           |
|-------------------------|-----------|
| Budget                  | \$550.00  |
| Food (Ricebar)          | \$ 480.00 |
| Name card holder        | \$ 26.65  |
| Plastic plates and cups | \$ 10.60  |
| Chocolate               | \$ 9.95   |
| Halal food (NL house)   | \$ 22.80  |
| Total                   | \$ 550.00 |

#### 4. Recommendations

- Double check that the venue has been booked.
- Keep as many name card holders to save money for future HOC Meetings
- Might consider to get catering from a halal restaurant to save on cost.

## 5. Conclusion

This concludes my report. It is harder to organise an event without my officer here but the event was still successful despite some major upsets in the beginning. Suggestions and issues brought up have been brought to our attention and will be considered to improve our efficiency and reach. I would like to thank everyone for being so supportive and ever willing to lend a helping hand in making my first event a successful one. Please provide recommendations on how we can improve the next one if you can.

**Prepared by,**

**Daniel Tan Wei Han**  
**Partnership and Sponsorship Director 2016/2017**  
**UMSU International**

**Central Australia Trip 2016 Final Report**  
Central Committee Meeting #1 – Friday 5<sup>th</sup> August 2016

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## 1. Introduction

Central Australia Trip is an annual trip from UMSU International that invites mostly international students to explore more about outback of Australia and an introduction to Aboriginal culture in the outback. This report concludes the 11-days of the trip that occurred from Sunday 26<sup>th</sup> June 2016 to Wednesday 6<sup>th</sup> July 2016.

## 2. Central Australia Trip: The Camp

1. There were 46 people participating in the trip, including four UMSU International Office bearers. They are Angeline Gloria LAYADI, Michelle Xiao Yie LUM, Bertin Chee Yean ONG and Agnes TAN.
2. The objective of the trip was to create a long lasting friendship between participants and at the same time promote and raise awareness for the aboriginal culture.
3. During the trip, the group visited couple famous tourist attraction such as, Uluru, Kata Kjuta, King's Canyon, Royal Flying Doctor and Simpson's Gap.
4. The trip was organised by Across Australian Travel.

## 3. Registration Fee

1. There were two stages of registration Early Bird and regular registration.
2. Early bird registration started from 21<sup>st</sup> March 2016-20 April 2016 with fee of \$1040. However, we saw an opportunity to promote it during Night Market 2016, so we decided to extend early bird until 29 April 2016.
3. After the period listed above, a normal fee of \$1140 was charged to the rest of participants.

#### 4. Suggestions

1. There should be more varieties of food, especially for lunch. After certain period, participants started to get bored with the lunch menu.
2. Prepare and arrange more form of entertainment on the road (inside the bus), this could be any simple games that doesn't require much movement or bring more movies to watch in the bus.
3. For publicity, it should be more constant because during the first part of registration half of the spots were sell easily, however towards the closing date, we were having a hard time to sell the available spots.
4. During the trip itself, it was really enjoyable however, if it's possible, we should request for different driver. This year driver shows an amazing understanding with the destinations knowledge, however his concern for hygiene was a little too much and caused a little conflict during the trip.

#### 5. Expenditure

Budget: \$325 (As proposed in CCM #12, 27th May 2016)

| Category                               | Amount          |
|--|-----------------|
| Food and snacks                        | \$164.17        |
| Bottled water                          | \$21.98         |
| Glow in the dark stick                 | \$10            |
| Other (games materials, medicine, etc) | \$24.89         |
| <b>Total</b>                           | <b>\$221.04</b> |

#### 6. Conclusion

As the conclusion, the trip was very enjoyable and at the same time participants get to learn more about Aboriginal Culture. I will highly recommend people to join the trip. I would like to thank OBs that helping out throughout the trip. This concludes my report, if you have any queries please do not hesitate to approach me.

#### Prepared by

**Angeline Gloria LAYADI**  
**Activities Officer 2015/2016**  
**UMSU International**

## **1. Introduction**

This report covers the period of 18<sup>th</sup> July 2016 to 30<sup>th</sup> July 2015 covering all aspects of the orientation events. Activities and events include UMSU Carnival Day, Food Adventure, Melbourne Adventure and Snow Adventure.

## **2. Activities and Events**

This section details the activities and events held during the relevant period.

### **2.1 Pre-departure Briefings**

1. We managed to talk to the manager of the International Office Network of the University of Melbourne, Ms. Joanna to discuss the pre-departure briefings. UMSU International briefing slides are being presented in their briefing in Indonesia, China, Singapore, Malaysia and India.
2. We managed to send Melia to pre-departure briefing in Indonesia, Annie and Brandon to pre-departure briefing in Malaysia. The International Officers are very happy to have us for their briefing.
3. We also managed to send our slides presentations and information booklet softcopy to the external relation officers to introduce us during their recruitment trips.
4. I will meet Ms. Joanna again in this semester to discuss more about the strategy in introducing us to the new students for the next intake. She is very keen to work together with us.
5. We managed to talk to the Academic Manager of Trinity College and UNIMELB onshore External Relation Officer, Mr. Rod Nelson to ask about the Launch Your Future Day in Trinity College. Unfortunately, the LYF day has been done in early March and the next LYF day will be on August 2017. However, we managed to get permission from the Academic Manager of Trinity College to tweet and post our generic brochure in their student notice board in their office in Swanston Street.

### **2.2 Winter Festival Publicity**

1. We have good publicity in social media especially the o-week video.
2. Signboards for the sign-up desks during Carnival Day attracted a lot of exchange students.

### **2.3 Goodies bag packing**

Coordinator: Chowlen LIM

Date: 18/7/2016

Time: 11am to 1pm

Manpower: 2 OBs & 5 ISAs

1. We packed 317 goodies bag, which the items consist of a UMSU Intl water bottle and file, Uncle Toby rice snack, Gummy bear, \$10 Yochi card, Student VIP pen, Allianz notepad, International Student guide and Red Bull Energy drink. The \$10 Yochi card is the highlight of the goodies bag.
2. We managed to get 283 new likes on Facebook page, around 100 new followers for Instagram and Snapchat by giving out our goodies bags.

### **2.4 UMSU Carnival Day**

Coordinator: Chowlen LIM

Date: 20/7/2016

Time: 9am to 3pm

Manpower: 12 OBs & 8 ISAs

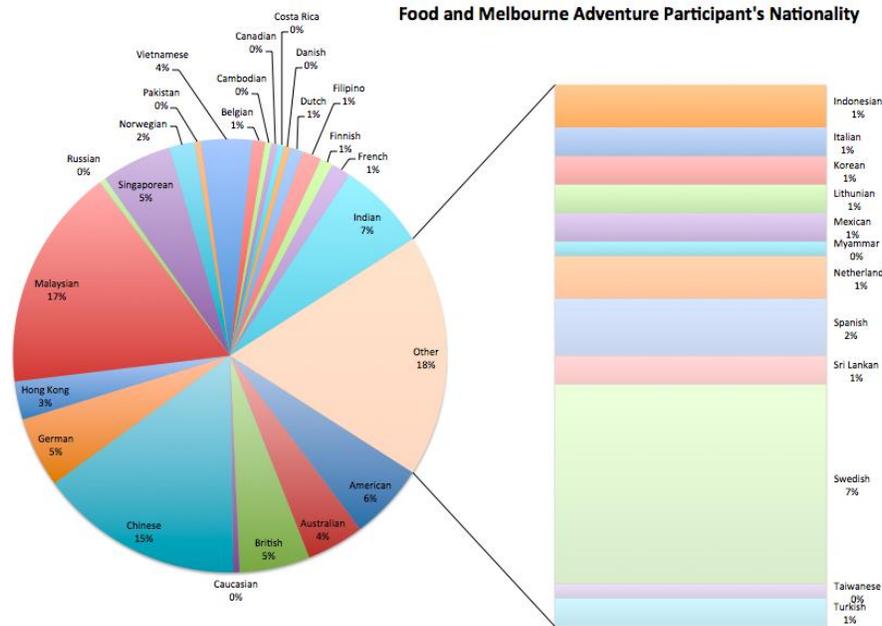
Budget allocated: \$250.00

1. We got a 4m x 6m marquee during Carnival Day.
2. We set up a sign-up desk for Snow Adventure, a sign up-desk for Food and Melbourne Adventure and another one for info desk in the beginning due to limited space and money handling issue.
3. The students were waiting too long to sign up and we decided to open additional two sign up desks for Food and Melbourne Adventure afterward. But still, the students were taking too much time to fill up the form and make payment. And also, due to limited spaces we have, we were not able to open up more sign up desks. We gave out Red Bull drinks to the students to compensate for the long waiting queue.
4. The Snow Adventure sign up desk was taking a lot of time to explain to a student regarding the terms and conditions.
5. The students were able to help a friend to sign up at the same time.
6. We were lacking of manpower in doing publicity and managing the queue.
7. We hired a fairy floss machine, which was one of the highlight for the Carnival Day and attract a lot of students. We ordered 300 sticks but we left a lot of sticks at the end of the day.

8. We managed to finish up the Food and Snow Adventure sign up at the end of the day and left 3 spots for Melbourne Adventure. We opened a table booth on the next day from 11am to 1pm to continue the sign up for waiting list in Union House.
9. \$5 is charged as a deposit for Food and Melbourne Adventure and voucher is giving out as a receipt. The deposits are giving back on the event day itself. \$25 is charged for Snow Adventure sign up fee.
10. \$1110 is collected for the deposit, which the breakdown is as follow:
  - i. FA: 120 x \$5= \$600
  - ii. MA: 100 x \$5= \$500
11. \$1050 is collected for Snow Adventure sign up fee.
  - iii. \$25 x 42 = \$1050 (later a student cancelled their ticket without getting their money back. Another student was found to replace them. So the total was \$25 x 43 = \$1075

### Expenditure

| Expenditure                  | Amount          |
|------------------------------|-----------------|
| Fairy Floss Machine Hiring   | \$220.00        |
| <b>Final total incl. GST</b> | <b>\$220.00</b> |



**Suggestion:**

1. Request more spaces for the next orientation and open up to 5 sign up desks for the events to improve efficiency and reduce the waiting time.
2. The students are not able to help his or her friend to sign up at the same time in order to give equal chances to others who are coming to sign up themselves.
3. All OBs have to come back to Melbourne before O-week next semester to help out at Carnival Day. Carnival Day belongs to all committees instead just C&S team because it is the first event where we can introduce us to new students and has a big influence in all events we organize later.
4. Inform the ISAs about the orientation duties in ISA Induction so that they can book their ticket and fly back to Melbourne before O-week and help out. We should provide incentive to ISAs to return early and help out in publicity.
5. Place a queue divider in front of the sign up desk.
6. Use ticket number to prevent queue cutting.
7. Filter the forms and remove unnecessary questions.

**2.5 Food Adventure**

Coordinators: Ivy ZHAO & Lunnie GAN

Date: Friday, 22nd July 2016

Time: 12 pm – 5:30 pm

Venue: Singapore Theatre (Registration), Lygon Street & City (Event)

Budget Allocated: \$2000

Target Participants: 120 students (60 city, 60 Lygon)

Manpower: 8 travel buddies, 16 station master

### **Flow of Event**

We started registration the registration period at 11.45am, however some of the participants came earlier than expected which was around 11.30am. During registration, participants that signed up during O-Week carnival brought their coupons (it was given as a proof that they paid for the deposit to secure their spots for the event) and got their \$5 refund for the deposit. At the same time, committees inform them which group they were in and there were some ISAs standing by the door to assist them to find their travel buddy.

Participants were divided into two groups based on their choices during sign up, which were Lygon and CBD. Each group was brought into 4 different restaurants that served different kind of cuisines. Each group consists of 15 students and 1 travel buddy, and they travel as a group to each respective restaurant.

The group briefing started at 12.30pm and committee started explaining what is Food Adventure and what to expect from it. In addition, committee announced about the Instagram/Facebook competition, where the committee will choose top 3 best pictures from both City and Lygon, which has been posted on Instagram/Facebook and winners would be rewarded with a Coles \$10 gift card each.

At this stage, stationmasters started to leave for their respective station to prepare the venue to be ready. At 12.50pm the briefing ended, so travel buddy and their teammates were allowed to start leaving for designated restaurants. Around 1pm, some of the group reached the restaurant and they started to enjoy the food. We prepared games at each station, providing travel buddies and station masters an option to engage the participants. Each group starts to leave and move to the other restaurant after one hour.

The event officially end at 5pm. Overall, this event has been well received by the participants, with positive reviews such as the participants being able to meet new friends during the event, they were accompanied by friendly and informative travel buddies and also the participants enjoyed the ice-breaking games. We managed to obtain a total of 99 survey sheets of which majority of them were strongly satisfied or satisfied with the quality of food, service of restaurants and the overall event.

**Prizes**

'Snap A Pic' Competition

10 x \$10 Coles gift card

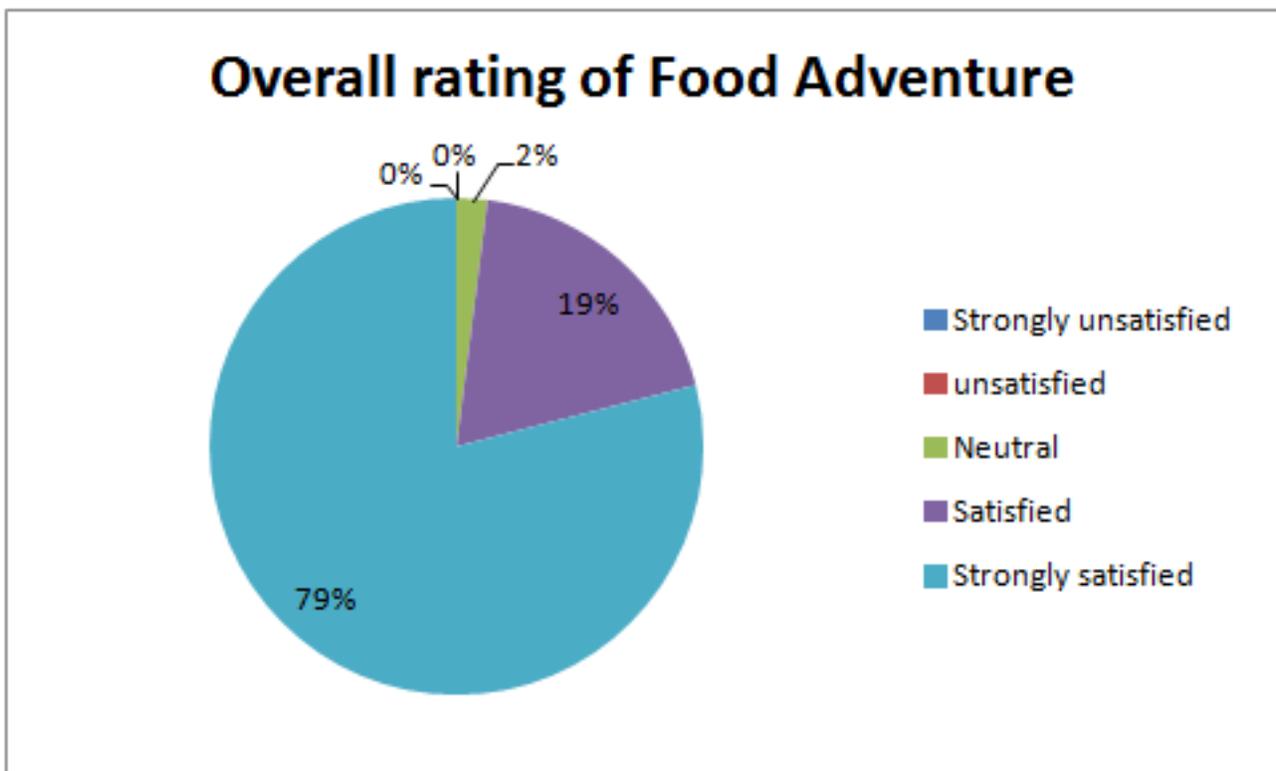
**Expenditure**

| <b>Expenditure Amount</b>     | <b>Price</b>      |
|-------------------------------|-------------------|
| Mercadante                    | \$280.00          |
| Yochi                         | \$180.00          |
| Cafe Lua                      | \$350.00          |
| Tutto                         | \$180.00          |
| Schnitz                       | \$274.80          |
| Dex2Rose                      | \$200.00          |
| Chokolait                     | \$200.00          |
| Slice Girls                   | \$192.00          |
| Station Master Lunch (Subway) | \$54.40           |
| <b>Final total incl. GST</b>  | <b>\$1,911.20</b> |

### Feedback from participants

99 surveys obtained from the participants.

|                        | Strongly unsatisfied | Unsatisfied | Neutral | Satisfied | Strongly Satisfied |
|------------------------|----------------------|-------------|---------|-----------|--------------------|
| Quality of food        | 0%                   | 0%          | 0%      | 33%       | 67%                |
| Service of restaurants | 0%                   | 0%          | 3%      | 22%       | 70%                |



### **Improvements from Previous Events**

1. The lack of interaction of participants during their spare time at each restaurant was improved through providing ice-breaking games at each restaurant as an option to occupy the participants' time. In addition, the travel buddies are provided with instructions of other ice-breaking games in cases of unexpected waiting time.

### **Current Problems**

1. Some restaurants (eg. dex2rose) are down in the alley and hard to find, which resulted in travel buddies spending extra time looking for the place.
2. The portion of food is too much for the Lygon street and too little for the City. This may be due to City restaurants' lack of interest to participate in the event. As the two event organisers each took charge of one location, inefficient communication may have led to imbalanced food portions.
3. Some restaurants did not have enough space for all 16 participants, so they had to sit on separate tables. One of the restaurants, Schnitz (City), only agreed to do take away for their busy lunch hours (1-2pm), so the group scheduled for that hour had to eat on the picnic table outside the restaurant.
4. The serving time at some restaurants were too long, causing in the delay of certain routes.
5. Some participants complained that the duration of the whole event was too long and some of them got too tired towards the end.
6. Travel buddies and stationmasters are not very well informed regarding the actual happenings on the day of event. Some travel buddies were uncertain about their routes and got lost. Some stationmasters were unsure about what should be done during the ordering. They had only been briefed the day before and allowed to look at their packs for a short period of time, but the information was not well retained. This resulted in lack of coordination for the first hours of the event.
7. Travel buddies face some trouble in engaging with the whole group due to the large number of members in a group (ratio 1:15)
8. Registration took nearly half an hour, which delayed the presentation so that the scheduled speed-friending session had to be cancelled.
9. The lecture theatre (Singapore theatre in MSD) computer requires a staff account to be logged in, not a student one.

### **Suggested Improvements**

1. Travel buddies should be taken on a tour to all restaurants before the event to get familiar with the route
2. Regarding the portion of food, more budgets should be allocated in the City restaurants and less in the Lygon. Organisers should communicate more with each other about their deals with the restaurants. Along with other difficulties that exist in collaborating with City restaurants, it is suggested that City should be scrapped for the next FA. A suggested location to replace City's place is Fitzroy.
3. Make sure to reserve a table from the restaurant if possible. Future FAs could be delayed to avoid lunch peak in the restaurants for quicker food service and more space.
4. Coordinators should confirm the serving time of each restaurant beforehand to have a rough estimate of the timing.
5. The total duration could be cut short. Each restaurant could be allocated 45 minutes instead of 1 hour, resulting in the total cutting of 1 hour of the whole event. However, do take note that the shorten duration at each restaurant may lead to less tolerance for mistakes.
6. Travel buddies and station masters should be sent an electronic copy of their packs to read in own time so that they can be fully informed and come prepared during the event. Coordinators could also bring along travel buddies to their assigned restaurants beforehand to make sure they are certain of the routes that will be taken.
7. More manpower should be allocated to each group to lessen the burden of the travel buddies (ideal ration - 1:10)
8. More registration windows should be opened, and laptops should be used to search for participant information. Extra care should be taken to give back deposit.
9. Technical issue such as logging in computers in lecture theatres should be made aware and enquiry should be sought with IT staff.

## 2.6 Melbourne Adventure

Coordinators: Siew Luen GAN, Kai Ren YU, Edelin ONGGO & Wuyang QIAN

Date: Saturday, 23rd July 2016

Time: 11:00am – 5:30pm

Venue: Registration - Singapore Theatre

Finish Line: South Lawn (However, initial 'Chicken Fight' plan was cancelled)

Number of Turnout: Approximately 100 participants.

OBs & ISAs: 10 travel buddies, 13 stationmasters, 2 photographers

Initial budget: \$1750

### Flow of Event

Participants turned up on time for registration, which commenced at 11:00AM. After registration, the briefing and lunch commenced. The point-based race began around 1 PM, as planned. There were 10 stations in total, which includes the initial "mass" station, Lifesavers, the other 8 stations around the city, and the final bonus "mass" station, Chicken Fight. However, Chicken fight was cancelled in the end due to the bad weather (raining).

The stations are:

- Lifesavers (Singapore Theatre)
- Water Piggyback (South Lawn)
- Stop Acting Innocent! (University Square)
- Jump Rope (State Library)
- Build a Burger (Federation Square)
- Photogenic Much? (Hosier Lane)
- Strangers Charades (Bourke Street Mall)
- Feeling "Chefty" (Queen Victoria Market)
- Plastic Bag Grab (REB)
- Chicken Fight (Bonus station at South Lawn, supposed to start at 4:30pm, but was cancelled)

The race ended when all the participants headed back to North Court. Due to the bad weather condition and safety issues, the final game was cancelled. Therefore, the alternative activity was a cheer competition for each team and in the end there was a winner announcement and prize distribution that followed afterwards.

### Prizes

1st prize: 10 x University of Melbourne hoodies (purchased from Co-op and presented in the form of coupons)

2nd prize: 10 x UMSU International Powerbanks

3rd prize: 10 x HOYTS Movie Vouchers

### Expenditure

| <b>Expenditure</b>                       | <b>Amount (\$)</b> |
|--|--------------------|
| Food (Pizzas + KFC)                      | 289.65             |
| Drinks                                   | 60                 |
| Prizes (10 Hoodies and 10 movie tickets) | 600                |
| Games Logistics                          | 60                 |
| <b>Final total incl. GST</b>             | <b>1009.65</b>     |

### Improvements from Previous Events

1. The uneven number of members in each team was sorted out by reshuffling team numbers on the day itself
2. Complications regarding routes of game stations were solved through exercising more caution in briefing travel buddies prior to the beginning of the race

## Current Problems

1. Certain participants felt that the event name might be misleading as they thought the event would be of less strenuous, some of them even thought that the event is a sightseeing event and wore unsuitable footwear.
2. There was certain unfairness in the speed of each team since some teams chose to take trams and some did not.
3. The timing and walking distance of each game stations were not calculated clearly beforehand, causing some complications.
4. 'Heads Up' game was said to be fun, however, the topics and hence the difficulty level, chosen by each team are different, causing the game to be too easy to score at times.
5. Registration, briefing and lunch, which took 2 hours, were complained as too long for the participants.
6. Waiting time at each station was too long.
7. Hosier Lane stationmaster misunderstood the game's steps and objective, leading to the game being too easy.
8. Gender and ethnicity distribution was slightly unequal in some teams.
9. The unpredictable weather (sunny/rainy) caused certain disruptions to the games stations and the final meeting time.

### **Suggested Improvements**

1. May change the nature of the event into a more casual and relaxed event that involves both sightseeing and race instead of a purely competitive race event. (This event is aimed to introduce new students to landmarks/destinations in Melbourne, each team is required to complete all destinations; at each destination, sufficient time will be given for pure sightseeing and photo taking, meanwhile game stations will be prepared as well; each team will be given a chop on the map labeled with each landmark after completing a destination; each team will have to send a most creative group photo back to the coordinator 1 hour before the event ends; group photos will be printed, watermarked and distributed to all participants at the end of the day; each team will be awarded a \$50 voucher dinner in the end). Furthermore, participants should be reminded about suitable footwear.
2. There should be a unified rule in banning all teams to take trams outside the free tram zone.
3. A trial run in the city should be held and the timing required for each game should be recorded to have a more accurate estimate of the timing taken to complete routes.
4. There will be a need to choose the topics for Heads Up beforehand, so that points are not as easy to earn as this time round.
5. Readjustment of the timings to cut down the process of registration, briefing and lunch to at most about 1:30 hours, by increasing registration manpower and cutting down on lunch time.
6. Number of stationmasters at each station should be increased to enable two teams to play at once, avoiding long waiting time. Moreover, group photos at each landmark are encouraged while queuing.
7. Ensure that stationmasters are clear of their tasks during the briefing.
8. Gender and ethnicity distribution should be done manually instead of random, to ensure fairness in all teams.
9. Ponchos should definitely be prepared beforehand if there is a chance of rain and a backup plan of the location of game stations for bad weather should be set as well.

## 2.7 Snow Adventure

Coordinators: Pearly Pei Li YAP & Eu Gin LEE

Date: Saturday, 30th of July 2016

Time: 6.45 a.m.-6.30 p.m.

Venue: Lake Mountain Alpine Resort

Number of OBs & ISAs: 15

Number of turnout participants: 42

Initial budget: \$2500

### Expenditures

|   |                  |
|---|------------------|
| Lake Mountain Alpine Resort                   | \$1014.60        |
| Price per head/ \$17.80 per pcs for bus entry |                  |
| Toboggan rental/ \$8.00 per pcs               | \$216.00         |
| Conference room                               | \$300.00         |
| Foods (Catering)                              | \$570.00         |
| Chartered Bus and snow license driver         | \$1430.00        |
| Miscellaneous                                 | \$106.45         |
| Registration fees/ \$25.00 per person         | -\$1050.00       |
| Forfeit registration fees/ \$25.00 per person | -\$25.00         |
| <b>Total</b>                                  | <b>\$2562.05</b> |

## **Flow of the event**

Overall, the event was executed successfully. We departed from University Square at 7.30a.m. We took about three and half hours to arrive Lake Mountain, longer than we expected due to shabby weather and windy road. We conducted ice-breaking session in the conference room that we have booked while having things sorted out with the resort.

After that, we prepared the toboggans and have every pair of them to share each toboggan.

Consequently, we ushered them back to the conference room to do a headcount and also to collect back the toboggan that we have rented. Then we distributed coupons to participants for them to redeem their meal at a bistro in the resort.

At 2.15p.m, travel buddies and OBs took a 25 minutes stroll to a sightseeing spot at a mountain within the resort. We had a group photograph and snowball fight at the free area on the mountain. We left the sightseeing spot at 3.15p.m and head back to the conference room to collect our belongings.

The bus departed at 3.40p.m and we arrived back at University Square at 6.40p.m safely.

## **Feedbacks**

1. They were not clearly informed they should bring snow boots.
2. More free time should be given.
3. The quality of meals served should be improved.
4. Drinks (water) should be provided and the schedule should be properly managed (better time management is needed).

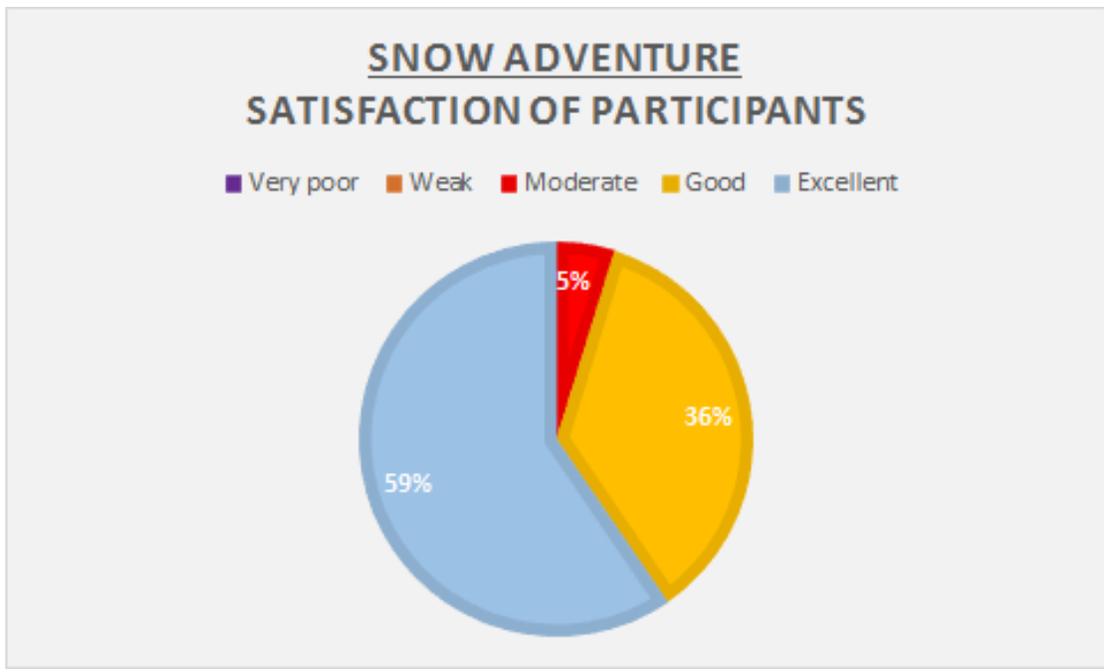
## **Problems**

1. Coordinators have not been to Lake Mountain before, thus we are unable to visualize and plan perfectly. Just based on the opinions given by the staff resorts were deemed inadequate.
2. When we arrived, the so-called 'vacant spot' was actually overcrowded with visitors. And also, the resort was also unable to reserve seats for our group due to peak hours.

**Suggested Improvements:**

1. The participants should have known better that they should be physically prepared for slippery walkways due to snow weather. In this case, we highly recommend that we should inform them about more detailed precautions in the next event or so.
2. Because of our given budget, we were unable to provide drinks for every one of us, so in next event, we should charge a little bit higher to provide a better experience for participants.
3. Most importantly, we suggest that coordinators should be given a separate budget to go to the venue, inspect and understand more about it before conducting an event.

|   | <b>Very Poor</b> | <b>Weak</b> | <b>Moderate</b> | <b>Good</b> | <b>Excellent</b> |
|---|------------------|-------------|-----------------|-------------|------------------|
| How is the quality of interactive activities?     | 0                | 2           | 11              | 20          | 9                |
| Is your snow experience (eg. Toboggan) enjoyable? | 0                | 0           | 2               | 15          | 25               |
| What is your opinion on your travel buddy?        | 0                | 0           | 1               | 13          | 28               |
| How is the quality of lunch served?               | 0                | 3           | 18              | 17          | 4                |



### 3. Conclusion

Overall, the Mid-Year Orientation Week 2016 was a success. We implemented the collection of deposits for both Food and Melbourne Adventure this semester as well, which lead to good turnout our events. We also received mostly positive feedback. The breakdown of deposit collection/returning is as below:

|   | Theoretical Amount (\$)                | Actual Amount (\$)               |
|---|--|----------------------------------|
| Starting Amount<br>-120 tickets for FA<br>-100 tickets for MA | \$1100 (\$600 for FA and \$500 for MA) | \$1110<br>+\$10 (Due to mistake) |
| Food Adventure  |  |                                  |
| Starting  | \$600                                  | \$600                            |
| Returned  | <u>-\$530</u>                          | <u>-\$535</u>                    |
| After (14 tickets)  | \$70                                   | \$65                             |
| Melbourne Adventure   |  |                                  |
| Starting  | \$500                                  | \$500                            |
| Returned  | <u>-\$435 (87 tickets)</u>             | <u>-\$445 (89 tickets)</u>       |
| After (13 tickets)  | \$65                                   | \$55                             |
| Final Amount  | \$135                                  | \$130                            |

The remainder of the funds that were not returned to the students this time but will be directed to our funds for other purposes is \$130. We were supposed to obtain \$135 as a final amount. There is \$10 more in the starting amount probably due to mistake in returning the change. The remaining \$15 could be attributed to the coordinator giving out the money without collecting the ticket, as their names were on the list. Despite facing various challenges, planning and organization of events were all well executed by the different coordinators.

Lastly, I would like to thank everyone who helped out in any way and participated during the Mid-Year Orientation 2016. This event wouldn't be a success without your joint effort. I would like to extend my heartfelt thanks to E&W and C&S department for your hard work and dedication, Communication department for your fantastic job in publicity, Human Resources department for your indispensable manpower supporting and lastly Partnership and Sponsorship department for your amazing work in finding sponsorships. I would also like to thank the past C&S 2015/16 Committees for their assistance and guidance throughout the whole event. Teamwork rocked!

**Final Expenditure**

Total budget allocated: \$6500

| <b>Event</b>        | <b>Expenditure</b> |
|---------------------|--------------------|
| UMSU Carnival Day   | \$220.00           |
| Food Adventure      | \$1911.20          |
| Melbourne Adventure | \$1009.65          |
| Snow Adventure      | \$2562.05          |
| Miscellaneous       | -                  |
| Uncollected deposit | -\$130.00          |
| <b>Total spent</b>  | <b>\$5572.90</b>   |

This concludes my Mid-Year Orientation 2016 final report. Please feel free to approach anyone on my team or myself should you have any queries.

**Prepared by****Chowlen LIM****Vice-President (Cultural and Social) 2016/2017****On behalf of the Cultural and Social Department & Education and Welfare Department****UMSU International**