

**Agenda**Central Committee Meeting #12 – Friday 26 May 2017

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**Time:** 16:30**Venue:** PAR-Old Physics-G16 (Jim Potter Room)**Chair:** Sander BREDAL

1. Procedural Matters
  - 1.1 Acknowledgement of Indigenous Owners
  - 1.2 Official Welcome
  - 1.3 Attendance
  - 1.4 Apologies
  - 1.5 Adoption of Agenda
2. Confirmation of Previous Minutes
3. Matters Arising from Previous Minutes
4. Proposals
  - 4.1 Central Australia Trip 2017 Proposal
  - 4.2 Head of Clubs Meeting Semester 2 2017
  - 4.3 Winterfest 2017 Proposal
5. Final Reports
  - 5.1 Visa / PR workshop Semester 1 2017 Final Report
  - 5.2 Sweat Out Stress Semester 1 2017 Final Report
  - 5.3 ISA Appreciation Night Semester 1 2017 Final Report
  - 5.4 UMSU INTL Annual General Election 2017 Final Report
  - 5.5 UMSU INTL Night Market 2017 Final Report
6. Other Business
7. Next Meeting
8. Close



**Unconfirmed Minutes**

Central Committee Meeting #11 – Friday 12 May 2017

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Date: 12 May 2017

Time: **16 30**

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

Chair: Sander BREDAL

**Acknowledgement of Indigenous Owners**

**Attendance and Official Welcome**

Absent with Apologies

Exco :  
Directors :  
Officers : Annie LIEW, Hui Qin CHAN, Daniel TAN, Jason LIN

Late with Apologies

Exco :  
Directors :  
Officers : Cecilia WIDJOJO

Leaving early with Apologies

Exco :  
Directors :  
Officers : Josef KUEK

Absent without Apologies

Exco :  
Directors :  
Officers :

Motion 1

Move that Standing Orders be adopted for CCM #11 at 16 41

Mover : Josef KUEK

Seconder : Joel LOH

CARRIED without contention.

**1. Adoption of Agenda**

Motion 2

Move that the Agenda for CCM #11 be adopted.

Mover : Melia WIJAJA

Seconder : Ivy ZHAO

CARRIED without contention.

**2. Matters Arising from Previous Minutes**

**3. Confirmation of Previous Minutes**

Motion 3

Move that the minutes of CCM #10 be accepted and confirmed as a true and accurate record.

Mover : Tzeyi KOAY

Seconder : Kai Ren YU

CARRIED without contention.

Motion 4

Move that Miss Angeline LAYADI be granted observer status and speaking rights.

Mover: John HEE

Seconder: Wei Lee ONG

Motion 5

Move that the UMSU INTL Central Committee 2017 - 2018 be granted observer status.

Mover: Chowlen LIM

Seconder: Melia WIJAYA

#### **4. Proposals**

##### **4.1 Office Bearers 16/17 Appreciation Event 2017 Proposal**

###### Motion 6

Move that the Office Bearers 16/17 Appreciation Event 2017 Proposal be accepted.

Mover: Michelle LUM

Seconder: Jaycee LEE

##### **4.2 Sweat Out Stress Proposal Semester 1 2017 Proposal**

###### Motion 7

Move that the Sweat Out Stress Semester 1 2017 Proposal be accepted

Mover: Angel WEE

Seconder: Yuen Yuen LIN

#### **5. Final Reports**

##### **5.1 UMSU INTL Night Market 2017 Final Report**

###### Motion 8

Move that UMSU INTL Night Market 2017 Final Report be accepted.

Mover : Kai Wen LOO

Seconder : Pearly YAP

CARRIED without contention.

##### **5.2 UMSU INTL Summit 2017 Final Report**

###### Motion 9

Move that UMSU INTL Summit 2017 Final Report be accepted.

Mover : Yuen Yuen LIN

Seconder : Joel LOH

CARRIED without contention.

**6. Other Business**

- 6.1 Central Australia Trip (update)
- 6.2 Public Transport Victoria - iUse
- 6.3 University Services review
- 6.4 Work Rights discussion

Motion 12

Move that CCM #11 be adjourned at 19 52

Mover : Jack KHOR

Seconder : Angel WEE

Motion CARRIED

**Prepared by,**

**Marcelo Diaz  
Secretary 2016/2017  
UMSU International**

**4. Proposals**

**Central Australia Trip 2017 Proposal**  
 Central Committee Meeting #12 – Friday 26 May 2017

**Aim**

- To introduce Central Australia cultures and heritages by exploring places such as Uluru, Kings Canyon and Alice Springs.
- To create a memorable experiences for international students to make new friends and explore Australia during their winter break.

**Event Details**

Coordinators : Pearly YAP, Melia Permata Sari WIJAYA  
 Date : Sunday, 25 June 2017 - Wednesday, 5 July 2017  
 Venue : Central Australia (Alice Springs, Uluru, Kings Creek, Etc)  
 Targeted Number of Participants : 46 (including OBs)

**Subject Matters**
Part 1

Due to difficulty in getting participants, we would like to propose UMSU International to cover any additional costs to be paid to *Across Australia Travel*. The expected amount is outlined as follows

Details	Amount
Amount to be paid to Across Australia Travel (44 packs x \$1075)	\$47,300
Number of free tickets for leaders provided by Across Australia Travel (2 packs x \$1075)	\$2,150
Reimbursement for OBs (2 packs x \$1075)  Notes: UMSU International only needs to reimburse 1 OB who paid for it already. The other OB who has not paid, will not be required to pay for the trip as it will be covered by the Travel Agent.	(\$2,150)
Number of confirmed participants excl. OBs (36 packs x \$1075)	(\$38,700)
<b>Total Amount UMSU Intl needs to cover*</b>	<b>\$8,600</b>
*Note that profit made from the trip has not been taken into account	

## Part 2

In order to create a more enjoyable trip, we would like to propose a fair amount of budget allocated to cover the additional spendings from extra activities during the trip. The breakdown of the budgets is shown below:

Details	Amount
Snacks and bottled water	\$ 200
Camp-fire related items	\$ 25
Medication kit	\$ 50
Games and entertainment (eg. Glow in the dark stick)	\$ 25
<b>Total</b>	<b>\$ 300</b>

To sum up, the expected total amount to be covered by UMSU International will be **\$8900** and the amount that UMSU International needs to reimburse is **\$1075**

### **Conclusion**

This concludes our proposal. Thank you very much and should you have any feedbacks or questions, please do not hesitate to approach us.

**Prepared by,**

**Pearly Yap and Melia Permata Sari Wijaya**

**Coordinator of Central Australia Trip 2017**

**UMSU International 16/17**

**Heads of Clubs Semester 2 2017 Proposal**  
 Central Committee Meeting #12 – Friday 26 May 2017

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**1. Introduction**
**Event Details**

Dates : Wednesday, 2<sup>nd</sup> August 2017

Time : 5:30pm-8.30pm

Venue : Brown Theatre, Electrical and Engineering Building (TBC)

Participants : Head of Clubs (2 people maximum from each club), USMU INTL EXCOs, Directors and some OBs

Estimated numbers of participants: 80

**2. Aims**

- To provide a platform for the clubs and society to introduce themselves, and also to encourage a professional working relationship between clubs.
- To brief them about our upcoming events and grant scheme.
- To provide an opportunity for clubs to publicize their events, or discuss any issues they may be facing.

**3. Budget**

Catering	550.00
Miscellaneous	100.00
<b>Total</b>	<b>650.00</b>

**4. Timeline & Preparation**

Period	Task
Before and during Orientation Week	<ul style="list-style-type: none"> <li>● Invitations are done formally by email(including dietary requirements) and informally through Facebook or any other forms of social media necessary, (follow ups by phone calls required if participants are unresponsive)</li> <li>● Invitation priorities are given to clubs with a large international member base, as it aligns with our cause.</li> <li>● Seek suitable caterer</li> <li>● Confirmation of venue</li> </ul>
Week 1	<ul style="list-style-type: none"> <li>● Confirm the number of participants</li> <li>● Finalise slides for the meeting</li> <li>● Confirm with the menu and restaurant who will be catering</li> <li>● Prepare all the drinks and cutleries needed</li> </ul>
Week 2 (Wednesday )	The Event Timeline*



5:30pm – 6:00pm : Registration

(Participants are ushered into the venue and seated. Meeting starts at 6pm sharp.)

6:00pm – 6:10pm : Introductory speech by the P&S team

(Briefly introduce UMSU Intl, our cause, and the committee structure)

6:10pm – 6:30pm : EXCOs Introduction

(Presidential welcoming speech, followed by a self introduction session from CnS VP, EnW VP, Secretary and Treasurer, in that particular order, as well as the departments they will be working closely with)

6:30pm – 6:45pm : UMSU Intl Events

(Presentation of UMSU Intl's event timeline for the semester, with extra attention being given to the major events. Inform participants to approach the PnS department first hand for any enquiries and assistance, should they be interested in being involved in said events).

6:45pm – 7:00pm : Grant Application

(Elaboration for the process of grant application, as well answering any questions related to the grant scheme).

7:00pm – 7:30pm : Q&A

(Questions would be opened to the floor, to address issues faced by clubs, and if any. Clubs can also feel free to publicise their events.

7:30pm - end : Closing remarks followed by dinner and networking

**\* Changes:**

- Not compulsory for OBs to attend, however, at least 10 OBs have to join the HOC
- EXCOs introduce the directors briefly, instead of each department coming up and introducing themselves
- Food caterer remains Mercadante, as it is good for economic value, based on feedbacks received

**5. Conclusion**

The Partnership and Sponsorship department hopes that by organising this event, the presence of UMSU INTL can be made aware among as many clubs as possible, especially clubs who have not have any prior liaising experience with us before, and know that our services are to be utilised by them, as well as to establish new, and foster existing relationships with the clubs in the beginning of the semester.

Please feel free to approach me or the incoming Partnership and Sponsorship officer if you have any questions or suggestions.

Thank you for listening.

**Proposed by**

**Melia WIJAYA**

**Education and Welfare Officer 2016/2017**

**UMSU INTERNATIONAL**

**Winterfest 2017 Proposal**Central Committee Meeting #12 – Friday 26 May 2017

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**1. Aims**

- To welcome and introduce international students to the University of Melbourne
- To help international students adapt to the life in Melbourne by familiarizing them with the culture and surroundings
- To promote UMSU international as the student representative body for all international students in the University of Melbourne.

**2. Budget**

<b>Event</b>	<b>Items</b>	<b>Budget (\$)</b>
UMSU Carnival Day	Publicity (Hot chocolate/beverage)	400
Food Adventure	Restaurants	2600
Aussie Adventure	Aboriginal & AFL engagement activities, BBQ	1500
Snow Adventure	Transportation, Food & Entrance Fee	2500
<b>Total</b>		<b>7000</b>

### 3. Events

#### 3.1 UMSU Carnival Day

Coordinator: Ivy Jiayue ZHAO

Date: Wednesday, 19th July 2017

Time: 11 pm - 3 pm

Venue: Concrete lawn

Budget: \$400

Manpower: 12 OBs/ISAs

#### Flow of Events

A booth will be set up on the Carnival day to publicise UMSU International and accept sign-ups for our O-week events. 4 OBs/ISAs will be in charge of event sign ups. There will be one sign up desk for Food adventure and Aussie Adventure (free events with \$5 deposit), another one for Snow adventure (participants sign liability form and charged \$30). Receipts will be given upon sign ups for refunds/proof on the event day. About 4-6 OBs/ISAs will be allocated for publicity (flyers and goodie bags) at info desk and among the crowd. Students need to like our FB page/follow instagram/subscribe to newsletter or blog in order to obtain the goodie bags. The content of goodie bags to be confirmed. Hot chocolate/hot beverage will be provided by 2 OBs/ISAs as an attraction and to participants waiting in line.

Qnect will not be used for the Winterfest events.

#### Budget Allocation

Hot chocolate/beverage	\$250
Disposable cups	\$100
Decoration	\$50

### 3.2 Food Adventure

Coordinators	: Nicholas Shihao TAN, Dennis Junyi QIAN
Date	: Friday, 21st July 2017
Time	: 11.30 am – 4.30 pm
Venue	: Medley Theatre (Registration, TBC), Lygon Street & Fitzroy (Event)
Budget	: \$2600
Target Participants	: 120 Melbourne university students (60-Lygons, 60-Fitzroy)
Manpower	: 16 Travel Buddies and 8 Station Masters

#### Objectives

- Promote social interaction between students, opportunity to form new friendships
- Promote social integration between local and international students.
- Promote UMSU International.
- Introduce new students to experience the diverse food culture in Melbourne.

#### Event Timeline

##### Pre - Event

- Briefing: OBs and ISAs in-charge as travel buddies (16) or station masters (8) will be briefed about the event-flow. The briefing will include expectations, group members, area routes, each group's specific timetables, and safety information.

Event

<b>Time (TBC)</b>	<b>Activities</b>	<b>Details</b>
11:00 - 11:30	Briefing	Briefing for all travel buddies and station masters about their respective tasks and important information.
11:30 - 12:00	Registration	Refund of event deposit (\$5), participants will be allocated to their respective group of 7 or 8 based on nationality, gender, and dietary requirements. Participants will be sitting in their respective groupings in the theatre.
12:00 - 12:20	Introduction	A speech to welcome the participants and travel buddies, and to promote upcoming UMSU International events. The station masters will go to their respective restaurants.
12:20 - 13:00	Travel	<p>Participants heading to Fitzroy will exit the theatre first followed by participants heading to Lygon roughly 10 minutes later, to ensure that all participants can reach their respective restaurants at approximately the same time.</p> <p>Fitzroy participants will travel to the restaurants either by tram or walking, depending on the group decision. Participants who sign up for Fitzroy will be advised to bring a topped up myki on the event day.</p>
13:00 - 16:30	The Adventure	<p>Participants will be given approximately 40 minutes to enjoy their meal in each eatery in the central locations of Lygon and Fitzroy. The expected travel time between restaurants is 10 to 15 minutes. There will be a photo competition between the participants and winners will be determined after the event.</p> <p>One station master will be allocated to each of the 8 restaurants. They are responsible for facilitating and organising each group to ensure that the group and food arrive on time. They are also responsible to contact the coordinators in case of problems.</p> <p>Travel buddies will be responsible for facilitating ice breaking games (to initiate interactions between participants) throughout the Adventure.</p>

**Potential Restaurants**

Lygon	Fitzroy
San Churro	Horse on Heels
Mercadante	Brother Burger
Yochi	Messina
Grill'd	Vintage Infusion
Cafe Lua	Doughnut time
Brunetti	Sir Charles
	N2 Extreme Gelato

**Expenditures:**

This estimated budget breakdown is based on one year's worth of budgets. Calculations and explanations are in Appendix 1.

Expenditure	Amount (\$)
Estimated Lygon Expenditure	1,207.34
Estimated Fitzroy Expenditure	1,286.67
Estimated Prizes for Competitions	105.99
<b>Total</b>	<b>2,600.00</b>

### **3.3 Aussie Adventure**

Coordinators: Harn Jy (June) LIU, Steven ZHANG

Date: Saturday, 22nd July 2017

Time: 10:00-14:15

Venues:

- Registration: Laby Theatre
- AFL: Melbourne university sports centre oval (backup plan: South lawn)
- BBQ: BBQ area behind sidney myer asia centre
- Bunjilaka tour: Melbourne Museum
- Iconic lanes to visit: Hosier Lane, Degraeves street

Budget: \$1500

Manpower: 15 OBs/ISAs ( 6 travel buddy, 4 station masters, 5 for helping with BBQ )

Targeted Participants: 60 Melbourne university students

#### **Objectives :**

- To promote the understanding of unique culture of Australia to the international and local students.
- Serve as a platform for incoming and current students to meet new friends and get to know each other.
- Promote UMSU International by providing further information about our services during the event.

#### **Event timeline:**

10 00 - 10 15: Registration

10 15 - 10 30: Briefing

10 30 - 11 45: AFL (A coached friendly match-negotiation process)

11 45 - 12 45: BBQ Lunch

12 45 - 13 00: Travel time

13 00 - 13 30: Bunjilaka tour/Lane Visits + Game Stations

13 30 - 1345: Travel time

13 45 - 1415: Bunjilaka tour/Lane Visits + Game Stations



**Process**

- Registration will be at 1000 and briefing commences after the registration. There will be six teams and each team contains 10 people (excluding Travel Buddy). The role of the Travel Buddies is to direct their teams in terms of communications with teammates and other OBs/ISAs, as well as in charge of travelling and plannings to ensure a smooth journey throughout the event.
- After the briefing, every team will be led to do the AFL activity together.
- Participants will be then gathered at the area behind Sidney Myer for a BBQ lunch. Food such as kangaroo meat and sausage rolls will be provided. Half of the participants will then head to Melbourne Museum for the Bunjilaka Tour (with a museum tour guide) while the other half of the participants will head to the city to visit some of the iconic lanes in Melbourne CBD while having station games in each lane.
- Participants will be given “coffee voucher” once they have completed the two station games. (The budget for each participant is \$5. Travel buddy can bring the participants to any coffee place once they have visited the Bunjilaka tour and finished all the station games)
- Participants are required to top up and use their own Myki card while travelling from uni to city which will be informed to them when they are signing up for this event.

**Station Games** (while visiting iconic lanes in the CBD)

Venue	Game Procedure	Logistics
Hosier lane	Photo Challenge -Participants must take five group photos with the exactly same poses on the given samples.	Photo samples
Degraves street	Charades (TBC)	List of charades challenge

**Expenditures:**

Item	Budget allocation
Food	\$350
AFL	\$700
Bunjilaka tour	Free of charge for concession (will check on how does it work for new students without student ID by this week)
Miscellaneous	\$150



Coffee Voucher	\$300
Total	\$1500

### 3.4 Snow Adventure

Coordinators: Surviantoro Ilham YUDANARDI; Xin Yong (Michelle) TAN

Date: Sunday, 23rd July 2016

Time: 6.50 am - 6:00 pm

Venue: University Square, Lake Mountain 1071 Lake Mountain Rd, Marysville

Budget: \$2500

Target Participants: approx. 45 student

Target Manpower: 12 OBs (including Coordinators)

Registration Fee: \$30

#### Objectives:

- Providing international students the opportunity to experience snow in Victoria
- A platform for students to form friendships across different backgrounds, ages, faculties and year levels
- Promoting UMSU International and its services over the course of the event

#### Event Timeline:

##### 28th of May (Inspection)

09.00 - 11.00 Drive to Lake Mountain from Melbourne University

11.00 - 12.00 Lunch

12.00 - 14.30 Survey Conference Room, outdoor area for activities and Bistros

14.30 - 17.00 Drive back to Melbourne University

##### 23rd of July (Day of the event)

07.00 - 07.30 Gather, re-register, assigned into groups and play Ice Breaking Games at University Square

07.45 - 11.00 En Route to Lake mountain

11.00 - 12.00 Squad 1 Lunch, Squad 2 Tobogganing

12.00 - 13.00 Squad 1 Tobogganing, Squad 2 Lunch

13.00 - 14.30 sightseeing/hiking-activities (snowman making and snowball archery), group photos

14.30 - 15.00 Walk back to the conference room, group up, and preparing to go home

15.00 - 18.00 Drive back to Melbourne University

**Expenditures:**

Lake Mountain Alpine Resort, entrance fee:\$18.0/Person	\$1,026
Food	\$500
Chartered Bus	\$1,400
Go Get for inspection	\$120
Miscellaneous/ Games and Activities (plastic bucket, plastic cups)	\$144
Registration Fees/ \$30 per person	-\$1,350
Conference Room	\$300
Toboggan Rental/ \$8 per pcs	\$360
<b>Budget</b>	<b>\$2,500</b>

**Notes:**

- Registration fees of \$30.00 to be paid in full and upfront on the day of sign up.
- It is advised for participants to dress warmly as winter gear and clothing will not be provided.
- Ensure that participants are fully informed to wear appropriate shoes, e.g no open toe/ sandals/ heels
- No eating in conference rooms.
- Open areas can be used to hold activities, however, indoor activities have also been planned in case of poor weather.
- Light lunch, water and snacks will be provided, however, participants are strongly recommended to bring their own food.
- Eskies will be used to keep food at appropriate temperatures.
- Participants are grouped 6 per group, with total of 8 group which is assigned to 1 OB each
- Group are further grouped as squad, 4 group in each squad (1-4 & 5-8)
- The exact company and cost of the coach will be confirmed soon.

**Provided Food:**

- Water
- Subway Catering
- Biscuits

#### 4. Conclusion

The Cultural & Social team hopes to welcome international students to the University of Melbourne and to Melbourne in general, through introduction of UMSU international and Melbourne culture. We believe that students can familiarise themselves with the university and the city while forming friendships from our events. This orientation will also focus on publicising UMSU international as the peak representative body of all international students, which caters and tends to the needs and wellbeing of all its members.

This concludes my proposal. Please feel free to approach me or anybody from the Cultural & Social team should you have any questions or suggestions.

**Prepared by**

**Ivy Jiayue ZHAO**

**Incoming Vice President (Cultural and Social 2017/2018)**

**On Behalf of Cultural and Social Team**

**UMSU International**

## 5. Final Reports

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### Visa / PR Workshop Semester 1 2017 Final Report Central Committee Meeting #12 – Friday 26 May 2017

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#### 1. Introduction

The following were the details for the workshop:

Date: Friday, 12<sup>th</sup> of May 2017

Venue: Greenwood Theatre, Electrical and Electronic Engineering

Time: 11.00AM – 3.00PM

Attendees: 91 excluding OBs and ISAs

#### 2. Objectives

- To provide international students insight into the application process of Permanent Residency and Temporary Residency visas after graduation.
- To familiarize students with the newly implemented immigration policy.
- To address the questions that graduating students have on visa or migration.
- To improve awareness of the work right issue facing by international students.

#### 3. Summary of Event

Time	Activity
11:30am - 11:50am	<b>Set-up</b> <ul style="list-style-type: none"> <li>● Tables, chairs, UMSU banners</li> </ul>
11:50am - 12:10pm	<b>Registration</b> <ul style="list-style-type: none"> <li>● 3 laptops were prepared</li> <li>● Participants were asked for their student ID to confirm their attendance. Participants who did not confirm their attendance were asked to wait for 15 minutes, if there were more spaces available then they were allowed inside.</li> </ul>
12:10pm - 1:20pm	<b>Visa/PR session (with 10min Q&amp;A)</b> <ul style="list-style-type: none"> <li>● Facebook live stream was conducted, with students posting questions in the comments section.</li> <li>● Ongoing questions being asked throughout the session.</li> <li>● Contact details were provided.</li> <li>● Slides were to be distributed to participants after event.</li> <li>● Facebook live stream to be taken down at 11.59PM, Sunday 14<sup>th</sup> of May 2017.</li> </ul>
1:20pm - 1:55pm	<b>Work Right/Legal (with 5min Q&amp;A)</b> <ul style="list-style-type: none"> <li>● Short introduction by UMSU Legal to raise awareness about their services.</li> <li>● Introduction and interactive session with Young Workers Centre about work rights, discrimination, and safety.</li> </ul>

1:55pm - 2:20pm	Refreshment
2:20pm - 2:30pm	Pack-up

#### 4. Expenditure Breakdown

Food (Pizza and Drinks)	\$293.35
Facebook Boost	\$80
Total Expenditure	\$373.35
Allocated Budget	\$400
Budget Surplus	\$26.65

#### 5. Suggestions

a. Facebook Live Streaming

Facebook live stream worked very well and we had questions coming in from students who were not able to make it to the session as well. The speaker was welcoming to the option of being recorded live as well. It would be wise for future committee to consider asking the speaker beforehand for permission about the live streaming. Participants who have missed it would be able to ask questions in the comments section and have the speaker answer the question live.

b. Publicity Content

Many participants left after the VISA/PR workshop and did not stay for the work rights session. People were exiting the room after the session, and the noises coming from the opened door was rather distracting. It would be advisable to put in the work rights session in the publicity material/title in the future, so that students know what to expect. Future committee can consider splitting the workshops into two different workshops.

c. Size of venue

The turnout for this event was unexpectedly good, thus the venue could only accommodate for a maximum of 90 people. It is advisable for future committee to book a larger venue that can accommodate up to at least 100 people, based on the good turnout.

d. Publicity boost

The turnout may differ yearly depending on the change in migration rules every year. The change in the 457 Visa very likely caused the higher turnout. Publicity boost this time helped with getting more participants as well. School of Engineering also helped to promote the event on the LMs community page. Future committee can try to approach the Schools and Faculties to expand the reach. Compiled questions posted on Facebook may also have peaked students' interest. Future committee should keep updating themselves with regards to the new regulations.

e. Overwhelming response

Due to the overwhelming response and sign ups, we had to limit the sign ups to only people who confirmed their attendance via emails. This did not however deter people from walking in for the session, and we had to turn people away. Some students expressed that since they have signed up beforehand, they would have thought that that would secure themselves a place in the workshop. Future committee should look into contacting and mentioning to participants about the "first come first serve" basis, as well as keeping them up to date so that they turn up on the day.

f. Participant feedback

We have received good responses from the students with regards to the speaker and the content. However, no survey was conducted after the workshop. It's hard to collect opinions and suggestions from the participants. It's recommended for the future committee to include a feedback survey for all workshops.

#### h. Speaker selection

The visa/PR workshops of the past two years were hosted by the same speaker, Greta Haywood, who was a solicitor and a qualified immigration lawyer from UMSU Legal. As Greta has left UMSU Legal and she was not able to make it to this workshop, we had to source a speaker from external law firms or migration agency. UMSU Comms has raised their concern about inviting a migration agent to speak at the workshop, as the agent will be likely to promote their company during the event. After clarified by us and UMSU Legal, Comms eventually agreed. We have also talked to the speaker about the Comms' concern prior to the workshop, and we managed to minimise any business promotion during the workshop. For the future visa/PR workshop, Greta would still be one of the options, but if the future committee decide to invite migration agent, it's needed to inform and discussion with both UMSU Comms and UMSU Legal.

### **6. Conclusion**

This concludes the 2017 Visa and PR Workshop. The Education & Welfare team would like to express our sincere gratitude to the OBs and ISAs for all the assistance and support during the preparation period and during the event. The event was deemed successful based on the overwhelming turnout (exceeded target participants by 31), and the active engagement between students and the speakers. Please do not hesitate to approach us with any suggestions to the contents of this report.

Prepared by,  
Yuen Yuen Lin  
Education and Welfare Director  
UMSU International 2016/2017



**Sweat Out Stress Semester 1 2017 Final Report**  
 Central Committee Meeting #12 – Friday 26 May 2017

**1. Introduction**

This report concludes the whole Sweat Out Stress event on 18th of May, which included giving out of exam support packs and a free BBQ for students. Event details are as follows:

Coordinators: Marcelo Diaz & Directors from all departments

Date: 18th May 2017, Thursday

Time: 12pm to 2pm

Venue: North Court, Union House

Number of participants: 450 students

**2. Event Flow and Outcome**

**2.1 BBQ event**

To complement the exam pack give away, the HR department held a barbecue from 12 pm – 2 pm. Although there was a lack of sauces towards the end, the overall reception from the students was very good and no food was wasted.

**2.2 Exam Pack Giveaway**

<b>Period</b>	<b>Tasks</b>
Week 10: May 14th	Purchase of items for exam support packs
Week 11: May 15th-16th	Packing of 450 Exam Support Packs
Week 11: May 18th	SOS

Two tables were set up in North Court, Union House for the distribution of the exam packs. Students who collected the exam support pack were asked to 'like' the UMSU International Facebook page and follow on Instagram before they could collect their exam support pack.

As organisers already expected huge number of attendees for this event as per previous semesters' turnouts, the high response rate was handled very well with good communication within the team. From previous experiences, the team managed to control the momentum of giving out exam packs accordingly depending on the crowd.

**2.3 Publicity**

The team used this opportunity to publicise the UMSU International social media pages (Facebook and Instagram) and the upcoming Central Australia Trip. From this event, there was an increase of 300 likes on

Facebook and 180 followers on Instagram. The team also managed to attract 2 other students to join the Central Australia Trip.

### **3. Expenditure**

a. SOS's total budget of \$1600 is divided between BBQ and Exam Pack Giveaway.

#### **b. BBQ Breakdown**

The budget for this section is \$600. Below is the list of costs for the BBQ:

<b>Item</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total costs</b>
White bread (650g)	25	\$0.85	\$21.25
Beef Sausages (1.7kg)	28	\$9	\$252
Vegetarian patties	20	\$6.60	\$132
Mustard Sauce (250g)	2	\$3	\$6
Tomato Sauce	2	\$3.55	\$7.10
Chicken Sausages (680g)	6	\$6	\$36
BBQ Hire	3	\$30.00	\$90
Tables	5	\$11	\$55
<b>Final Total</b>			<b>\$599.35</b>

c. Exam Pack Breakdown

The budget for this section is \$1000. Below is list of the items that were included in the exam pack:

Item	Quantity	Unit Price	Total costs
Instant Noodles	25	\$9.99	\$149.85
Japanese Green Tea	5	\$17.49	\$87.45
Stick Pen (108 pk)	5	\$10.99	\$54.95
Haribo Bear Tub	5	\$9.99	\$49.95
Milo (1.5kg)	2	\$14.99	\$29.98
Muesli Bar (36 pk)	13	\$11.89	\$154.57
Sandwich Bag	1	\$26.99	\$26.99
<b>Final Total</b>			<b>\$553.74</b>

d. Total Expenditure

Event	Total costs	
BBQ	\$599.35	
Exam Packs	\$553.74	
Total	<b>\$1153.09</b>	
Budget allocated	<b>\$1600</b>	
Budget Surplus		<b>\$446.91</b>

#### **4. Recommendations**

##### **A. BBQ Session**

1. The team experienced a lack of sauces during the event. It would be recommended to purchase more sauces (around 2 more each) prior to the event to prevent this from happening in the future.
2. It is strongly recommended that the incoming committee is included in this event, especially the HR department, so the current committee can demonstrate and instruct them on how to properly set up BBQ and do task allocations.

##### **B. Exam Packs Giveaway Session**

1. To better control the pace of giving out support packs, it is recommended for someone to regularly monitor the number of bags left and have keep the front line always updated.

#### **5. Conclusion**

This concludes the end of the SOS report. We are sincerely grateful for the immense support and help from every department to make E&W's and HR's final event for this semester a successful one. Please feel free to approach anyone from the team for any further enquiries with regards to the SOS event.

Prepared by,  
Yuen Yuen Lin  
Education and Welfare Director  
UMSU International 2016/2017

**ISA Appreciation Night Semester 1 2017 Final Report**

Central Committee Meeting #12 – Friday 26 May 2017

**1. Introduction**

UMSU International ‘s Appreciation Night was held on 20<sup>th</sup> of May 2017 at Queen Street Rescue. The theme of the event was “Hippies Vs Hipsters”. The purpose of the event is to appreciate the efforts of the International Student Ambassadors in all the events organized by Umsu International throughout their term from Semester 2 2016 to Semester 1 2017. There were total of 65 participants who attended, including the graduating ISAs, OBs and the organizing team. There were various performances and games throughout the night and a 2 course meal was provided.

**2. Event Layout**

5 pm	Organizing team and performers arrive at Queen Street Rescue to set up and prepare
6:30 pm	Graduating ISAs and OBs Arrive
7:00 pm	Play Ice-Breaking Games (Heads up and Pocky Sticks)
7:30 pm	Mains are served and Bellivia Performs
7:45 pm	Divyaa and Angel Perform
8:00 pm	Tzeyi and Brandon Perform while Dessert is served
8:30 pm	President’s Speech and Handing Out Certificates
9:00 pm	Announce Best-Dressed ISAs and Take group photos
9:30 pm	Cleanup

**3. Budget and Expenditure**

The total budget allocated for this event was \$3350.

Items	Amount
Venue Hire and Food	\$2630
ISA Souvenirs (50 Coffee Keep-Cups)	\$439.5
Decorations	\$102.25
Movie Tickets for Best-Dressed ISA (2 tickets)	\$25
Prize for Best ISA (one diary)	\$14
<b>Total</b>	<b>\$3210.75</b>

**4. Problems**

The only problem is quite a number of ISAs (9 ISAs) failed to show up on that day despite that they responded 'Yes' to the attendance sheet.

**5. Conclusions**

On behalf of the HR department, I would like to sincerely thank the office bearers for attending and being cooperative throughout the event. I would also like to thank the 3 organizing ISAs and the performers for making this event possible. We hope that all of you had an enjoyable time. This concludes my report and please do not hesitate to approach me if you have any queries or suggestions.

**Prepared By**

**Joel Loh**

**Human Resources Director 2016/2017**

**UMSU International**

## **1. Introduction**

This report outlines the various matters for respective election sessions pertaining to the 2017 AGE from the period of 24<sup>th</sup> March 2017 to 4<sup>th</sup> May 2017. The appointed Returning Officers of UMSU International Annual General Election 2017 were:

Marcelo DIAZ,  
Michelle LUM, and  
Yu Kong LOW

The following election officers were appointed to assist with the election process:

- Kai Wen LOO
- Yuen Yuen LIN
- Jack KHOR
- Joel LOH
- Daniel TAN
- Eu Gin LEE
- Kai Ren YU
- Pearly YAP
- Wuyang QIAN
- Edelin ONGGO
- Samantha WONG
- Brandon LIM
- Hui Qin CHAN
- Joshua LUKITO
- Cecilia WIDJOJO
- Annie LIEW
- Angeline LAYADI
- Josef KUEK
- Jason LIN
- Jaycee LEE
- Tzeyi KOAY
- Jordan VO

The following people were appointed as dispute committee members

- Chowlen LIM
- Sander BREDAL
- Ethan ZHANG

## 2. Dates and Details

### · **2.1 Start and end of nomination period**

Nominations opened at 5pm on Friday 24<sup>th</sup> March 2017 and closed at 5pm on Thursday 13<sup>th</sup> April 2017. The nominations for the uncontested positions of Education and Welfare Vice-President, Cultural and Social Vice-President, Secretary, Treasurer, Human Resource Director and Communication Officer were extended to 10 am, 26<sup>th</sup> of April 2017.

### · **2.2 Candidate Information Session**

A Candidate Information Session was held from 12-2 pm, Wednesday, 29th March 2017, to inform potential candidates of the responsibilities and the nature of work involved in the various positions. The session was held at Old Arts 107, William Macmahon Ball Theatre. UMSU International representatives were in attendance to provide insight regarding each department's respective roles.

### · **2.3 Policy Speech Session**

A Policy Speech Session was held from 6-8pm on Thursday 27<sup>th</sup> May at the Electrical Engineering-108 (Greenwood Theatre) for election candidates to give speeches for their respective roles. A short Q&A session followed that.

This year, the candidates' policy speeches were recorded and a Facebook live was prompted. However, a number of technical difficulties were encountered, hindering the process and leaving the candidates with the Facebook live video as the only backup.

### **2.4 Nominations**

- 48 applications for the various positions were submitted.
- The nomination period for the uncontested roles of Education and Welfare Vice-President, Cultural and Social Vice-President, Secretary, Treasurer, Human Resources Director and Communication Officer were extended until 10am on the 26th of April 2017(Wednesday).
- Nomination forms and job descriptions were available in the International Students' Lounge and online.
- Nomination forms, job descriptions, and the Electoral Regulations were available online, UMSU International's Facebook page, the "Annual General Elections" and the "Candidate Info Session" Facebook page.

### **2.5 Voting Sessions**

The UMSU International Annual General Election (AGE) 2017 was held from 12-4pm (physical campaigning began at 12pm) on Tuesday 2<sup>nd</sup> May 2017 and ended on Thursday 4<sup>th</sup> May 2017.

#### · **The Voting sessions were held at 2 venues:-**

- FBE foyer
- Union House Theatre Bar, ground floor, Union House



**2.6 Polling**

- The eligibility of voters was verified using a list of student numbers of all enrolled international students in the University and a google doc was used to ensure that each voter hadn't already done so before.
- Statistics of the polling session are as follows:

Total vote from ballot box	1343
Total valid vote count	1308
Total invalid votes	35
% of total valid votes	97.39%

	FBE	Union House
Day 1	170	253
Day 2	155	269
Day 3	164	325
Total for each location	489	847
Total votes	1336	

The numerical difference of the aggregate amount as per the ballot box and location is due to confusion. This is because some ballots were separated in the vote count session. Since the difference of 7 votes is not considered a significant percentage of the aggregate amount. No candidates won by a difference of 7 votes or less, we decided that this discrepancy is not significant enough in the interest of the vote counters. We acknowledge that this discrepancy should not happen in future situations.

### 3. Issues and Recommendations:

#### 3.1 Info Session:

- Issues
- Recommendations
  - We encourage the next Returning Officers to use the same venue as it allowed for discussion and good viewpoints from anywhere in the room.

#### 3.2 Policy Speech Session:

- Issues
  - Technical difficulties with camera.
  - Have a trial recording first
  - Setting for video recording must be set to low quality to ensure a smooth recording with no cuts.
  - Due to time constraints, executive officers were asked one question by the current committee and up to two questions from the public. Director positions were asked one question from the current committee and up to one question from the public. Time constraints affected especially to officer candidates as they were asked only one generic question.
- Recommendations
  - Change format of policy speech to allow more time for executive committee candidates to show their ideas and plans.
  - Two sessions: one for executive committee and one for central committee, are recommended to allow enough time to every candidate to show their skills and qualifications, as well as enough time for Questions and Answers.
  - Define the objective of the policy speech: aspirations, qualifications, issues, etc
  - Define format of the policy speech: debate, speech q and a, etc.
  - Pre-publish questions for candidates for better preparation and to know what to expect from policy speech.

#### 3.3 Polling:

- Issues
  - Names in the ballot paper for some positions showed current committee members and ISA as first option.
  - Unclear and/or ambiguous UMSU AGE regulations on what would constitute as online “joint campaigning”
  - Unclear instructions about preferential system of voting
- Recommendations
  - Randomise names in ballot papers to ensure fairness in the process.
  - More Election Officers would be ideal.
  - Election Officers should be better briefed.
  - Alter the UMSU AGE Regulations to be clearer on the boundaries for online “joint campaigning”, such as liking and/or sharing.
  - Clarification on the roles and responsibilities of the Dispute Committee
  - Clarification on the roles and responsibilities of the Election Officers.

### 3.4 Counting Session

- Issues
  - Confusion on how to proceed during the counting session.
  - Confusion in what makes a ballot paper valid or invalid (Consistency is important)
  - Pages got separated before counting, making it harder to tally numbers.
- Recommendations
  - Returning officers should be overseeing the counting rooms to ensure clarity and transparency.
  - Report to Returning Officer after second and third count to ensure correct counting and tally of numbers.
  - Double staple ballots to ensure no loose pages are found
  - Returning Officers to leave clear indications on how to carry out counting process to next Returning Officers.
  - Provide an SOP for counting sessions and guidelines for preferential system.

These matters will be brought up again in the revamping of the UMSU International Annual General Elections system.

**4. Actual Expenditure**

Item	Expenditure
Food	\$259.00
Camera SD card	\$25.88
Snacks	\$19.78
<b>Total</b>	<b>\$304.75</b>
<b>Budgeted</b>	<b>\$500.00</b>
<b>Leftover</b>	<b>\$195.25</b>

**5. Conclusion**

The results of the elections are as follows:

**President**

Zhi Xuan (John) HEE

**Vice-President (Education and Welfare)**

Wei Lee ONG

**Vice-President (Cultural and Social)**

Jiayue (Ivy) ZHAO

**Secretary**

Zi Shan (Angel) WEE

**Treasurer**

Melia Permata Sari WIJAYA

**Education and Welfare Director**

Royston Chi King CHUA

**Cultural and Social Director**

Kevin KALIP

**Communications Director**

Evelyne Febriani TANTONO

**Human Resource Director**

Sabrina Siew Yin LOH

**Partnership and Sponsorship Director**

Yee Hean (Ian) CHUAH

**Education and Welfare Officers**

Livianie TAN  
Wanqiuzi ZHAO  
Ren Jie PHANG  
Joshua TSENG

**Activities Officers**

Xin Yong (Michelle) TAN  
Nicholas Shi Hao TAN  
Junyi QIAN  
Harn Jy (June) LIU  
Steven ZHANG  
Surviantoro Iilham YUDANARDI

**Communication Officers**

Hui Wen TAN  
Agatha Celia SANTOSA  
Hun Yao CHONG

**Partnership and Sponsorship Officer**

Yiqiao (Mia) WANG

**Human Resource Officer**

Rebecca VINCENT

This concludes the report. I would like to thank the Returning Officers, Election Officers, and Dispute Committee members for their participation in the election process.

**Prepared by,**  
**Marcelo Diaz, Yu Kong Low and Michelle Lum**  
**Returning Officers,**  
**UMSU International Annual General Elections 2017.**

## 1. Introduction

This report covers the period of 1<sup>st</sup> March 2017- 13<sup>th</sup> April 2017.

## 2. VIP reception

### Coordinator: Chowlen LIM

VIP Welcome Session started at 5pm. 4 EXCOs attended the session. Drinks were served. EXCOs and the VIPs had a wonderful networking session and we managed to introduce UMSU International to the VIPs. The VIPs were invited to the opening ceremony at 5.55pm.

### Problems

1. Some invited VIPs have to leave early due to prior commitment.
2. The models are not interacting with the VIPs while waiting at the entrance of MSD Building.

### Improvement

1. Save the date emails were sent to VIPs in January after the team confirmed the date and the theme.

### Suggestion

1. Brief the models on what to do during opening ceremony in future. (if applicable)

### List of VIPs

Faculty/Department	Position	Name
Melbourne School of Government	Interim Director	Professor Andrew Walter
UMSU	President	Yan Zhuang
UMSU	General Secretary	Yasmin Luu
Melbourne Law School	Dean	Professor Carolyn Evans
Catholic Chaplain to International Students		Delma Lambs
TALQAC	Chair of TALQAC	Professor Ian Malkin
AFIS	President	Candy Tong
Faculty of Veterinary & Agricultural Science	Dean	Professor John Fazakerley
City of Melbourne	International Student Projects & Events Coordinator	Gary Lee
UMSU International	Former President	Tony Wen Kai Wang
UMSU International	Former President	Yu Kong Low
University Services	Community and Student Support Officer	Rima El Hage

Asean Youth Organisation of Victoria	President	Natalia Agus
FASTCO	President	Mike Malicsi
FASTCO	Director for Organisational Development	Matt Wamil
FASTCO	Director for Learning	Ethel Villafranca
Singaporeans of Victoria	President	Wei Cheng Ang
City of Melbourne	International Education Project Coordinator	Shane McIlroy
Singaporeans of Victoria	Executive Director (Finance)	Garrett Quek

Expenditures (VIP Reception)

Item	Amounts (\$)
VIP Catering	150.00

### 3. Opening Ceremony

The president and VIP delivered their opening speeches after the opening dance. The dance started from stage to MSD back to the stage. The response to the opening act was good, as it attracted the attention of the crowd and performances as such can be considered in the future. However, the opening ceremony is delayed 15 minutes due to electrical issues which I will discuss more about it in section 5.5.

### 4. Performances

**Coordinators: Pearly YAP, Ivy ZHAO**

Performances were arranged to entertain attendees of the event. The timeline was as follows:

Night Market 2017 Performance Timeline		
Emcees: Linda FANG, Royston CHUA, Cedric CHIN		
Time	Performances	Performers
4.00-5.30	Instruments Sound Check	Tulalah, Acapollo choir, DJ Erick
5.45-5.55	OPENING PARADE	Belly Dance Troupe

5.55-6.05	Authentic Egyptian Bellydance	Dance Baladi Bellydance Studio
6.10-6.20	<b>Opening speech followed by OPENING CEREMONY (Light projection on MSD)</b>	UMSU INTL President - Sander Bredal UMSU President - Yan Zhuang
6.25-6.35	Singing (Duet)	Tzeyi KOAY & Carine LIM
6.45-6.55	Choir	Acapollo
7.05-7.15	Dance	Flare Dance Ensemble
7.25-7.30	Model Runway Show & DJ	8 Models & Erick Gonzales
7.35-7.45	LED Show & DJ	Sean Kelly-Kobes & Erick Gonzales
7.50-7.55	Saxophone performance	Saxon LIU
8.00-8.05	Dance (Michael Jackson) & Flash mob	Med Moves
8.10-8.15	Singing (Solo)	Joy HENG
8.20-8.25	Bollywood Dance	LAKS
8.30-8.45	Fire Show - IGNITE	Cirque Mystique (David Leach & Brendan Angelo)
9.00-9.30	Band	Tulalah
9.40-10.00	<b>CLOSING CEREMONY</b>	LUCKY DRAW, TOKEN OF APPRECIATION, THE END

#### 4.1 Problems Encountered and suggestions

- Pulled out of external performance due to delay of confirmation while we were still negotiating and comparing the prices.
- Volume of sound system was not loud enough
- Initially we did not get many applications from clubs or performers who never perform in Night Market.

#### 4.2 Suggested Improvements



- Enquire few companies at a time so it would be easier to find a backup
- Communicate and reflect this issue to AV Melbourne (Steve) before event day
- Reach out to all cultural or performance based clubs to recruit more new performance by emails and social media. Use UMSU International brand and emphasizes the exposure to the performers.

#### **4.3 Additional suggestions**

- Rent a bigger venue (eg. Grand Buffet Hall) as preparation room for internal performers
- Medmove, Flare Dance Assemble, Fire Show from Cirque Mystique and models dressed up according to the theme are strongly suggested as they successfully attracted a big crowd.
- An internal band is recommended over an external band as students will come if their friends are performing and an external band is way more expensive.

#### **4.4 Detailed Expenditure (Performance)**

### Night Market 2017- Performance Team Expenditure

**Performance**

No	Name of Performance	Name of Company/Performer(s)	Amount (AUD)
<b>EXTERNAL</b>			
1	Authentic Egyptian Bellydance	Dance Baladi Bellydance Studio	650
2	Fire Show - IGNITE	Cirque Mystique (David Leach & Brendan Angelo)	818.24
3	Band	Tulalah	800
4	Dance	Flare Dance Ensemble	200
<b>INTERNAL</b>			
5	Singing (Duet)	Tzeyi KOAY & Carine LIM	30
6	Choir	Acapollo	50
7	DJ for Model Runway Show and LED show	Erick Gonzales	20
8	LED show	Sean Kelly-Kobes	300
9	Saxophone performance	Saxon LIU	20
10	Flash mob	Med Move	30
11	Singing (Solo)	Joy HENG	15
12	Bollywood Dance	LAKS	30

**Others**

No	Item(s)	Amount (AUD)
1	Token of appreciation	143.4
2	Make up artists (1 emcee + 4 models)	150
3	Costumes for emcees and models	643.01
4	Props for opening ceremony & Miscellaneous	160.9
<b>TOTAL:</b>		<b>\$4,110.55</b>

## 5. Food

**Coordinators: Eu Gin LEE, Josef KUEK, Angel WEE**

There were 19 participating stalls, all of which were clubs within the University of Melbourne. All clubs were allowed to access the kitchen (130 degrees) 2 days before the event to prepare and store their food. Such measures reduced over-crowding on the day of the event.

### 5.2 Problems Encountered

- Bain-maries were not fully functional due to the electrical outage. Hence, we disallowed the clubs to come out from the kitchen. The clubs only started selling at 6.30pm instead of 6pm.
- Equipment supplied by Harts had non-functional ones. (especially BBQ pits)
- Struggled to find food stalls before the deadline, as the usual participating clubs have their own event the next day (Good Friday).

### 5.3 Suggested Improvements

- Communicate with the electrician prior to the event.
- Hire extra equipment and have them ready during the event in case any faulty ones. Also, inform Harts about this issue for the upcoming Festival of Nations and Night Market.
- Had to extend the deadline and call up head of clubs to inform them about the event. Main reason to this issue is because a lot of clubs were not aware about it especially clubs that never participate before. I suggest we can invite more clubs to the HOC meeting and let them know Night Market will be one of the agenda of the night.

### 5.4 Additional suggestion

- Clubs were very happy with the service provided by Chef Cameron. It is recommended to hire Chef Cameron again for future events.

### 5.5 Comment

The city councils were happy that all participating food stalls followed the rules and regulations. City council pointed out that we did a very good job in resisting the pressure of the food clubs by not allowing them to exit the kitchen and go to their respective stalls. Although the food stalls can only start selling at 6.30pm instead of 6pm, we think it is more important to ensure the electricity is ready and all the bainmaries are fully functional. Last year, we had the electricity issues as well and because the temperature in bainmaries was not optimal, some food was forced to dispose off by city council.

### 5.6 Detailed Expenditure (Food)

Item	Amounts (\$)
Food team (cleaning items, hairnet, gloves)	220.66

## 6. Decorations

**Coordinators: Jaycee LEE Zhao Chii**

The decorations were done based on the theme “Ancient Egyptian” which included mummy, Anubis, ancient Egyptian fans & sunshades, ancient columns and many more. A team of 16 ISAs and one OB was formed 3 weeks prior to the event.

**6.1 Problems Encountered**

- Not all ISA in the team put equivalent effort and time as others in the team.
- Arts room was too dirty after everyday use by décor team. (unwashed brush, leftover paint etc)
- Time for set up on the event day was not enough as it is too rush to complete everything in 1.5 hours.

**6.2 Suggested Improvements**

- Different hours were given to each ISA in the décor team based on their commitment and effort during the preparation period.
- Weekly meeting and a Whatsapp group chat for décor team was created in order to keep all the progress in track.
- Arts lab should be booked for at least two weeks including weekends for the preparation of event.
- OB needs to check the arts lab regularly and Décor team is strongly advised to keep the arts room clean in every meeting.
- ISAs in the décor team should be allocated in the deco set up on the event day as they are more familiar with their task.
- Car is rent from GoGet in order to save time to purchase all the materials for decorations.

**6.3 Additional suggestions**

MATERIALS	SHOPS
Large / small cardboards	Micor / Boxestogo
Fabric	Trimnings & Remnants / Spotlight / Lincraft
Renting Props	The Prop Store
Gaffer tape, double side tape, wire, marker pens etc	Bunnings / Officeworks
Glue gun, cutter, scissors, crepe paper, glitter paper	Spotlight / The Reject Shops
Foam sheets, foam balls	Spotlight / Riot Arts & Craft
Colour Paint	Lincraft / Eckersley / Deans Art /Riot Arts & Craft
Wording Balloons	I love this shop / Melbourne Party Emporium

**6.4 Detailed expenditure (Decoration)**

ITEM	EXPENDITURE /\$
Cardboards	83.77
Fabric	339.93
Wording Balloons	162.93
Props Renting	182.16
Transportation	226.16
Others	242.51

 <b>UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL</b>  <i>Care for, Act for, Stand for International Students</i>	
Total	1237.46

## 7. Games stall

**Coordinator: Kai Ren YU, John HEE**

There were 2 participating clubs (Japanese Club and Card Crew) for this year's Night Market.

### 7.1 Problems encountered

- Struggled to have games club applicants.

### 7.2 Suggestions

- Personally contact games-related club and let them know about Night Market.
- Feedbacks from clubs indicate that games club were not that well-received and have a way lower profit. However, they said that they participate as games stall to gain experience in order to be one of the food stalls in the next event.
- Since we usually struggled at finding games stalls but have more than enough food stalls, new committee will have to discuss whether to involve games stall in the upcoming event.

## 8. Haunted House

**Coordinator: Kai Ren YU, John HEE**

The haunted house was jointly organised by the coordinators and 21 ISA's. The ISA's were split into 3 groups of 7 and assigned their individual lanes in the haunted house. The ISA's were then given the freedom to create and customise their lanes under the supervision of the coordinators. This presented the ISA's with an opportunity to plan and execute an event themselves.

The Haunted House was very successful with a line forming even before opening. An estimated 500 participants were able to experience the haunted house. Within 30 minutes of the opening of the Haunted House, the line was approximately 90 minutes long and had to be split into 2 sections, left and right of the entrance.

### 8.1 Problems encountered

- Haunted house line grew very long very quickly. We ended up splitting the line in 2 to prevent it from blocking the exits of Union House
- AV Melbourne did not set up drapes and lighting as planned which delayed us by 15 minutes.
- ISA's were too tired towards the end of the night because of the constant flow of participants.
- Participants demanded entry into the Haunted House even after 10pm and would not leave even after stopping the line at 8.45 pm

### 8.2 Suggested improvement

- The line should be stopped earlier to prevent the haunted house from progressing past 10pm
- Initiate 2 lines system from the start of the event

- If possible, increase number of ISA's involved in the Haunted House so a partial shift system can be implemented. However, this is unlikely given the amount of manpower needed for the whole Night Market. It is advisable to inform the ISAs involved about the long working hours and advise them to eat before the event.

### 8.3 Detailed expenditure (Haunted House)

Items	Cost (\$)
Haunted House Expenditure (3 teams for 3 lanes)	\$315.39
2 Make up artists	\$147.29
Game Stalls Expenditure , Food and Drinks	\$173.58
Miscellaneous	\$14.14
<b>Total</b>	<b>\$650.40</b>

## 9. Camel Ride

Coordinator: Kai Ren YU, John HEE

The camels are hired from "Peter Hodge Camel Hire". Peter arrived at 4:30pm, one and a half hour before the event started. This was a plus point as it has gathered a small crowd which helps to further publicise the Night Market 2017. This camel riding was held at the North Court, which has plenty of space for participants to ride for a round, under the control of the professional camel handlers. The queue was reasonably long throughout the event and the unusual camels' presence in the university was a pleasant surprise to many.

### 9.1 Problems encountered

- The queue was long at certain moments and caused the end of camel ride's queue to coincide with the haunted house's queue. This has raised certain safety concerns by the officers as it has congested the area near the exit route of the union house.
- Foul smell from the excretion of the camels was unpleasant to certain people.
- There was one contentious environmentalist who was confronting to the people in charge of the camels, that the riding of the camels was inhumane and abusive to the animals. People in charge of the camels had to explain how the camels' welfare has been taken care of.

### 9.2 Suggested improvement

- Before the event, it is important that the queue line has been clearly marked on the floor, and that it is well prepared for long queue, while adhering to the safety regulations (such as avoiding queue lines near the main doors)
- For any future events that could potentially raise concerns regarding the topic of animal rights or welfare, it is important that during publicising, the public is also informed and assured that many steps have been taken by the organisation to ensure that the animal's welfare has been well taken care of under the hands of professionals so as to minimise such events from arising again.

## 10. Publicity

**Coordinator: Jack KHOR**

Event Reponses: 1936 vs 3554 (70% Increase)

Reach: 40K vs 71K (75% Increase)

Publicity Methods:

- Physical flyers given out
- Chalking
- Poster Runs
- Organizations helping us spread our events through newsletters and social media
- Clubs and societies sharing event
- OBs and ISAs sharing the event
- OBs and ISAs changing profile pictures
- Word of mouth and flyers during meet and greet
- Published article on WhatsOnMelbourne

What went well

- There was a consistent flow in publicity, event was hyped up in a correct way and orderly fashion (due to experience from FoNs)
- Surpassed our target of 2000 event responses on Facebook
- ISAs knew what they were publicizing about and was well briefed
- Could hear and see people actually interested in Night Market when attending lectures and tutorials
- There was indeed a huge turnout on event day itself

**Problems encountered**

- Balloons will be a no go from now onwards
- Organizations were a hassle to deal with (some said yes and did not actually help)
- SD card was lost so future committee will find it slightly harder to promote Night Market as the photos taken this year were really good

**Recommendations**

- Back up pictures and SD card should never ever leave the office
- Chase after organizations and pester them with emails
- For greater reach, look into broadsheet au or timeout au for an article.

**10.1 Detailed expenditure (Publicity)**

Items	Cost (\$)
Facebook Boost	243
External Designer for layout	150
Vouchers	226
Printing	270
<b>Total</b>	<b>889</b>

**11. Photo Booth**

The Photobooth was hired from Photorazzi. The attendants required minimal directions and were helpful. Hence, it is strongly recommended for the future events to engage the photobooth from Photorazzi.

**12. Henna Booth**

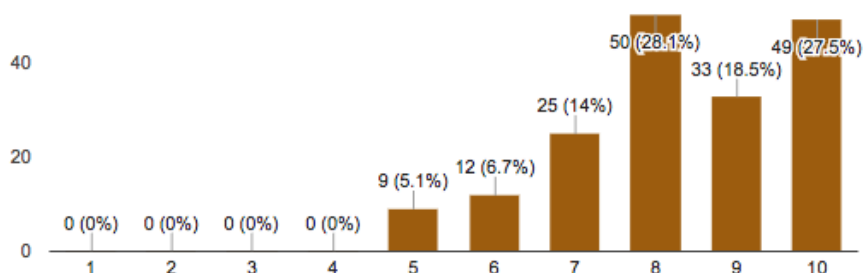
3 Henna artists were hired to provide free Henna services. The Henna Booth was very well-received and still unable to cope with the long queue despite us hiring 3 (was 1 previously). They had to work until 10.30pm.

**13. Light Projection**

Inspired by the idea from White Night, we decided to give it a try by having Sarah Tan to create a Egyptian themed film for us. It was displayed onto the wall of MSD. The light projection was supposed to be display during opening ceremony but it was delayed due to technical issues by AV Melbourne. It was thought to be the main attraction of the night having invested quite a large sum of money, it was nice but it did not lift up to the massive expectation as there were too many things going on at the same time during Night Market.

**14. Survey (Participants excluding OBs and ISAs)**
**How much would you rate for the event decorations?**

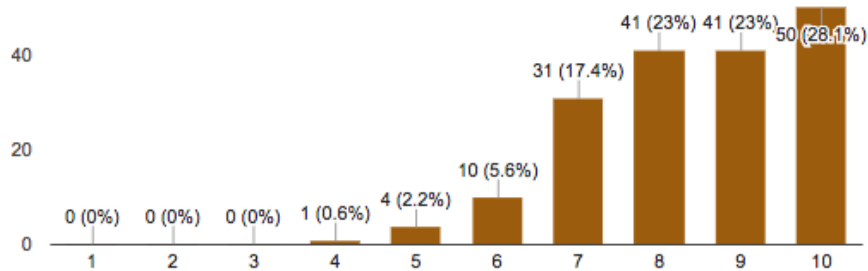
178 responses





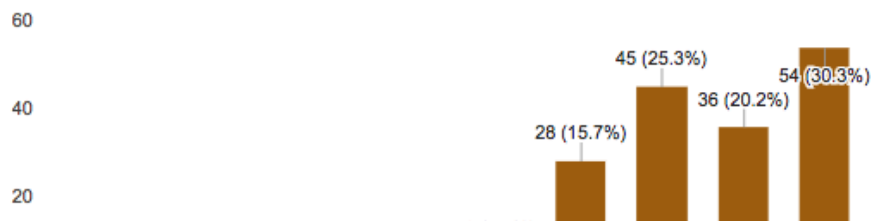
### How much would you rate for the performances?

178 responses



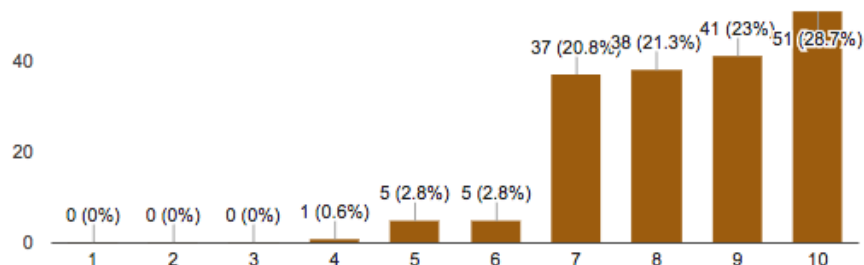
### How much would you rate for the entertainments? (eg. Haunted House, Camel Ride & Photobooth)

178 responses



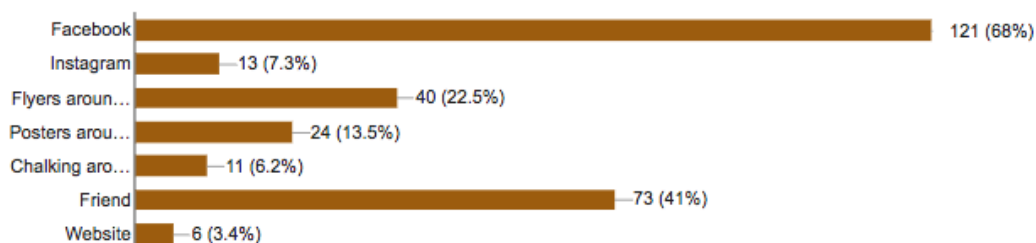
### How much would you rate for the artwork display? (eg. White Night Projection, Henna & Calligraphy)

178 responses



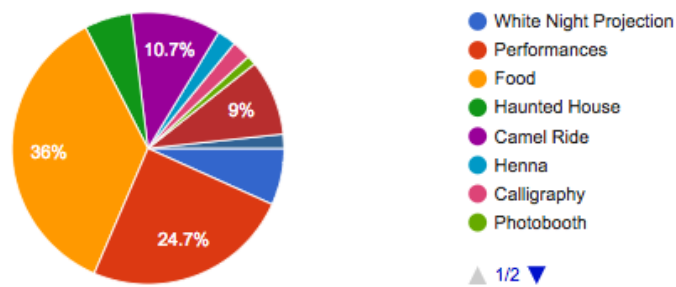
### How did you hear about Night Market?

178 responses



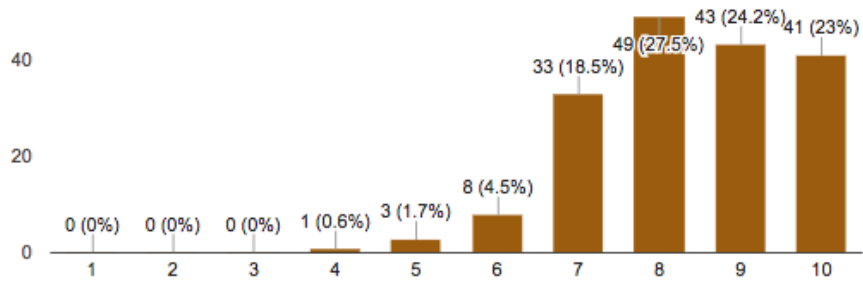
### What did you enjoy most at Night Market?

178 responses



### How much would you rate for overall event?

178 responses



### 15. Survey (Participating Games and Food Clubs)

- All food and games club were happy with the event. (Max: 10 Min: 7.5 Mean: 9)
- All 19 food stalls managed to earn profit. (Max: \$1000, Min: \$200, Mean: \$400)
- Both games stall also managed to make a small profit. (Max: \$200, Min: \$38)
- Clubs pointed out that the crowd this year was a lot better compared to prior years which explains the high profit.
- However, clubs were disappointed that they could not start selling at 6.00pm sharp due to electrical issues.

### 16. Prizes

- Best decorated stall: International Commerce Student Society (ICSS)
- Best dressed members: Japanese Club

Both clubs received a cash prize of \$100. This contest is recommended for future events to encourage clubs to decorate their stalls and dress up either according to our theme or their own culture.

### 17. Final expenditure

Item	Proposed Budget	Expenses	Total expenses
Decorations <ul style="list-style-type: none"> <li>• Oil pastels</li> <li>• Brush</li> <li>• Paint</li> <li>• Cardboard</li> <li>• Trimming</li> <li>• Prop Hiring</li> <li>• Transport of Material</li> </ul>	\$1,000.00	\$489.21 \$339.93 \$182.16 \$226.16	<b>\$1237.46*</b>
VIPs <ul style="list-style-type: none"> <li>• Reception</li> <li>• Parking</li> </ul>	\$500.00 \$200.00	\$150.00 \$80.00	\$230.00
Performances <ul style="list-style-type: none"> <li>• Emcee props</li> <li>• Opening props</li> <li>• Internal performers</li> <li>• External performers</li> <li>• Token of Appreciation</li> <li>• Make Up Artist</li> </ul>	\$3,500.00	\$157.50 \$545.00 \$2,468.24 \$143.40 \$150.00	\$3,464.14
Food <ul style="list-style-type: none"> <li>• Food coupons (\$1/\$2)</li> <li>• Hygiene</li> </ul>	\$1,500.00 \$800.00	\$945.00	<b>\$3,889.95*</b>

<p>equipment (gloves, garbage bags, detergent, hairnets and etc.)</p> <ul style="list-style-type: none"> <li>• Oil funnels</li> <li>• Ice Bags (20 bags)</li> <li>• Food premises registration</li> <li>• Chef Hiring</li> </ul>		<p>\$277.06 \$780.00 <b>\$1,887.89*</b></p>	
<p>Equipment Hire</p> <ul style="list-style-type: none"> <li>• Marquees</li> <li>• Gas stoves</li> <li>• Bainmaries</li> <li>• BBQ pits</li> <li>• Gas tanks and cage</li> <li>• Hot water urns</li> <li>• Fire Blanket</li> <li>• Fire Extinguisher</li> <li>• Labour cost</li> <li>• Tables &amp; Chairs</li> <li>• Stage &amp; PA system &amp; light &amp; Generator (AV)</li> <li>• Testing and Tagging (AV)</li> <li>• White Night Projection (AV)</li> <li>• Projection Video</li> </ul>	<p>\$18,550.00  \$20,000.00 \$10,000.00</p>	<p>\$14,868.93  <b>\$33,000.00**</b> \$850.00</p>	<p><b>\$48,718.93**</b></p>
<p>Publicity</p> <ul style="list-style-type: none"> <li>• Posters</li> <li>• Flyers</li> <li>• Lucky Draw tickets &amp; Vouchers</li> <li>• FB Advertisement</li> <li>• Costume</li> <li>• External Map Designer</li> </ul>	<p>\$1,500.00 \$500.00</p>	<p>\$248.76 \$327.05  \$242.10 \$662.98 \$150.00</p>	<p>\$1,630.89</p>
<p>Miscellaneous</p> <ul style="list-style-type: none"> <li>• Security</li> <li>• Cleaning Services</li> <li>• Fire fighter</li> </ul>	<p>\$2,000.00 \$500.00 \$1,700.00 \$400.00</p>	<p><b>\$2,000.00**</b> \$1,111.26 <b>\$1,800.00**</b> \$600.06</p>	<p><b>\$5,511.32**</b></p>

<ul style="list-style-type: none"> <li>St.John Paramedic</li> </ul>			
Games <ul style="list-style-type: none"> <li>Camel Ride</li> <li>Haunted House</li> </ul>	\$4,000.00	\$1,716.00 \$650.40	\$2,366.40
Lucky Draw	\$500.00	\$459.00	\$459.00
Special <ul style="list-style-type: none"> <li>Henna Booth</li> <li>Photobooth</li> <li>Videographer</li> <li>Calligraphy</li> <li>Best Dressed Stall</li> <li>Best Decorated Stall</li> </ul>	\$500.00 \$1,500.00 \$1,500.00 \$350.00	\$336.00 \$1,200.00 \$1,500.00 \$378.45 \$100.00 \$100.00	\$3,614.45
Appreciation dinner	\$1,000.00	\$650.68 \$120.00	\$650.68 \$120.00
Subtotal	\$72,000.00	<i>\$71,893.22**</i>	<i>\$71,893.22**</i>
Revenue from Eq.Hire	(\$2,500.00)	(\$2,735.00)	(\$2,735.00)
Sponsor	-	(\$1,000.00)	(\$1,000.00)
TOTAL (include GST)	\$69,500.00	<i>\$68,158.22**</i>	<i>\$68,158.22**</i>

Notes:

**\*Over budget \*\*TBC**

#### **Reasons of over budget**

1. Chef hiring: We used to have free chef services from 130 degrees in previous Night Market and FONs. We have to hire the chef externally start from this year due to the closure of 130 degrees. This expenditure is not budgeted.

2. AV: Although we terminate the usage of festoons light, which costs around \$2,000, AV hire another generator to ensure the constant supply of electricity as we experience frequent current breakdown in the past Night Markets. There is an increment in labour cost as the next day is a public holiday.

3. Cleaning services: Due to miscommunication with Aviya, we doubled the amount of cleaners (from two to four) that we were not aware beforehand and hence we did not budget enough for that. It used to cost \$388.85 for two cleaners last year. In addition to that, there was also increment in labour wages as the next day is a public holiday.
4. St. John Paramedic: In the previous Night Market, we were lucky to get volunteers from St.John. Unfortunately this year, none of the volunteers are available and we get two full time paramedics.
5. Decorations: The transportation cost is shared by all teams. Decoration team has get approval for budget increment as the amount exceeded is not significant and can be covered.
6. Equipment hiring (Harts): There is a penalty rate for Good Friday picking up, which costs us \$720.00. Also, as we located some food stalls at Union Lawn, we need to spend some money on flooring.

## **18. Improvements from previous Night Market**

### **1. Guaranteeing a constant power supply**

We hired an extra generator to prevent breakdown of power supply as suggested from previous report. As AV@Melbourne had a delay in doing wiring in each marquee this year, the bain-maries were turned on one after another and no short circuit issue happened.

Note: \*Switching on all the bain-maries (which on a normal basis, requires a large amount of power) at the same time was suggested to be one of the causes of the short circuit in Night Market 2016.

### **2. Clarifying the role of AV@Melbourne**

We had an early discussion with AV@Melbourne and Sophia to clarify our role. AV@Melbourne plays a greater role in production managing the event in terms of arranging power for the entire event. Sophia manages the construction of marquees, equipment hiring and OH&S.

### **3. Expanding OH&S**

The following professionals were hired to ensure the highest standard of OH&S: 4x security guards, 4x cleaners, 2x fire safety officer, 2 paramedics as we knew the crowd was getting bigger.

### **4. Improving the layout**

As suggested in last Night Market report, we placed some food stalls in Union Lawn to reduce overcrowding in the centre of Concrete Lawn. Hence, the Union Lawn was fully utilized this year. The sponsor booth had been moved away from the centre of Concrete Lawn.

#### 5. Early planning of the event

As this year Night Market fall on week 7, early research on the potential games or entertainments (eg. camel ride, fireworks, bumper cars) were done after FONs and we had early brainstorming on the theme and allocation of the team during summer break. The budgeting of Night Market was done at the end of last semester. Save the date emails were sent to VIPs during summer break to notify them about the event. All team started to brainstorm and plan before the semester started.

#### 6. Better venue set-up and pack down

The venue was cornered off over the course of set-up. This is particularly the case when marquees were being constructed and power was being laid out. Although we didn't ask the clubs to return all their hired equipment before signed out, we were quite efficient in packing down as we arranged a pack down roster and all OBs and ISAs knew what they need to do.

#### 7. Changes in lighting

We replaced the festoon light with another cheaper lighting and we saved \$2,000 from this.

#### 8. Placing an extra speaker at MSD

As we realized the sound couldn't reach at the back, we placed an extra speaker at MSD for announcement purposes. However, it doesn't function well.

#### 9. Increase the opening hours for kitchen

We extended the opening hours for kitchen on Wednesday and Thursday, as the clubs need more time in preparation.

### **Recommendations**

#### 1. Theme discussion

It is highly recommended to discuss the theme with UMSU Communication and the committees before Head of Clubs Meeting. Before doing that, C&S team has to come out with different themes and rank them according to preference before the discussion. It is too late to discuss the theme during Night Market proposal in week 4 or 6 as most of the preparation works are going on and the clubs are well informed with the theme during HOC.

## 2. Opening hours for kitchen

It is recommended to shorten kitchen preparation time on Tuesday and extend the hours on Wednesday and Thursday as most of the clubs come in one day before the event for preparation and they need more time for preparation. The recommended preparation times are as follow:

Tuesday: 2 hours.

Wednesday: 9am to 7pm.

Thursday: Start from 9am.

\* Please note that the kitchen team has to prepare their folder and equipment one day before preparation. Extending the hours imply more cost on chef hiring.

## 3. Henna Artists

Although we increase the number of Henna artists this year, the responses are still overwhelming. It is recommended to hire more henna artists next year and also provide food and drink to the henna artists instead of food voucher, as they don't have the time to buy the food. It is highly recommended to follow the hourly rate offered by the artists if it suits the budget.

## 4. Photobooth

As the crowd is increasing every year, it is recommended to hire two Photoboos to reduce the queue in the future.

## 5. Strictly follow the planned timeline during set up

It is highly recommended to give feedback to AV@Melbourne regarding delayed in wiring during set up and ensure it will not happen again next time. Although they are understaffed, they could set up earlier or find a replacement to compensate the understaff issue. Due to that reason, the bain-maries are not ready on time to keep the food warm and the food stalls can only start to sell their food at 6.30pm.

## 6. Extending the set up hours

Due to that unforeseen wiring issue, we don't have enough manpower to fill up the water for bain-maries and hot water urns from 5 pm to 6pm. It is highly recommended to allocate some manpower during that period to backup for any emergency issue.



7. Set a time range to commence food selling

Since we always have issue with setting up, it is highly recommended to set a time range for the clubs to leave the kitchen and commence their sales on stall (eg. 6 pm to 6.30pm).

8. Underutilization of walkie-talkies

Although we hired walkie-talkies for better communication, we seem like under utilized them. It is recommended to have training on how to use or communicate through walkie-talkie before the event.

9. Publicity of Food, Performance and Games Application

It is suggested to post the application on Facebook page and contact the clubs forms as soon as possible once the application commences and before the deadline.

**Challenges**

1. Selection of Night Market date

As this year Mid-semester break fall between week 7 and week 8, it was a struggle to choose between week 7 and week 8. Hereby I attached the pros and cons for the next committee's reference when they are facing this issue again.

	<b>Week 7</b>	<b>Week 8</b>
<b>Cons</b>	<ul style="list-style-type: none"> <li>As the following day is Good Friday, which is a public holiday, there is an increase with labor cost for AV@Melbourne and penalty rate on Good Friday equipment pick up.</li> <li>The committees have to push all the works earlier and more stressful as most of the MST and assignments due are on week 6 or 7.</li> </ul>	<ul style="list-style-type: none"> <li>As the week before is mid semester break, there will be a slowdown in building hype for physical publicity.</li> </ul>
<b>Pros</b>	<ul style="list-style-type: none"> <li>The committees can rest and catch up with their study during mid semester break.</li> </ul>	<ul style="list-style-type: none"> <li>The tasks can be spread out and less stressful.</li> <li>There are no extra charges as the next day is working day.</li> </ul>

## 2. Expanding the layout

Although we have fully utilized the Union Lawn this year, the whole venue is still overwhelmingly crowded. It is recommended to rearrange the layout again, activate new spaces (eg. South Court) and placing more food stalls to accommodate more people and reduce the queuing time. Please note that, extra cost is needed for extra marquees and equipment hiring and also more manpower is needed. A possible solution suggested before is to move the stage to MSD building.

## 3. Tradeoff between promoting cultural diversity and getting crowds

There is a tradeoff between promoting cultural diversity and attracting and keeping the crowds. Since Night Market goal is to promote cultural diversity, not attracting enough crowd may not achieve that goal and not able to justify the large investment.

## 18. Conclusion

This concludes my report. Please do not hesitate to contact me if you have any suggestions or queries. Hereby, I would like to express my gratitude to my team and the rest of the committee for all your help and support both before and on the event day itself. Thank you once again.

**Prepared by,**

**Kai Wen (Kelvin) LOO**  
**Cultural and Social Director 2016/2017**  
**UMSU International**



**6. Other Business**

**7. Next Meeting**

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Friday 26 May 2017