

Agenda

Central Committee Meeting #2 – Tuesday, 18th August, 2026

Time : 18:00

Venue : PAR-115-L2-200-Rivett Theatre (256)

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

- 2.1. CCM #1

3. Proposals

- 3.1. Mental Health Week 2026 Proposal
- 3.2. Sexual Health Week 2026 Proposal
- 3.3. Personal Finance Workshop 2026 Proposal
- 3.4. PR/Visa Workshop 2026 Proposal
- 3.5. Brekkie Supplies 2026 Proposal

4. Reports

- 4.1. Food Adventure 2026 Report

5. Other Business

- 5.1. Confidential Unspoken Form
- 5.2. How to handle International Brekkie
- 5.3. Comms & Design Troubleshoot



6. Next Meeting

Prepared by,

**Rhea Fan
General Secretary 2026/2027
UMSU International**

Minutes

Central Committee Meeting #2 – Tuesday, 18th August, 2026

Time : 18:00

Venue : PAR-115-L2-200-Rivett Theatre (256)

1. Procedural MattersMotion 1

Move that Standing Orders be adopted for CCM #2 at 6:14.

All for the motion

Anyone against

Any abstentions

Motion CARRIED/REJECTED

All the time, every time.

Mover : Phoebe CHAN

Seconder : Jonathan SONG

CARRIED without contention.

1.1. Acknowledgement of Indigenous Owners

“I would like to acknowledge the Traditional Owners of the land on which the University of Melbourne is located, the Wurundjeri and Boon Wurrung people of the Kulin Nations and give my respect to the elders past and present. I would like to extend that respect to other Indigenous Australians present”

1.2. Official Welcome**1.3. Attendance and apologies**

- Attendance – 23 members

Absent with Apologies



Officers: Simar KOHLI, Eric LEE

Late with No Apologies

Directors: Jhanvi RAGHAV

Officers: Anushka DUBEY, Kyra SANEJA

Absent with No Apologies

Officers: Parth CHANDRANI

1.5. Adoption of Agenda

Motion 2

Move that the Agenda for CCM #2 be adopted.

Mover : Haylyn HOO

Seconder : Mishti MITTAL

CARRIED without contention.

2. Confirmation of Previous Minutes

Motion 3

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

Mover : Ryan SIU

Seconder : Lisa JIA

Motion Carried.

3. Proposals

Motion 4



Move that the Mental Health Week 2026 Proposal be accepted.

Mover : Paridhi CHHAJED

Seconders : Raiesa KHUTEL

Motion Carried.

Motion 5

Move that the Sexual Health Week 2026 Proposal be accepted.

Mover : Phoebe CHAN

Seconders : Jonathan SONG

Motion Carried.

Motion 6

Move that the Personal Finance Workshop 2026 Proposal be accepted.

Mover : Haylyn HOO

Seconders : Jonathan SONG

Motion Carried.

Motion 7

Move that the PR/Visa Workshop 2026 Proposal be accepted.

Mover : Vardaan CHANANA

Seconders : Declan LEE

Motion Carried.

Motion 8

Move that the Brekkie Supplies 2026 Proposal be accepted.

Mover: Raiesa KHUTEL



Secunder: Paridhi CHHAJED

Motion Carried.

4. Reports

Motion 9

Move that the Food Adventure 2026 Report be accepted.

Mover : Jia PAREEK

Secunder : Ryan SIU

Motion carried

5. Other matters

Motion 10

Move that Standing Orders for CCM #2 be suspended at 3:39.

Mover : Kaavya KALRA

Secunder : Arush YADAV

Motion carried

Motion 11

Move that CCM #2 be adjourned at 6:30

Mover : Vardaan CHANANA

Secunder : Saumyaa SARUP

Motion carried

Prepared by,

Rhea Fan



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL



Care for, Act for, Stand for International Students

General Secretary 2026/2027

UMSU International

Mental Health Week Proposal

Central Committee Meeting #2 – Tuesday, 18th August, 2026

1. Introduction

Mental Health Week, organised by the Welfare Department aims to raise awareness of mental wellbeing and provide international students with a relaxed, low-pressure way to de-stress and connect with others. As part of the week, students will be invited to a Cat Cafe outing, where they can spend time with cats in a calm environment, take a break from academic pressure, and engage in casual conversations about mental health and wellbeing. Students will be invited to spend time at the cat cafe together, where they can relax with cats in a calm environment, take a break from academic pressure, and engage in casual conversations about mental health and wellbeing. Sign-up slots will be made available to attendees as part of the outing. Through this activity, students will have the opportunity to unwind, build connections with peers, and become more aware of the support services available to them, helping to reduce stigma around seeking help for mental health.

2. Objectives

This event aims to:

- € To promote UMSU International as a student body offering support on wellbeing related issues for international students
- € To raise international students' awareness of resources surrounding mental health
- € To provide international students with a relaxed, accessible way to de-stress and manage academic pressure
- € To foster a sense of community and connection amongst international students

3. Event Details

Date	:	Friday, 4th September 2026 [2:00pm - 4:00pm]
Venue	:	In-person — Cat Café, Queensberry Street
Number of Attendees	:	60 people over the course of the day
Coordinators	:	Anushka, Declan, Cody
Manpower	:	3 Committee Members
Budget	:	\$1000

4. Event Overview

Mental Health Week will centre around a Cat Cafe outing, giving students a calm and enjoyable space to de-stress. A booth will also be set up near the Brekkie stall, where students can sign up for

cat cafe sessions and pick up mental health resources and information packs. Through informal conversation and a relaxed setting, students will be encouraged to open up about mental health and learn more about the support available to them.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	3 August	Internal Meeting	☞ Meeting to discuss potential ideas for Mental Health Week	Anushka, Declan, Cody
2	12 August	Cat Cafe Booking	☞ Contact and confirm booking with a local cat cafe partner	Cody
3	14 August	Writing Proposal	☞ Write and finish proposal	Anushka
4	15 August	Release tickets	☞ Open ticket sales for the Cat Cafe outing (\$7/ticket) via [platform, e.g. Humanitix/Eventbrite]	Anushka, Declan, Cody
5	28 August	Finalise event details	☞ Make sure Everything is Sorted a Week Before Event + Send out Confirmation Emails	Anushka
Event Day				
6	4 September	Run Event	☞ check-in attendees ☞ Run event and manage cat cafe sign-up slots ☞ Collect feedback from students	Anushka, Declan, Cody
Post Event				
7	—	Record ISA Hours	☞ Record when ISAs log in and log out	Declan

Pre-event

- ☞ Confirm booking, session times, and group size with the cat cafe
- ☞ Set up ticketing platform and release tickets
- ☞ Send confirmation emails to ticket holders ahead of the event

Event Day

- ☞ check in attendees against ticket lists for each session
- ☞ Collect feedback from students at the end of each session

Event Flow



Time	Activity	Details	PIC
1:45 pm	Set up	• Prepare check-in list / ticket scanning • Liaise with cat cafe on session arrangements	Anushka, Declan, Cody
2:00pm – 3:00pm	Run event (session 1)	• Check in attendees against tickets (26 people) • Have ISAs assist with check-in	Anushka, Declan, Cody
3:00pm-4:00pm	Run event (session 2)	• Check in attendees against tickets (27 people) • Have ISAs assist with check-in	Anushka, Declan, Cody
4:00 pm	Wrap up	• Wrap up • Collect feedback from attendees	Anushka, Declan, Cody

Post Event

- Collect feedback from students at the end of each session

6. Budget

A total of \$1000 has been allocated for this event, with the breakdown as listed below:

Items	Detail	Total cost (AUD)
Base Fee	Fixed venue cost	\$1,100
Per-person charges	60 attendees x \$5	\$300
Subtotal	Base fee + per-person charge	\$1,400
Discount	5% off subtotal	-\$70.00
Total Cost	Subtotal – 5% discount	\$1,330
Revenue (Ticket sales)	56 tickets x \$6.36 (60 attendees – 4PICs)	\$356.36
Net cost to us	Total cost- Revenue	\$973.64

7. Conclusion

This concludes our proposal for the Mental Health Week (Cat Cafe) 2026 event. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,
Anushka, Declan, Cody
Welfare Department 2026**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL



Care for, Act for, Stand for International Students

UMSU International



Sexual Health Week Proposal

Central Committee Meeting # 2 – Tuesday, 18th August, 2026

1. Introduction

Sexual Health Week, organised by the Welfare Department in collaboration with the Health Promotion Program (HPP), aims to raise awareness and provide international students with accurate and accessible information on sexual health. A booth will be set up near the Brekkie booth, offering resources and sexual health packs. Additionally, there will be activities such as spin-the-wheel, where each section will contain statements about a sexual health topic. Participants may select their preferred difficulty level (easy, medium, and hard) and will answer a true-or-false statement. Each student will have three spins in total. If they answer at least one statement correctly, they will receive a prize corresponding to the difficulty level. In addition, a badge-making activity will allow students to design and decorate their own badges using sexual health-themed designs. Through these activities, students will test their knowledge, learn new information, and engage in open conversations, helping to build awareness and break down taboos around sexual health.

2. Objectives

This event aims to:

- To promote UMSU International as a student body offering support on wellbeing related issues for international students.
- To raise international students' awareness on resources surrounding sexual health (i.e.; HPP)
- To provide international students with contraception for safe sex
- To break conversational taboo amongst international students regarding sexual health

3. Event Details

Date	: Monday, 21 th September 2026 [9.30am - 11.30 am] Wednesday, 25 th September 2026 [9.30am - 11.30am]
Venue	: In-person -- Gate 6 (Near the Brekkie booth)
Number of Attendees	: 250 people over the course of 2 days
Coordinators	: Parth CHANDRANI, Eric LEE, Cody LUO, Tanya PARASHAR
Manpower	: 2 Committee Members & 6 ISAs (over 3 days)
Budget	: \$500

4. Event Overview

SHW will consist of one game in a booth near the Brekkie stall, wherein students can test out their knowledge and learn more about Sexual Health. The game held will be a true or false game, where students pick a random topic through the spin-the-wheel spinner. In addition, a badge-making activity will allow students to design and decorate their own badges with sexual health-themed designs.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
1	01 August	Internal Meeting	- Meeting to discuss potential ideas for SHW	Cody LUO, Tanya PARASHAR
2	18 August	Meeting with HPP	- Meeting with HPP to discuss ideas - Discuss potential collaborations	Cody LUO, Tanya PARASHAR
3	16 August	Writing proposal	- Write and finish proposal	Cody LUO, Tanya PARASHAR
5	26 August	Meeting with CME	- Meeting with CME to discuss logistics regarding badge making	Cody LUO, Tanya PARASHAR
5	29 August	Meeting with HPP	- Meeting with HPP to confirm activities - Discuss things to prepare for event	Cody LUO, Tanya PARASHAR
7		Request MnM Post + make reels		Eric LEE
7		Request ISAs	- Ask HR for ISAs	Eric LEE
8	15 September	Briefing with ISAs	- Brief ISAs regarding the event	Parth CHANDRANI



Event Day				
9	21, 23 and 25 September	Run event	- Have ISAs set up marquee - Run event - Collect feedback from students	Cody LUO, Tanya PARASHAR, Eric LEE, Parth CHANDRANI
Post Event				
9		Record ISA Hours	- Record when ISAs log in and log out	Parth CHANDRANI

Pre-event

- Confirm with HPP how many goody bags we want
- Borrow Badge-Making machine from George Paton Gallery
- Confirm with CME regarding badge-making activity
- Make the true or false statements
- Get the spinner from HPP

Event Day

- Set up marquee and supplies
- Make sure goodies are okay

Event Flow

Time	Activity	Details	PIC
9.00 - 9.30 am	Set up	- Set up marquee - Prepare gifts	Cody LUO, Tanya PARASHAR
9.30 - 11.30 am	Run event	- Play the games - Have some ISAs promote too	Cody LUO, Tanya PARASHAR, Eric LEE, Parth CHANDRANI

Post Event

- Collect feedback from attendees

6. Budget

A total of **\$500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Badge-Making Machine Hire	1	TBC	TBC
Badge Decorations (Designs, Materials)	150	TBC	TBC
CME MERCH : Stickers, Notebooks, Lanyards, Fidget Spinners	200	TBC	TBC
TOTAL			500

7. **Conclusion**
 This concludes our proposal for the Sexual Health Week Proposal 2026. Please do not hesitate to contact the Welfare Department should you have any queries.

Prepared by,

Cody LUO, Tanya PARASHAR
Welfare Department 2025/26
UMSU International

Personal Finance Workshop ProposalCentral Committee Meeting #2 – Tuesday, 18th August 2026

1. Introduction

For many international students, moving to and living in a foreign country by themselves poses multiple significant challenges. A common struggle often causing worry and stress has to do with the management of their finances. Poor financial management skills usually stem from the lack of knowledge and proper financial knowledge and exposure to how financial decisions are made. Hence, this financial workshop will equip and aim towards improving the financial literacy of international students, focusing on personal finance management methods and investment. We hope to invite a professional in the field to give international students some advice on how to manage their personal finances

2. Objectives

This event aims to:

- ✧ Improve the financial literacy of international students
- ✧ Educate students on different finance management methods
- ✧ Educate students on topics such as finance management and investments

3. Event Details

Date : Friday, 31st August 2026 [4:00pm – 6:00pm]
Venue : PAR-148A-L4-453-Flexible Learning Space (60)
Number of Attendees : Limit to 65
Coordinators : Tanya PARASHAR, Raiesa KHUTEL, Kaavya KALRA

Manpower : 3 Committee Members & 5 ISAs (including coordinators which consists of 3 Committee Members and 5 ISAs)

Budget : \$500

4. Event Overview

This workshop is open to all students who wish to improve their financial literacy. Event registration will be available a week prior to the workshop through trybooking.com. (link will be done by CME) This event will address topics such as finance management, TFN, Savings, Debt Management, Superannuation and investments.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
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Pre-event Preparations				
4	13 th August	Booking Venue	Book Theater	Kaavya
4	6 th August	Contact speaker	Open Team Work and contact speaker	Kaavya, Raeisa
4	13 th August	Promotional design (IG post, etc)	Contact MnM to begin working on Design	Raiesha
5	13 th August	ISA request	Contact HR and fill in ISA request sheet	Raiesha
5	13 th August	Confirmation on food	Contact Treasurer to make food request (TBD)	Tanya
5	18 th August	Present proposal @CCM	Finish proposal and send proposal to Secretary by 15 th	Kaavya, Tanya
Event Day				
7	31 st August	Personal Finance Workshop	Brief ISAs on the day and supervise running of event	All Coordinators
Post Event				
7	31 st August	Feedback form	Ask attendees to fill it out	ISAs
7	8 th September	Complete report	Submit by 8 th and present in CCM	TBD

Pre-event

- Submit ISA request to HR
- Request designs and promotion from MnM
- Schedule and communicate with speakers

Event Day

Event Flow

Time	Activity	Details	PIC
3:00pm – 3:30pm	briefing to ISAs	Meet in lounge	OB

3:30pm – 4:00pm	Set up	Mic, Audio, Screen, Connection, Lights	Speaker
3:45pm – 4:10pm	Registration & check in		OB & ISA
4:00pm-4:10	Introduction		OB
4:15pm – 5:00pm	Session 1	Finance Management, Investment	Speaker
5pm - 5:15pm	Q&A		Speaker

Post Event

- At the completion of the event, participants will be asked to fill out the feedback form.

6. Budget

A total of **\$500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Speakers	1	100	\$100.00
Food	TBC	400	\$400.00
TOTAL			\$500.00

7. Conclusion

This concludes our proposal for the Personal Finance workshop Proposal 2026. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Kaavya KALRA
Education Department 2026/27
UMSU International

PR/VISA Workshop ProposalCentral Committee Meeting #2– Tuesday 18th Aug 2026

1. Introduction

Many international students lack the accessibility to attain relevant information regarding pathways to obtain a PR and/ or various forms of Visa in Australia. Additionally, the recent implementation of new migration policies has resulted in changes within the application process. To tackle these issues, we plan to hold a PR/Visa Workshop to give international students the opportunity to clarify pathways and processes, as well as to update and explain the new policies in applying for a PR/Visa.

i**2. Objectives**

This event aims to:

- Provide information to international students regarding the processes and various pathways of obtaining Permanent Residency or other forms of visas.
- Inform students about the updates made to Australian migration policies and subsequent changes in the Permanent Residency and Visa application processes.
- Address questions that international students may have about the new policies, Visa options, obtaining Permanent Residency and/or migration mechanisms.

3. Event Details

Date	: Wednesday , 9 th September 2026 ,(4:00 pm – 6:15 pm, Melbourne time)
Venue	: PAR-379-B1-B103-Lecture Theatre 1 (143)
Number of Attendees	: 110
Coordinators	: Tanya PARASHAR, Raiesa KHUTEL, Kaavya KALRA
Manpower	: 3 Committee Members & 5 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$500

4. Event Overview

The PR/Visa Workshop will consist of two parts – an information session and a Q&A session. In the information session, the speaker will explain the Australian migration policy and offer advice for international students on obtaining Permanent Residency or working visas. There will be a short workshop afterwards about student rights and navigating relevant complications of the VISA process (eg: health issues, application for extension). After the information session, we will hold a Q&A session to create the chance for international students to ask questions for the speaker to answer.

The objective of this workshop is to help both undergraduate and graduate students. The target audience range will be 80 to 100, with a ticket registration limit of 150. Students who are interested in this workshop will need to register through a *try booking* link.. Students who signed up will get the booking confirmation and will be emailed prior to the workshop.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
	Aug 13 2026	Open Teamwork	Contact CME	Kaavya
	Aug 13 2026	Contact M&M	Contact M&M to help out with publicity	Raiesa
	Aug 2 2026	Contact the speaker	Email speaker from an agency regarding their availability	Raiesa
	Aug 21 2026	Get the Speaker Contract	Contact CME regarding speaker contract	Tanya
	Aug 19 2026	Ticket Registration	Organize ticket registration with CME	Kaavya
	Aug 21 2026	Request ISAs	Request ISAs with HR	Raiesa
	Aug 30 2026	Create feedback form	Create feedback form questionnaire	Raiesa
	Sep 3 2026	Print Feedback form	Print QR code, add QR code to slides	Tanya
Event Day				
	Sep 9 2026	PR/VISA Workshop	Brief ISAs on the day and supervise running of event	Tanya, Raiesa & Kaavya
Post Event				

	Sep 9 2026	Feedback form	Ask attendees to fill it out	ISAs
	Sep 18 2026	Complete report	Post event report	Kaavya

Pre-event

- Sort out payment with the speaker (how much he expects and decide how much we should pay the speaker).

Event Day

Event Flow

Time	Activity	Details	PIC
3:15pm – 3:45pm	IT preparation + ISA Brief	Prepare speakers and any necessary IT on the day, brief ISAs about their duties	
4:00pm - 4:10pm	Introduction	Introduce the speaker, UMSU International and the event	
4:15pm – 4:45pm	Information session part 1: Student Visa Extension	How to apply and requirements for extending student visa	
4:45pm – 4:55pm	Q&A session (15 mins)		
4:55pm – 5:20pm	Information session part 2: PR	About obtaining Permanent Residency	
5:20pm – 5:50pm	Information session part 3: VISA	About obtaining to graduate or working VISA	
5:50pm – 6pm	Q&A session (10 mins)		
6:00pm – 6:15pm	Wrap up	Ask attendees to fill in feedback form Attendees can stay for a	



		bit to talk to the speaker for questions related to personal cases	
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Post Event

- € Compile responses from feedback form and create an event report

6. Budget

A total of **\$500** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Payment for speaker	1	100	100.00
Food	TBC	TBC	400
TOTAL			500

7. Conclusion

This concludes our proposal for the PP/VISA workshop proposal 2026. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Kaavya Kalra
Education Department 2026/27
UMSU International

**Brekkie Supplies 2026 Proposal**Central Committee Meeting #2 – Wednesday 18th August 2026

1. Introduction

The UMSUi Welfare Department will continue the International Brekkie throughout Semesters 1 and 2. To keep the program running hygienically and efficiently, this proposal requests a \$200 budget for disposable plates, gloves, and tissues used at each session.

2. Objectives

This request aims to:

- Ensure Brekkie sessions can be served and cleaned up hygienically
- Keep serving staff protected while handling and distributing food
- Support the ongoing, uninterrupted running of the Brekkie program

3. Event Details

Date	:	Week 4– 12 (Mondays, Wednesdays, and Fridays)
Time	:	9:30am – 11:00am
Venue	:	Gate 6, University of Melbourne
Number of Attendees	:	150–200 per day
Coordinators	:	Tanya PARASHAR
Manpower	:	3 Welfare members, 2 Committee Members & 5 ISAs per day
Budget	:	\$200

4. Event Overview

Around 150-200 participants come on campus every Monday, Wednesday, and Friday morning for a free breakfast. Disposable plates, gloves, and tissues are used at every session to serve food hygienically and keep pack-down quick, so a small recurring supply budget is needed to keep the program stocked.

Pre-event

- Purchase plates, gloves, and tissues ahead of the coming weeks' sessions
- Check stock levels weekly and reorder before supplies run low

Event Flow

Time	Activity	Details	PIC
9:00 AM	Venue set up	Lay out plates, gloves, and tissues alongside serving tables	PIC of the day
9:30 – 11:00 AM	Brekkie service	Serve breakfast to students using gloves; plates and tissues handed out with each meal	PIC of the day
11:00 – 11:30 AM	Venue pack down	Dispose of used plates, gloves, and tissues; note remaining stock	PIC of the day

**Post Event**

- Record remaining stock of plates, gloves, and tissues
- Reorder supplies as needed for the following week's sessions

5. Budget

A total of \$200 has been allocated for this request, with the breakdown as listed below:

Items	Quantity	Total Cost (AUD)
Disposable plates	—	\$80.00
Disposable gloves	—	\$60.00
Tissues	—	\$60.00
TOTAL		\$200.00

6. Conclusion

The Welfare Department recognises that keeping Brekkie running smoothly depends on having the right supplies on hand each session. We hope this budget helps the programme continue serving students hygienically and without interruption.

This concludes our proposal for the UMSUi International Brekkie supplies budget. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,
Tanya PARASHAR
Welfare Department
UMSU International**

Food Adventure 2026 Report

Central Committee Meeting #2 – Wednesday 18th August 2026

1. Introduction

This report provides an overview of the Food Adventure 2026 which was held on August 8th. The event offers students a unique opportunity to immerse themselves in Melbourne's rich food culture while fostering social connections. Participants explore a variety of restaurants featuring diverse cuisines, allowing them to experience the city's culinary diversity and make new friends along the way.

2. Event Details

Date	: Saturday, 8 th August 2026 [(11:00am – 3:00pm AEST)]
Venue	: Walking tour with 3 routes (Collingwood, Carlton, and Fitzroy)
Number of Attendees	: 100
Coordinators	: Ryan SIU, Jonathan SONG, Mishti MITTAL, Haridutt VYAS, Jia PAREEK, Lisa JIA, Paridhi CHHAJED
Manpower	: 10 OBs & 18 ISAs (including coordinators which consists of other Department Members)
Budget	: \$3000

3. Event Overview

The participants were divided into 9 groups where each group will visit 3 restaurants at either Collingwood, Fitzroy or Carlton.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
0	27/06/2026	Initial planning + proposal	Planning details and writing up the proposals	Ryan SIU, Mishti Mittal
0	07/07/2026	Teamwork setup	Setting up the team project with UMSU staff members	Ryan SIU
0	15/07/2026	Finalise restaurant list	Finding a list of potential restaurants along each of the routes.	Ryan SIU, Jonathan SONG, Mishti MITTAL, Haridutt VYAS, Jia PAREEK, Lisa JIA, Paridhi CHHAJED
0	07/07/2026	Risk Assessment Creation	Filling out a risk assessment sheet for contingencies in the event	Ryan SIU, Jonathan SONG, Mishti MITTAL, Haridutt

				VYAS, Jia PAREEK, Lisa JIA, Paridhi CHHAJED
0	15/07/2026	Contact restaurants	Initiating contact with the restaurants that made it through a finalized version of the list and gather the necessary information/documents	Ryan SIU, Jonathan SONG, Mishti MITTAL, Haridutt VYAS, Jia PAREEK, Lisa JIA, Paridhi CHHAJED
0	15/07/2026	Pre-order menu	Selecting a menu ahead of time	Ryan SIU, Jonathan SONG, Mishti MITTAL, Haridutt VYAS, Jia PAREEK, Lisa JIA, Paridhi CHHAJED
0	15/07/2026	Request invoice from restaurants	Asking the restaurants for invoices well in advanced after selecting the menu to be processed	Ryan SIU, Jonathan SONG, Mishti MITTAL, Haridutt VYAS, Jia PAREEK, Lisa JIA, Paridhi CHHAJED
0	24/07/2026	Creating Sign Up Sheets	Creating sign up sheet that will include attendees dietary requirements,	Ryan SIU
0	25/07/2026	Coordinate with M&M for design	Coordinating the design of the posts/poster	Mishti MITTAL
0	30/07/2026	Coordinate with HR for ISA signups	Coordinating with HR department to set up ISA volunteer document	Ryan SIU
0	03/08/2026	Marketing + Ticketing	Coordinate with M&C to post the event on social media and registrations will open through the ticketing system	Ryan SIU
0	07/08/2026	Briefing documents created	Writing up three travel booklets (for each route) for the participants and preparing the documents for the briefing (putting in PDF format for group chats in each route) Info will include: Contacts for PIC	Ryan SIU, Jonathan SONG, Mishti MITTAL, Haridutt VYAS, Jia PAREEK, Lisa JIA, Paridhi CHHAJED
2	06/08/2026	OB + ISA group allocation	Allocating the OB & ISA volunteers to each of the groups	Jonathan SONG
2	06/08/2026	Create feedback form	Setting up the feedback form that will be sent out at the end of the event	Jonathan SONG
2	06/08/2026	Emailing participants to	Sending out emails to all the people who signed up via the TryBooking and confirming their attendance	Ryan SIU

		confirm attendance		
2	06/08/2026	Allocate participants into groups	Allocating the final list of participants into groups	Ryan SIU
2	07/08/2026	Brief OBs and ISAs	Brief both the ISAs and OBs on how the event on the day itself will flow, which restaurants they will go to and talk about their roles.	Mishti MITTAL
Event Day				
2	08/08/2026	Set up and check in	Setting up in front of Building 168	Ryan SIU, Jonathan SONG, Mishti MITTAL, Haridutt VYAS, Jia PAREEK, Lisa JIA, Paridhi CHHAJED
2	08/08/2026	Briefing	Final brief for OBs and ISAs	Coordinators
2	08/08/2026	Event	The event will take place from 11:00 AM - 3:00 PM	Coordinators, OBs, ISAs
Post Event				
2	08/08/2026	Feedback survey	Travel buddies will tell their groups to fill out a quick feedback survey once the event ends.	OBs & ISAs
4	18/08/2026	Report	Writing up the report	Jonathan SONG

Pre-event

- Research and select 3 restaurants per route (Carlton, Collingwood, Fitzroy)
- Contact each of the restaurants and decide on a menu. Then, retrieve the restaurant's insurance policy and invoice.
- Coordinate the design of marketing material with UMSU Design Department and ticketing system with C&E.
- The ticketing system will have each attendee paying \$7 to participate in the event
- Work with the HR department to get 18 ISAs to help guide the groups.
- Before the event day, event coordinators will brief the OBs and ISAs about their duties.

Event Day

- OBs and ISAs are to meet at the meeting point by 11:00am to undergo the final briefing. OBs should take attendance of the ISAs.
- Participants are to gather at the meeting point starting from 11:00 AM. Event coordinators will brief participants. ISAs are to take attendance of their group members.
- By 11:30 AM, all groups should be on their way to their respective restaurants assigned.

Event Flow

Time	Activity	Details	PIC
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8th August 11- 11:30am	Attendance	ISAs & OBs check in with event coordinators and head of to their respective restaurant & group	Coordinators
11:30am - 11:45 am	Group Distribution	Participant arrives and gets sorted to their groups	Coordinators
12pm – 3:0pm	Food Adventure Event	ISAs & OBs bring the participants to their Routes and Restaurants	Coordinators

Post Event

- After 3:00 PM, each ISA leader should provide their group members with a QR code of the feedback survey to complete. Students then can be on their way back.

5. Reflections

Attendance

- Group allocation was relatively straightforward, though it's important to emphasize the need to spread participants evenly to avoid clustering. There were some issues with participants requesting to be paired with friends, but due to logistical complexities and last-minute nature of these requests, we adhered to the original group allocations.

6. Feedback

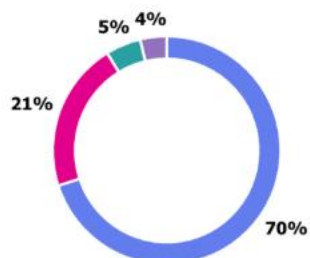
- [Food Adventure Feedback Form \(8/8/26\) \(Participants\) – Results](#)
- We received a total of 81 responses from the feedback form.
- 91% of the participants said they would join the event again & would recommend this event to their friends.
- On a scale of 5, the average rating of this event was 4.50.

3.

How likely are you to attend an event like this in the future?

[More details](#)

Very likely	56
Somewhat likely	17
Neither likely nor unlikely	4
Somewhat unlikely	3
Very unlikely	0



4. How much did you enjoy the event overall

[More details](#)



7. Suggestions

- **Promotion & Participant Awareness**
 - Intensify promotion in the two weeks prior via social media, ISAs, club collaborations, and giveaways to boost visibility and participation.
- **Punctuality & Adherence to Schedule**
 - Reinforce punctuality rules, clearly communicate them to participants, and strictly enforce on the day.
- **Communication & Coordination During Event**
 - Create a dedicated group chat for each route to facilitate smooth communication and allow for quick adjustments as needed.

8. Budget

A total of **\$3000** have been allocated for this event, and the total actual expenditure for this event is **\$2880** and received a revenue of \$751.00 from the ticket sales. Here are the breakdown listed below:

Items	Total Actual Cost (AUD)	Allocated Budget (AUD)
Carlton Expenditure	990.00	1050.00
Fitzroy Expenditure	990.00	1050.00
Collingwood Expenditure	900.00	900.00
Ticket revenue	(751.00)	0
TOTAL	2129.00	3000.00
Surplus		871.00

9. Conclusion

This concludes our report for the Food Adventure Semester 2 2026. Please do not hesitate to contact the Cultural & Social Department should you have any queries.

Prepared by,

Jonathan SONG
Cultural & Social Department 2026/27
UMSU International



6. Other Business

- Confidential & Unspoken Form
- How to handle 'International Bekkie'

7. Next Meeting

CCM #3

Date : Tuesday, 1st September, 2026 (18:00)

Venue : TBC