



# AGENDA

## Sister Cities Subcommittee Meeting Monday, 5 May 2025

**Date** Monday, 5 May 2025

**Time** 11:00 am

**Location** Meeting Room 2  
District Council Building  
King George Place  
Timaru

**File Reference** 1755881

## **Timaru District Council**

**Notice is hereby given that a meeting of the Sister Cities Subcommittee will be held in Meeting Room 2, District Council Building, King George Place, Timaru, on Monday 5 May 2025, at 11:00 am.**

### **Sister Cities Subcommittee Members**

Barrie Suter (Chairperson), Mayor Nigel Bowen, Deputy Mayor Scott Shannon, Chairperson Community Services Committee Clr Stacey Scott, Chief Executive Venture Timaru Nigel Davenport

Quorum – no less than 2 members

### **Local Authorities (Members' Interests) Act 1968**

Subcommittee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Nigel Bowen  
**Mayor**

**Order Of Business**

<b>1</b>	<b>Apologies .....</b>	<b>5</b>
<b>2</b>	<b>Identification of Items of Urgent Business.....</b>	<b>5</b>
<b>3</b>	<b>Identification of Matters of a Minor Nature .....</b>	<b>5</b>
<b>4</b>	<b>Declaration of Conflicts of Interest .....</b>	<b>5</b>
<b>5</b>	<b>Confirmation of Minutes .....</b>	<b>6</b>
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- 1 Apologies**
- 2 Identification of Items of Urgent Business**
- 3 Identification of Matters of a Minor Nature**
- 4 Declaration of Conflicts of Interest**

## **5 Confirmation of Minutes**

### **5.1 Minutes of the Sister Cities Subcommittee Meeting held on 10 February 2025**

**Author:** Alesia Cahill, Executive Support Manager

#### **Recommendation**

That the Minutes of the Sister Cities Subcommittee Meeting held on 10 February 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

#### **Attachments**

- 1. Minutes of the Sister Cities Subcommittee Meeting held on 10 February 2025**



# MINUTES

## Sister Cities Subcommittee Meeting Monday, 10 February 2025

Ref: 1755881

**Minutes of Timaru District Council  
Sister Cities Subcommittee Meeting  
Held in the Meeting Room 2, District Council Building, King George Place, Timaru  
on Monday, 10 February 2025 at 11:00 am**

**Present:** Barrie Suter (Chairperson), Mayor Nigel Bowen, Nigel Davenport, Scott Shannon,

**In Attendance:** Kerri Doy, Jessica Hurst, Alesia Cahill

**Apology:** Clr Stacey Scott

**1 Apologies**

**Resolution 2025/33**

Moved: Mayor Nigel Bowen

Seconded: Clr Scott Shannon

That the apology received from Clr Stacey Scott be accepted.

**Carried**

**2 Identification of Items of Urgent Business**

No Items of Urgent Business were received.

**3 Identification of Matters of a Minor Nature**

No Matters of a Minor Nature were raised.

**4 Declaration of Conflicts of Interest**

No Conflicts of Interest were declared.

**5 Confirmation of Minutes**

**5.1 Minutes of the Sister Cities Subcommittee Meeting held on 4 November 2024**

**Resolution 2025/34**

Moved: Clr Scott Shannon

Seconded: Mayor Nigel Bowen

That the Minutes of the Sister Cities Subcommittee Meeting held on 4 November 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

**Carried**



## **6 Reports**

### **6.1 Sister Cities Exchanges**

#### **1 2025 Sister Cities Exchanges**

Student Homestay allocation – the Subcommittee discussed the most suitable homestay family options for the Eniwa students and agreed on an suitable fit.

The Chairperson asked the Subcommittee - What is the role of the Volunteer Committee? The Subcommittee is happy for this group to involved in the process of the Eniwa Exchange in anyway they see suitable and would like to hear where they see their contribution. Chairperson to distribute the Eniwa Chaperone itinerary to the Volunteer Committee and see if they would like to contribute to it.

The Volunteer Committee to be invited to the Welcome morning tea on Monday 17 March 2025.

The Subcommittee agreed to a \$1,000 per student contribution towards flights and to pay full comprehensive travel insurance.

Chaperone for 2025 exchange will be the Mayor and his wife. CE has also expressed interest in travelling this year. The Subcommittee agreed that this would be a great opportunity for Council.

#### **Alesia to arrange:**

Book van via Smiths Auto to collect the students from Christchurch. Barrie will collect the van and the students on Sunday 16<sup>th</sup> March.

Alesia and Jess to complete a District Tour with the students and Chaperone on Monday 17<sup>th</sup> March following a welcome morning tea at 9am at Council. Invite Subcommittee, Volunteer Committee and our Exchange students.

Accommodation for Chaperones stay on the Bay Hill.

Work on the Chaperones schedule and distribute.

Barrie to contact Eniwa with NZ Student bios and where they are staying and going to school.

#### **Recommendation**

To update the Sister Cities Subcommittee on the 2025 International Exchanges.

### **6.2 Budget**

#### **1 Update the Subcommittee on the Sister Cities funds.**

No further discussion.

**Recommendation**

To update the Sister Cities Subcommittee of the available budget.

**6.3 General Business****1 General Business**

ACTION – Alesia to send the link to the Subcommittee for the Orange City Council Newsletter.

Jess Hurst attended a Chinese Society event on Sunday 9 February which was fantastic. The MP shared in his speech that Council have a Sister City in China.

**Recommendation**

To discuss General Business

**7 Consideration of Urgent Business Items**

No matters of Urgent Business were discussed.

**8 Consideration of Minor Nature Matters**

No items of Minor Nature were discussed.

**The meeting closed at 11.37am.**

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**Chairperson**

## **6 Reports**

### **6.1 Sister Cities Exchanges**

**Author:** Alesia Cahill, Executive Support Manager

**Authoriser:** Nigel Bowen, Mayor

#### **Recommendation**

To update the Sister Cities Subcommittee on the 2025 International Exchanges.

#### **Purpose of Report**

- 1 2025 Sister Cities Exchanges

#### **Assessment of Significance**

### **2 International Exchanges**

#### **2.1 Eniwa, Japan to Timaru**

The 2025 Eniwa to Timaru exchange was well received. The three Eniwa students were successfully home hosted by our three exchange student's families and attended Craighead Diocesan School and Roncalli College.

#### **2.2 Timaru to Eniwa, Japan**

Three Timaru students and chaperone (Mayor and wife) will depart Christchurch to Eniwa on Saturday, 21 June 2025. Chaperone will stay in Eniwa for one week. The students will return to New Zealand on Sunday, 13 July 2025.

Comprehensive travel insurance has been purchased for all three students.

#### **2.3 Orange, New South Wales**

No update.

#### **Attachments**

Nil

**6.2 Budget****Author:** Alesia Cahill, Executive Support Manager**Authoriser:** Nigel Bowen, Mayor**Recommendation**

To update the Sister Cities Subcommittee of the available budget.

**Purpose of Report**

- 1 Update the Subcommittee on the Sister Cities funds.

**Assessment of Significance**

- 2 Current available funds \$15,923.15.
- 3 Key costs paid since last meeting include flights to Eniwa for Chaperone and contribution to students' flights of \$1,000 each, travel insurance x4 policies, costs related to Eniwa students visit such as transport, catering and accommodation.

**Attachments**

Nil

### **6.3 General Business**

**Author:** Alesia Cahill, Executive Support Manager

**Authoriser:** Nigel Bowen, Mayor

<p><b>Recommendation</b></p>
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<p>To discuss General Business</p>
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#### **Purpose of Report**

- 1 General Business

#### **Assessment of Significance**

- 2 No items of general business raised at time of writing this report.

#### **Attachments**

**Nil**

**7      Consideration of Urgent Business Items**

**8      Consideration of Minor Nature Matters**