

Minutes

CIFA Reference Group Meeting
Camden Civic Centre
Undercroft Building, Oxley Training Room
Oxley Street, Camden, NSW, 2570

10th October 2022



camden
council



ORDER OF BUSINESS

Present 4
Acknowledgement of Country 4
Declarations of Interest 4
Leaves of Absences 4
Confirmation of Minutes 4
Business Arising..... 4
Report Title..... 4

MEETING COMMENCED AT 6.25PM

PRESENT

Jill Leemen, Richard Leemen, Monique Dunk.

ALSO IN ATTENDANCE

Camden Council's Gunjan Tripathi, Blair Avila.

ACKNOWLEDGEMENT OF COUNTRY

Blair Avila read the Acknowledgement of Country.

APOLOGIES AND LEAVES OF ABSENCES

Warren Dunk, Andrew Watson & Cr Eva Campbell
Tony Haddad has officially resigned due to personal commitments.

DECLARATIONS OF INTEREST

Nil

CONFIRMATION OF MINUTES

Previous minutes motion passed – Monique Dunk
Seconded – Richard Leemen

BUSINESS ARISING

Nil / That the business arising be noted.

1. REPORT TITLE

Appointment of the Chairperson and Alternate Chairperson

As all CIFA voting members not present, to be determined at the next CIFA meeting.

Action Items:

Defer to the next CIFA Reference Group Meeting TBD. December has been raised as a potential next meeting date. Could also include a Zoom meeting with KIRA.

Forward Meeting Plan

A potential Zoom meeting to be set up with KIRA in December. Monique is travelling to Japan in Oct/Nov. TBD after this date. The Group still needs to decide on upcoming meetings, once the Letter to Kashiwa has been finalised and delivered, the meeting dates can be decided. The Forward Meeting Plan template is attached, future meeting times need to be decided.

CIFA Risk Assessment:

Council completed a risk assessment to determine the suitability of receiving students under the age of 18 and/or a guardian as part of a student exchange program. The findings of the risk assessment was presented to the group. The Group noted that a student exchange program including out-bound and in-bound students is no longer possible based on the findings of the risk assessment. The Group then discussed other ways to support and continue to uphold the KIRA Friendship Agreement. This is further outlined in Future Projects and Activity scoping.

Letter to Kashiwa

The Group discussed items that should go into the letter. It was noted that the Letter needs to be appropriately worded. It was agreed that a written draft letter would be sent to Monique for her to take back to her Japanese teacher to ensure the letter is appropriate.

Action Items:

Council to send a draft written letter to be sent to Monique on Monday 17/10/2022.

Future Project and Activity Scoping

Various ideas for future projects and activities were discussed by the Group. In the form of culturally relevant and appropriate events. The Group proposed ideas to increase CIFA's community profile and increase their membership numbers.

Ideas that were discussed to continue to uphold the Friendship Agreement are:

- Programs and Events to be held in conjunction with Multicultural March
- Japanese travel conversation
- Learning Japanese – classes
- Japanese culture and society lessons/workshops
- Calligraphy workshops
- Cooking classes
- Australian cultural activities and programs to showcase Australian culture and history to Japanese residents and/or visitors.

Action Items:

Council to send Monique Dunk a draft letter to be referred to her Japanese teacher to review by the 17/10/2022.

Monique Dunk to draft Project Proposal to send to Council to initiate project planning – template previously provided.

Group to arrange Zoom meeting in December

Group to plan future meeting dates – template previously provided.

Other Business

No other business arising.

Action Items:

n/a

MEETING CLOSED AT 8.01PM.