

# Minutes

## Youth Reference Group Meeting

Camden Council

Julia Reserve Youth & Community Centre

341E Oran Park Drive, Oran Park, NSW

5.30pm-8.00pm

6 March 2023





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**MEETING COMMENCED AT 7:00PM (AFTER CODE OF CONDUCT TRAINING)****PRESENT**

Abdul Siddiqui, Nikita Joseph, Molly Quinnell, Paige Bagley, Alana Bailey, Maddie Haywood, Joanna Kolevis (Chair) and Sienna Woolcock, Lisa Eggers (CPO Youth)

**ALSO IN ATTENDANCE**

Blair Avila (Team Leader Community Planning)

**ACKNOWLEDGEMENT OF COUNTRY**

Blair Avila read the Acknowledgement of Country.

**APOLOGIES AND LEAVES OF ABSENCES**

Jemima Rawcliff, Matias Silva, Almira Qadeer, Zainab Atif

**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**

Nil

## 1. Risk Assessment

### PURPOSE OF REPORT

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

### MINUTES

Group identified an extensive number of risks for inclusion of Preliminary of Risk Assessment, to their event .  
Due to lack of time this will be developed and tabled next meeting

### ACTIONS

Draft Risk Assessment for next meeting -LE

## 2. Review survey/EOI submissions

### PURPOSE OF REPORT

Group to assess potential Expression of Interest applications for stallholders and performers that will be a good fit for the Youth Multicultural Festival.

### MINUTES

Group assessed 2 EOI applications according to criteria.

- 1 Stall was chosen based on criteria

Group discussed waiting for next meeting for further EOI applications as closure date was not until 17<sup>th</sup> March

### ACTIONS

Get approval to extending EOI closing date- LE to follow up with Council Events Team

Actively promote event encourage stall holders to apply – All CYC members

Access known events databases and other Council contacts for other stallholders and performers - LE

### 3. Approve school speeches

#### PURPOSE OF REPORT

Group to discuss and provide finalise draft of school speeches to be used by Youth Council at School visits to promote Youth Multicultural Festival.

#### MINUTES

- a. School speech was reviewed with minor edits and finalised by group
- b. List of schools and dates to visit (School Assemblies finalised with available CYC members attending)
- c. A Draft timetable (school assembly times) developed

#### ACTIONS

Timetable dates of schools and CYC members attending- JK

Final draft of timetable to be sent to group and LE – JK

Final copy of speech to be sent out to group- JK/LE

#### 4. Poster Design

##### PURPOSE OF REPORT

Group to review the draft poster designs created by the Camden Council's Design Team and propose any amendments.

##### MINUTES

Group reviewed poster design and provided feedback around colour, design, language used and information on the flyer.

##### ACTIONS

Send feedback to the design team. – LE

An updated version of the flyer to be distributed to the group for approval- LE/JK

**5. OTHER BUSINESS**

**PURPOSE OF REPORT**

N/A

**MINUTES**

N/A

**ACTIONS**

N/A

**MEETING CLOSED: AT 8:07 PM**

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