

Minutes

Camden Youth Reference Group Meeting

Julia Reserve Youth & Community Centre
341E Oran Park Drive, Oran Park, NSW 2570

5.30pm-8.00pm

3 April 2023



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MEETING COMMENCED AT 5.36PM**PRESENT**

Nikita Joseph, Molly Quinnell, Paige Bagley, Alana Bailey, Maddie Haywood, Joanna Kolevis (Chair). Jemima Rawcliff

ALSO IN ATTENDANCE

Lisa Eggers (Camden Council- Community Project Officer- Youth).

ACKNOWLEDGEMENT OF COUNTRY

Mollie Quinnell read the Acknowledgement of Country.

APOLOGIES AND LEAVES OF ABSENCES

Matias Silva, Almira Qadeer, Zainab Atif, Abdul Siddiqui, Sienna Woolcock

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

That the Minutes of the Camden Youth Reference Group Meeting held on 6 March 2023, copies of which have been circulated, be confirmed and adopted.

BUSINESS ARISING

1. Risk Assessment

PURPOSE OF REPORT

Refence Group to identify possible risks associated the risk assessment for the Youth Multicultural Festival at Julia Reserve.

MINUTES

Draft Risk Assessment Tabled for Reference group to provide feedback. Draft has been revised by Governance . Risk assessment will be edited once all final stall holder and organisations are finalised

ACTIONS

Risk Assessment to be finalised before event -LE/ PJ

2. Event Overview- Catch up

PURPOSE OF REPORT

Reference group to be given an overview of progress of the event planning for Youth Multicultural event

MINUTES

JK, MH and LE (Community Project Officer -Camden Council) have undertaken weekly catch ups to progress the planning process of the event

Stall Holders/ Performers

- EOI was been extended due to limited uptake of performers and stallholders.
- Currently we are still actively seeking stallholders.

Promotion of event

- School visits- Youth reference group members have undertaken a number visits at school assembly's to promote the Multicultural event and Youth week to young people and to distribute posters. Feedback from the group indicates that these visits are a good opportunity to raise awareness of events.
- Posters and flyers have been distributed to Services, schools , libraries and MALC.

Event Planning

- Security for event has been booked
- Food has been finalised with Civic centre
- Budget overview given to group.

Other considerations:

- Currently 48 young people have booked for the event. The festival date is the end of Ramadan which may affect attendance.

ACTIONS

- MH to speak at Youth Network meeting tomorrow at Julia Reserve to promote and encourage services to support the event with stalls.
- LE to promote event and Youth week at Network meeting.
- LE to continue to source stallholders.

3. Review and approve stalls, performance and services- EOI

PURPOSE OF REPORT

Assess and approve stalls that will be a good fit for the Youth Multicultural festival Reference Group, using the assessment criteria and available budget.

MINUTES

9 EOI were assessed based on budget, and assessment criteria.

- 7 were successful
- 2 were not due to duplication of stalls

ACTIONS

- Collate and put together assessments in template – JK/ LE
- Contact all EOI applicants to let them know if they were successful or unsuccessful.-LE/PJ
- Confirm actual costs of each performer/ stallholder for budget purposes.- LE

4. Floorplan

PURPOSE OF REPORT

Develop a floorplan for stalls, performers and services and for use at the event for planning and security purposes.

MINUTES

- Reference group conducted a walkthrough of Julia Reserve to map out and develop a draft plan.

ACTIONS

- Draft and finalise plan- JK, MH
- Send finalised plans to PJ
- Signage for Centre- LE/ PJ
- Wristbands- MH

5. Sensory Room

PURPOSE OF REPORT

Map out and Sensory Room and identify resources required. Create a space for young people to take a break in a calm and inclusive environment

MINUTES

- Reference Group identified required resources for room.
 - Craft and colouring resources
 - Origami paper
 - Utilise bean bags from the Drop in centre

ACTIONS

- Source resources required- All of group

6. Timetable of Event/ Runsheet

PURPOSE OF REPORT

Draft timetable and Runsheet of Youth Multicultural event to send to performers/ stall holders for scheduling.

MINUTES

- Timetable held over as all stallholders are yet to be finalised. Draft to be developed and send to group- LE/PJ
- Music/PowerPoint running in background -CYC to organise.
- Security finalised- LE

ACTIONS

- Draft tasks for the Reference group for running of the event- JK send to LE/PJ
- Acknowledgement /Welcome to Country to be organised – JK to follow up

7. Prizes for Post event survey

PURPOSE OF REPORT

To choose a prize for young people completing the post-event survey.

MINUTES

- Reference group discussed options based on budget available
- Organise raffle ticket/methodology
- Ideas- prizes, basket, gift cards on-line

ACTIONS

- Finalise prizes in the week prior to event- JK/PJ

8. Other Business

PURPOSE OF REPORT

N/A

MINUTES

N/A

ACTIONS

N/A

MEETING CLOSED AT 8:01pm

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