



AGENDA

Sister Cities Subcommittee Meeting Monday, 12 February 2024

Date Monday, 12 February 2024

Time 11am

Location Meeting Room 2
District Council Building
King George Place
Timaru

File Reference 1649749

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 12 February 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 14 December
2023 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 14 December 2023

Author: Alesia Cahill, Executive Support Manager

Recommendation

That the Minutes of the Sister Cities Subcommittee Meeting held on 14 December 2023 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 14 December 2023**



MINUTES

Sister Cities Subcommittee Meeting Thursday, 14 December 2023

Ref: 1649749

**Minutes of Timaru District Council
Sister Cities Subcommittee Meeting
Held in the Chief Executive Office, District Council Building, King George Place, Timaru
on Thursday, 14 December 2023 at 10am**

Present: Barrie Suter (Chairperson), Mayor Nigel Bowen, Nigel Davenport – Chief Executive Venture Timaru, Clr Scott Shannon, Clr Stacey Scott

In Attendance: Jess Hurst – Community Development Advisor, Kerri Doy – Education South Canterbury, Alesia Cahill – Executive Support Manager, Suzy Ratahi – Land Transport Manager, Nicole Timney – Manager Property Services and Client Representative.

1 Apologies

Nil

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 7 August 2023

Resolution 2023/24

Moved: Mayor Nigel Bowen

Seconded: Clr Scott Shannon

That the Minutes of the Sister Cities Subcommittee Meeting held on 7 August 2023 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

6 Reports

6 Sister Cities Exchanges

6.1 Eniwa, Japan

Subcommittee requested that the Application/Interview process be completed before Christmas in future years.

10 Applications were received in total for the 2024 Exchange. Barrie Suter reviewed these applications and used a scoring system to rank the applications. Subcommittee decided Year 9 students are too young and will be encouraged to apply in future years.

Interview panel to consist of: Mayor Nigel Bowen, Barrie Suter, Clr Stacey Scott

Interviews to be scheduled mid to late January.

Homestay vetting process to commence prior to interviews. Kerri to send forms through to Alesia.

6.2 Eniwa, Japan 2024

Three students (two boys, one girl) from Eniwa have been selected to travel to Timaru. The Chaperone will need an agenda framed for this visit as they are here for 9 days. Clr Scott Shannon has some ideas and will work with Alesia Cahill and Jess Hurst to plan. Accommodation for Chaperone to be arranged. Engage Akemi as a translator.

6.3 Orange, New South Wales

Land Transport Manager and Manager of Property Services and Client Representatives presented a wonderful PowerPoint on their Orange Staff Exchange. This exchange was very valuable for the staff members and the learnings were exceptional. This exchange should be viewed as a professional development opportunity.

It would be great if some of the key contacts that were met in Orange will visit Timaru as the connections made were so valuable.

Resolution 2023/25

Moved: Clr Scott Shannon

Seconded: Mayor Nigel Bowen

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

Carried

7 Budget

Update Subcommittee on the current budget.

When reviewing the Budget for 2024, the Orange Exchange funding should come via other parts of the business as professional development costs.

Resolution 2023/26

Moved: Clr Scott Shannon

Seconded: Mayor Nigel Bowen

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

Carried

8 General Business

General Business items:

Community Committee Resignation.

Kazuyo has tendered her resignation from the Community Committee.

Barrie to engage with Kazuyo on her suggested Committee members.

Resolution 2023/27

Moved: Mayor Nigel Bowen

Seconded: Clr Stacey Scott

To discuss General Business

Carried

9 Consideration of Urgent Business Items

No items of Urgent Business were raised.

10 Consideration of Minor Nature Matters

No items of a Minor Nature Matters were raised.

The meeting closed at 11.23am.

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Mr Barrie Suter

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 progress of the 2024 International Exchanges.

Purpose of Report

- 1 2024 Sister Cities Exchanges

Assessment of Significance

- 2 International Exchanges

- 2.1 Eniwa, Japan to Timaru

Three Eniwa students and a Chaperone are due to arrive in Timaru on the 10th March. Sister Cities Chair will collect in a van and transport to Timaru. The Chaperone returns to Eniwa on the 19th March and the students return on the 29th March. Transport to be arranged for the students return to Christchurch.

Suggested itinerary has been received from Eniwa for this trip. This will be tabled at the meeting as there are some visits to finalise.

Chaperone requires a home stay family from the 10th March to the 17th March. Any assistance or ideas to be discussed.

The Chaperone requires a translator for several of his scheduled visits. A request has been sent through to the Group Manager Community Services to check availability of a Japanese speaking staff member to assist with this.

Homestay families for the three Eniwa students have been arranged via the Timaru exchange students. Police vetting is in progress.

- 2.2 Timaru to Eniwa, Japan

Three students have been selected to travel to Eniwa by the panel. All seven students that were interviewed were a high standard.

Flight options have been sent through from House of Travel. Based on current availability, Qantas has the best available route and would be \$2584 per person, departing 2 July to 24 July.

Chaperone for this trip to be discussed by the Subcommittee.

- 2.3 Orange, New South Wales

No updates.

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 Sister Cities funds.

Purpose of Report

- 1 Update the Subcommittee on the current budget.

Assessment of Significance

- 2 \$9,168 available at 1 February 2024.
- 3 Total Budget for year 2023/2024 - \$17,688
- 4 Discussion to take place regarding Subcommittees contribution to flights for Student Exchange. In 2023 it was agreed to contribute \$1,000 to each student for flights and this was paid directly to House of Travel.

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**