



# AGENDA

## Sister Cities Subcommittee Meeting Tuesday, 4 August 2020

**Date** Tuesday, 4 August 2020

**Time** 2pm

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

**File Reference** 1356021

## **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 Tuesday 4 August 2020, at 2pm.**

### **Sister Cities Subcommittee Members**

Barrie Suter (Chairperson), Mayor Nigel Bowen, Deputy Mayor Steve Wills, Chairperson Community Services Committee Clr Richard Lyon, Chief Executive Aoraki Development 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**

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<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 11 February 2020**

**Author:** Alesia Cahill, Executive Assistant to the Mayor

**Recommendation**

That the Minutes of the Sister Cities Subcommittee Meeting held on 11 February 2020 be confirmed as a true and correct record of that meeting.

**Attachments**

- 1. Minutes of the Sister Cities Subcommittee Meeting held on 11 February 2020**



# MINUTES

## Sister Cities Subcommittee Meeting Tuesday, 11 February 2020

Ref: 1356021

**Minutes of Timaru District Council  
Sister Cities Subcommittee Meeting  
Held in the Meeting Room 2, District Council Building, King George Place, Timaru  
on Tuesday, 11 February 2020 at 4pm**

**Present:** Mayor Nigel Bowen, Cr Richard Lyon, Mr Barrie Suter, Mr Nigel Davenport

**In Attendance:** EA to Chief Executive (Jacky Clarke)

## **1 Apologies**

The apology from Cr Steve Wills was received and accepted

## **2 Identification of Items of Urgent Business**

Moved: The Mayor

Seconded: Cr Richard Lyon

That payment to a home host for the student exchange from Eniwa be considered as urgent business at this meeting.

## **3 Reports**

### **3.1 Action Points from last meeting**

1 Review of Action Points from 17 December 2019 meeting

2 Action Points:

- Letter to Sister City Mayors introducing Mayor Nigel Bowen

*The letters were sent on 13 January 2020*

- Orange City Council Community Exchange – to defer to the New Year. Criteria to be discussed for applicants.

*It was suggested that this could be a personal development opportunity for a member of the community*

*Nigel Davenport to draft proposal to be considered by the committee at the next meeting*

- Working group to be established to review applications for the 2020 Eniwa Student Exchange

*The Sister City Subcommittee considered the applications previously.*

### **Committee Resolution 2020/1**

Moved: Cr Richard Lyon

Seconded: Mr Barrie Suter

That the action points from the last meeting were reviewed and discussed.



Carried

## 5.2 Budget

- 1 To update subcommittee on current budget

### Committee Resolution 2020/2

Moved: Mr Nigel Davenport

Seconded: Mayor Nigel Bowen

That the report be received and noted.

Carried

## 5.3 2020 Sister City Exchanges

- 1 2020 Sister City Exchanges
  - The Mayor is chaperoning three students to Eniwa in July
  - Timaru will be hosting students from Eniwa in March/April
  - Two Timaru District Council Staff are travelling to Orange, New South Wales in March

### Committee Resolution 2020/3

Moved: Mayor Nigel Bowen

Seconded: Cr Richard Lyon

That the report be received and noted

Carried

## 5.4 General Business

Sister City Conference 2020

2020 Subcommittee meeting dates and times

Representative from Education South Canterbury on Sister City Subcommittee

### Committee Resolution 2020/4

Moved: Mayor Nigel Bowen

Seconded: Mr Barrie Suter

That the Mayor attend the Sister City Conference 2020

The meeting dates as proposed be confirmed

That further consideration be given at the next meeting for a representative from Education South Canterbury to be on the Sister City Subcommittee

Carried

**3 Consideration of Urgent Business Items**

Payment to Home Host

**Committee Resolution 2020/5**

Moved: Mayor Nigel Bowen

Seconded: Mr Nigel Davenport

That \$150 per week be paid to a home host family if their dependent has not been on a student exchange.

**Carried**

**The meeting closed at 4.56PM.**

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**Chairperson**

## 6 Reports

### 6.1 Budget

**Author:** Alesia Cahill, Executive Assistant to the Mayor

**Authoriser:** Nigel Bowen, Mayor

#### Recommendation

To update the Sister City Subcommittee of the current available funds

#### Purpose of Report

1 To update subcommittee on current budget

**Budget – at 13 July 2020**

2 \$7,031.26

#### Discussion

3 Air New Zealand cancellation fee of \$250.00 is yet to be paid from this budget. Cancellation fee is for the one student that cannot travel to Eniwa in 2021.

#### Attachments

Nil

**6.2 2020 Sister City Exchanges****Author: Alesia Cahill, Executive Assistant to the Mayor****Authoriser: Nigel Bowen, Mayor****Recommendation**

To update the Sister City Subcommittee on the progress of 2020 Exchanges

**Purpose of Report**

## 1 2020 Sister City Exchanges

**Eniwa, Japan - Student Exchange 2020 and 2021**

- 2 The three exchange students have been advised that they will be automatically selected for the 2021 Eniwa Exchange.
- 3 One of the students will be at university next year and unable to travel to Eniwa. Travel agent has confirmed that this student has received a refund for their travel insurance and airfare less a \$250.00 Air New Zealand cancellation fee. Discussion to confirm that this cancellation fee be reimbursed to student.
- 4 Travel credits for two students, and their travel insurance policies have been deferred and can be re-issued to new travel dates once known (up until May 2021). Chaperones travel is also being held in credit.
- 5 2021 exchange to be discussed, including the probability of it proceeding, and the selection process.

**Eniwa, Japan – Eniwa Student Exchange**

- 6 ON HOLD

**Orange, New South Wales - Community Exchange**

- 7 To be reviewed in January 2021 - Candidate criteria to be discussed for this exchange. The purpose of this exchange is to be a personal development opportunity for a member of the community.

**Orange, New South Wales - Staff Exchange**

- 8 Flights for the two Timaru District Council staff members which were due to travel to Orange are being held in credit for future travel.
- 9 New dates for travel to be confirmed by Orange City Council when appropriate.

**Attachments****Nil**

### 6.3 General Business

**Author:** Alesia Cahill, Executive Assistant to the Mayor

**Authoriser:** Nigel Bowen, Mayor

#### **Recommendation**

That the below General Business items are discussed

1. Discuss the below items

#### **Purpose of Report**

To discuss the below General Business items

##### **1. Sister Cities Annual Conference 2020**

This conference in Ashburton has been cancelled due to the impact from COVID-19.

##### **2. 2021 Annual Sister Cities Conference**

This conference to celebrate the 40<sup>th</sup> Anniversary of SCNZ's establishment will be held in Wellington on the 15<sup>th</sup> and 16<sup>th</sup> April 2021.

##### **3. 2020 Subcommittee meeting dates and times to be confirmed**

Upcoming scheduled meeting dates for 2020 are **13 October** at 4pm and **1 December** at 4pm. These meeting times conflict with Elected Member workshops. Suggest moving meeting time to 2.00pm for both dates.

##### **4. Representative from Education South Canterbury have offered to be part of the Sister City Subcommittee**

Carried over from last meeting to discuss further.

#### **Attachments**

Nil

**7      Consideration of Urgent Business Items**

**8      Consideration of Minor Nature Matters**