



## Minutes

Central Committee Meeting #2 – Wednesday, 27<sup>th</sup> August 2025

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Time : 17:30

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre

Move that **Standing Orders** be adopted for **CCM #2** at **5:37PM**

Mover : Raunak RAGHAVAN

Seconder : Pavitra RAVI

### Motion Carried.

#### 1. Procedural Matters

1.1. Acknowledgement of Indigenous Owners

1.2. Official Welcome

1.3. Attendance and apologies

#### **Attendance and apologies**

- Attendance – 27

#### Late with Apologies

Directors: Shamsul ARHAM AKHAND

#### Absent with Apologies

EXCO: Shreeyukta ADHIKARI

Officers: Phoebe CHAN, Yifan (Roger) CAO, Taoyang LIU

#### Late with No Apologies

Officers: Tejna Saravana KUMAR, Neeya ANN SIBU, Keyur GOHEL

#### Leaving Early with No Apologies

Officers: Raunak RAGHAVAN

1.4. Adoption of Agenda



Move that the **Agenda for CCM #2** be adopted at **5:39PM**

Mover : Suhas AGRAWAL

Seconders : Jingtong LI

**Motion Carried.**

## **2. Matters Arising from Previous Minutes**

### **3. Confirmation of Previous Minutes**

#### **3.1. CCM #1**

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

Mover : Nivetha SANKARASUBRAMANIAN

Seconders : Meghna MALLIK

**Motion Carried.**

## **4. Proposals**

### **4.1. Get Certified Semester 2 2025 Proposal**

Move that the **Get Certified Semester 2 2025 Proposal** be accepted.

Mover : Pavitra RAVI

Seconders : Bhavya MIDDHA

**Motion Carried.**

### **4.2. Personal Finance Workshop Semester 2 2025 Proposal**

Move that the **Personal Finance Workshop Semester 2 2025 Proposal** be accepted.

Mover : Shamsul ARHAM AKHAND

Seconders : Whitney YEUNG

**Motion Carried.**

### **4.3. ISA Bonding Semester 2 2025 Proposal**



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

Mover : Kirsten ABUSTAN

Seconders : Elaine YE

**Motion Carried.**

#### 4.4. Meat & Greet Carnival Semester 2 2025 Proposal

Move that the **Meat & Greet Carnival Semester 2 2025 Proposal** be accepted.

Mover : Aliya HAFIZ

Seconders : Neeya ANN SIBU

**Motion Carried.**

#### 4.5. Sexual Health Week Semester 2 2025 Proposal

Move that the **Sexual Health Week Semester 2 2025 Proposal** be accepted.

Mover : Bhavya MIDDHA

Seconders : Zejun (Amanda) LI

**Motion Carried.**

#### 4.6. Mindful Moments Semester 2 2025 Proposal

Move that the **Mindful Moments Semester 2 2025 Proposal** be accepted.

Mover : Meghna MALLIK

Seconders : Jonathan SONG

**Motion Carried.**

## 5. Reports

### 5.1. Food Adventure Semester 2 2025 Report



Move that the **Food Adventure Semester 2 2025 Report** be accepted.

Mover : Dhruv RANA

Seconders : Nivetha SANKARASUBRAMANIAN

**Motion Carried.**

## **6. Other Business**

### **6.1. Presidential Vote of Confidence**

*Vinayak recused himself from meeting room at 5:57pm*

*Results were recorded. Irina announced that the president did not pass the vote of confidence.*

*Vinayak re-entered the room at 6:11pm.*

Move that **Standing Orders** be suspended at **6:11PM**

Mover : Pavitra RAVI

Seconders : Suhas AGRAWAL

**Motion Carried.**

Move that **CCM #2** be adjourned at **6:11PM**

Mover : Nivetha SANKARASUBRAMANIAN

Seconders : Zejun (Amanda) LI

**Motion Carried.**

**Prepared by,**

**Lauren LUCHS and Kaelyn MIRANDA**

**On behalf of General Secretary 2025/26**

**UMSU International**



## **Unconfirmed Minutes**

Central Committee Meeting #1 – Wednesday, 13<sup>th</sup> August 2025

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Time : 17:30

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre

### **1. Procedural Matters**

#### **1.1. Acknowledgement of Indigenous Owners**

#### **1.2. Official Welcome**

#### **1.3. Attendance and apologies**

- Attendance – 28 members

#### Late with Apologies

Officers: Phoebe CHAN

#### Absent with Apologies

Officers: Aliya HAFIZ, Taoyang LIU

#### Late with No Apologies

Officers: Meghna MALLIK, Keyur GOHEL

#### Absent with No Apologies

Officers: Yifan (Roger) CAO

#### Motion 1

Move that Standing Orders be adopted for CCM #1 at **5:38PM**.

Mover : Suhas AGRAWAL

Seconder : Meghna MALLIK

CARRIED without contention.

### **1.5. Adoption of Agenda**



## Motion 2

Move that the Agenda for CCM #1 be adopted.

Mover : Raunak RAGHAVAN

Seconders : Meghna MALLIK

CARRIED without contention.

## **2. Matters Arising from Previous Minutes**

### **3. Confirmation of Previous Minutes**

## Motion 3

Move that the minutes of eCCM #2 be accepted and confirmed as a true and accurate record.

Mover : Shreeyukta ADHIKARI

Seconders : Pavitra RAVI

**Motion Carried.**

## Motion 4

Move that **Heads of Clubs Semester 2 2025 Proposal** be accepted.

Mover : Dhruv RANA

Seconders : Meghna MALLIK

**Motion carried.**

## Motion 5

Move that the **OSHC & Special Consideration Workshop 2025 Proposal** be accepted.

Mover : Raunak RAGHAVAN

Seconders : Pavitra RAVI

**Motion carried.**

### Motion 6

Move that **24/25 Committee Graduation Proposal** be accepted.

Mover : Tejna Saravana KUMAR

Seconder : Daaksha NEGI

**Motion carried.**

### Motion 7

Move that **Wellness Week Semester 2 2025 Proposal** be accepted.

Mover : Kirsten ABUSTAN

Seconder : Suhas AGRAWAL

**Motion carried.**

### Motion 8

Move that **ISA Recruitment July Intake 2025 Report** be accepted.

Mover : Meghna MALLIK

Seconder : Dhruv RANA

**Motion carried.**

### Motion 9

Move that **Mental Health Week 2025 Report** be accepted.

Mover : Nivetha SANKARASUBRAMANIAN

Seconder : Jonathan SONG

**Motion carried.**

### Motion 10



Move that **Exam Pack Giveaway 2025 Report** be accepted.

Mover : Eris Yee En NING

Seconders : Suhas AGRAWAL

**Motion carried.**

#### Motion 11

Move that **Winterfest Giveaway 2025 Report** be accepted.

Mover : Kirsten ABUSTAN

Seconders : Neeya Ann SIBU

**Motion carried.**

#### **4. Other matters**

- 1.1. Working with HR
- 1.2. Working with M&M
- 1.3. Working with Treasurer
- 1.4. Graduate Director's Official Resignation
- 1.5. President Instagram Account
- 1.6. CCM Catering reminder

#### Motion 12

Move that Standing Orders for CCM #1 be suspended at **6:20PM**.

Mover : Tejna Saravana KUMAR

Seconders : Shamsul Arham AKHAND

**Motion carried.**

#### Motion 13

Move that CCM #1 be adjourned at **6:20PM**.

Mover : Suhas AGRAWAL

Seconders : Raunak RAGHAVAN

**Motion carried.**



**Prepared by,**

**Kaelyn MIRANDA**

**General Secretary 2025/26**

**UMSU International**

**Get Certified Sem 2 2025 Proposal**

Central Committee Meeting #2 – Wednesday, 27<sup>th</sup> August 2025

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**1. Introduction**

To address the increasingly relevant issue of international student' jobs security and financial welfare, the Education department has decided to run an employability series to better prepare international students for casual or part-time job opportunities. The courses that will be run this iteration are the qualifications for Responsible Service of Alcohol (RSA), Accredited Barista Training, and First Aid Training.

The aim of these workshops is to train up student groups in the University to achieve qualifications for which there is large demand (as RSA, Barista, and physical first aid are required certificates for student events according to the University Guidelines). International students with such certificates would be qualified personnel to offer proper assistance in relevant events (and could even take up paid assistance roles). In the long term, this will help improve international students' participation in student activities, both on the organisation and participation level, and give them more employment opportunities.

**2. Objectives**

This event aims to:

- Help international students gain proper work qualifications for a casual/part-time job in Victoria.
- Through this series of training workshops, to help international students locate a job that could help relieve their financial stress while studying at the University of Melbourne.
- Promote one of the goals of the UMSU International Education department: To help with the employability issue of international students in Melbourne.
- To increase the engagement and participation of international students in university events.

**3. Event Details**

Date	: Friday 3 <sup>rd</sup> , Saturday 4 <sup>th</sup> , Sunday 5 <sup>h</sup> October 2025 (tbc)
Venue	: Respective Training Venues
Number of Attendees	: 210 participants across 3 different courses (tbc)
Coordinators	: Irina, Pavitra, Corlynn, Sirong, Nivetha
Manpower	: 5 OBs
Budget	: \$12,720

#### 4. Event Overview

Get Certified is planned to run over the course of 3 days. We have finalized three courses for this iteration of Get Certified - they will be:

##### 1. Responsible Service of Alcohol (RSA)

- We are looking to provide subsidised prices to 75 students over 3 classes (25 students each class)
- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students
- This will be a 4-hour course
- The provider is Short Courses Australia

##### 2. Accredited Barista Training

- There will be 3 Accredited Barista Training sessions, each session will have 24 spots. (total 72)
- This is a safe estimate considering we have not provided this course in the past and barista training is becoming more and more prominent for jobs in hospitality and other industries
- This will be a 5-hour course
- The provider is CBD College

##### 3. First Aid Plus CPR

- We are looking to provide subsidised prices over 2 sessions of 25 students (total 50)
- This is a safe estimate based on the feedback and attendance we've had in our previous sessions, and we are looking to add more classes in case there is overwhelming demand from the students.
- The provider is CBD College

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
4	18 <sup>th</sup> August	Planning Event	- Start of discussion for Get Certified, selection of dates and courses	PICs
5	Week 5	Research and negotiations	- Research & contact course providers - Negotiating with vendors for group discounts.	PICs

5	Week 5	Making bookings	- Finalising course providers and booking courses based on targets	Sirong, Nivetha, Corlynn
4	Week 4-5	Proposal	- Writing proposal	Irina
8-9	Weeks 8-9	Publicity	- Advertise event on social media	PICs
9	Week 9	Open registrations	- Release Trybooking links for students to book courses	PICs
5-9	Weeks 5-9	Event Coordination with Provider	- Collecting participant details and sending them to providers	PICs
<b>Event Day</b>				
Mid sem	3-5 <sup>th</sup> Oct	RSA	Participants undergo RSA training at Complete Hospitality Training	PICs
Mid sem	3-5 <sup>th</sup> Oct	First Aid	Participants undergo First Aid training at CBD College	PICs
Mid sem	3-5 <sup>th</sup> Oct	Barista	Participants undergo Barista training at CBD College	PICs
Mid sem	3-5 <sup>th</sup> Oct	Feedback	Collect feedback from participants after each course	PICs
<b>Post Event</b>				
10	Week 10	Payments to vendor	- Acquiring invoices and making sure they are paid	PICs
10	Week 10	Certificates	- Making sure the participants have received their course certificates.	PICs

### **Pre-event**

- Contact and book providers

- Open registrations
- Send participant information to providers for first aid & barista training as they require registrants to do a pre-course online assessment. Send participant information via the excel sheet provided to the RSA training.

### **Event Day**

- Supervise running of courses

### **Event Flow**

#### **3<sup>rd</sup> Oct 2025 – Barista, First Aid and RSA**

##### **RSA**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
10am – 2pm	Session runs	RSA session will be run by providers	PICs
TBD	Break	30-minute break	

##### **Barista**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
9am-3pm	Session runs	Barista session will be run by providers	PICs
TBD	Break		

#### **4<sup>th</sup> Oct 2025 – Barista, First Aid and RSA**

##### **RSA**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
10am – 2pm	Session runs	RSA session will be run by providers	PICs
TBD	Break	30-minute break	

##### **Barista**

<b>Time</b>	<b>Activity</b>	<b>Details</b>	<b>PIC</b>
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9am-3pm	Session runs	Barista session will be run by providers	PICs
TBD	Break		

#### First aid

Time	Activity	Details	PIC
9am - 3pm	Session runs	First aid session will be run by providers	PICs
TBD	Break		

#### 5<sup>th</sup> Oct 2025 – Barista, First Aid and RSA

##### RSA

Time	Activity	Details	PIC
10am – 2pm	Session runs	RSA session will be run by providers	PICs
TBD	Break	30-minute break	

##### Barista

Time	Activity	Details	PIC
9am - 3pm	Session runs	Barista session will be run by providers	PICs
TBD	Break		

#### First aid

Time	Activity	Details	PIC
9am - 3pm	Session runs	First aid session will be run by providers	PICs
TBD	Break		

### Post Event

- Collect feedback

### 6. Budget

A total of **\$12,720** have been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
RSA Course	75	\$50	\$3750.00
First-Aid Course	63	\$79 original \$99	\$4977.00
Barista Course	72	\$99 original \$199	\$7128.00
Ticket for Barista	72	-\$20	-\$1440
Ticket for RSA	75	-\$10	-\$750
Ticket for First-Aid Course	63	-\$15	-\$945
<b>TOTAL</b>			<b>12,720</b>

### 7. Conclusion

The Education department understands that international students face many hurdles and difficulties in obtaining employment in Melbourne. We hope that through this event, students can gain the necessary qualifications that will hopefully alleviate the challenge of finding jobs. Furthermore, we hope that these courses will give international students the skills and confidence to get involved with more events in university that may require such certifications. Students can also discover other courses that are available to them through these providers. We hope that Get Certified will benefit the international student body by allowing them to gain hard, applicable skills and make it easier for them to thrive in Melbourne.

This concludes our proposal for Get Certified (Semester 2 2025). Please do not hesitate to contact the Education Department should you have any queries.

Prepared by,

**Irina ANANDA**  
**Education Department 25/26**  
**UMSU International**

**Personal Finance Workshop Proposal**

## Central Committee Meeting #2– Wednesday, 27<sup>th</sup> August 2025

### 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, 12 <sup>th</sup> September 2025 [ 3:00pm – 5:00pm]
Venue	: PAR-133-B1-B121-The Malaysian Theatre (128)
Number of Attendees	: Limit to 100
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

### 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](https://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
Pre-event Preparations				



4	18 <sup>th</sup> August (Mon)	Booking Venue	Book Malaysian Theater	Nivetha
4	18 <sup>th</sup> August (Mon)	Contact speaker	Open Team Work and contact speaker	Pavitra
4	18 <sup>th</sup> August (Mon)	Promotional design (IG post, etc)	Contact MnM to begin working on Design	Corlynn
5	25 <sup>th</sup> August (Mon)	ISA request	Contact HR and fill in ISA request sheet	Nivetha
5	25 <sup>th</sup> August (Mon)	Confirmation on food	Contact Treasurer to make food request (TBD)	Sirong
5	27 <sup>th</sup> August (Wed)	Present proposal @CCM	Finish proposal and send proposal to Secretary by 23 <sup>rd</sup>	Corlynn
<b>Event Day</b>				
7	12 <sup>th</sup> September	Personal Finance Workshop	Brief ISAs on the day and supervise running of event	All Coordinators
<b>Post Event</b>				
7	12 <sup>th</sup> September	Feedback form	Ask attendees to fill it out	TBD
7		Complete report	Submit 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
2:30pm – 2:45pm	briefing to ISAs	Meet in lounge	OB
2:45pm – 3:00pm	Set up	Mic, Audio, Screen, Connection, Lights	Speaker
3:00pm – 3:15pm	Registration & check in		OB & ISA

3:15pm-4:	Introduction		OB
4:05pm - 4:30pm	Session 1	Finance Management, Investment	Speaker
4:30pm - 4:40pm	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	200	\$200.00
Food	TBC	xx	\$300.00
<b>TOTAL</b>			<b>\$500.00</b>

### **7. Conclusion**

This concludes our proposal for the Personal Finance workshop Proposal 2022. Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,**

**Corlynn TNG**  
**Education Department 2025/26**  
**UMSU International**

## **ISA Bonding Proposal 2025**

Central Committee Meeting #2 – Wednesday 27<sup>th</sup> August 2025

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## 1. Introduction

The ISA Bonding event serves as an opportunity for International Student Ambassadors from the July and August intakes to foster friendships and strengthen connections. This event includes multiple minigames with points to collect that require coherent teamwork between ISAs. Afterwards, a relaxed “picnic-style” activity with catered food and drinks will conclude the event.

## 2. Objectives

This event aims to:

- To provide a safe and fun environment for ISAs from the July and August 2025 intakes to socialize and build stronger relationships.
- To foster a sense of unity and collaboration between ISAs from different intakes and strengthen the UMSU International community.

## 3. Event Details

Date	:	Saturday, 13th September 2025
		[11am - 2:00 pm]
Venue	:	South lawn
Number of Attendees	:	40+
Coordinators	:	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
Manpower	:	4 Committee Members
Budget	:	\$1500

### 4.1.1 Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				
5	27th August 2025	Proposal	Creating Proposal and Presenting in CCM	Suhas AGRAWAL, Kaelyn MIRANDA,

				Aliya HAFIZ, Kirsten ABUSTAN
5	27th August 2024	Games Planning	Brainstorm interactive games and gather relevant materials	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
5	28th August 2025	Finalising food vendors	Brainstorm various food vendors, look for picnic style food	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
6	28th August 2025	Game Planning	Confirm attendees, allocate them into groups, and game related administration	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
<b>Event Day</b>				
6	13th September 2025	ISA/OB Bonding	Set up games, food station, lead the event, food handling and clean up	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
<b>Post Event</b>				
9-10	13th - 20th September 2025	Report	Writing the Report	Suhas AGRAWAL
10	24th September 2025	Present Report in CCM	Presenting the Report	Suhas AGRAWAL

### **Event Flow**

Time	Activity/ Details	Notes	PIC
Pre-Event Preparations			
11 am - 11:30 am	Set up at South Lawn/Student Kitchen (Student Pavillion)	Student Kitchen as contingency if weather is poor	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
Event			

11:30 am - 12:30 pm	Name Tag Making	Borrow picnic blankets from Info Desk/Lounge Storage	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
12:30 pm - 1:00 pm	Lunch and Socialize	Catering:	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
1:00 pm - 1:30 pm	Games	Mafia Friendship Bracelets Red light green light Group forming game	Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN
Post-Event Pack Up			
1:30 - 2:00 pm	Clean up		Suhas AGRAWAL, Kaelyn MIRANDA, Aliya HAFIZ, Kirsten ABUSTAN

#### 4.1.2 Budget

A total of **\$1,500** have been allocated for this event, with the breakdown as listed below:

Items	Total Cost (AUD)
Miscellaneous	\$500.00
Food	\$1,000.00
<b>TOTAL</b>	<b>\$1,500.00</b>

#### 5. Conclusion

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

**Prepared by,**

**Suhas AGRAWAL**  
**Human Resources Director 2025/26,**  
**UMSU International**

## **Meat & Greet Carnival Proposal 2025**

Central Committee Meeting #2 – Wednesday 27<sup>th</sup> August 2025

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### **1. Introduction**

The Meat and Greet will serve as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbeques and drinks. Considering only one meat and greet will be conducted this semester, the Human Resources (HR) will collaborate with the Cultural & Social Department to include mini carnival games to enhance student's university experiences. The event coordinators consist of members in the Human Resources (HR), and the Cultural & Social Department.

### **2. Objectives**

This event aims to:

- Introduce UMSU International to students at the University of Melbourne
- Give out free barbecues and drinks
- To provide a platform where the diverse student communities can interact, bond and bridge their cultural differences.
- 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.

### **3. Event Details**

Date	:	Monday, 22nd September 2025 [11 am - 2pm]
Venue	:	Amphitheatre
Number of Attendees	:	550+
Coordinators	:	Shreeyukta ADHIKARI, Kaelyn MIRANDA, Suhas AGRAWAL, Shamshul Arham ARKHAND, Aliya HAFIZ, Kirsten ABUSTAN, Jonathan SONG, Raunak RAGHAVAN, Bhavya MIDDHA, Tejna Saravana KUMAR
Manpower	:	10 Committee Members & 68 ISAs (including coordinators which consists of 10 Committee Members)

Budget : \$5,000 (\$3200 from HR; \$1800 from Cultural & Social)

#### 4. Budget Breakdown

Event	Budget(AUD)
Meat & Greet	\$3,200.00
Mini Carnival	\$1,800.00
<b>Total</b>	<b>\$5,000</b>

##### 5.1 Meat & Greet

The Meat and Greet will serve as a publicity event for Committee Members and International Student Ambassadors (ISA) to introduce UMSU International to students at the University of Melbourne by giving out free barbeques and drinks.

Date : Monday, 22nd September 2025 [11 am - 2pm]

Venue : Amphitheatre

Number of Attendees : 550+

Coordinators : Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN

Manpower : 4 Committee Members & 48 ISAs (including coordinators which consists of 4 Committee Members)

Budget : \$3200 from HR; \$1800 from Cultural & Social)

### 5.1.1 Event Timeline

W k #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
2	8th August 2025	Venue Booking	Book AMPHITHEATRE	Suhas AGRAWAL
5	19th August 2025	Proposal	Creating Proposal and Presenting in CCM	Suhas AGRAWAL
5	19th August 2025	Teamwork	Communicate with CME regarding the event details	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
5-8	19th August - 20th September 2025	Equipment and room Booking	Booking UMSU Grill & Trestle Table, UMSU Kitchen and Fridge	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
5-8	19th August - 15th September 2025	Contacting Food Suppliers	Contact Meat & Vegan food Suppliers and Contact Ice suppliers, Order from Coles	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
<b>Event Day</b>				
9	16th - 19th September 2025	Pick up	Pick up Halal Meat & Vegan food	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
9	22nd September 2025	Meet and Greet	Set up, Cooking/Distributing free food and drinks, Clean up (Written in Event Flow)	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
<b>Post Event</b>				
9-11	20th September - 7th October 2025	Report	Writing the Report	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya



				HAFIZ, Kirsten ABUSTAN
11	7 th October	Present Report in CCM	Presenting the Report	Suhas AGRAWAL

Event Flow

Time	Activity/ Details	PIC
9 am - 11 pm	Set up/ Collecting Order	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
11 pm - 2 pm	Cooking/ Distributing free foods & drinks	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN
2 pm - 3 pm	Clean up	Kaelyn MIRANDA, Suhas AGRAWAL, Aliya HAFIZ, Kirsten ABUSTAN

5.1.2 Budget

A total of \$3200 have been allocated for this event, with the breakdown as listed below:

Items	Total Cost (AUD)
UMSU BBQ Hire and Trestle Table	267.00
Coles Orders	600.00
Food Product - Halal Meat	900.00
Food Product - Vegan Options	800.00
Popcorn Machine (from UMSU)	150.00
Miscellaneous	483.00
<b>TOTAL</b>	<b>3200.00</b>

5.1 Mini Carnival

Mini Carnival will help new students familiarise themselves with the campus, and for current students to enjoy on-campus activities. This fun and engaging event held by the Cultural and Social Department will give students the

chance to socialise, make new connections, play carnival games and win prizes.

Date	:	Monday, 22nd September 2025 [11 am - 2pm]
Venue	:	Market Hall
Number of Attendees	:	550+
Coordinators	:	Shreeyukta ADHIKARI, Shamshul Arham ARKHAND, Jonathan SONG, Raunak RAGHAVAN, Bhavya MIDDHA, Tejna Saravana KUMAR
Manpower	:	6 Committee Members & 20 ISAs (including coordinators which consists of 6 Committee Members)
Budget	:	\$1800

#### 5.1.1 Game overview (subject to change):

*\*\*min win: chocolate; \*\*max win: soft drinks or UMSUi merch*

**Topple Towers-** There will be two towers with 6 cups (3-2-1). Participants will stand 5 metres away from the cups and they will have 3 attempts to knock all of them down.

-> min win: knock the first three rows down (3-2-1)

-> max win: knock all of them down (4-3-2-1)

**1x Soda Toss** - 24 Soda bottles are placed on a table securely, packed together. Participants stand 3-4 metres away from the bottles, attempting to toss a small ring and land it on the soda bottles. One at a time, they take turns trying to throw the four rings so that they land around the necks of the bottles.

-> min win: 1

-> max win: 4

**1x Flashing Numbers-** Each player gets a chance to look at 7 flashing numbers randomly generated by AI, each for 1seconds.

→ Win: memorising all 7 of the numbers in the correct sequence

**1x Ball Pong** - Participants are given 3 attempts to throw ping pong balls into the targets on a board with different points. They will throw the balls from a marked distance (make it bounce on the table) and try to land the ping pong balls into the cups stuck onto the target board. There will be fencing around the game to prevent the ping pong balls from bouncing to other areas.

Target: inverted triangle of cups (10 cups)

→ Win: manage to land in > 3 cups

**1x Pin the Tail on the Donkey** – Blindfold the participants and slightly spin them around once or twice. Guide them towards the donkey and let them attempt to pin the tail on the donkey poster. They will get a prize if the tail can be pinned within three mins.

→ Win: pin the tail in 30 seconds

**1x Beanbags Toss Board** – Participants are given 3 attempts to throw the beanbags into the hole of the board. The board has different hole sizes with different set of points for them.

-> win: manage to score more than 8 point

### 5.1.2 Event Timeline

	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
5	21 <sup>st</sup> August 2025	Proposal	Creating Proposal and Presenting in CCM	Shreeyukta ADHIKARI

7	1st Septem ber 2025	ISA Sign Ups with HR	Coordinating ISA signups with the HR Department	Bhavya MIDDHA
7	5th Septem ber 2025	Purchasing Prizes	Checking the current stock of merchandise and buying higher valued prizes	Tejna KUMAR and Neeya Ann SIBU
8	11th Septem ber 2025	Allocation of ISAs/OBs	Allocating the ISAs and OBs into their roles	Raunak RAGHAVAN
8	11th Septem ber 2025	Creating briefing materials	Creating slidedeck/document outlining how the event will work and what each role's job is	Jonath an SONG
8	12th September 2025	Trial Run	A short run through of the event to test all planned games	Shreeyukta ADHIKAR I, Shamshul Arham ARKHAN D, Jonathan SONG, Raunak RAGHAV AN, Bhavya MIDDHA, Tejna Saravana KUMAR
8	13th September 2025	Briefing	Briefing all ISAs and OBs about the event rundown and what their roles are	Jonath an SONG
8	15th September 2025	Buying refreshers	Buying refreshers (drink and snack for game masters and coordinators)	Shreeyu kta ADHIKA RI
<b>Event Day</b>				
9	22 <sup>ND</sup> September 2025	Taking attendance of game masters	Taking attendance of ISAs and OBs	Shreeyukta ADHIKARI  Shamshul Arham

				ARKHAN D, Jonathan SONG, Raunak RAGHAV AN, Bhavya MIDDHA, Tejna Saravana KUMAR
<b>Post Event</b>				
9	19th September 2025	Send ISA hours to HR	Record and report ISAs hours	Tejna KUMAR
11	7th October 2025	Report	Prepare report and present at next ccm	Arham ARKHA ND

#### 5.1.2.1 Pre-event

A trial run with the OBs and ISAs will be conducted **1 week prior** to the event to ensure carnival games can be played and is suitable for the outdoor setting.

A briefing will be done to ensure that OBs and ISAs are aware and confident about their respective roles

#### 5.1.2.1 Prospective Event Timeline

**\*\*For each game, there will be one OB + 2 ISAs in one shift (OBs be in charge of giving out prizes)**

Time (AEST)	Activity	Details
9:30AM - 11:00PM	Set Up begins	Tables and games are set up in respective booths.
11:00AM - 12:30PM	Session 1	First group of students are able to freely roam, play games, socialise and have refreshments.

12:30PM - 2:00PM	Session 2	Second group of students are able to freely roam, play games, socialise and have refreshments
2:00PM - 3:00PM	Clean Up	Tables and games are cleaned up

### 5.1.3 Budget Allocation

A total of **\$1800** have been allocated for this event, with the breakdown as listed below:

Items	Budget (\$)
Carnival Prizes	1500
Game Logistics	250
Miscellaneous	50
<b>TOTAL</b>	<b>1800</b>

## 6. Conclusion

This concludes our proposal for the Meet and Greet Carnival Proposal 2025. Please do not hesitate to contact the Human Resources Department and Cultural and Social Department should you have any queries.

Prepared by,

**Shreeyukta ADHIKARI, Suhas AGRAWAL**  
**Cultural & Social Vice President 2025/26,**  
**Human Resources Director 2025/26,**  
**UMSU International**

## **Sexual Health Week Proposal**

Central Committee Meeting # 2 – Wednesday, 27<sup>th</sup> August, 2025

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### **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, 22 <sup>th</sup> September 2024 [9.30am - 11.30 am] Wednesday, 24 <sup>th</sup> September 2024 [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	: Daaksha NEGI, Irina ANANDA
Manpower	: 2 Committee Members & 6 ISAs (over 2 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
<b>Pre-event Preparations</b>				
1	01 August	Internal Meeting	- Meeting to discuss potential ideas for SHW	Daaksha NEGI, Irina ANANDA
2	04 August	Meeting with HPP	- Meeting with HPP to discuss ideas - Discuss potential collaborations	Daaksha NEGI, Irina ANANDA
2	07 August	Meeting with MnM	- Meeting with MnM to discuss sticker designs	Daaksha NEGI, Irina ANANDA
4		Writing proposal	- Write and finish proposal	Daaksha NEGI, Irina ANANDA
5	26 August	Meeting with CME	- Meeting with CME to discuss logistics regarding badge making	Daaksha NEGI
5	29 August	Meeting with HPP	- Meeting with HPP to confirm activities - Discuss things to prepare for event	Daaksha NEGI, Irina ANANDA
7		Request ISAs	- Ask HR for ISAs	Daaksha NEGI
8	15 September	Briefing with ISAs	- Brief ISAs regarding the event	Daaksha NEGI
<b>Event Day</b>				
9	22 & 24 September	Run event	- Have ISAs set up marquee - Run event - Collect feedback from students	Daaksha NEGI, Irina ANANDA





Post Event				
9		Record ISA Hours	- Record when ISAs log in and log out	Daaksha NEGI

**Pre-event**

- Confirm with HPP how many goody bags we want
- Confirm with MnM and 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	<ul style="list-style-type: none"><li>- Set up marquee</li><li>- Prepare gifts</li></ul>	Daaksha NEGI, Irina ANANDA
9.30 - 11.30 am	Run event	<ul style="list-style-type: none"><li>- Play the games</li><li>- Have some ISAs promote too</li></ul>	Daaksha NEGI, Irina ANANDA

**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
<b>TOTAL</b>			<b>500</b>

**7. Conclusion**

This concludes our proposal for the Sexual Health Week Proposal 2025. Please do not hesitate to contact the contact the Welfare Department should you have any queries.

**Prepared by,**

**Daaksha NEGI, Irina ANANDA**  
**Welfare Department 2025/26**  
**UMSU International**

**Mindful Moments Semester 2 2025 Proposal**Central Committee Meeting #2– Wednesday, 27<sup>th</sup> August, 2025

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**1. Introduction**

The UMSUi Welfare Department will be rebranding our “Wellness Week” into a “Mindful Moments” Series as part of our ongoing efforts to support the wellbeing of international students at the University of Melbourne. As such, instead of our events being held in a single week as planned before, they will be held throughout weeks 6 to 9 of Semester 2. The aim of the event is the same: to encourage students to take care of their mental, physical, and emotional wellbeing. The change in format is designed to provide more consistent, ongoing opportunities for students to engage with wellbeing-focused activities and better maintain balance through continuous support over the weeks. We are reaching out to key stakeholders, including the Dance and Crochet Instructors, MU Sports, and Miracle Paws, to explore collaborations in delivering initiatives that allow students to prioritise their health. Our planned events include a Crochet Workshop, a Workout Session led by MU Sport, Voguing Dance Workshop and an Animal Therapy Session with Miracle Paws, a Melbourne-based non-profit that provides therapy dogs to support emotional wellbeing. We believe Mindful Moments will provide much-needed support for students, helping them to manage stress and maintain balance as they navigate the fatigue of the academic workload.

**2. Objectives**

- Promote holistic wellbeing among international students by encouraging them to prioritise their mental, physical, and emotional health
- To promote UMSU International as a supportive body and foster a sense of belonging and support among international students through inclusive, engaging initiatives
- Raise awareness of the various support services and wellbeing resources available both on and off campus that may benefit international students.
- To help students manage academic stress by providing stress-relief activities and practical events to support a healthy study-life balance during the mid-semester period.

**3. Event Details**

Date	: Week 6 - 9 (Semester 2, 2025)
Venue	: Various (TBD)
Number of Attendees	: Depends on the event; roughly 30-40 for Each Event
Coordinators	: Daaksha NEGI, Irina ANANDA, Jane CHEN, Elaine YE, Roger CAO, Meghna MALLICK, Amanda LI
Manpower	: All the coordinators + 10 ISAs (spread across the days)
Budget	: \$3000.00

#### 4. Event Overview

Mindful Moments will be a 4-week long initiative featuring a range of engaging and educational events. Highlights include a Crochet Workshop, a Workout Session led by MU Sport, Voguing Dance Workshop and an Animal Therapy Session with Miracle Paws.

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
4		Planning and creating proposal	- Writing proposal	Irina ANANDA, Daaksha NEGI
3		Planning for MU sport session	- Contact MU sports - Book Venue	Irina ANANDA, Amanda LI
3		Planning for Dax Gallery exhibition tour	- Contact Venue for Booking Tour	PICs
3		Planning for Animal Therapy Event	- Contact Venue for Booking	Daaksha NEGI, Jane CHEN, Roger CAO
3		Request ISAs	- Request ISAs for each event	PICs
2		Request MnM for design	- Poster design	PICs
2-5		Planning for Events	- Order Food & Beverages	PICs
5		Open ticketing	- Open registrations for events	PICs
6		Feedback forms	- Create feedback forms for the different events throughout the week	PICs
<b>Event Day</b>				
6-9		Run events	- Run MU Sport session - Run Crotchet Session - Run Animal Therapy Event - Run Dance workshop session	All Coordinators
<b>Post Event</b>				
6-9		Feedback	- Collect feedback from participants after each event	PICs + ISAs

11		Report		PICs
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### Event Outline

- Mindful Moments will run across weeks 6-9 with the current proposed events:
  - ✗ Week 6 ⇒ Animal Therapy Event with Miracle Paws
  - ✗ Week 7 ⇒ MU Sport session (TBC)
  - ✗ Week 8 ⇒ Crotchet Workshop (TBC)
  - ✗ Week 9 ⇒ Dance Voguing Workshop (TBC)

### 6. **Budget**

A total of **\$3000.00** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Crotchet Workshop Session			
1hr private session	2	250	\$500
Various Food & Beverages	30	6.67	200
MU Sport Sessions			
Group session	2	\$150	\$300
Various Food & Beverages	40	\$5	\$200
Dance Voguing Workshop			
Group session	1	\$350	\$350
Various Food & Beverages	30	\$5	\$150
Animal Therapy Session			
Hire Fee	2	350/h	700
Various Food & Beverages	1	300	300
<b>TOTAL</b>			<b>\$3000.00</b>

## 7. **Conclusion**

The Welfare Department recognises that many students face various challenges throughout their university journey, whether related to emotional, physical, or mental wellbeing. We aim to advocate for and raise awareness within the international student community, encouraging students to prioritise their health and wellbeing. These events will offer essential support and resources, empowering students to seek the help they need to improve their overall welfare. Our program will support students in managing stress and maintaining balance as they navigate the demands of academic life.

This concludes our proposal for the Mindful Moments 2025. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,**

**Daaksha NEGI, Irina ANANDA**  
**Welfare Department 2025/26**  
**UMSU International**

## Food Adventure 2025 Report

Central Committee Meeting #2 – Wednesday 27<sup>th</sup> August 2025

### 1. Introduction

This report provides an overview of the Food Adventure 2025 which was held on August 16th. 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, 18 <sup>th</sup> August 2025 [(11:00am – 3:00pm AEST)]
Venue	: Walking tour with 3 routes (Brunswick, Carlton, and South Yarra)
Number of Attendees	: 52
Coordinators	: Shreeyukta ADHIKARI, Neeya ANN SIBU, Raunak RAGHAVAN, Bhavya MIDDHA, Tejna KUMAR, Jonathan SONG, Arham AKHAND
Manpower	: 10 OBs & 18 ISAs (including coordinators which consists of other Department Members)
Budget	: \$5000

### 3. Event Overview

The students will be divided into 12 groups where each group will visit 4 restaurants at either South Melbourne, South Yarra or Carlton.

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
0	10/07/2025	Initial planning + proposal	Planning details and writing up the proposals	Shreeyukta ADHIKARI, Arham AKHAND
0	15/07/2025	Teamwork setup	Setting up the team project with UMSU staff members	Shreeyukta ADHIKARI

0	20/07/2025	Finalise restaurant list	Finding a list of potential restaurants along each of the routes.	Neeya ANN SIBU, Raunak RAGHAVAN, Bhavya MIDDHA, Tejna KUMAR, Jonathan SONG, Arham AKHAND
0	23/07/2025	Risk Assessment Creation	Filling out a risk assessment sheet for contingencies in the event	Neeya ANN SIBU, Raunak RAGHAVAN, Bhavya MIDDHA, Tejna KUMAR, Jonathan SONG, Arham AKHAND
0	23/07/2025	Contact restaurants	Initiating contact with the restaurants that made it through a finalized version of the list and gather the necessary information/documents	Neeya ANN SIBU, Raunak RAGHAVAN, Bhavya MIDDHA, Tejna KUMAR, Jonathan SONG, Arham AKHAND
0	23/07/2025	Pre-order menu	Selecting a menu ahead of time	Neeya ANN SIBU, Raunak RAGHAVAN, Bhavya MIDDHA, Tejna KUMAR, Jonathan SONG, Arham AKHAND
0	23/07/2025	Request invoice from restaurants	Asking the restaurants for invoices well in advanced after selecting the menu to be processed	Neeya ANN SIBU, Raunak RAGHAVAN, Bhavya MIDDHA, Tejna KUMAR, Jonathan SONG, Arham AKHAND
0	24/07/2025	Creating Sign Up	Creating sign up sheet that will include attendees	Shreeyukta



		Sheets	dietary requirements,	ADHIKARI
0	25/07/2025	Coordinate with M&M for design	Coordinating the design of the posts/poster	Shreeyukta ADHIKARI
0	30/07/2025	Coordinate with HR for ISA signups	Coordinating with HR department to set up ISA volunteer document	Arham AKHAND
0	01/08/2025	Marketing + Ticketing	Coordinate with M&C to post the event on social media and registrations will open through the ticketing system	Shreeyukta ADHIKARI
0	10/08/2025	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	Neeya ANN SIBU, Raunak RAGHAVAN, Bhavya MIDDHA, Tejna KUMAR, Jonathan SONG, Arham AKHAND
0	12/08/2025	OB + ISA group allocation	Allocating the OB & ISA volunteers to each of the groups	Shreeyukta ADHIKARI
0	13/08/2025	Create feedback form	Setting up the feedback form that will be sent out at the end of the event	Shreeyukta ADHIKARI
0	14/08/2025	Emailing participants to confirm attendance	Sending out emails to all the people who signed up via the TryBooking and confirming their attendance	Shreeyukta ADHIKARI
0	14/08/2025	Allocate participants into groups	Allocating the final list of participants into groups	Shreeyukta ADHIKARI
0	14/08/2025	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.	Raunak RAGHAVAN
<b>Event Day</b>				
0	16/08/2025	Set up and check in	Setting up in front of Building 168	Shreeyukta ADHIKARI Neeya ANN SIBU, Raunak RAGHAVAN, Bhavya MIDDHA, Tejna KUMAR,



				Jonathan SONG, Arham AKHAND
0	16/08/2025	Briefing	Final brief for OBs and ISAs	Coordinators
0	16/08/2025	Event	The event will take place from 11:00 AM - 3:00 PM	Coordinators, OBs, ISAs
<b>Post Event</b>				
0	16/08/2025	Feedback survey	Travel buddies will tell their groups to fill out a quick feedback survey once the event ends.	OBs & ISAs
1	26/08/2025	Report	Writing up the report	Shreeyukta ADHIKARI

**Pre-event**

- Research and select 3 restaurants per route (South Melbourne, South Yarra, Carlton)
- Contact each of the restaurants and decide on a menu. Then, retrieve the restaurant's insurance policy.
- Coordinate the design of marketing material with UMSU Design Department and ticketing system with C&E.
- The ticketing system will have each attendee paying \$5 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 1100am 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
<b>18<sup>th</sup> August</b> 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 – 3:30pm	Food Adventure Event	ISAs & OBs bring the participants to their Routes and Restaurants	Coordinators
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**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**

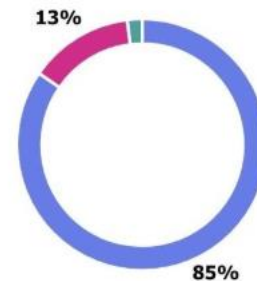
- Group allocation was relatively straightforward, though it's important to emphasize the need to spread participants evenly to avoid clustering. There were some issues with participants requesting to be paired with friends, but due to logistical complexities and last-minute nature of these requests, we adhered to the original group allocations.
- **CME Ticketing Issue:** There was a critical miscommunication regarding route capacities. The intended allocation was 50 students per route (50 in Carlton and 50 in each of the other two locations), not 50 attendees for the entire event. CME had set the Master capacity incorrectly, resulting in lower-than-expected attendance (46 students). This was identified through the revenue report. CME has acknowledged the error and confirmed it was an accidental adjustment to the Master capacity.
- **Action/Recommendation:** Future events must ensure route capacities are correctly set in the ticketing system. Organizers should actively monitor ticket sales leading up to the event and promptly report any discrepancies to CME to prevent similar issues.

## 6. Feedback

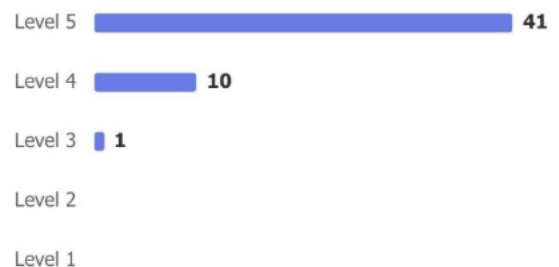
- [https://forms.cloud.microsoft/Pages/DesignPageV2.aspx?prevorigin=Marketing&origin=NeoPortalPage&subpage=design&id=z\\_NbDvQft0aRdlLFOMIqTX3YBSi8-6VHh88q4TnD-htUNktEVjkwMTJKTkxNVlpCWeszUk80OUk5Qy4u&analysis=true](https://forms.cloud.microsoft/Pages/DesignPageV2.aspx?prevorigin=Marketing&origin=NeoPortalPage&subpage=design&id=z_NbDvQft0aRdlLFOMIqTX3YBSi8-6VHh88q4TnD-htUNktEVjkwMTJKTkxNVlpCWeszUk80OUk5Qy4u&analysis=true)
- We received a total of 52 responses from the feedback form.
- 85% of the participants gave would join the event again & Recommend to this event to their friends.
- On a scale of 5, the average rating of this event was 4.77.

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

Very likely	44
Somewhat likely	7
Neither likely nor unlikely	1
Somewhat unlikely	0
Very unlikely	0



4. How much did you enjoy the event overall?



## 7. Suggestions

- **CME Ticketing Miscommunication (Critical)**
  - Ensure route capacities are correctly configured in the ticketing system. Monitor ticket sales leading up to the event and report any discrepancies to CME immediately.
- **Uneven Ticket Allocation & Participant Demand**

- Reduce Vegan Route tickets from 50 to 40, and increase availability for Non-Vegan Routes to better match participant interest.
- **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 **\$5000** have been allocated for this event, and the total actual expenditure for this event is **\$4560.1** with the breakdown as listed below:

Items	Total Actual Cost (AUD)	Allocated Budget (AUD)
Carlton Expenditure	1487.50	1666.66
South Yarra Expenditure	1666.10	1666.66
Brunswick Expenditure	1650	1666.66
Ticket	(243.50)	0
<b>TOTAL</b>	<b>4560.1</b>	<b>5000</b>
<b>Surplus</b>	<b>439.9</b>	

#### 9. Conclusion


This concludes our report for the Food Adventure 2025. Please do not hesitate to contact the Cultural & Social Department should you have any queries.

**Prepared by,**

**Shreeyukta ADHIKARI**  
**Cultural & Social Department 2025/26**  
**UMSU International**



UNIVERSITY OF MELBOURNE STUDENT UNION INTERNATIONAL

 *Care for, Act for, Stand for International Students*



## **6. Other Business**

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### 6.1. Presidential Vote of Confidence

## **7. Next Meeting**

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CCM #3

Date : Wednesday, 10<sup>th</sup> September 2025 (17:30)

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre