



Minutes

Central Committee Meeting #4 – Wednesday, 24th September 2025

Time : 16:00

Venue : PAR-200-L2-VIEPS-Intensive Room (36)

Move that **Standing Orders** be adopted for **CCM #4** at **4:08PM**

Mover : Ranauk RAGHAVAN

Seconder : Shreeyukta ADHIKARI

Motion Carried.

1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and Apologies

Attendance and apologies

- Attendance – 29 members

Late with Apologies

Officers: Allison GOH

Absent with Apologies

EXCO: Daaksha NEGI

Officers: Jane CHEN, Phoebe CHAN, Elain YE, Amanda LI, Taoyang Liu, Johnathan SONG

Leaving Early with No Apologies

Officers: Whitney YEUNG

Absent with No Apologies

Officers: Zoe Michelle SHANTA

1.4. Adoption of Agenda

Move that the **Agenda for CCM #[4]** be adopted at **4:10PM**

Mover : Shreeyukta ADHIKARI

Seconder : Allison GOH

Motion Carried.

2. Matters Arising from Previous Minutes

3. Confirmation of Previous Minutes

3.1. CCM #3

Move that the **minutes of CCM #3 be accepted and confirmed as a true and accurate record.**

Mover : Tejna Saravana KUMAR

Seconded : Suhas AGRAWAL

Motion Carried.

4. Proposals

4.1 Exam Pack Giveaway Sem 2 2025 Proposal

Move that the **Exam Pack Giveaway Semester 2 2025 Proposal** be accepted.

Mover : Shreeyukta ADHIKARI

Seconded : Nishka CHOPRA

Motion Carried.

4.2 ISA-OB Bonding Proposal 2025

Move that the **ISA-OB Bonding Semester 2 2025 Proposal** be accepted.

Mover : Kirsten ABUSTAN

Seconded : Bhavya MIDDHA

Motion Carried.

4.3 ISA Appreciation Night and Winning House Dinner

Move that the **ISA Appreciation Night and Winning House Dinner Semester 2 2025 Proposal** be accepted.

Mover : Corlynn TNG QI

Seconded : Pavitra RAVI

4.4 PR Visa Workshop Proposal



Move that the **PR Visa Workshop Semester 2 2025 Proposal** be accepted.

Mover : Raunak RAGHAVAN

Seconders: Nivetha SANKARASUBRAMANIAN

Motion Carried.

4.5 International Expo Proposal

Move that the **International Expo Semester 2 2025 Proposal** be accepted.

Mover : Shreeyukta ADHIKARI

Seconders: Shamsul ARHAM AKHAND

Motion Carried.

5. Reports

5.1 ISA Recruitment August Intake 2025 Report

Move that the **ISA Recruitment August Intake Semester 2 2025 Report** be accepted.

Mover : Aliya HAFIZ

Seconders : Tejna SARAVANA KUMAR

Motion Carried.

5.2 Night Market 2025 Report

Move that the **Night Market 2025 Report** be accepted.

Mover : Whitney YEUNG

Seconders : Suhas AGRAWAL

Motion Carried.

5.3 Personal finance workshop report

Move that the **Personal finance workshop Semester 2 2025 Report** be accepted.

Mover : Kehyur GOHEL

Seconders : Corlynn TNG QI

Motion Carried.

6. Other Business

7. Next Meeting



Move that **Standing Orders** be suspended at **4:31PM**

Mover : Suhas Agrawal

Seconder : Pavitra Ravi

Motion Carried.

Move that **CCM #4** be adjourned at **4:31 PM**

Mover : Corlynn TNG QI

Seconder : Tejna SARAVANA KUMAR

Motion Carried.

Prepared by,

Lauren Luchs

On Behalf of General Secretary 2025/26

UMSU International

Minutes

Central Committee Meeting #3 – Wednesday, 10 September 2025

Move that **Standing Orders** be adopted for **CCM #3** at **4:11PM**

Mover : Pavitra RAVI

Seconder : Eris YEE

Motion Carried.

Acknowledgment 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”

Official Welcome

Attendance and apologies

- Attendance – 20 members

Late with Apologies

EXCO:

Directors:

Officers: Corlynn TNG QI, Elaine YE

Leaving Early with Apologies

EXCO:

Directors:

Officers:

Absent with Apologies

EXCO:

Directors:

Officers: Nivetha SANKARASUBRAMANIAN, Raunak RAGHAVAN

Late with No Apologies

EXCO:

Directors:

Officers: Jane CHEN

Leaving Early with No Apologies

EXCO:

Directors:



Officers:

Absent with No Apologies

EXCO:

Directors:

Officers:

Move that the **Agenda for CCM #3** be adopted at **4:12PM**

Mover : Suhas AGRAWAL

Seconder : Daaksha NEGI

Motion Carried.

Move that the **minutes of CCM [2] be accepted and confirmed as a true and accurate record.**

Mover : Suhas AGRAWAL

Seconder : Bhavya MIDDHA

Motion Carried.

Move that the **ISA Incentives Proposal Semester 2 2025** be accepted.

Mover : Kirsten ABUSTAN

Seconder : Dhruv RANA

Motion Carried.

Move that the **Head of Clubs Semester 2 2025 Report** be accepted.

Mover : Neeya SIBU

Seconder : Phoebe CHAN

Motion Carried.

Move that the **OSHC and Special Consideration Workshop Report 2 2025 Report** be accepted.

Mover : Jonathan SONG

Seconder : Dhruv RANA

Motion Carried.

Now let's move on to other businesses, are there any topics anybody wants to be addressed.

Other Business



- Shreeyukta spoke, mentioning co-options and by-elections and reiterated the need to be on the same page, and to have clear communication during this time.

Move that **Standing Orders** be suspended at **4:21PM**

Mover : Eris YEE

Seconded : Phoebe CHAN

Motion Carried.

Move that **CCM # 3** be adjourned at **4:21PM**

Mover : Tejna SARAVANA KUMAR

Seconded : Suhas AGRAWAL

Motion Carried.

Additional Notes

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Prepared by,

Lauren LUCHS

On behalf of General Secretary 2025/26

UMSU International

Exam Pack Giveaway Sem 2 2025 Proposal

Central Committee Meeting #4 – Wednesday, 24th Sep 2025

1. Introduction

Exam Pack Giveaway (EPG) is an event aimed to boost the morale and the overall well-being of UniMelb students before the stressful SWOTVAC and examination period. This event is open to all University of Melbourne students: which includes undergraduate, graduate, honours, study abroad and PhD students. Exam pack items will consist of necessities such as pens and notebooks as well as snacks to fuel the brain.

The Exam Pack Giveaway will be conducted in the same manner as the previous EPG, where items are displayed and students are allowed to collect one of each item that they want. We are highly encouraging all students to bring their own bag through our Facebook event information page and Instagram. This will minimise the waste produced by students and also maximise our outreach as students do not need to collect items they do not want and reduce the number of excessive bags owned by students.

2. Objectives

- To provide a platform for UMSU International to reach out to university students by promoting the services provided by UMSU International
- To motivate students by giving out freebies and enlightening their mood for exam preparation
- To boost the physical welfare of students by providing snacks and beverages

3. Event Details

Date : Friday 24th
 October
 [11:00 AM - 2PM]
 Venue : Amphitheatre
 Number of : 600-800
 Attendees : students
 Coordinators : Daaksha
 NEGI,
 Amanda LI,
 Jane CHEN
 Manpower : 7 OBs (from
 Welfare) & 16
 ISAs
 Budget : \$ 7,000

4. Event Overview

Exam Pack Giveaway is an event where students can come and get a variety of items for free, which include a range of snacks and drinks, and stationery items. The intent of this event is to alleviate some stress created by impending exams and assessments by providing students.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
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Pre-event Preparations				
2	06/08	Venue booking	<ul style="list-style-type: none"> Meeting with CME to book Amphitheatre 	Daaksha NEGI, Irina ANANDa
4	22/08	Contact sponsors	<ul style="list-style-type: none"> Reach out to sponsors to ask for event support/sponsorship 	Partnerships & Sponsorships Dept Daaksha NEGI, Irina ANANDA
8	16/09	Planning/Budgeting	<ul style="list-style-type: none"> Initial meeting to plan out budget and items to purchase 	Daaksha NEGI, Jane CHEN, Amanda LI
8	16/09	Event planning	<ul style="list-style-type: none"> Write and present proposal Finalising event details 	Daaksha NEGI, Jane CHEN, Amanda LI
9	23/10	Logistics	<ul style="list-style-type: none"> Start finalising and ordering items to be included in the giveaway Confirm with CME event logistics 	Daaksha NEGI, Jane CHEN, Amanda LI
10	07/10	Contact M&M	<ul style="list-style-type: none"> Discuss with M&M on promotion etc 	Daaksha NEGI, Jane CHEN, Amanda LI
10	07/10	Request ISAs	<ul style="list-style-type: none"> Ask HR for ISAs 	Daaksha NEGI, Jane CHEN, Amanda LI
11	14/10	Collect stock	<ul style="list-style-type: none"> Remain present on campus to receive delivery of all EPG giveaway materials. Collect items that cannot be delivered 	Whole Welfare Team
11	14/10	Feedback forms	<ul style="list-style-type: none"> Create feedback forms for the event 	Daaksha NEGI, Jane CHEN, Amanda LI
Event Day				

12	24/10	Run event	<ul style="list-style-type: none"> Set up tables and marquees Give out items to students 	Whole Welfare Team
12	24/10	Pack up	<ul style="list-style-type: none"> Put away equipment and throw out rubbish 	Whole Welfare Team

Pre-event

- Book venue
- Contact possible sponsors
- Order items
- Request ISAs
- Create feedback form

Event Day

Event Flow

Time	Activity	Details	PIC
10 - 11AM	ISAs and OBs come to set up	2 x Marquee, tables, chairs, and banners	Nishka CHOPRA, Jane CHEN, Amanda LI
11AM - 2PM	EPG	Event will be run between 11am - 2pm	Nishka CHOPRA, Jane CHEN, Amanda LI
2 - 3PM	Pack up	Clean up rubbish, returning equipment, and collecting leftover items and storing them.	Nishka CHOPRA, Jane CHEN, Amanda LI

Post-event

- Collect feedback
- Write and present report

6. Budget

The total allocated budget for this event is \$7,000

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Muji 0.38 pens (cap type - 10PK)	20	\$22.5	450.00
Muji 0.5mm pens (cap and knock type - 10PK)	40	\$22.5	900.00
Polycarbonate Mechanical Pencil with Rubber Grip - 0.5mm	250	\$2.5	625.00
Muji notebook (Grid A6)	150	\$1.5	225.00
Muji notebook (Planting Tree Paper Notebook - B5 - 5PK)	100	\$7.5	750.00
Indomie (5PK)	160	\$3.95	632.00
Up & Go (12PK)	58	\$17.5	1015
Carman's oat slices (5PK)	150	\$5.9	885.00
Carman's protein bars double dark choc (10PK)	10	\$11.9	119.00
Oreo mini cookies multipack (10PK)	70	\$5	350.00
Smiths mix variety (20PK)	10	\$7.5	75.00
Kit Kat Chunky	2	\$252.72	505.44
Mars Medium Bar (200PK)	1	\$198	198.00
Smiths Sour Cream &	10	\$16.55	165.5



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL



Care for, Act for, Stand for International Students

Chives	Grain			
Waves				
(21PK)				
TOTAL				\$7000.00

7. Conclusion

The Welfare department understands the stressful examination period and empathises with the struggles that students may go through during these hard times. We would like to provide support and connect with them through giving out exam packs to all UniMelb students. We hope to enhance students' well-being and prepare them for upcoming exams by providing necessities to students and boosting their mental strength.

This concludes our proposal for the Exam Pack Giveaway. Please do not hesitate to approach the Welfare Department for any enquiries or suggestions regarding this proposal.

Prepared by,

Daaksha NEGI, Amanda LI, Jane CHEN

**Welfare Department 2025/26
UMSU International**

ISA-OB Bonding Proposal 2025

Central Committee Meeting #4 – Wednesday 24th September 2025

1. Introduction

The ISA-OB Bonding event serves as an opportunity for International Student Ambassadors to foster friendship with the current Office Bearers. This event includes multiple minigames with points to collect that require coherent teamwork between ISAs and OBs. Afterwards, a leisure “picnic style” activity with food and drinks will be catered to conclude this event.

2. Objectives

This event aims to:

- To provide a safe and fun environment for the Committee Members and ISAs Sem 2, 2025 to socialize and bond deeper relationships
- To shorten the gap between the Committee Members and ISAs, a great opportunity for OBs to represent UMSU International culture

3. Event Details

Date	:	Saturday,	11th	October 2025
		[11am - 2:00 pm]		
Venue	:	South lawn		
Number of Attendees	:	60+		
Coordinators	:	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN		
Manpower	:	5 Committee Members		
Budget	:	\$1000		

4.1.1 Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
5	24th September 2025	Proposal	Creating Proposal and Presenting in CCM	Suhas AGRAWAL
5	24th September 2025	Games Planning	Brainstorm interactive games and gather relevant materials	Aliya HAFIZ, Kirsten ABUSTAN
5	27th September 2025	Finalising food vendors	Brainstorm various food vendors, look for picnic style food	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN

6	25th September 2025	Game Planning	Confirm attendees, allocate them into groups, and game related administration	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
Event Day				
6	11th October 2025	ISA/OB Bonding	Set up games, food station, lead the event, food handling and clean up	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
Post Event				
9-10	Oct 2025	Report	Writing the Report	Suhas AGRAWAL
10	Oct 2025	Present Report in CCM	Presenting the Report	Suhas AGRAWAL

Event Flow

Time	Activity/ Details	PIC
11 am - 11:30 am	Set up at South Lawn	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
11:30 am - 11:45 pm	Explain Rules	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
11:45 pm - 1:15 pm	Play game	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
1:15 pm - 2:00 pm	Lunch	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN

4.1.2 Budget

A total of **\$1,000** have been allocated for this event, with the breakdown as listed below:

Items	Total Cost (AUD)
Food (TBD)	\$1,000.00
TOTAL	\$1,000.00

5. Conclusion

This concludes our proposal for the ISA/OB Bonding 2025. Please do not hesitate to contact the Human Resources Department should you have any queries.

Prepared by,

Suhas AGRAWAL
Human Resource Director 2025/26
UMSU International



ISA Appreciation Night and Winning House Dinner (February & March 2025 Intake) Proposal

Central Committee Meeting #4 – Wednesday, 24th September 2025

1. Introduction

The International Student Ambassador (ISA) ISA Graduation and Winning House Dinner are conducted to celebrate graduating ISAs by inviting them to dinner. This is a reward and appreciation from the Human Resources (HR) department for their help and volunteer effort throughout their terms. Moreover, it opens a space for more meaningful interactions between ISAs and the committee members, which they may not have been able to do in the past.

The ISA Program has introduced the house point system to motivate them to increase volunteer effort and connect with more people. At the end of an ISA term, the house (Otterstone, Voxwood, or Grymberg) having the highest point will be invited to a dinner by the HR department to celebrate the achievement.

2. Objectives

This event aims to:

- Celebrate with the graduating ISAs upon the end of their terms
- Reward the graduating ISAs as an expression of our gratitude
- Create an environment where different ISAs can interact easily with one another and the committee members.

3. Event Details

Coordinators : Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN

Manpower : 5 Committee Members & 3 onshore ISAs

4. Budget Breakdown

Event	Date (might change depending on the availabilities of venues)	Budget (AUD)
ISA Appreciation Night	TBD	\$3500.00
ISA Winning House Dinner	TBD	\$850.00
Total		\$4350.00

5. Events

5.1. Appreciation Night

Date & Time : 19:00-21:00, TBD

Venue : In person - to be decided (we are searching for venues that have enough space for our participants)

Number of Attendees : 35 ISAs (excluding HR committee members but including 3 ISAs helping the event)
(expected for the venue celebration)

5.1.1. Event Overview

This is a celebratory event for all ISAs in the February and March 2025 Intake who have graduated, while providing an environment for them to interact with others and all the committee members.

5.1.2 Event Timeline

Date & Time	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
16/9 - 4/10	Event Preparation	Come up with venue suggestions, and themes, confirm the attendees	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
	Contact the M&M department	Discuss with the M&M department about the design of certificates, medals, trophies, and ordering merch.	
	Google form application for ISAs	Create a google form for ISAs to apply for the planning team	
	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval and request for attendance and deposit assistance	
16/9 - 27/9	Confirm Attendance	Send out the attendance form to confirm the number of participants	
Event Day			
18:00-18:30, TBD	Conduct ISA Appreciation Night in person	Coordinators and the ISA Planning Team go to the venue and prepare the event.	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN

19:00 - 19:30 TBD	Event Commence	Graduating ISAs meet up at the venue and commence with an introduction.	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
19:00-19:30, TBD	Games	Participants will play some games to break the ice and allow more interactions. The ISA Planning Team will host this activity.	ISAs
19:30-20:30, TBD	Dinner	All participants have their dinners.	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
20:30-21:00 TBD	Certificate & Prize Distribution	Handing out certificates and goodie bags to onshore graduated ISAs, as well as announcing the top 5 ISAs and the winning house.	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
21:00-21:30 TBD	Event Departure	The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
Post Event			
25th October 2024	Certificate Distribution (continue)	The HR department will send out the certificates to all ISAs through email.	Suhas AGRAWAL

5.1.3. Budget

A total of **\$3500** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Graduation Gifts (Includes but not limited to certificates, medals, trophies, notebooks)	45	20	900.00
Games Preparation	1	100	100.00
Dinner	62	65	2,030.00
Miscellaneous	-	-	470.00

TOTAL	3500.00
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5.2. Winning House Dinner

Date & Time : 18:00-20:30, TBD

Venue : In person - to be decided (we are searching for venues that have enough space for our participants)

Number of Attendees : 10 ISAs & 5 HR Members (expected)

5.2.1. Event Overview

This is a dinner for the winning house of the ISA February and March 2025 Intake to celebrate their achievement and interact with house members in person.

5.2.2 Event Timeline

Date & Time (Week #)	Activity	Descriptions	People In Charge (PIC)
Pre-event Preparations			
16/9 - 4/10	Event Preparation	Come up with venue suggestions and confirm the attendees	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
4/10	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
Event Day			
17:30-18:00 TBD	Meet up	Coordinators go to the venue and check if there is any potential issue.	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
18:30-20:00 TBD	Dinner	All participants have their dinners.	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
20:00 TBD	Departure	The ISA Winning House Dinner is done and the coordinators say goodbyes to everyone.	Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN

5.2.3. Budget

A total of **\$850** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Dinner	17	50	850.00
Miscellaneous	-	-	
TOTAL			850.00

6. Conclusion

This concludes our proposal for the ISA Appreciation Night and Winning House Dinner (February and March Intake 2025) Proposal. Please do not hesitate to contact the HR Department should you have any queries.

Prepared by,

Suhas AGRAWAL

Human Resources Director 2025/26

UMSU International

PR/VISA Workshop ProposalCentral Committee Meeting #4– Wednesday 24th Sep 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 , 15th
October 2025 ,(4:00
pm – 5:30 pm,
Melbourne time)

Venue : Prest Theatre, PAR-
105-G-G06-Prest
Theatre (183)

Number of : 80-100
Attendees

Coordinators : Pavitra RAVI,Nivetha
Sankar,Corlynn,Sirong

Manpower : 4 Committee Members
& 3 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				
	Sep 15 2025	Open Teamwork	Contact CME	Pavitra
	Sep 15 2025	Contact M&M	Contact M&M to help out with publicity	Corlynn
	Sep 18 2025	Contact the speaker	Email speaker from an agency regarding their availability	Pavitra
	Sep 23 2025	Get the Speaker Contract	Contact CME regarding speaker contract	Pavitra
	Sep 19 2025	Ticket Registration	Organize ticket registration with CME	Pavitra
	Sep 25 2025	Request ISAs	Request ISAs with HR	Sirong
	Sep 25 2025	Create feedback form	Create feedback form questionnaire	Corlynn
	Oct 13 2025	Print Feedback form	Print QR code, add QR code to slides	Nivetha
Event Day				
	Oct 15 2025	PR/VISA Workshop	Brief ISAs on the day and supervise running of event	Pavitra & Sirong
Post Event				



Oct 15 2025	Feedback form	Ask attendees to fill it out	ISAs
Oct 18 2025	Complete report		Corlynn

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
4:00pm - 4:10pm	IT preparation	Prepare speakers and any necessary IT on the day	
4:10pm - 4:20pm	Introduction	Introduce the speaker, UMSU International and the event	
4:20pm - 4:35pm	Information session part 1: Student Visa Extension	How to apply and requirements for extending student visa	
4:35pm - 4:45pm	Q&A session (10 mins)		
4:45pm - 5:00pm	Information session part 2: PR	About obtaining Permanent Residency	
5:00pm - 5:10pm	Q&A session (10 mins)		
5:10pm - 5:25pm	Information session part 3: VISA	About obtaining to graduate or working VISA	
5:25pm - 5:35pm	Q&A session (10 mins)		

5:35pm – 5:45pm	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 2025. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Nivetha Sankar
Education Department 2025/26
UMSU International

International Expo Proposal

Central Committee Meeting #4 – Wednesday 24th September 2025

1. Introduction

Previously known as International Week, International Expo is a dynamic and immersive event that unites university students in a celebration of global diversity. With a diverse range of cultural activities, performances, and interactive experiences, attendees will embark on an adventure of cross-cultural understanding, engagement, and community building.

2. Objectives

This event aims to:

- Create a vibrant and immersive cultural experience for university students by bringing together various cultural clubs from different student clubs.
- The primary goals are
 - **Culture Exchange and Awareness**
 - By showcasing a diverse range of cultural activities, traditions, games, and cuisines, the event aims to promote cross-cultural understanding and appreciation among students.
 - **Student Engagement**
 - The passport-based tasks assigned to students encourage active participation and engagement with different cultural booths. This interactive approach enhances students' involvement and learning about various traditions.
 - **Performance Showcase**
 - The cultural performances, such as traditional dances from different parts of the world, add an entertaining and visually appealing dimension to the event. They highlight the beauty and richness of various cultures.
 - **Community Building**
 - By bringing together students from different nationalities, the event facilitates networking, socializing, and the formation of new connections among attendees who share similar cultural backgrounds and interests
 - **Promoting Cultural Clubs and Societies**
 - The event serves as a platform to showcase and promote the different cultural clubs and societies within the university.

3. Event Details

Date : Monday 13th of October (12pm-5pm)

Venue : Amphitheatre and Markethall

Number of Attendees : 1,000+

Coordinators : Shreeyukta ADHIKARI, Shamshul Arham AKHAND, Raunak RAGHAVAN, Tejna KUMAR, Jonathan SONG, Neeya Sib, Bhavya MIDDHA

Manpower : 7 OBs & 30 ISAs

Budget : \$20,000

4. Event Overview

International Expo features a stamp collection journey. Allowing students to earn rewards by engaging with diverse cultural clubs through interactive tasks, fostering education and community bonds. Enjoy games, captivating performances, and a culinary adventure, all celebrating the rich tapestry of our university's cultures.

Passport stamp collection: Students will collect an A5 booklet from UMSU INTL booth and they will proceed to game booths areas where they will get their passports stamped when they participate. To win a small reward, students must collect all 5 stamps and to win a big reward, students must collect all 10 stamps. The consolation prize for participating will be snacks.

5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
3	8 th September	Initial planning	Initial draft of ideas + activities + rewards Rough budget estimates	Shreeyukta ADHIKARI, Shamshul Arham AKHAND, Raunak RAGHAVAN, Tejna KUMAR, Jonathan SONG, Neeya Sib, Bhavya MIDDHA

			Informed M&M to help out promoting + Photo Strips Design	Shamshul Arham AKHAND, Neeya Siblu,
4	12 th September	Enquired of Food vendors	Met with Brodie to discuss possible food truck vendors available for 5th-6th Sept + Food Vendors for UMSU Intl to liaise with to distribute Free Food	Raunak RAGHAVAN, Bhavya MIDDHA, Jonathan SONG
		Meet with AVM	Discuss on required equipment for International Expo (Eg: Marquees, Speakers)	Shreeyukta ADHIKARI
		Club interest form	Create club interest form	Tejna KUMAR
	15 th September	On-site Inspection	Decided on layout of international Expo with queue management, entry & exit points, placement of booths, stages & changing room. Taken note of dimensions of allowed space	Shreeyukta ADHIKARI
		Finalization of Layout	Designing layout on Canva to distribute to AVM + during ISA & OB briefing	Bhavya MIDDHA
6	26 th September	Request for ISAs	Fill out the request for ISA form and contact HR	Raunak RAGHAVAN
6	29 th September		Meetings to finalize the club lists and activities being hosted	Shreeyukta ADHIKARI, Shamshul Arham AKHAND, Raunak RAGHAVAN, Tejna KUMAR, Jonathan SONG, Neeya Siblu, Bhavya MIDDHA
8	12 th October	Briefing	Brief ISAs & OBs of their roles and flow of activities for both days + resolve enquiries and unclarities	Shreeyukta ADHIKARI, Shamshul Arham

				AKHAND, Raunak RAGHAVAN, Tejna KUMAR, Jonathan SONG, Neeya Sibu, Bhavya MIDDHA
Event Day				
8	13 th October 12:00PM - 05:00PM	International Expo	Participants will head straight to UMSU Intl booth to collect their Passport + Free Food. They then head off to the first 6 booths present to play the games/try the food provided to gain their stamps. Craft + Photo Booths, x3 food trucks are present as non-collection activities	Shreeyukta ADHIKARI, Shamshul Arham AKHAND, Raunak RAGHAVAN, Tejna KUMAR, Jonathan SONG, Neeya Sibu, Bhavya MIDDHA
Post Event				
8	13 th October 5:00PM - 6:00PM	Pack Down	Settled by the professionals and staffs	
		Clean Up	OBs & ISAs	Shreeyukta ADHIKARI, Shamshul Arham AKHAND, Raunak RAGHAVAN, Tejna KUMAR, Jonathan SONG, Neeya Sibu, Bhavya MIDDHA

		Responses	Tabulate and analyse the Feedback form about the event	Shreeyukta ADHIKARI, Shamshul Arham AKHAND, Raunak RAGHAVAN, Tejna KUMAR, Jonathan SONG, Neeya Sib, Bhavya MIDDHA
	14 th October	Give ISA Hours	C&S officers liaise with HR	Shreeyukta
	18 th - 20 th October	Report	Write up report w Feedback + suggestions for future committee	Shreeyukta ADHIKARI, Shamshul Arham AKHAND, Raunak RAGHAVAN, Tejna KUMAR, Jonathan SONG, Neeya Sib, Bhavya MIDDHA

Pre-event

Event Day

Event Flow

Time	Activity	Details	PIC
11:00AM-12:00PM	Set up	This will be when the team set up the tables and booths	Shreeyukta ADHIKARI, Shamshul Arham AKHAND, Raunak RAGHAVAN, Tejna KUMAR, Jonathan

			SONG, Neeya Sibbu, Bhavya MIDDHA
12:00PM- 5:00PM	Event time	Everyone is working on their assigned roles and station	OBs
03:00PM- 04:00PM	Clean up	Clean up stalls and booths	Shreeyukta ADHIKARI, Shamshul Arham AKHAND, Raunak RAGHAVAN, Tejna KUMAR, Jonathan SONG, Neeya Sibbu, Bhavya MIDDHA

Post Event

6. Budget

A total of **\$20,000.00** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
AV Melbourne Logistics		5000	5000.00
Food distribution		3000	3000.00
Interactive World map		255	255.00
12 page A5 Passport Booklet	1000 copies	2	2000.00
Photo Booth (Shutterbooth)	5 hours	650	650.00
Club Expenses	10 clubs	500	5000.00
Rewards/Prizes	200 pieces	10	2000.00
Miscellaneous		2000	2095.00
TOTAL			20000.00

7. Conclusion

This concludes our proposal for the International Expo Proposal 2024. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

**Prepared by,
Shreeyukta Adhikari
Cultural and social Department 2025/26
UMSU International**

ISA Recruitment August Intake 2025 Report

Central Committee Meeting #5 - Monday, 24th September 2025

1. Introduction

The International Student Ambassador (ISA) Application for Semester 2 2025 is divided into two parts: July Intake and August Intake. The purpose of the August Intake is primarily for the upcoming events after the start of the upcoming semester,, as well as events conducted in 2026.

With regards to the August recruitment period, the process consisted of the ISA application, interview and selection. The team in charge of organising this event involved all the Human Resources (HR) department members.

2. Objectives

- Start recruiting and selecting the new batch of ISAs for Semester 2, 2025.
- Recruit around 35-40 ISAs out of 137 applications for the August Intake.
- To gain manpower for events during Semester 2, 2025 and Semester 1 2026.
- Allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities in 2025.

3. Event Timeline

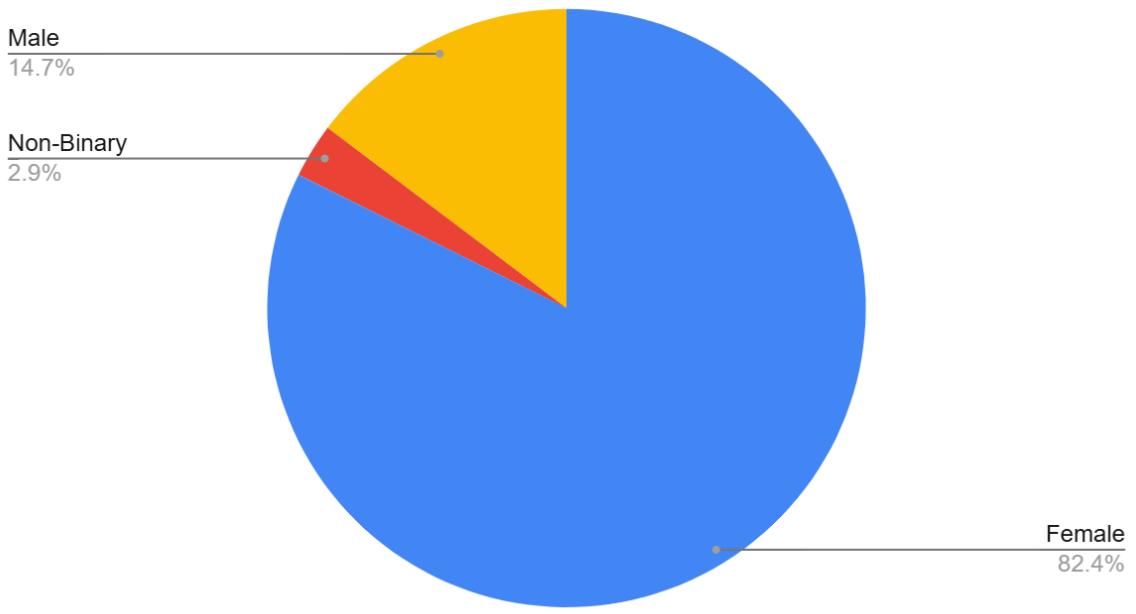
Date (might change depending on committee members' availability)	Activity	Descriptions	PIC
Pre-event Preparations			
25/07/2024 - 03/08/2024	Contact M&M and Start Teamwork	Contact M&M and Start Teamwork for ISA Recruitment Promotion Posters	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
Event Day			
04/08/2024 - 11/08/2024	Open ISA Application	Application will be opened to all University of Melbourne's students	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
12/08/2024 - 15/08/2024	First round selection	First round selection includes filtering applications, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
16/08/2024 - 18/08/2024	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
Post Event			
19/08/2024	Send Emails	Send out acceptance and rejection emails for candidates	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
22/08/2024	Big Day Out	A welcoming and induction event for ISAs	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL

4. Application Results and Statistics (August 2024 Intake)

Out of 137 applicants, 55 candidates had attended the interviews. For the August term, the HR department has selected 35 ISAs. Here are the statistics of the ISAs:

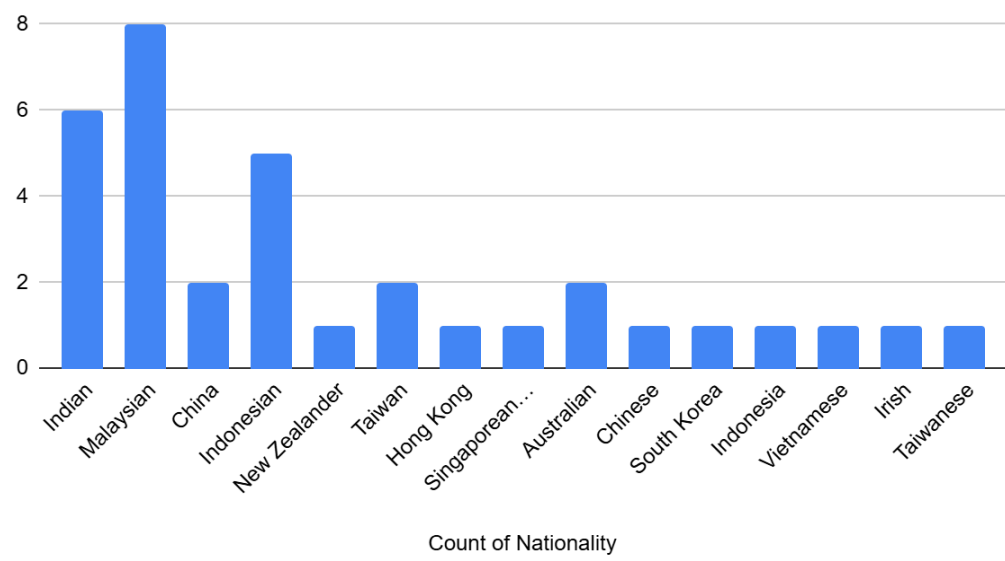
a) Gender

Count of Gender



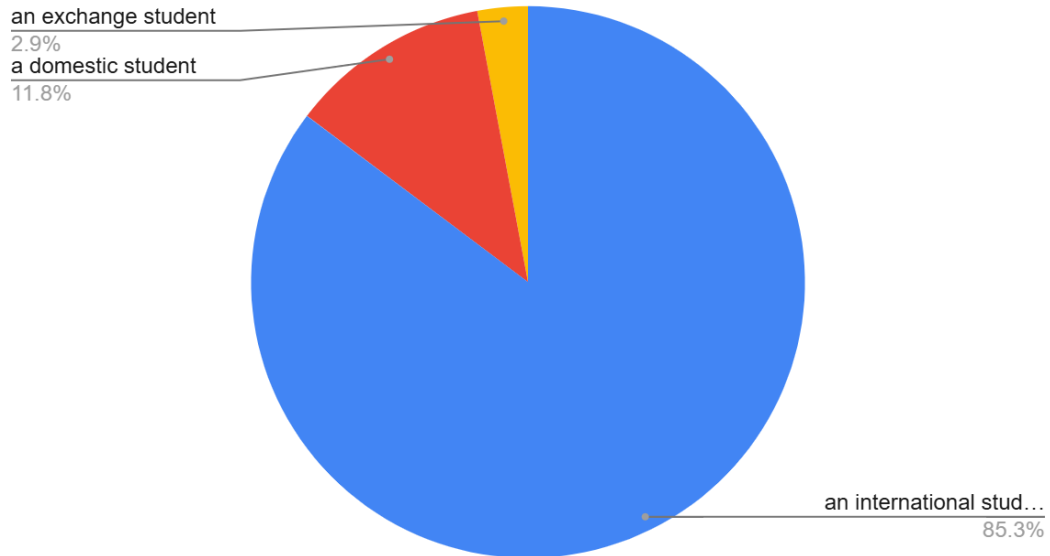
b) Nationality

Count of Nationality



c) Student Status (Local/International Student)

Count of Student Status

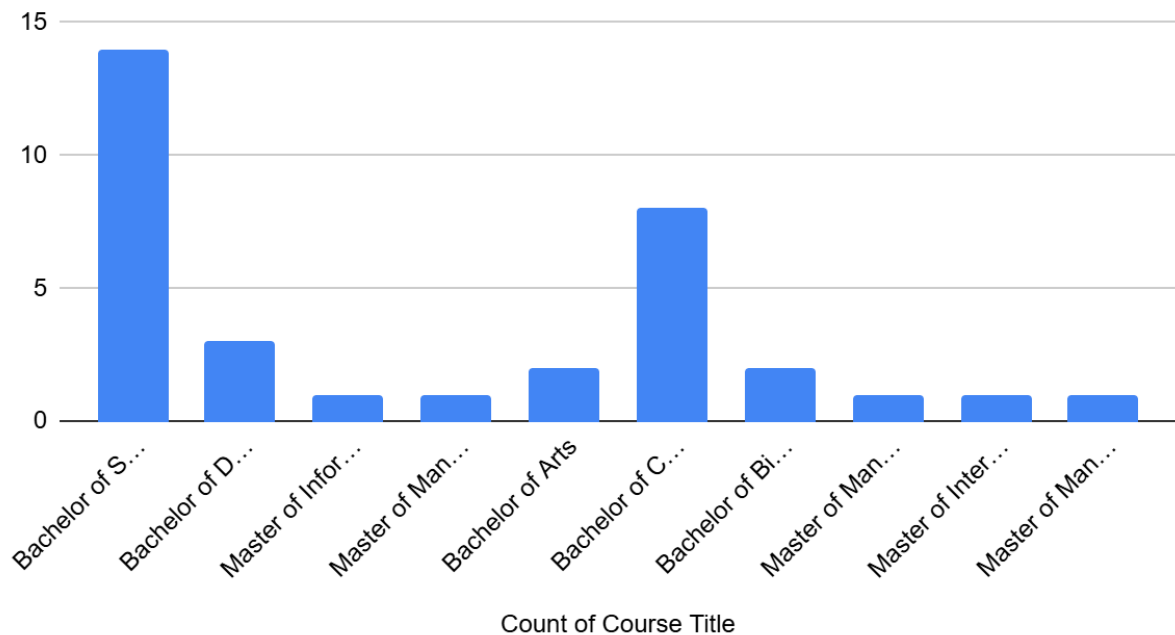


d) *Onshore/Offshore*

All of the ISAs recruited in this intake are onshore.

e) *Course Title*

Count of Course Title



5. Expenditure

A total of **\$110** have been allocated for this event, and the total actual expenditure for this event is **\$110**, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Advertisement	1	110	110.0	110.00
TOTAL			110.00	110.00
Surplus/Deficit			00.00	

6. Conclusion

This concludes our report for the ISA Recruitment August 2025 Intake. Please do not hesitate to approach the HR department if you have any questions or suggestions.

Prepared by,

Suhas AGRAWAL



Human Resources Director 2025/2026

UMSU International

Night Market 2025 Report

Central Committee Meeting # – September 10th, 2025

Night Market is an annual event hosted by UMSU International which brings all students together in one setting to enjoy different food, performance and activities of different cultures, and thereby celebrating university's multiculturalism as well as enhancing the sense of belonging in our community.

This year, with the theme of "Once Upon a Time," we invite students to embark on a journey through stories that shape who we are. From nostalgic memories of childhood to ancient folklore, this event will celebrate the diverse narratives that define us. With cultural performances, interactive activities, and delicious foods from around the world, we aim to create a magical atmosphere where every story matters, and everyone's unique journey is honored. Join us in exploring the tales that connect us all and reflect the richness of our shared experiences.

1. Objectives

This event aims to:

- To promote cross cultural awareness and the importance of multiculturalism in the University of Melbourne.
- To bridge cultural differences and encourage students of different cultures to interact with each other.
- To enhance the university experience of all members of the University of Melbourne.
- To organise a large-scale event which promotes the presence of UMSU International.

2. Event Details

Date : Thursday,
1st of May
2025 [5-
10pm]
Venue : Concrete
Lawn
Number of : 7000
Attendees
Coordinators : Kayden
Saingam,
Minh Dat

Nguyen,
 Shamika
 Sharma,
 Raunak
 Raghavan,
 Shreeyukta
 Adhikari,
 Ynez Wu,
 Xin Huai
 Lee

Budget : \$87,000

3. Event Overall Timeline

Week	Main Action Points
December 2024	<ul style="list-style-type: none"> • Open Teamwork. • Induction meeting and Task Delegation to Launch 2025 Night Market. • Discussion on themes
January 2025	<ul style="list-style-type: none"> • Early brainstorming stage for each team
March 2025	<ul style="list-style-type: none"> • Finalise design concept and acquisition methods from suppliers. • Submit proposal • Open application for performers; Emcee and food stalls
Week 1	<ul style="list-style-type: none"> • Meeting with the City Council. • Publicity on Facebook and

	<p>through flyers/posters on campus.</p> <ul style="list-style-type: none"> • Green room and parking booking for VIP guests.
Week 2	<ul style="list-style-type: none"> • VIP arrangements such as list, invites and venue are finalised. • Hiring Fire Safety personnel and security services
Week 4	<ul style="list-style-type: none"> • Confirmation of VIP catering and ExCo attendance. • Final arrangements with food vendors and release of vendor layout. • Plan opening ceremony logistics. • VIP Booklet and name cards preparation. • Finalise internal and external sourced decorations. • Food Vendor decoration plan finalised Food Vendor selection and requirement list finalised.
Week 4 until week 8	<ul style="list-style-type: none"> • Statements of Trade submission. • Performers list and their

	<p>respective equipment/prop requirement finalised.</p> <ul style="list-style-type: none"> • ISA and OB task allocation according to availability. • Hiring equipment (Walkie Talkies) • Finalise performers lineup and communicate final lineup with performers and AV Melb. • Testing of electrical equipment. • Stock check of equipment required for safe food handling. • Performer's Briefing • Food vendor and performance publicity • Info booth preparation. • ISA and OB Night market induction and task sheet released. • Event run sheet finalization. • Finalisation of Emcee script and costume. • Event survey creation. • Reminder of event for VIPs
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	<ul style="list-style-type: none"> • Finalise payment of external performers. • Individual meetings with food vendors to finalise details and publicity.
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4. Reflections and Suggestions

4.1. Food

Coordinators: Damian NGUYEN, Shreeyukta ADHIKARI, Raunak RAGHAVAN

- Overall, the food quality was considered good among the customers, and it seemed like most clubs were enjoying the event.
- The hired equipment presented numerous challenges throughout the event, with many items, particularly the chafing dish, breaking down and slowing the serving efficiency.
- Establishing direct contact with the chefs would have streamlined communication, reduced misunderstandings, and allowed for quicker problem-solving on the day.
- Order more miscellaneous items like gloves and hairnets as we fell short on the last day.
- Some feedback was received among customers about the price of the food being too high. Furthermore, there are feedback regarding the stall featured mostly Asian cuisine, and including more European and other continents could be fit the aspect of International better.

Food Stalls

Club / Organization	Item Description
Singaporea Student Society	<ul style="list-style-type: none"> • Mantou and Chilli Crab Sauce • Iced Milo Dinosaur
Myanmar Student Association	
Melbourne University Cambodian	<ul style="list-style-type: none"> • Beef Skewers with Toasted

Student Society	Baguette and Pickles <ul style="list-style-type: none"> • Iced Lemon Tea
Melbourne University Hong Kong Students' Association	<ul style="list-style-type: none"> • Hong Kong Style Siu mai • Hong Kong Style Fish Balls • Hong Kong Style Herbal Tea
PLANETUNI	<ul style="list-style-type: none"> • Kimchi Cheese Toastie • Yuzu Lemonade
Malaysians of Melbourne University	<ul style="list-style-type: none"> • Milo dinosaur • Cham • Sirap Bandung • Sirap Bandung with grassjelly • Sparkling Ribena • Teh Ice Limau
MUKSS Korean Student Society	<ul style="list-style-type: none"> • Fish cake soup • Sausage and Ricecake Skewers - • Warm Yuzu Drink
International Vietnamese Students at The University of Melbourne	<ul style="list-style-type: none"> • "Stir-fried Corn • Peach Iced Tea
Melbourne University	<ul style="list-style-type: none"> • Shokupan

Overseas Christian Fellowship	<ul style="list-style-type: none"> • Sparkling blackcurrant juice
Thai Student Association	<ul style="list-style-type: none"> • Spice Fried Chicken Salad with Rice • Thai Milk Tea
Macau Students' Association	<ul style="list-style-type: none"> • Serradura • Grass Jelly with Ice Cream
Indonesian Students Association (PPIA Unimelb)	<ul style="list-style-type: none"> • Indomie • Es Kepal Milo (Milo Shaved Ice) • Homemade Es Teh Tarik

Competition

All participating food stalls are automatically considered in the Food Stall Competition. The stalls are judged on criterias including: quality and uniqueness of food, publicity effort, stall design, compliance to SFH standards and regulations. The judges will include the Food Coordinators and the Obs. The Competition aims to foster a culture of providing food and services at a high standard, resulting in better quality food stalls run at a higher standard and SFH compliance. The top food stall with the higher overall scores will receive a prize of \$100 after the event. This should continue to ensure the clubs properly clean and comply with the regulations.

Safe Food Handling Training

Food Coordinators

The Food Coordinators are going to undergo several SFH training including Food Handling (Level 1) and Here is a list of committee members who participated in the training:

1. Raunak RAGHAVAN
2. Damian NGUYEN
3. Shreeyukta ADHIKARI

City Council Meeting and Clubs Briefing

- A briefing was held to discuss the health and safety requirements and the regulations of the City of Melbourne. The informations were then passed on to the clubs to follow.

AVMelbourne (Test and Tag)

- Overall the Test and Tag session went pretty well. Most clubs passed this test only a few clubs had to get their items retested and for this second session all the clubs past the test.
- There was some issues with contacting clubs and informing the need of Test and Tag, but overall all the clubs got their items checked prior to the event
- Would need to consider having a more efficient communication tool for clubs bringing and picking up their items as this time we just waited in the lounge for a whole day for all the clubs to come in during their free time.

Other reflections and Suggestions

- Common feedback from the clubs was about the food warmer being too hot in the middle and too cold on the sides which delayed their sales. The future committee should consider hiring the equipment from another vendor.
- There were a lot of miscommunications between the clubs and the food team which was caused by the message being relayed multiple times. For next year, a main communication system for the clubs, food team, and the event manager should be set up to make sure the messages are clear.
- Quite a few clubs also mentioned that the barricade was very helpful for line management. All the other feedbacks from each club is in the pdf.

4.2. Decoration

Coordinators: Ynez WU, Xin Huai LEE

Overview

- For the decoration at the Night Market 2024, we included several pieces:
 - A world map where attendees can use a sticky note to pin point where they are from.
 - Entrance decorations
 - 2 photobooths from the company 'Shutter Booth'
 - Fairy lights and spotlights scattered across concrete lawn
- This year's decision to invite the attendees to come in their traditional dress was a huge success with over 200 vouchers being given away in the first 2 hours.

Themes and Workshops

- This time, we decided to ask them to fill in an extensive form as part of their application to be a part of the Planning and Decor team but in the future, this is not relevant, rather recommend doing it through word of mouth or just a general sign-up sheet as some ISAs do get intimidate by the application process.

- ISAs were not available on most of the days we needed them too as it was during the mid semester break. There was a lack of communication between the ISAs and the decoration team, resulting in none of the ISAs showing up to the session.
- The theme 'Once Upon A Time' was well selected, and the decoration was consistent with the theme throughout the Market.

Art workshop sessions scheduled Arts Program Officer from George Patton Galler and Stage Carpenter/Mechanist from Union House Theater.

- Highly recommend working with them again!! They helped us so much in sourcing resources, provided their time and workshop for us to come and paint and helped us set up on the day, providing tools from their workshops.
- Use the Arts Lab space as much as needed

Other Suggestions

- Better ISAs communications and signing up time is needed to ensure the ISAs will show up to the sessions.
- Should include the traditional costume perk for future Night Market.

4.3. Performance

Coordinators: Isaac HII, Shamika SHARMA

4.3.1 Opening Ceremony

- Design and props usage were a great addition for the Opening Ceremony
- Find big scissor for the big ribbon
- The VIP room being in Old Quad was a good idea since it is close enough for the VIPs to be able to observe the number of people lining up to join the event.

4.3.2 Emcees

Overview

- The selection of Emcees is crucial for the success of the Night Market event. This year, the application period for Emcees was from March 1st to March 28th. While this month-long window is generally adequate, it coincided with the holiday period, resulting in lower visibility and very low number of applicants. Therefore, we had to ask our OBs to step in and help with the role.
- In summary, the ideal solution would be to intensify our advertising efforts to ensure a broader reach and a larger pool of applicants, without impacting the overall timeline of the event preparations.

Logistics

- Application Process:

- Although we did not have a process to interview the applicants for emcee due to the low number of applicants, the future committee should refer the steps to the previous report for clarification. Emcee Chemistry: The chemistry between Emcees is crucial. After the final selection, it is beneficial to have the Emcees meet and work on the script together or engage in another session of Emcee simulations. This helps build rapport and ensures a smooth flow during the event.
- Script Creation: Emcees should be given the responsibility of creating the script themselves, with the structure and necessary information provided, such as the performance flow and the timeline for events like giveaways. This approach allows them to personalize their interactions while staying on track.
- Additional Activities: To cover gaps in the schedule or to realign the performance flow, the activities chosen this year were engaging and entertaining.
- Execution: While the activities were generally well-received, there were instances where some dragged on too long. It is important for Emcees to be mindful of the schedule and assertive in ending activities on time, even if it means cutting a game short. Additionally, communication between the Emcee and the info booth should be set up to make sure no random participants can come and claim that they were the winners.

Suggestions

- **Extended Application Period:** Extending the application deadline to allow more time for applicants to respond, especially those who may have missed the initial call during the holidays.
- **Increased Advertising:** A more aggressive advertising campaign to raise awareness about the Emcee applications. This approach is preferred as it avoids the complications of a tighter schedule for subsequent interview rounds and script preparation.
- Have at least 3 readings before NM. This would give more time to refine the script and increase the chemistry between the Emcees from regular interactions.

4.3.3 Internal Performers

Overview

- The range of applicants for this year was wonderful. A selection of variety of different aspects of performances were available.
- Some performers arrived later than assigned

Application:

- Reviewed 22 applicants via Microsoft forms
- Set up excel sheet with variety of performance being sought for

- Identified the applicants, written enquiries further about performance

Interview:

- Brief about what performers should expect from NM
- Enquire on any bringing/required equipments, duration of performance, what the performance entails, availability for allocated performing timeslot, music requirements, how they are to be addressed by Emcees and explain Honoraria fee to individual performers/enquire sufficiency of amount of payment to clubs.
- Set time performers should arrive at the stage before their act.
- Negotiate with performers if there are any discrepancies with their initial application proposal to having them performing in NM
- Set a follow up for any unanswered enquiries.
- Email all performers the conversation of the interview as a reference and copy for both Coordinators and Performers.

Suggestions

- Assign 1 Coordinator to be the handler of their presence with accordance to the flow.
- Keep acts below 10mins, unless circumstances.
- Try to get a band performance if possible
- The materials we can provide for the performers are limited to what can be provided by AV Melbourne (this includes microphones, speakers, amplifiers) other materials such as instruments cannot be provided. Therefore, when performers ask for such things, inform them that they should start out-sourcing it and lock it in as soon as possible.

4.3.4 External Performers**Overview**

- Selections were great, if possible, get them to perform for the upcoming NM.
- Clear Communication wasn't established, resulting in delays and miscommunication between Performers and Coordinators.

Suggestions

- Ensure to establish communication with performers and brief them on flow.
- Assign 1 Coordinator to be the handler of their presence with accordance to the flow.
- If there are changes to time slots, prioritize keeping the time slots of externals as contracts are involved with them.
- Preferably fixing the external performance prior to fixing the internal performance. Note that Internal performances that consist of huge number are more likely to be available after 6:30pm due to it being a Weekday.

- Ensure there is a coordinator available to escort the external performers towards the stage (or towards parking if necessary)

4.3.5 AVMelbourne

Overview

- Had multiple meetings to discuss flow cohesiveness, equipments availabilities, bump in & out and stage availability for rehearsal.

Suggestions

- Draft up performance flow as early as possible, consult with AVM before locking down the time for External Performances.
- Have multiple check-ins with AVM pertaining stage and equipment availabilities before & after consulting with Internal Performances.
- Continuously keep AVM in the loop about flow changes.

4.3.6 Event flow

Start Time	ACTIVITY	Person Responsible	NOTES
WEDNESDAY 30th April			
18:00	Flare Rehearseal		ARRIVAL 17:45
18:15	Changover		
18:20	Bollywood Rehearseal		ARRIVAL 18:05
18:35	Changover		
18:40	Bias Rehearseal		ARRIVAL 18:25
18:55	Changover		
19:00	Tianxi Rehearseal		ARRIVAL: 18:45
19:15	Changover		
19:20	Melody		ARRIVAL: 19:05
19:35	Changover		
19:40	Irfan		ARRIVAL 19:25
19:55	Finish		
THURSDAY 1st MAY 2025			
12:00	Finalise Production onstage		
14:00	Apollo Arrival time		

14:05	Apollo set up additional backline + patch		
15:00	Apollo Soundcheck		
15:45	Changover		
16:00	Arikana Soundcheck		ARRIVAL 15:30
16:20	Changover		
16:35	Tallulah Soundcheck		ARRIVAL 16:05
16:30	CALL TIME: IRFAN, MELODY, TIANXI		
16:55	Finish soundcheck		
17:00	EVENT SITE LIVE		
17:00	Emcee Opening Speech/Introduce President		Stage Call 16:50
17:05	Vip speech (To be named)		Stage Call 17:00
17:15	Official Event Start		
17:20	Emcee Intro + Set up		
17:22	Irfan		Stage Call 17:12
17:37	Emcee Intro + Set up		
17:39	Melody		Stage Call 17:49
17:54	Emcee Intro + Set up		
17:56	Tianxi		Stage Call 17:56
18:11	INTERMISSION/Change Over for Bands		
18:22	Tallulah		Stage Call 18:12
18:44	Emcee Intro + Set up		
18:46	Apollo Academy		Stage Call 18:36
19:01	Emcee Intro + Set up		

19:00	CALL TIME: TRAVELLING WILL		
19:03	Arikana		<i>Stage Call 18:53</i>
19:18	Emcee Intro + Set up		
19:33	Travelling Will		<i>Stage Call 19:23</i>
20:03	Emcee Intro + Set up		
19:30	CALL TIME: LION DANCERS, FLARE, GATSBY		
20:05	Dragon Dance		<i>Stage Call 19:55</i>
20:20	Emcee Intro + Set up		
20:22	Flare		<i>Stage Call 20:12</i>
20:37	Emcee Intro + Set up		
20:30	CALL TIME: BOLLYWOOD, BIAS		
20:39	Gatsby Dance		<i>Stage Call 20:29</i>
20:59	Emcee Intro + Set up		
21:01	Bollywood		<i>Stage Call 20:51</i>
21:16	Emcee Intro + Set up		
21:18	Bias		<i>Stage Call 21:08</i>
21:33	Emcee Intro + Set up		
21:35	President Speech		<i>Stage Call 21:25</i>
21:45	Picture on Stage		
21:18	Bias		
21:33	Emcee Intro + Set up		
21:35	President Speech		

21:45	Picture on Stage		
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Reflections and suggestions

- Started later than planned but caught up with reducing Emcee Intro sessions (advised based on the day). Hence require Coordinators to be adaptive towards the environment and be flexible.
- There was a schedule conflict for the open ceremony and the timing of the first performance. Better planning is required.

4.3.7 Spendings

PROGRAMMING		
	Irfan	\$150.00
	Tallulah	\$200.00
	Melody	\$70.00
	Tianxi	\$70.00
	Apollo	\$300.00
	Arikana	\$200.00
	Dragon Dance (Hong De Lion and Dragon Dance Association)	\$980.00
	Gatesby	\$1,199.00
	Bias	\$300.00
	DJ Travelling Will	\$350.00
	Bollywood	\$270.00
	Flare	\$300.00
ENTERTAINMENT TOTALS		\$4,389.00

4.4. Layout and overall operations

Coordinators: Kayden Saingam

4.4.1 Concrete Lawn Layout

- The layout was pretty good and worked out well. No major issues were found with queues throughout the night.

4.4.2. Health and Safety Protocols

Security

- Security was enough and in the next night market, should UMSU Or university asks for a higher number of securities, refer it back to this year's report.

Fire Safety

- There was not any accident or issues that needs to be addressed by fire safety team, but their presence would still be required.

Paramedics

- There was not any accident that needs to be addressed by Paramedics, but the presence of paramedic would still be required.

4.5. Stage Details

Stage Conditions

- With the stage being 6mx6m, the space was relatively tight for performers, especially for larger groups such as FLARE and APOLLO

Stage Size:

- Current Limitations: Given the current stage dimensions, we recommend limiting the number of performers to a maximum of 8 people to ensure safety and adequate performance space.

- **Suggested Improvement:** Ideally, the stage size should be extended to allow more movement space and accommodate larger groups of performers comfortably.

Lighting:

- The lighting in front of the stage was good. We recommend extending the lighting to cover the front of the stage. The addition of

Weather Conditions:

- The stage was not impacted by the weather conditions on the day. However for safety, we'd suggest having a marquee to extend further out of the stage for better coverage in case of poor weather. Additionally, we'd suggest to have tools to mitigate poor weather conditions such as a mop or any cleaning materials that can absorb water quickly to prevent performers from slipping.

Layout

- The layout of the stage was very good. Having performers enter from one side and exit from the other was a straightforward and good procedure allowing for seamless transition. Having a sound deck right next to the stage was great as well with some room for storage or for emcees to stay. Additionally, having the performers in a waiting room at the old quad building was great too. We'd recommend keeping the same layout on the stage. The addition of the screen on the other side of the lawn was a really good decision. This allows the people that are lining up to purchase food to watch the performances. It is recommended to keep this layout for the future Night Market.

4. Manpower

Coordinators: Kayven Claus

- It is an expectation that CnS and HR works closely together to create roles and task sheets for ISA. There were concerns that the role given and actual job done were different and therefore there is a need to ensure this does not happen in the future.
- The info booths were present and managed by HR as a spot for check-in/out for ISAs and this should be continued to ensure that manpower will be handled properly throughout the night.
- There should also be a "floating" role that would float around the event and ensure that everything is going alright. This was done by Exco and Staff in this year's night market and deemed to be insufficient. Due to the

large scale of the event where everything is happening all at once, there should be at least 5 floating roles at any given time.

- There was no walkie talkie during this year. Therefore, the communication between HR and CnS during the event was a little bit difficult.

5.1. Sponsorships

Coordinators: Ella Liang

- There were no sponsors for this year's night market due to the lack of effort and management. For future committee, please reach out to the team early to coordinate and make spaces for sponsors in Night Market as it would add value to the event and it is a good opportunity to create relationships with sponsors.

5.2. Publicity

Coordinators: Zhao He Kok

5.2.1 Internal Publicity

- As part of the publicity attempt, officers had to change their profile photo to NM photo. This was met with a lot of complaints and unnecessary anger. For the next committee, this is not an optional activity and its part of the duty as an elected representative. This was not made clear previously and this is an attempt to do so for the next night market.
- There was a lack of coordinating manpower to put up posters around university spaces and this should be done next year early to ensure that more students comes to the event.

5.2.2 External Publicity

- External promotion were done using reels, posts, and Instagram story which yield to a high number of views. The use of paid promotion also enhances this outcome.
- Suggestion is to continue the usage of trendy reels to reach students.

5.3. VIP reception

Coordinators: EXCO

VIP reception resulted in a positive look of our work in UMSU INTL to the University, this was a good chance to ensure that UMSU INTL gets their credit for their work.

- Some improvement could be made by ensuring we have enough manpower to decor the venue ahead of time.

5.4. Documentation

- Documentation was done internally without professionals this year to save the cost. However, should there not be enough ISA and OBs photographers, a professional photographer should be hired to capture the event.

5. Budget

A total of **\$85,000** have been allocated for this event, with the breakdown as listed below:

6.1. Budget Breakdown

<u>Category</u>	<u>Item</u>	<u>Spending</u>
ENTERTAINMENT		
PROGRAMMING		
	Irfan	\$150.00
	Tallulah	\$200.00
	Melody	\$70.00
	Tianxi	\$70.00
	Apollo	\$300.00
	Arikana	\$200.00
	Dragon Dance (Hong De Lion and Dragon Dance Association)	\$980.00
	Gatesby	\$1,199.00
	Bias	\$300.00
	DJ Travelling Will	\$350.00
	Bollywood	\$270.00
	Flare	\$300.00
ENTERTAINMENT TOTALS		\$4,389.00
INFRASTRUCUTRE		

KITCHEN INFRAS		
	Kitchen Hire, water stations, shafing dishes	\$9,013.10
	Heidelberg Hire Service	\$649.97
	Chef Hire	\$2,645.44
	Chef for night market inductions	\$596.97
	Cool Room Hire	\$2,309.09
	Old Quad Kitchen Hire	\$2,437.47
	In-store kitchen purchases - Cooking equipment: woks, utensils	\$1,363.64
DECOR + PHOTOBOTH		
	Office works	\$129.90
	Decoration Supplies Lincraft and Office works	\$200.00
	Supplies Big W & Bunnings	\$754.55
	Photobooth	\$1,580.00
EQUIPMENT HIRE		
	CCB	\$700.00
	Track Mat	\$634.00
	Radios	\$1,665.80

	Marquee Hire	\$9,405.60
	ProFloor for inside marquees	\$2,441.28
	Tensa Barriers	\$2,500.00
	Marquee Lights hire - Excel events	\$420.00
	Tables from UoM	\$800.00
INFRASTRUCTURE TOTALS		\$40,246.81
AVM		
PRODUCTION		
	Stage	\$7,050.00
	PA/Sound System	\$3,965.00
	Forklift	\$1,270.00
	Buggy Hire	\$2,150.00
	Backline	\$1,135.00
	Screens	\$7,000.00
AVM TOTALS		\$22,570.00
CASUALS		
	Senior	\$857.99
	Regular	\$2,588.70
UNIVERSITY SERVICES		
	Bins	\$1,380.00
	Security	\$3,279.61
	Fire Safety - EXT Bob	\$2,050.00

	Barks FIRETAC	
	Cleaning	\$1,477.80
	First Aid - EXT Medical Edge	\$1,673.53
	Event Support Officer for Green Room	\$675.00
STAFFING AND UNI SERVICES		\$13,982.63
PUBLICITY		
Documentation, VIP, Printing, online marketing		
	BWS Drinks for VIPs	\$90.91
	Catering for VIPs	\$272.73
	Reception Decor	\$77.27
	Ribbon for Opening Ceremony	\$9.09
	Flowers for VIP reception	\$181.82
	VIP and Greenroom Hire	\$1,500.00
Publicity TOTALS		\$2,131.82
CONTINGENCY		
	Food Hygiene	\$275.97

	Splashdown hydration station	\$500.00
	Last min additional twin burner from Cater Hire	\$399.28
	VIP Parking at MU Sport	\$100.00
	NUVO	\$2,400.00
CONTINGENCY TOTALS		\$3,675.25
INCOME		
		\$600.00
INCOME TOTALS		\$-
TOTAL SPENDING		\$86,995.51
DEFICIT		(\$1,995.51)

6. Conclusion

This concludes our report for the Night Market Proposal 2025. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

Prepared by,
Kayden Saingam
Cultural and Social Department 24/25
UMSU International

Personal Finance Workshop ReportCentral Committee Meeting #4 – Wednesday, 24th Sep 2025

1. Introduction

For most international students, living independently in a foreign country may be difficult. Due to their lack of exposure to financial knowledge, this can result in inefficient management of money, resulting in financial difficulties. Hence, this finance workshop aims to improve financial literacy amongst international students by 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, preferably the Personal Finance lecturer of University of Melbourne. This event aims to improve the financial literacy of international students and educate them on different finance management methods and on topics such as TFN, investing, banking and superannuation

2. Event Details

Date : Friday, 12th
September
2025

[3:00pm -
5.00pm]

Venue : PAR-133-
B1-B121-
The
Malaysian
Theatre
(128)

Number of : 25-30
Attendees

Coordinators : Pavitra
RAVI,
Nivetha
SANKAR,
Sirong LIU,
Corlynn
TNG

Manpower : 4 Committee
Members &
3 ISAs
(including
coordinators
which
consists of 4
Committee
Members
and 3
ISAs)

Budget : \$500

3. 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. This event will address the following topics: TFN, investing, banking and superannuation. This was followed by a 10-minute Q&A session, where students got the chance to ask the speaker questions.

4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
4	18 th August (Mon)	Contacting Speaker	Contact finance lecturer from the university to be our speaker	Pavitra
4	18 th August (Mon)	Contact M&M – fill in design form	Contact M&M to help out with publicity	Corlynn
4	18 th August (Mon)	Open Team Work	Request from CME	Pavitra
5	21 st August (Thurs)	Finalize Promo Designs	Get updates from M&M	Corlynn
5	27 th August (Tues)	Ticketing	Organise ticket registration with CME	Pavitra & Corlynn
5	29 th August (Thurs)	Request ISAs	Contact HR for 3 ISAs	Nivetha
6	6 th September (Sat)	ISA Publicity	Post on FB groups	Nivetha
5	6 th September (Sat)	Create feedback form	Create feedback form questionnaire	Nivetha
Event Day				



7	12 th Sep (Friday)	Finance Workshop	Brief ISAs on the day and supervise running of event	All coordinators
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Post Event

7	12 th Sep (Friday)	Feedback form	Ask attendees to fill it out	ISAs
9	20 th September (Sat)	Complete report	Submit and present in CCM	All coordinators

Pre-event

- Contacted Speaker for the workshop
- Submit ISA request to HR
- Request designs and promotion from MnM

Event Day

Event Flow

Time	Activity	Details	PIC
2:30pm-2:45pm	Set up	ISA meet up	Pavitra Ravi , Sirong LIU
3:00pm - 3:15pm	Set up	Mic, Audio, Screen, Connection, Lights	Pavitra Ravi
3:15pm	Introduction	Information Session on Personal Finance	Pavitra RAVI, Nivetha Sankar, Corlynn TNG, Sirong LIU
3:15pm-4:00pm	Session	Finance Management, Investment	Pavitra RAVI, Nivetha Sankar, Corlynn TNG,

			Sirong LIU
4:00pm	Q&A	Speaker will answer questions from students	Pavitra RAVI, Nivetha Sankar, Corlynn TNG, Sirong LIU
4:30pm-5:00pm	Snacks	Donuts for attendees	Pavitra RAVI, Nivetha Sankar, Corlynn TNG, Sirong LIU
5:00pm	Wrap up	Ask attendees to fill in feedback form	ISAs

Post Event

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

5. Reflections

Attendance

- 26 attended, including 2 walk-ins
- 30/99 people registered attended, 30.3% show-up rate

Feedback

25 responses were collected.

Event Satisfaction

Out of the 25 responses collected, the average event rating is 4.44/5.0. (5: 16 responses, 4: 5 responses, 3: 3 responses, 2:1 response)

Recommendations to Others

23/25 people said they would recommend this event to others, with their reason being the information provided in the workshop, which participants felt was useful and clear, according to the feedback form.

Publicity

The attendees heard about the event from these medias (top 4): Instagram, (44%), Email/Newsletter (28%), Friend/Family (12%), UMSU's Website (12%) and Facebook(3%).

6. Suggestions from Feedback Form

Anything we can improve on:

- Several participants suggested making the session longer and providing more in-depth content, particularly on investing and taxes.
- Specific feedback included requests for more information tailored to international students as well as more detailed explanations.
- Some participants appreciated the current format, labeling it as “good” or “great,” while others suggested adding engaging elements such as free prizes.
- There were also multiple responses expressing satisfaction with no suggestions for improvement, indicating overall positive reception.

Overall, the feedback reflects a strong appreciation for the helpfulness and clarity of the workshop, with suggestions focusing on expanding content depth, addressing the needs of diverse groups, and adding interactive features.

7. Suggestion from Education Department

- It is recommended to increase the workshop registration capacity to around 150 students in future sessions to better accommodate demand and allow more students to participate.

8. Budget

A total of **\$500** have been allocated for this event, and the total actual expenditure for this event is **\$507.41** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Actual Expenditure (AUD)
Speaker fees	1	100	100.00	100.00
Catering (Krispy Creme)	12 boxes	30-35	400	407.41
TOTAL			500	507.41
Deficit				-7.41

9. Conclusion

This concludes our proposal for the Personal Finance Workshop Report 2025. Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

Nivetha Sankar
Education Department 2025/26
UMSU International

Workshop agenda:

- **Introduction (5 mins)**
 - About me
 - Personal finance introduction (why is it important?)
 - Set out the agenda
- **Starting your first job (10 mins)**
 - Tax File Numbers
 - Payslips
 - Taxation
- **Budgeting, Saving and International Transfers (10 mins)**
 - Budgeting Walkthrough
 - The Savings Decision
 - Sending Money Overseas
- **Debt Management (5 mins)**
 - Kiss, Marry, Avoid
 - Financial Mathematics
- **Investing (10 mins)**
 - Why? Where? How?
 - Investment App Walkthrough
- **Avoiding Financial Scams (5 mins)**

- How to Spot Them?
- What To Do?
- **Planning For Your Future (15 mins)**
 - Superannuation
 - Your Legacy in Australia
 - Q&A