

STUFF THAT BBIP DOES

OUR “BREAD AND BUTTER” (where the money comes from)

- **Running Indonesian language classes.** Language classes have run since 2009. We make sure we do better than break even, but we need to maximise the profit we make so we can save for projects. We go through the process of promoting and enrolments 4 times a year. Our new website has improved the process by about 200%!

OUR “FLAGSHIP” PROJECT

- **Indonesian Language Assistant Program.** We collaborate (free of charge) with Department of Education – we collect applications, scrutinise them and provide a short list of candidates depending on how many they need each year. The LAP has been going since 2008. This process takes 2 months on and off of activity by BBIP between April and June. We keep in touch with the LAs and there’s a Facebook group called Keluarga Besar LAP.

EVENTS WITH BENEFITS FOR BBIP MEMBERS

- **Events with special members’ prices.** We haven’t been doing enough of these. Two types of events that have proved popular in the past are:
 - **Dinner/lunch/sundowner** with guest speaker
 - **Cultural and/or language immersion** events

What could we do in 2026? E.g. one mid-year event, one end-of-year event? DISCUSSION!

OTHER STUFF THAT BBIP DOES *(examples - not exhaustive)*

COLLABORATING WITH OTHER ORGANISATIONS

- **WILTA:** Turnamen Akademik Bahasa dan Budaya Indonesia (TABBI) October 2026. BBIP supplied the trophy and will be requested to help out on the day if possible.
- **AIYA / UWA:** Wayang Stories event – on the screen direct from Central Java, Saturday 16 May 2026. Local organising group is meeting tomorrow.
- **Indonesia Institute / AIBC / ICCWA:** supported the letter to schools teaching Indonesian and offered support for any other work we might do for schools.
- **Indonesian Consulate:** mainly representing BBIP at various events organised by KJRI and keeping the profile up.
- **Indonesian Embassy:** liaising with other BBI/BBBIs in Australia and with Ibu Yuli the Cultural Attache. The 2nd Congress of Indonesian Language is due to be held at ANU in December and BBIP will be invited to attend and possibly present.
- **Australia Awards Indonesia** (who award academic scholarships to Indonesians wishing to study in Australia): AAI runs the Indonesian Language Learning Ambassador (ILLA) program which places postgraduate students on an Australia Award scholarships in schools for 6 visits per semester to share language and culture. BBIP has been acting as a liaison between AAI and WA schools.

IN MORE DETAIL...

Running Indonesian language classes - what's involved each term:

STAGE	FOCUS	ACTION
Preparation stage 4-6 weeks prior to start of term	Teachers: <ul style="list-style-type: none"> Check they are available (most continue from before) and aware of term dates but sometimes we need to source new teachers Send them class lists with contact emails the weekend prior to term Check teachers know they should send the week's materials to participants a few days in advance Check new teachers know they should send the materials to Wilfred for printing 	WL, SC WL WL WL
	Enrolments: <ul style="list-style-type: none"> Prepare website enrolments page with any changes required e.g. price increases Monitor webmail for customer queries e.g. concession codes, term dates, which course to enrol in etc. Monitor enrolments to gauge which classes are filling up Make decisions about which classes can run and which cannot due to too few participants 	TS SC SC SC, WL
	Promotion: <ul style="list-style-type: none"> Promote classes via email to all active members at least twice Create a series of social media images promoting courses Post about courses on FB, IG and LinkedIn at intervals when enrolments are up e.g. 4, 3, 2 and 1 week before then a few days before 	SC, WL SC SC
In-term stage	Teachers: <ul style="list-style-type: none"> Occasional liaising for teacher absence/relief, class surveys, promotion of events to students etc Occasional monitoring of online class recordings for informal checking of attendance, student participation etc 	WL, SC SC
	Students: <ul style="list-style-type: none"> Discuss and create an end of semester survey seeking student feedback on a variety of topics such as learning, progress, reasons for learning, plus/minus points, ideas for improvement, ideas for events, etc. Administer the survey during the last lesson of the semester (Term 2 and Term 4) 	Board SC
Post-term stage	Teachers: <ul style="list-style-type: none"> Manage submission of invoices in the correct format Manage submission of Statement by a Supplier if required Payment by EFT 	WL, SC, KB KB
	Students: <ul style="list-style-type: none"> Consider the results of the survey and any action based on these. 	Board

IN MORE DETAIL...

Running the Language Assistant Program – what’s involved each year:

STAGE	FOCUS	ACTION
Preparation stage April each year	Department of Education “Learning Area Partnerships”: <ul style="list-style-type: none"> DoE liaises with public schools teaching Indonesian and receives requests for an Indonesian language assistant for the next year. Schools pay 50% of the cost, so only a few schools opt for an LA. DoE liaise with BBIP regarding the date by which they require a shortlist of candidates and provide a flyer for the LA program DoE inform BBIP how many candidates and reserves they need Ensure that our subscription to Wufoo application software is updated 	SC, DH, IH SC, KB
	Advertising: <ul style="list-style-type: none"> Update Guidelines and FAQ for the current year, e.g. dates, new requirements based on prior experience, aiming to streamline the process. Candidates must evidence certain data in order to be eligible for the appropriate visa and for the role. Create a new application form on Wufoo software, liaising with a few interested Board members Create a new LAP post on the website with flyer, Guidelines/FAQ and link to application form 	DH, SC, IH DH, IH SC, TS
Selection stage	Selection: <ul style="list-style-type: none"> Read all completed applications (ignore incomplete applications and ineligible candidates e.g. too old), noting vital discriminators such as video quality and answers to specific job-related questions. Create a long list of e.g. 10 candidates and liaise with interested Board members to rank them in order of suitability. Liaise with DoE to provide the required short list of candidates and reserves. 	DH, SC, IH DH, IH DH, IH
Employment stage	Employment: <ul style="list-style-type: none"> DoE contacts the candidates to offer the job and liaises with them on matters of dates, visa, travel, accommodation, school placements etc. DoE arranges temporary accommodation at a UWA college and meets LAs at the airport when they arrive. BBIP meets the LAs at some point after they arrive and may liaise with KJRI for a welcome event. LAs organise their own shared house rentals and begin liaising with staff at the schools to which they have been assigned. BBIP maintains occasional contact with the LAs and invites them to events 	DoE Schools Board
Post employment stage	<ul style="list-style-type: none"> DoE invites BBIP to a farewell for all LAs (all countries) BBIP invites LAs to join the Keluarga Besar LAP Facebook page 	DoE Board

IN MORE DETAIL...

Organising member events:

Type of event	Attendees	Benefits for members
Dinner, lunch or sundowner with speaker?	BBIP members, other organisations	Members' price
Cultural immersion event?	BBIP members, other organisations	Members' price

Collaborating with other WA organisations

Organisation	Event	BBIP role
WILTA	Turnamen Akademik Bahasa dan Budaya Indonesia (TABBI) – October 2026	<ul style="list-style-type: none"> • Provide trophy • Help on the day
AIYA, UWA + Universitas Amikom Purwokerto	Wayang Stories 16 May 2026 UWA	<ul style="list-style-type: none"> • Part of organising committee • Promote to membership & networks

Representing BBIP

Organisation	Event / activity	BBIP role & personnel
KJRI	<ul style="list-style-type: none"> • Welcome for Language Assistants • Celebration of Gastronomy and launch of Perth resto booklet • Buya Subi Fashion event April 2026 • Diplomatic receptions • School student awards night • School teacher awards night • 17 August flag raising 	Representing BBIP SC + Vice Pres or other Board members
KBRI / ANU	<ul style="list-style-type: none"> • 2nd Congress for Indonesian language in Canberra, December 2026 • Ongoing conversations on BBI WA group with Ibu Yuli AtDikBud 	Liaising with other BBIs re Indonesian language in Australia Possibly presenting about Indonesian language SC or other Board members

Supporting the Indonesian Language Learning Ambassadors (ILLA) program run by Australia Awards Indonesia

Organisation	Event	BBIP role
Australia Awards Indonesia in Jakarta	Visits by Indonesian post-graduate students to Australian schools – 6 per semester – to share language/culture with Indonesian language classes	<ul style="list-style-type: none"> • Promote to schools by sharing flyer each semester SC