



# AGENDA

## Sister Cities Subcommittee Meeting Monday, 6 May 2024

**Date** Monday, 6 May 2024

**Time** 11am

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

**File Reference** 1668851

## **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 6 May 2024, at 11am.**

### **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**

**1 Apologies ..... 5**

**2 Identification of Items of Urgent Business..... 5**

**3 Identification of Matters of a Minor Nature ..... 5**

**4 Declaration of Conflicts of Interest ..... 5**

**5 Confirmation of Minutes ..... 6**

    5.1 Minutes of the Sister Cities Subcommittee Meeting held on 12 February 2024 ..... 6

**6 Reports ..... 11**

    6.1 Sister Cities Exchanges ..... 11

    6.2 Budget ..... 13

    6.3 General Business ..... 14

**7 Consideration of Urgent Business Items..... 15**

**8 Consideration of Minor Nature Matters..... 15**



- 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 12 February 2024**

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

**Recommendation**

That the Minutes of the Sister Cities Subcommittee Meeting held on 12 February 2024 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 12 February 2024**



# MINUTES

## Sister Cities Subcommittee Meeting Monday, 12 February 2024

Ref: 1668851

**Minutes of Timaru District Council  
Sister Cities Subcommittee Meeting  
Held in the Meeting Room 2, District Council Building, King George Place, Timaru  
on Monday, 12 February 2024 at 11am**

**Present:** Barrie Suter (Chairperson), Mayor Nigel Bowen, Clr Scott Shannon, Clr Stacey Scott, Nigel Davenport, Meghan Taylor, Executive Operations Coordinator (minutes), Kerri Doy – Education South Canterbury.

**In Attendance:**

**1 Apologies**

No apologies were received.

**2 Identification of Items of Urgent Business**

No items of urgent business were received.

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

No items 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 14 December 2023**

**Resolution 2024/28**

Moved: Mayor Nigel Bowen

Seconded: Clr Scott Shannon

That the Minutes of the Sister Cities Subcommittee meeting held on 14 December 2023 be amended to reflect two girls and one boy in item 6.2 Eniwa, Japan 2024. Subject to the amendment this is 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**

The Community Development Advisor gave an update on the progress of preparation for the 2024 Sister Cities Exchanges.



### Eniwa to Timaru Visit 2024

The homestay vetting process is underway with all police checks sent for vetting. The Community Development Advisor is to follow up with the Executive Support Manager regarding the timeframe of completion.

Discussion was had regarding compensation for homestay families. It was agreed by the Subcommittee that no compensation payment would be given due to the families being those of the students travelling to Eniwa. This matter could be revisited if it is raised.

The Subcommittee was also in agreement that Ella (Student) would be best suited to be paired with the 13 year old Eniwa exchange student. Craighead is also a better fit as it caters for Year 7.

Discussion was had regarding the morning tea. It was suggested that the volunteer committee be invited. It was also agreed to invite our students to the day out. Executive Support Manager is to action sending invites.

The engagement of Akemi (who works in Customer Services) as a translator for the Chaperone visit was discussed. Mayor to follow up with Group Manager Community Services regarding this matter.

A homestay family for the Chaperone for the duration of his one week stay was discussed. Clr Shannon suggested asking Eric Lindblom. The Chairperson to engage in conversation with Eric.

It was agreed by the Subcommittee that an overnight stay in Christchurch for the last night of the student exchange was appropriate due to early morning flight. Students need to be at the airport at 3am.

Discussion was had regarding the timelines and activities of the Chaperones visit. It was agreed it was not feasible to visit all schools in district. Kerri to engage with TGHS, Roncalli, Craighead and an early childhood centre to see if they can organise a visit for a few hours each. It was suggested giving the Chaperone a day of no scheduled activities on Friday 15 March. Raptor experience and a Humdinger tour in Geraldine were suggested as possible activities to add. It was agreed to invite the Chaperone to Standing Committee meetings on the 12 March and invite to address our Councillors.

Discussion regarding payment of flights to House of Travel for our students travel to Eniwa. The Subcommittee was in agreement that House of Travel invoice Council for the full cost of the airfares and then the students to make payment to Council directly. This ensures all three students pay the same fares and are on the same itinerary.

Councils contribution to students was agreed to be in alignment with last years contribution of \$1,000 per student.

### Timaru to Eniwa Visit 2024

Councils Chaperone was discussed. It was agreed by the Subcommittee that the Unit Managers from Water and Drainage or Parks and Recreation would benefit from the exchange. The Mayor to discuss options of sending a senior council officer to represent Council with the Chief Executive. This matter can come back to the Subcommittee if there is an issue.

### Orange, NSW

No update. Discussion was had regarding the intention to do another exchange. It was agreed it was beneficial for us to go there, it is up to Orange, NSW if they want to come here. The Mayor to

talk to the Chief Executive regarding a 2024 exchange and which Council Officers would be appropriate to attend. It was agreed to make this a semi-permanent agenda item to keep visibility on the matter.

**Resolution 2024/29**

Moved: Mr Nigel Davenport

Seconded: Mayor Nigel Bowen

To update the Sister Cities Subcommittee on the progress of the 2024 International Exchanges

**.Carried**

**6.2 Budget**

Discussion was had regarding the budgets and timeframes of the exchanges and it was agreed everything looked to be in order and covered.

**Resolution 2024/30**

Moved: Mayor Nigel Bowen

Seconded: Cllr Stacey Scott

To update the Sister Cities Subcommittee of the available Sister Cities funds.

**Carried**

**6.3 General Business**

No matters of general business were raised.

**7 Consideration of Urgent Business Items**

No items of urgent business were received.

**8 Consideration of Minor Nature Matters**

No items of a minor nature were raised.

**The meeting closed at 11.47.**

.....  
**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 2024 International Exchanges.

#### Purpose of Report

- 1 2024 Sister Cities Exchanges

#### Assessment of Significance

- 2 International Exchanges

##### 2.1 Eniwa, Japan to Timaru

The 2024 Eniwa to Timaru exchange was a great success. The feedback from families and students was very positive and everyone enjoyed the experience. Thank you, letter, attached from Eniwa NZ Association.

##### 2.2 Timaru to Eniwa, Japan

Three students and chaperone are booked to travel to Eniwa, departing on 2 July and returning 24 July.

A parent of one of the 2023 students has been in contact and suggested that last year's students are connected with this year's students on what to expect and some 'tips and trick'. This parent has said some additional guidance on how to navigate the airports on the way home would be beneficial.

Volunteer Committee to work with students to prepare for their trip.

##### 2.3 Orange, New South Wales

No update.

#### Attachments

1. Eniwa NZ Association letter - April 2024

12 April, 2024

Mayor Timaru and Sister City Committee

**Thank you for accepting our International Youth Exchange Program**

Dear Mayor Timaru and Sister City Committee,

I hope you are doing fine.

Thank you very much for accepting three students and their chaperone from Eniwa City again this year.

During their stay in New Zealand, the three students were able to experience various things and learn a lot through their overseas experience.

Teramae from Eniwa Chamber of Commerce & Industry, who visited as an attendant, was also able to deepen exchanges with the people of Timaru, and had the opportunity to learn many things in order to further build friendly relations. I would like to express my sincere appreciation for your continued support to further develop the friendly relationship between our two cities.

We also look forward to welcoming students and attendants from Timaru this July.

Thank you very much for your kind attention.

Sincerely,

International Youth Exchange Committee  
Eniwa New Zealand Association  
Yoshinori Tanaka

**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 \$18,026.31 has been spent to date.
- 3 The 2024/2025 budget to be increased to align with growing costs.

**Attachments**

**Nil**

**6.3 General Business**

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

**Authoriser:** Nigel Bowen, Mayor

**Recommendation**

To discuss General Business

**Purpose of Report**

- 1 General Business

**Assessment of Significance**

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

**Attachments**

**Nil**

- 7      Consideration of Urgent Business Items**
- 8      Consideration of Minor Nature Matters**