



## Agenda

Central Committee Meeting #3 – Friday 2<sup>nd</sup> September 2016

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Time: 16:30

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

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 Festival of Nations Semester 2 2016 Proposal
  - 4.2 Professional Mingle Semester 2 2016 Proposal
  - 4.3 OB Camp 2016 Proposal
5. Reports
  - 5.1 Self-Protection Workshop Semester 2 2016 Final Report
  - 5.2 ISA Induction Semester 2 2016 Final Report
  - 5.3 Big Day Out Semester 2 2016 Final Report
  - 5.4 President Meetings Report (August)
6. Other Business
  - 6.1 Q-nect
7. Next Meeting
8. Close



**Unconfirmed Minutes**

Central Committee Meeting #2 – Friday 19<sup>th</sup> August 2016

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Date: 19<sup>th</sup> August 2016

Time: **16 30**

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

**Attendance and Official Welcome**

Absent with Apologies

Exco : Ethan ZHANG (late)  
Directors :  
Officers : Wuyand QIAN (late), Joshua LUKITO (late)

Absent without Apologies

Exco : -  
Directors : -  
Officers : -

Motion 1

Move that Standing Orders be adopted for CCM #2 at **16 52PM**.

Mover : Pearly YAP

Seconder : Joel LOH

CARRIED without contention.

**1. Adoption of Agenda**

Motion 2

Move that the Agenda for CCM #2 be adopted.

Mover : Hui Qin CHAN

Seconder : Daniel TAN

CARRIED without contention.

**2. Matters Arising from Previous Minutes**

**3. Confirmation of Previous Minutes**

Motion 3

Move that the minutes of CCM #1 be accepted and confirmed as a true and accurate record.

Mover : Kai Wen LOO

Seconder : Joel LOH

CARRIED without contention.

Motion 4

Move that representatives from Ecuador Vive and ICSS be granted observer status & speaking rights.

Mover : Sander BREDAL

Seconder : Marcelo DIAZ

CARRIED without contention.

Motion 5

Move that Standing Orders be suspended to discuss the Ecuador Vive and the Melbourne University International Commerce Students Society Grants Application at: **5:02**

Mover : Michelle LUM

Seconder : Eu Gin LEE

CARRIED without contention.

Motion 6

Move that ICSS be awarded a grant of **AUD\$105** for "Permanent Residency and Temporary Residency Workshop".

Mover : Pearly YAP

Seconder : Chowlen LIM

1 against, CARRIED.

Motion 7

Move that Ecuador Vive be awarded a grant of **AUD\$400** for "Ecuadorian Ideas That Matter" event.

Mover : Angel WEE

Seconder : Wuyang QIAN

1 against, 1 abstention, CARRIED.

Motion 8

Move that Ecuador Vive be awarded a grant of **AUD\$145** for AGM.

Mover : Melia WIJAYA

Seconder : Kai Wen LOO

4 against, 1 abstention, CARRIED.

Motion 9

Move that standing orders be resumed at: 5:15

Mover : Samantha WONG

Seconder : Yuen Yuen LIN

CARRIED without contention.

**4. Proposals**

**4.1 Self-Protection Workshop Semester 2 2016 Proposal**

Motion 10

Move that the Self-Protection Workshop 2 2016 Proposal be accepted.

Mover : Joshua LUKITO

Seconder : Joel LOH

CARRIED without contention.

## 5. Final Reports

### 5.1 Big Bazaar Semester 2 2016 Final Report

#### Motion 11

Move that the Big Bazaar Semester 2 2016 Final Report be accepted.

Mover : Ethan ZHANG

Seconder : Jack KHOR

CARRIED without contention.

## 6. Other matters

### 6.1 Vote of Confidence for UMSU INTL President, Sander BREDAL

#### Motion 12

Move that the Vote of Confidence for UMSU INTL President, Sander BREDAL be accepted.

Mover : Eu Gin LEE

Seconder : Joshua LUKITO

CARRIED without contention.

#### Motion 13

Move that CCM #2 be adjourned at **19 23**.

Mover : Lunnie GAN

Seconder : Jaycee LEE

Motion CARRIED.

**Prepared by,**

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

## 5. Proposals

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### Festival of Nations Semester 2 2016 Proposal Central Committee Meeting #3 – Friday 2<sup>nd</sup> September 2016

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#### 1. Introduction

Date: 22<sup>nd</sup> September 2016 – 23<sup>th</sup> September 2016 (Thursday and Friday)

Time: 12pm – 3pm

Venue: North Court and Concrete Lawn

Theme: Flare up your Olympics Dream!

Target Audience: Approximately 1200 students per day, international and local students

Objectives:

- We will celebrate and promote the awareness of multiculturalism and diversity amongst all students.
- To bridge cultural differences and encourage students from various nationalities to participate and interact among each other in an event.
- To organise a large-scale event to attract the attention and interest of all students within the university, thus improving the awareness of all students about UMSU International as a whole.
- Create a platform for clubs and societies to raise alternative fund.

#### 2. Timeline

Week 1 (25<sup>th</sup> July – 29<sup>th</sup> August)

- FONs teams meeting
- Applications open for food stalls and performances

Week 2 (1<sup>st</sup> August – 5<sup>th</sup> August)

- Head of Clubs Meeting

Week 3 (8<sup>th</sup> August – 12<sup>nd</sup> August)

- Food stall applications close
- Safe food handling training

Week 4 (15<sup>th</sup> August – 19<sup>th</sup> August)

- Deadline for payment of deposit
- Finalize allocation of stalls to clubs

- Safe food handling training

Week 5 (22<sup>nd</sup> August – 26<sup>th</sup> August)

- Meeting with club members
- Auditions for internal/external performances
- Games stall application opens

Week 6 (29<sup>th</sup> August – 2<sup>nd</sup> September)

- Meeting with Daz (Event layout)
- Check availability for office bearers
- Decoration Team Meeting
- Games stall application closes
- Start games stall layout (Concrete Lawn)
- Invitation of VIPs

Week 7 (5<sup>th</sup> September – 9<sup>th</sup> September)

- Equipment Collection
- Equipment Test and Tag
- **Food safety handling briefing by City Council**
- **OBs handling food briefing**
- Pre-event briefing to stall owners
- Finalise task allocation for all OBs
- Meeting with clubs about games booth

Week 8 (12<sup>nd</sup> September – 17<sup>th</sup> September)

- Finalise layout for North Court and Concrete Lawn
- Confirmation of equipment and materials

Week 9 (19<sup>th</sup> September – 23<sup>rd</sup> September)

- **Kitchen tour**
- Open kitchen for storage/prep (10am-5pm)
- ISA and OB task briefing

- Finalise lucky draw and incentive ticket
- Festival of Nations

### **3. Summary of events**

#### **3.1 Food Stalls**

Coordinators: Eu Gin LEE, Ivy ZHAO, Kai Ren YU

There will be 10 food stalls per day, which offer a wide variety of food including vegetarian and vegan option. City Council of Melbourne will be conducting a food safety handling briefing for all stall owners to ensure finer quality of food safety procedures.

#### **3.2 Performances**

Coordinators: Lunnie GAN, Zi Shan WEE

There will be a variety of performances both internal and external from different culture across both days. Brazilian Showgirls and Lion Dance will be our opening performance for 1<sup>st</sup> and 2<sup>nd</sup> day respectively.

#### **3.3 Decorations**

Coordinator: Pearly YAP, Zhao Chii LEE

We will be making a backdrop for the stage surrounding our theme, Christ the Redeemer statue and also decorations for North Court and Concrete Lawn for FONs. A total of 15 ISAs will be helping out in this process starting from week 6.

#### **3.4 Games**

Coordinator: Josef KUEK

We will increase the scale of FONs by having games at Concrete Lawn this year. We will be preparing 3 interactive and sporty games (Tug of War, Sumo Wrestling & Faux Equestrain) surrounding the theme. We have also open up game stall application and will be taking approximately 4 games booth per day in addition to the 3 games mentioned earlier.



### 3.5 Publicity

Coordinator: Joshua LUKITO, Jack KHOR

Publicity for FONs will start on week 6. Methods of publicity include: poster run, distribution of flyers and customised FONs helium balloons as well as sharing information about the event on websites and various social media i.e. Accent Newsletters, Facebook etc. Details will be discussed by Jack.

#### 3.5.1 Publicity Proposal

##### 1. Introduction

This is an outline of how Festival of Nations will be publicized. Please note that unforeseen circumstances (such as sudden requests, technical issues, delay in certain materials etc.) will alter the strategy. Posting dates by organizations, clubs and societies can't really be finalized due to the fact that we can't access their timeline and response times also varies.

##### 2. Overview of strategy

###### 2.1. Goals & Objectives

1000 per day

Target Audience: General Public

###### 2.2. Duration of strategy

2/9/2016 - 22/9/2016

###### 2.3. Key messages

An event that embraces cultural diversity through unity, food, performances and games. Clubs involved are listed below

##### 3. Materials

- Flyers
- Posters
- Facebook Banners & Covers
- Electronic Display boards (union house only)
- Instagram Photo
- Past FON Photos
- Balloons
- Old Promotional video from last year
- Two new videos (only if people are free)

#### 4. Overview of Online Strategy

Medium	Action	Commences	Duration
Website	Event page	Week 7 Monday	2 Weeks 5 Days
Facebook	Event page Photo posts Status update Club photos Sponsors Performances	Week 7 Monday	2 Weeks 5 Days
Instagram	Flyer photo Photo posts Status update Club photos Sponsors Performances	Week 7 Monday	2 weeks 5 Days
Twitter	Event Tweet Photo tweet Status tweet Club photos tweet Sponsors tweet Performances tweet	Week 7 Monday	2 weeks 5 Days
Newsletter	Event shout-out	Week 6 issue Week 8 issue	-
LinkedIn	-	-	-

#### 5. Publicity Strategy

##### 5.1. Meat & Greet

M&G week 7, flyers and word of mouth (may feature clubs and societies participating in FONS)

M&G week 8, flyers and word of mouth (may feature clubs and societies participating in FONS)

##### 5.2. Publicity

6 ISAs required for each hour, publicity starts from 11am to 2pm. If ISAs show positive response towards publicity, open up the slots to allow 8 ISAs per hour. Furthermore, 6 ISAs will be required for poster runs, starts from 11am and end at 1pm.

**Week 7**

Day	Location	Job
Monday	Main campus	Poster Run
Tuesday	Union House, MSD	Physical Publicity
Thursday	FBE & Law	Physical Publicity
Friday	Baillieu, Arts West	Physical Publicity

**Week 8**

Day	Location	Job
Monday	FBE & Law	Physical Publicity
Tuesday	Main campus	Poster Run
Wednesday	Concrete Lawns, S.Lawn	Physical Publicity,
Thursday	Baillieu, Arts West	Physical Publicity
Friday	Union House, MSD	Physical Publicity

**Week 9**

Day	Location	Job
Monday	Union House	Physical publicity
Tuesday	FBE & Law	Physical publicity
Wednesday	Baillieu, Arts west	Physical publicity
Thursday	Baillieu, Arts west, South Lawn.	On the spot physical publicity (draw people in)

If weather is bad, publicity will be conducted in Union House

**6. Media Partners**
**6.1. Umsu outlets**

Facebook – Share our event on mid-week 7

Instagram – Share our picture on late week 7

Newsletter – Week 7 and Week 8 if possible or else just week 8

**6.2. Student Accommodations (Jason)**

- Student Village
- Urbanest Berkeley
- College Square Lygon
- College Square Swanston
- UniLodge Swanston
- UniLodge Bouverie
- Arrow on Swanston
- Urbanest La Trobe
- CMC

- Trinity College
- CSA

### 6.3. Clubs, organizations, partners, sponsors

Organisations/clubs	Mediums
GSA (Graduate Students Association) (HQ)	Facebook event share, Newsletter, Instagram shout
<b>AFIS (Australian Federation of International Students)</b>	Facebook event share, Newsletter, Instagram shout
<b>CISA (Council of International Students Australia)</b>	Facebook event share, Newsletter, Instagram shout
Qnect (daniel)	Facebook event share, Newsletter, Instagram shout
<b>Meld (Lunnie)</b>	Facebook event share, Newsletter, Instagram shout
MBS (Melbourne Business School)	Facebook event share, Newsletter, Instagram shout
GSA (Graduate Students Association)	Facebook event share, Newsletter, Instagram shout
<b><u>Farrago</u></b>	Facebook event share, Newsletter, Instagram shout
<b><u>Parkville Station</u></b>	Facebook event share, Newsletter, Instagram shout
<b>ASEAN Games</b>	Facebook event share, Newsletter, Instagram shout
Merdeka Festival	Facebook event share, Newsletter, Instagram shout
<b><u>MPOZ (Malaysian Progressiveness in Australia)</u></b>	Facebook event share, Newsletter, Instagram shout
Cantonese Student Association	Facebook event share, Newsletter, Instagram shout
MU Filipino Students Association	Facebook event share, Newsletter, Instagram shout
Mandarin Language Club	Facebook event share, Newsletter, Instagram shout
Pakistani Society	Facebook event share, Newsletter, Instagram shout
CODSU (Catholic Society)	Facebook event share, Newsletter, Instagram shout
LYCA (?)	Facebook event share, Newsletter, Instagram shout
Singapore Student Society (SSS)	Facebook event share, Newsletter, Instagram shout
Youth Charity Society and Tzu Chi	Facebook event share, Newsletter, Instagram shout
MU Thai Student Association	Facebook event share, Newsletter, Instagram shout
Malaysians of Melbourne University (MOMU)	Facebook event share, Newsletter, Instagram shout
planetUNI	Facebook event share, Newsletter, Instagram shout
Taste of India	Facebook event share, Newsletter, Instagram shout

### 3.6 Sponsorships

Coordinator: Daniel TAN

The Partnership and Sponsorship team will look for sponsors for prizes for the lucky draw and freebies for participants. They will also update the progress of Brunetti as our food incentive.

### 3.7 VIP reception and opening ceremony

Coordinator: Chowlen LIM

Details with regards to the VIP reception are still pending. The opening ceremony will begin at 11.50am at North Court. There will be speeches given by our Guest of Honour (TBC) and our UMSU International President, Sander.

### 3.8 Photo Booth and videographer

Coordinator: Kai Wen LOO

We will be hiring Photorazzi as our photo booth vender across both days. There will also be a videographer capturing the moments of Festival of Nations and a video with the highlight of FONs will be prepared by him.

## 4. Budget

The budget allocated for this year's Festival of Nations is \$30,000.

Item	Budget
Decorations <ul style="list-style-type: none"> <li>• Brush</li> <li>• Paint</li> <li>• Cardboard</li> <li>• Artificial plant</li> <li>• Lightings</li> <li>• Backdrop cloth</li> </ul>	800.00
VIPs <ul style="list-style-type: none"> <li>• Reception</li> <li>• Parking</li> </ul>	200.00

Performances	2,500.00
Food <ul style="list-style-type: none"> <li>• Food coupons (\$1/\$2)</li> <li>• Hygiene equipment (gloves, garbage bags, detergent, hairnets and etc.)</li> <li>• Oil funnel</li> </ul>	900.00
Equipment Hire <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>• Tables &amp; Chairs</li> <li>• Stage &amp; PA system</li> <li>• Testing and Tagging</li> <li>• Photobooth</li> </ul>	20,100.00
Publicity <ul style="list-style-type: none"> <li>• Posters</li> <li>• Flyers</li> <li>• Lucky Draw tickets</li> <li>• Balloons and Helium tanks</li> <li>• Videographer</li> </ul>	2,500.00
Miscellaneous <ul style="list-style-type: none"> <li>• Security</li> <li>• Cleaning Services</li> <li>• Fire fighter</li> </ul>	2,300.00
Games	700.00
Total Budget Going to Use	30,000.00
Revenue	TBC

## **5. Conclusion**

This concludes my proposal. Please feel free to approach me or any C&S team member if you have any questions or suggestions. Feedback is welcomed.

**Prepared by:**

**Kai Wen (Kelvin) LOO**

**UMSU international**

**Cultural and Social Director**

**2016/2017**

**Professional Mingle Semester 2 2016 Proposal**  
Central Committee Meeting #3 – Friday 2<sup>nd</sup> September 2016

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**1. Introduction**

Career and employment is always a concern for both international and local students. Some students feel uncertain about their career pathways, worried about how to present themselves in a job market and unsure about how to approach professionals and build up their own professional networks. By inviting professionals from various industries to share their experiences and network with students, we aim to provide students with some insight of relevant industries and an opportunity to improve their networking skills.

Also, it's our first time introducing collaboration with clubs in Professional Mingle. By involving clubs, we can extend our reach to more professionals and more students as well.

Coordinator: Ethan, Yuen, Samantha, Melia, Wei Lee

Date: 7<sup>th</sup> September

Time: 6:00 pm to 8:45pm

Venue: Yasuko Hiraoka Myer Room, Level 1 Sidney Myer Asia Centre.

Number of Attendances: 75 students and 13 professionals.

Clubs collaborating: Pakistani Society, Thai Students Association, Marketing Intelligence (MINT) and Melbourne Biotechnology Club.

**2. Aim**

- To provide a platform for students to meet professionals from relevant industries
- To help students improve their networking skills
- To provide students more information on the working experience in relevant industries

**3. Event Flow**

Event itself will consist of four parts, which are introduction, ice-breaker Q&A ("secret word"), free networking session and conclusion.



<b>Time</b>	<b>Activities</b>	<b>Description</b>
06:00 – 06:20	Registration	<ul style="list-style-type: none"> <li>• Registration starts at 6 pm.</li> <li>• Students will be divided into groups according to their faculties/majors</li> <li>• The event will start latest at 6:30 pm sharp.</li> </ul>
06:30 – 07:00	Introduction	<ul style="list-style-type: none"> <li>• Introduction of the event and the professionals via PowerPoint slides.</li> </ul>
07:00- 07:30	Secret Word	<ul style="list-style-type: none"> <li>• Each professional has the secret word</li> <li>• The words given to the professional should be related to the profession, i.e.: tax for Commerce and mitosis for Biology.</li> <li>• The student has to guess the professional's word via asking questions</li> <li>• The game aims to encourage students to ask questions.</li> </ul>
07:30 – 08:20	Mingle	<ul style="list-style-type: none"> <li>• Snack &amp; refreshments will be served</li> <li>• Students can walk around and talk to the different professionals.</li> </ul>
08:30 – 08:45	Closing Ceremony	<ul style="list-style-type: none"> <li>• Appreciation for the professionals.</li> <li>• Feedback Survey</li> </ul>

#### 4. Timeline

<b>Date</b>	<b>Activities</b>
19 <sup>th</sup> August	<ul style="list-style-type: none"> <li>• Clubs collaboration list confirmed</li> <li>• Publicity material designed sent to UMSU Comms</li> <li>• Online RSVP finalised</li> </ul>
24 <sup>th</sup> August	<ul style="list-style-type: none"> <li>• Publicity starts</li> </ul>
26 <sup>th</sup> August	<ul style="list-style-type: none"> <li>• Start contacting catering</li> </ul>
29 <sup>th</sup> August	<ul style="list-style-type: none"> <li>• Emcee candidate list confirmed</li> </ul>
1 <sup>st</sup> September	<ul style="list-style-type: none"> <li>• Joint promotion with clubs at FBE</li> </ul>
2 <sup>nd</sup> September	<ul style="list-style-type: none"> <li>• All professional guests confirmed, and reminder(confirmation letter) sent</li> </ul>

	<ul style="list-style-type: none"> <li>• Task allocation for ISA done</li> <li>• Emcee confirmed</li> </ul>
4 <sup>th</sup> September	<ul style="list-style-type: none"> <li>• Send reminder to students signed up</li> </ul>
5 <sup>th</sup> September	<ul style="list-style-type: none"> <li>• meeting with the emcees, brief the event flow, tail run for the “secret word”</li> <li>• appreciation gift prepared</li> </ul>
6 <sup>th</sup> September	<ul style="list-style-type: none"> <li>• ISAs briefed,</li> <li>• Registration sheet printed</li> <li>• Professional name card printed</li> </ul>
7 <sup>th</sup> September	<ul style="list-style-type: none"> <li>• Event day</li> </ul>

**5. Budget**

Professional Mingle will have a total budget of \$1500.

Amount	Allocation
\$365	Venue Hiring
\$700	Catering from 130 degrees
\$400	Appreciation gift for professionals
29 <sup>th</sup> August	<ul style="list-style-type: none"> <li>• Emcee candidate list confirmed</li> </ul>
1 <sup>st</sup> September	<ul style="list-style-type: none"> <li>• Joint promotion with clubs at FBE</li> </ul>

**6. Conclusion**

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

Prepared by,

**Ethan Jiayi Zhang**  
**Vice President (Education and Welfare) 2016/2017**  
**UMSU International**

**UMSU International Office Bearers' Camp Semester 2 2016 Proposal**  
Central Committee Meeting #3 – Friday 2<sup>nd</sup> September 2016

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**1. Event Details**

Dates: Sunday 25th September – Tuesday 27th September 2016

Participants: UMSU International Office Bearers

Estimated numbers of participants: 28

- A pre-camp briefing will be held on week 7 or week 8

**2. Aims**

The main objective of the camp is to foster stronger bonds between the office bearers of UMSU INTL. Furthermore it is to allow a better working relationship, develop team work spirit and to emphasise the importance of communication. Attendance is compulsory for all committee members including the co-opted officers, except for those with valid reasons.

**3. Budget**

<b>Item</b>	<b>Amount (\$)</b>
Camp inspections	250.00
Transportation (Coach)	1,300.00
Transportation (Car)	350.00
Accommodation	2,700.00
Food	700.00
Miscellaneous/ Reserves	200.00
<b>Total</b>	<b>5,5 00.00</b>

**4. Conclusion**

This concludes my proposal. The exact date of pre-camp briefing is TBC. Please feel free to approach me if you have any questions.

Prepared by,

Michelle Xiao Yie, LUM

Treasurer 2016/17

UMSU International

## 6. Final Reports

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### **Self-Protection Workshop Semester 2 2016 Final Report** Central Committee Meeting #3 – Friday 2<sup>nd</sup> September 2016

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#### 1. **Introduction**

This report concludes the Self-Protection Workshop which was held on the Tuesday, 23<sup>rd</sup> of August 2016 in collaboration with Martial Arts and Melbourne University Taekwondo Club.

The workshop aims to equip students with necessary knowledge and information to protect themselves in case of dangerous confrontations (thefts, gang fights, etc.) which are recently becoming more prevalent around the city of Melbourne.

The event details are as follows:

Coordinators	: Yuen Yuen LIN, Edelin ONGGO, Wuyang QIAN, Tzeyi KOAY
Date	: Tuesday, 23 <sup>rd</sup> August 2016
Time	: 2.30pm-6.30pm
Venue	: Grand Buffet Hall, Union House
Participating Clubs	: Martial Arts Academy and Melbourne University Taekwondo Club
OBs, ISAs & Clubs Reps:	approximately 30

#### 2. **Event Flow**

##### a. **Publicity**

Online publicity (Facebook and Instagram) began on the 16<sup>th</sup> of August and flyer distribution on 18<sup>th</sup> of August. Publicity began relatively late as USMU's Communications Department was packed during the period thus taking quite some time to get back to us on the publicity material. Despite this, the online form reached a significant number of registrations (90) within the week, exceeding our targeted 60-70 participants.

##### b. **Venue and Equipments**

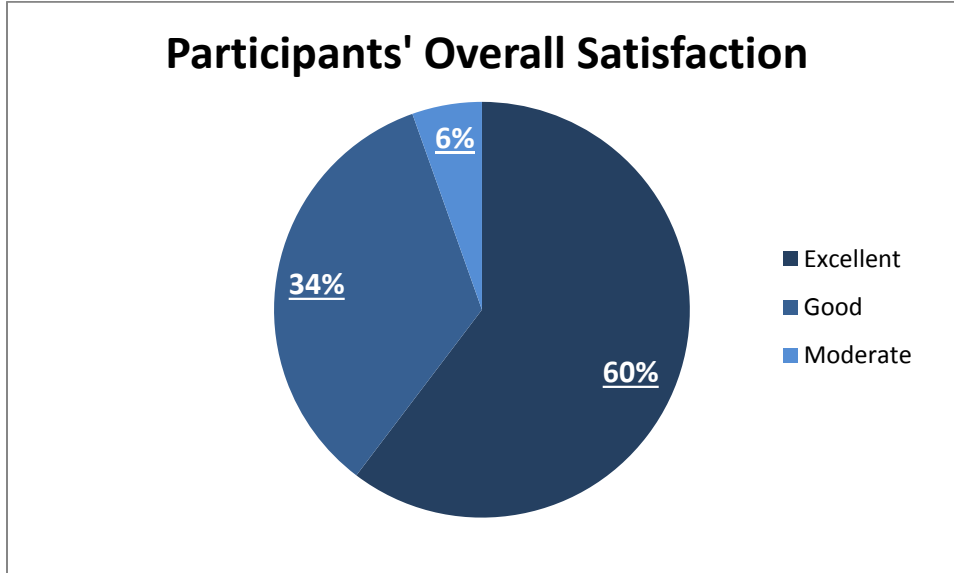
Grand Buffet Hall in the Union House was booked from 2pm- 7 pm for the workshop. The hall was spacious and provided enough area for coaches and participants to try out the techniques. Hiring of tables from externals was not needed as they were already provided inside the hall. Televisions were also available, which greatly aided the delivery of Safer Community's presentation.

##### c. **Registration**

Online registration was made available on 16<sup>th</sup> August 2016 to help the team gauge the participants' interests. 42 out of the 90 students who registered online attended the workshop. A registration desk was put up in front of the Grand Buffet Hall for walk-in registrations. A total of 66 students and 11 coaches attended the workshop.

d. Actual Event

Overall, the event received much satisfaction from both coaches and participants as displayed in the chart below.



Coaches were happy for the chance to get involved in improving students' welfare whilst promoting their respective clubs. Though some students mentioned that some techniques could be made simpler, they generally enjoyed learning the different styles of martial art and the performances. Nearly half (48%) of the participants mentioned that they look forward for more events like this in the future.

e. Food and Incentives

The catering supplied by 130 Degrees was well-received. Service provided was great with very responsive staff and on-time delivery. Coaches were presented with certificates and \$20 Rebel gift cards as an appreciation token for their hard work. They were extremely grateful and expressed that they look forward for future collaborations.

3. Expenditure

<b>Budget</b>		\$500
<b>Actual Expenses</b>		
Food (130 Degrees)	(\$250)	
Incentive (\$20 gift cards)	(\$20 x 12 = \$240)	
<b>Total Actual Expenses</b>		<b>(\$490)</b>
<b>Budget Surplus</b>		<b>\$10</b>

#### 4. **Suggestions**

a. **Mats**

Mats were not available in the venue thus falling/rolling techniques had to be cancelled from the workshop content and replaced with arm techniques. The 2 sports clubs within the University who had mats (Karate and Aikido) were also not available for hire as Aikido's were made to fit and bolted to the East Sports Stadiums while Karate's were at use for their own training at that time. As falling/rolling techniques were quite crucial in learning martial arts, it would be suggested to consider hiring mats from external companies. However if not possible to hire, sticking to arm techniques is definitely still feasible.

b. **Publicity Content**

It was strongly suggested to include the timeline of the workshop on all publicity materials to make them more informative. This is to allow students to better understand the content of the workshop and potentially increase interests. It would also be strongly suggested to have a QR code on the flyers, linked to the online registration page, so interested students can register online directly. This can not only ease the registration process on the event day itself, but also help estimate the number of attendees as there are limited spaces for the workshop.

c. **Safer Community Talk**

Instead of having the Safer Community Talk at the end of the workshop, it would be advisable to move the top to the beginning. This is because participants may have gotten too tired by the end of the training session, thus the lack of attention during the presentation. Furthermore, some students left the workshop early due to other commitments, causing them to miss the talk.

d. **Time**

It was advised to move the workshop to a different time slot (later in the day or weekends) as students usually have classes during those times. Students also mentioned that having a timeline will allow them to plan their attendance to the different sessions accordingly.

#### 5. **Conclusion**

The Education & Welfare team would like to express our sincere gratitude to Feng Quan, Domenica and their respective coaches from Martial Arts Academy and Melbourne University Taekwondo and look forward for future collaborations. We would also like to thank the OBs and ISAs for all the assistance and support during the preparation period and during the event. This concludes the 2016 Self-Protection Report, please do not hesitate to approach us with any suggestions to the contents of this report.

Prepared by:

Edelin Onggo

Education and Welfare Officer 2016/2017

**ISA Induction Semester 2 2016 Final Report**  
Central Committee Meeting #3 – Friday 2<sup>nd</sup> September 2016

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### 1. Introduction

This report covers the ISA induction that was held on 17<sup>th</sup> of August 2016

### 2. Event Details

- The ISA induction was held on 17<sup>th</sup> of August 2016 from 6 pm – 9 pm at Electrical Engineering (Room 106), Brown Theatre.
- The purpose of the induction is to allow the newly accepted ISAs to have a better understanding of the structure of UMSU International, the role as an ISA and the requirements along with expectations from the Program.
- The event also provided an opportunity for the ISAs to not only interact with the OBs, but also amongst themselves.
- The event had to start about 20 minutes late due to a significant number of people arriving late.
- Of the 66 accepted ISA applicants, there were 61 who showed up.
- Light refreshments and snacks were provided after the Induction.

### 3. Expenditure

The allocated budget for this event was \$400.

Food and Drinks (Ho-Ho's)	\$330
Venue and Equipment Bookings	\$62
Total	\$392

### 4. Recommendations

- Best to set the induction time to be half an hour earlier than the actual induction start time to provide more leeway for people to arrive late.

### 5. Conclusion

All in all, the event was a major success. This concludes my report. And on behalf of my department, I would like to thank everyone for being so supportive for the event. Please do not hesitate to approach me with any suggestions to the contents of this report.

### Prepared By

**Joel Loh**  
**Human Resources Director 2016/2017**  
**UMSU International**

**Big Day Out Semester 2 2016 Final Report**  
 Central Committee Meeting #3 – Friday 2<sup>nd</sup> September 2016

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## 1. Introduction

This report covers the period from 7<sup>th</sup> of August to 20<sup>th</sup> of August 2016.

### Report Summary

UMSU International's Big Day Out was an event that was aimed at providing the International Student Ambassadors (ISA) with an opportunity to interact with the Office Bearers. The event was held on Parkville Campus on the 20<sup>th</sup> of August. There was a total of 65 participants (46 ISAs, 19 OBs) excluding the event organizers and helpers that were present. Food and various games were provided.

#### 1.1 Event layout

10:30 am - 11:00 am	Meet at South Lawn and take attendance
11:00 am - 11:30 am	Ice-Breaking Games
11:30 am - 12:30 pm	Lunch
12:30 pm - 12:45 pm	Station Determinator Game
12:45 pm	Race Begins
3:30 pm	Race ends and meet back at South Lawn
3:30 pm - 4 pm	Calculate points and mingle
4 pm	Announce Winner and Clean up

#### 2.1 Budget and Expenditure

The budget allocated for Big Day Out was \$900.

<b>Expenses</b>	
<b>Item</b>	<b>Amount (\$)</b>
Food and Drinks (Domino's Pizza)	\$200
Game Items	\$162
Prizes(Gift Cards, UMSU Power Banks, UMSU USBs)	\$90
Others(Table and Venue bookings)	\$102
<b>Total Expenses</b>	<b>\$554</b>



### **3.1 Problems**

- I. Due to the high probability of rain, Game stations that were supposed to be scattered throughout the campus had to be moved to the backup location at Union House. Game stations were then stationed at either North Court or Grand Buffet Hall.
- II. As the decision to move to the backup venue was somewhat impromptu, additional time had to be spent on reallocation and planning. Moreover, it was also noted that the floor of Grand Buffet Hall can be quite slippery for games that involve a bit of running.
- III. One game known as 'Water Wars' had to be cancelled as the ISAs were more enthusiastic than expected which resulted in some of the equipment being damaged.

### **3.2 Recommendation**

- I. Have more ISAs or OBs overseeing the event execution instead of handling any one particular area such as managing game stations or serving food.
- II. It's recommended to further reduce the duration of the event as quite a number of ISAs said that the event was a bit too long and some even had to leave halfway through the event. If possible, in the future, it would perhaps be better to exclude lunch and just have bonding events and games.

### **4. Conclusion**

Overall, the event was successful, despite that the unforeseen weather conditions forced us to move to an indoor location. Both the ISAs and OBs had a great time. ISAs generally gave positive feedback about the event. This concludes my report. Please do not hesitate to approach me with any suggestions to the contents of this report. On behalf of my department, I would like to thank the OBs who attended the event and the ISAs who aided in the planning of the event.

### **Prepared By**

**Joel Loh**  
**Human Resources Director 2016/2017**  
**UMSU International**

**President's Meetings August 2016 Final Report**  
Central Committee Meeting #3 – Friday 2<sup>nd</sup> September 2016

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## 1. Introduction

This report covers the period from 1<sup>st</sup> August to 1<sup>st</sup> September 2016 and has been prepared by, and pertains the meetings attended, by the President of University of Melbourne Student Union (UMSU) International 2016/2017.

## 2. Internal Representation

This section details the various meetings at which UMSU International represented international students within the University of Melbourne in the aforementioned period.

### 2.1 University Committees

UMSU International is part of various University committees to ensure a close working relationship with the University and to ensure that the voices and opinions of international students are channelled through UMSU International to the University.

#### 2.1.1 Elected Student Representatives Group

Discussion between elected student representatives of the University of Melbourne and the University as represented by the Chancellery (Academic and International) at the capacity of Sue Elliott, the Deputy Provost and Deputy Vice-Chancellor (International).

#### 2.1.2 Student Services and Amenities Fee (SSAF) Consultation Group

The SSAF Consultation Group consists of representatives from UMSU, UMSU Intl, GSA, MU Sports, Academic Services and the University to discuss the future allocation scheme of SSAF funding. Since 2012 to 2016, the amount of student enrolments has exceeded University projections, and after allocation for additional study spaces at libraries, an accumulated 5.19m remains for distribution through a grant scheme devised by the University.

Current discussions include the shaping of the 2017-19 SSAF allocation, by which it is proposed following allocation (of 95% to allow for contingency):

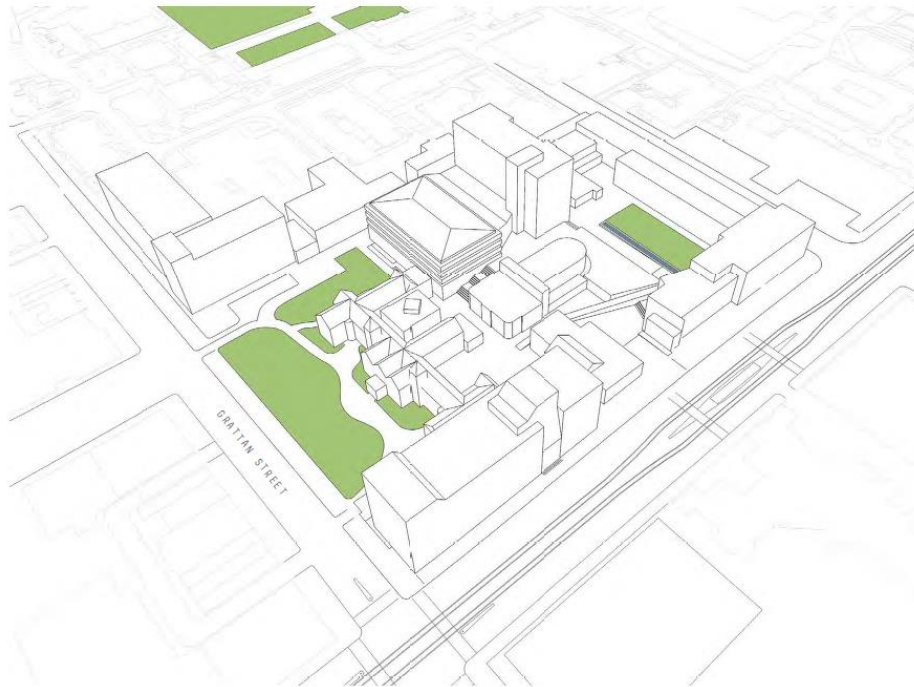
- UMSU (including Advocacy): 36.46%
- MUSUL: 6.14%
- GSA: 14.98%
- MU Sports: 19.79%
- Academic Services: 17.63%.

#### 2.1.3 Student Precinct Project

Involves the development of a new student precinct at the University including the relocation of UMSU and its departments from Union House to a new area on campus, and the development of the precinct itself. The framework of creating a 'village' as opposed to a 'house' is the intention, by which student clubs, activities, food and beverages are located in one area on campus. With the arrival of the Metro Station on Grattan, the University identifies a need for greater capacity and relocation of the precinct to better accommodate the student life.

The project is currently in its first stage of Urban Design Framework (UDF) which includes consideration of the area proposed for the new student precinct. An Architectural 'Benchmark Exemplars Report' has been developed to explore student precincts at universities around the world to provide a benchmark to what the UoM Student Precinct can entail. Proposed scope of the student precinct is as following (see further in UDF 2 Workshop section):





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#### **2.1.3.1 Student Leaders Committee**

Consisting of GSA, UMSU, UMSU Intl to discuss the student precinct project in providing the student perspective. Currently involved in promoting an online community by the University to engage students and collect data and insight to what students wish to see in a precinct.

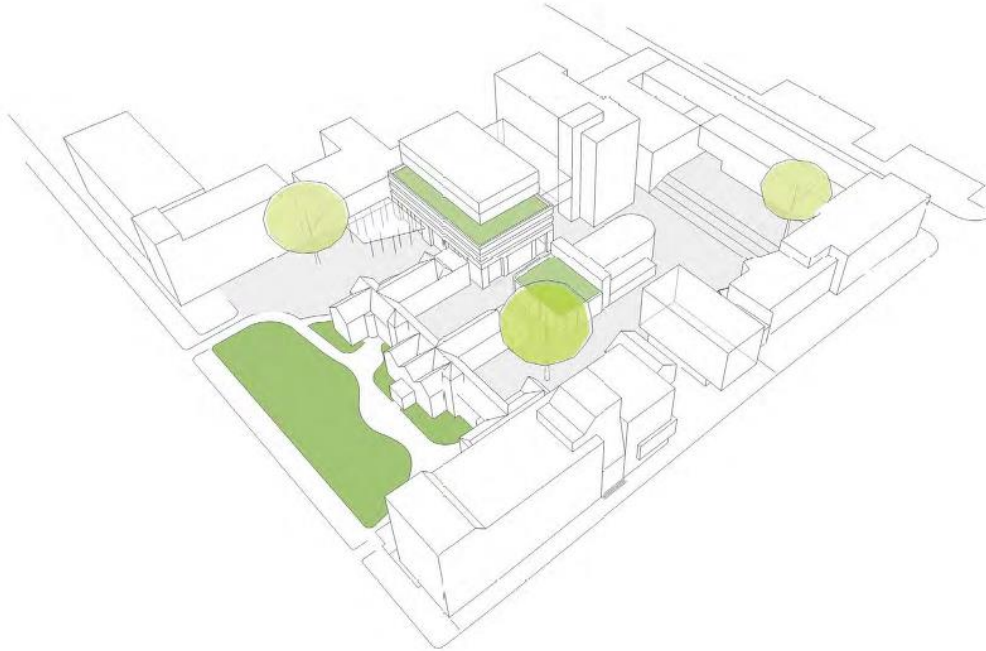
#### **2.1.3.2 Student Precinct Steering Group**

Consists of University representatives in charge of the project, the student precinct project team and GSA, UMSU, UMSU Intl as student representatives.

#### **2.1.3.3 Urban Design Framework 2 Workshop**

Workshop to discuss UDF 1 and the proceedings into Stage 2. Proposed changes to current area to develop precinct as follows:

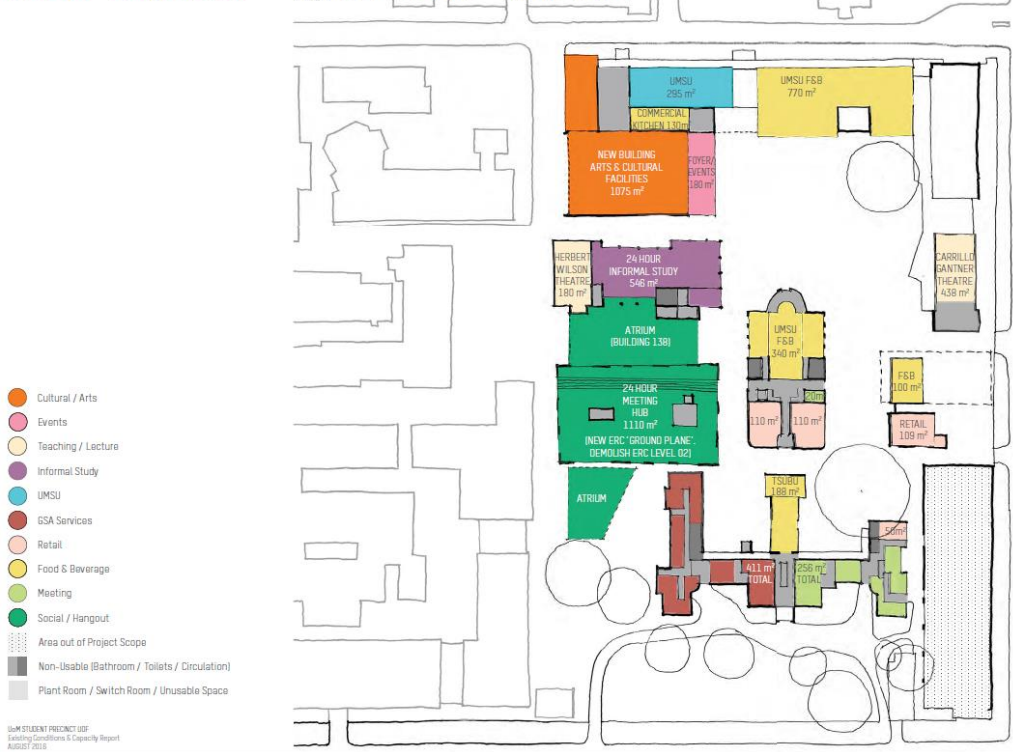
## PROPOSED STUDENT PRECINCT



Current proposed allocation of 'Precinct inhabitants' as following:

PRECINCT ACCOMMODATION

PROPOSED 'UNIFIED' GROUND PLANE



### 2.1.4 Students' Council Meeting

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

### 2.1.5 Teaching and Learning Quality Assurance Committee (TALQAC)

TALQAC consists of bodies and representatives of academic faculties to discuss and maintain academic provisions at the University. UMSU Intl together with GSA and UMSU provides the student perspective. The meeting 25 August discussed matters such as the Subject Experience Survey 2015 which showed low ratings by students in Student Support services.

### 3. External Representation

#### 3.1 Victorian International Student Advisory Network (VISAN)

The VISAN is an advisory for all international student unions in Victoria, Australia to discuss and address current and emerging issues for international students in the state. Members consist of:

- Council of International Students Australia (CISA);
- Australian Federation of International Students (AFIS);
- Monash University International Student Services (MUISS);
- Monash Postgraduate Association (MPA);
- University of Melbourne Student Union (UMSU) International;
- Graduate Student Association (GSA) – University of Melbourne;
- Swinburne International Student Association (SISA);
- Victoria University – International Student Association (VU-ISA);
- La Trobe University Student Union;
- Central Queensland University (CQU) Melbourne;
- Deakin University Student Union (DUSA).

The VISAN met Saturday 13 August to discuss the following agenda:

- CISA Conference Outcomes: student engagement & sector discourse;
- National Strategy for International Education;
- Victorian Sector Strategy for International Education;
- CISA Workplace Champions;
- Overseas & Commonwealth Ombudsman Discussion Paper;
- Enhancing international student engagement & capacity (Summit?).

#### 3.2 Squeaky Wheel

The Squeaky Wheel is a NFP community organisation that approached UMSU International for a letter of support for a grant application to the City of Melbourne's Community Grants Programme 2017. The Squeaky Wheel provides a programme called 'International Student Rides'; free bicycle tours for international students around Melbourne.

UMSU International provided a letter of support for Squeaky Wheel, and the meeting was to discuss future collaboration and support, as well as update on current affairs regarding the grant application.

#### 3.3 Media Representation

UMSU International President has been featured in the recent Parkville Station newspaper to promote the new Committee, talk about the issues that pertain international students and the role UMSU International plays in addressing these challenges to build a strong community.

This concludes my Monthly Meeting Report. This serves as a good foundation for discussion, and I invite anyone in the Committee to raise questions or point of discussion regarding what I bring further to the meetings to which UMSU International is represented.

**Prepared by**

**Sander Bredal**

**President 2016/2017**

**University of Melbourne Student Union (UMSU) International**



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## 7. All Other Business

### a. Q-nect

#### **Long-term Sponsor (Q-nect) 2016 Final Report** Central Committee Meeting #3 – Friday 2<sup>nd</sup> September 2016

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### 1. Introduction

This report covers the long-term sponsor, Qnect.

### 2. Company details

- Qnect is a professional events ticketing, advertising and management platform.
- It is an app as well as a website that combines social network and ticketing to create a concept they call “social ticketing”.

For us:

- We get to organise our events easily through their very simple to use website.
- Another way to promote our events since it’s displayed on their calendar + ‘push notifications’.
- Track people going easily and make events that require payment or deposit easy.
- Real time data of our events to improve future events.
- Exposure to 100,000 people.
- Looks more professional
- We can plan our own internal outing easily.

For users:

- No need a fiddle with a physical ticket. QR code in the app/email is the ticket
- Allows them to easily see the other events that we have.
- Able to create their own ‘crew’ to invite and go together.

### 3. Contract details

Benefit:

- One year contract till 30<sup>th</sup> June 2017.
- Providing:
- Qnect’s premium marketing service
- 2 events of choice per year to be featured on the “Featured Events” Section
- \$50 in push notifications.
- 2 free email blasts per semester.
- \$600 AUD in sponsorship for events.
- 0 transaction costs.
- Create and host tailored Snapchat Geo-filter.

Our part:

- Not to enter into similar arrangements with third parties ticketing providers.
- Cobrand UMSU INTL with QNECT logo and “We’re using QNECT for our events promotional materials if we are using them.
- Not to provide Qnect’s database or disclose any term of our contract to third parties

### 4. Recommendations



- Even though there is not a clause that says we must use them for our events, we should try as much as possible to because students complain that they had to wait for a very long time when lining up for our o week events. Also, some could not buy tickets because they had classes or were living too far.
- Try to use Qnect this semester and not wait till next year.

## 5. Conclusion

This is an exciting partnership that has enormous potential that can revolutionise the way we ticket our events (from google docs to this), the way we promote our events and to manage our events.

### **Prepared by**

**Daniel Tan Wei Han**

**Partnership and Sponsorship Director 2016/2017**

**UMSU International**