

21 June 2021

[REDACTED]
[REDACTED]

Tēnā koe [REDACTED]

Request for Information – Local Government Official Information and Meetings Act 1987

We refer to your official information requests dated 19 May, 28 May and 11 June 2021 for information regarding Lower Hutt's Sister City, Minoh. We are combining your requests and providing you with one response.

We have outlined below where we may hold relevant information, and who we believe you can contact regarding some of your questions.

The relationship was established in 1995 – some information is available on our website here:

<http://www.huttcity.govt.nz/Your-Council/International-Relations/#Minoh-City%2C-Japan-%E7%AE%95%E9%9D%A2%E5%B8%82%2C%E6%97%A5%E6%9C%AC%E5%9B%BD>

The Hutt Minoh House Friendship Trust is a Hutt based trust which operates the Hutt Minoh Friendship House <http://www.huttminoh.org.nz/the-trust>. It has a board independent from Council, although a Hutt City Councillor sits on the trust board.

Whilst Mayor Wallace was Chair of the Trust, it was an independent role. We recommend you contact the Hutt Minoh Friendship Trust for any questions you have regarding the trust.

Your questions:

1. Files regarding the Odlin Gallery Different Body, Same Mind held in 2017, any associated minutes to the exhibition.

Answer: The art exchanges were suggested in 2016, they were not organised by Council, but between the Minoh Art Association and Hutt Art Society.

We have attached records we hold on the event, please find these listed below.

For information on the art exchange we recommend you contact the Hutt Art Society.

List of documents from

1. Article - Minoh Exhibition at Hutt Art Centre May 2017
2. Mayors signed letter 17/05/17

3. Photos - HASMinoh Art Exhibition June 2016
 4. Photos - Minoh Art Exhibition 2018 collection
 5. Proposed Gift of Minoh Artwork to City Council
2. Any records of gift exchanges between the two cities

Answer: We are aware of one significant gift, a Pouwhenua by local carver gifted to Minoh City in 1999. We do not hold any other records of gift exchanges.

3. Copy of/example meeting minute between the Hutt Minoh Friendship Trust and the Lower Hutt City Council

Answer: As per our discussion we have provided you with a copy of a meeting minute, please find this attached. Please note some information has been withheld under section 7(2)(a) of the LGOIMA to protect the privacy of named individuals.

Minutes are trust records, the council have some records of minutes where someone from council was in attendance, and we do not have complete records of all meetings.

4. List of events
 - a. Hutt Minoh Friendship Trust
 - b. Hutt Art Society/Minoh Art Association
 - c. Minoh City Council

Answer: Following our discussion, we have included below a table of Mayoral Delegations to and from Minoh with any dates we hold on each of these.

Outbound – Hutt to Minoh

Sept 2005

2015 – 30 September to 6 October 2015

2018

Inbound – Minoh to Hutt

2015 – February

2018

5. Statement of Intents between Minoh City and Lower Hutt (reviewed in three yearly segments).

Answer: Please find attached the International Cooperating Cities Agreement between - Hutt City and Minoh. Unfortunately we do not hold records of this being reviewed every three years.

You requested the Six Monthly Report on International Relations Work Programme Memorandum dated 16 April 2018. This is publically available on page 105 of the City Development Committee paper available in the link below.

http://infocouncil.huttcity.govt.nz/Open/2018/05/CDC_01052018_AGN_2510_AT.PDF

6. Policy document for international relations

Answer: There is no Policy document as such, we are declining your request under section 17(e) of the LGOIMA, the does not exist or cannot be found, despite reasonable efforts to locate it.

We would however like to provide you with some information. The attached paper – *International Relations Report no CDC2017-2-134 and Action Memo International Relations* went to the City Development Committee on 26 April 2017. It outlined two options for Council to consider and make a decision on how it would undertake international relations in the future. In effect that decision to retain a reactive stance, along with the matters outlined in the paper itself and work programme became the policy which was then reported back on every six months to the same Committee.

Please note that this has since changed to Council taking a more limited role.

The International Relations Work Programme is publically available; this is published on page 43 of the City Development Committee paper available in the link below.

http://infocouncil.huttcity.govt.nz/Open/2017/05/CDC_02052017_AGN_2442_AT.PDF

We understand you have accessed archives material on this matter. If you wish to view any other material from the archives or have any questions about material we hold please email us via informationmanagementteam@huttcity.govt.nz.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that this letter (with your personal details removed) may be published on the Council's website.

Nāku noa, nā



Euan Kyle

Corporate Information Manager

‘Different body, same mind’

The 20th anniversary of the Sister City relationship between Lower Hutt & Minoh City, Japan was celebrated by a reciprocal visit in 2015 by both Mayors accompanied by a group of education, arts and culture delegates.

Hutt Art Centre was honoured to receive an invitation to join this delegation with the key focus to extend cultural bonds in the areas of Art and Education.

David Balm, President of Hutt Art Society, met with the Art Association of Minoh President Minoru Kugo, to discuss artistic exchanges between the two organisations, which include tutor exchanges and the permanent exchange of artworks.

The works by members of the Hutt Art Centre were packed for their journey to Minoh in March 2016 to arrive in time for Minoh Cities 60th Anniversary celebrations in June.

March 2017 saw Mayor Ray Wallace help unpack the works donated by the members of the Art Association of Minoh.

The Odlin Art Gallery, Hutt Art Centre, will be exhibiting these diverse works of Art for the month of May and welcomes everyone to come and enjoy this fantastic show which celebrates the strong relationship between the two cities.

Odlin Gallery, Hutt Art Centre, 9-11 Myrtle Street, Lower Hutt

2nd – 28th May 2017, 10am -4pm daily, Free Entry

Hutt  Art
The vibrant Heart of the city's creative community

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17th May 2017

Mr Minoru Kugo
President of Minoh Art Association
2-23-5 Ao Madani Higashi
Minoh City
Osaka 5620022
JAPAN

Dear Mr Kugo

Firstly I wish to congratulate you and your members on the wonderful exhibition of art works in The Odlin Gallery. I understand there have been a lot more visitors than usual, to the gallery over the last two weeks of your exhibition.

I want to thank you for successfully leading the delegation to New Zealand and trust you enjoyed the day of sightseeing and gallery visits with Linda and Miho on 1st May. I was honoured to host you all for the afternoon tea reception and pleased to hear that members of your delegation enjoyed it very much.

I am pleased that you and Mr David Balm are planning to continue to strengthen our Sister City relationship with future exchanges of art and possibly artists.

I do look forward to meeting you again one day and supporting the ongoing exchanges between our two cities.

Best regards



Ray Wallace
Mayor of Lower Hutt



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17th May 2017

Mayor Tetsuro Kurata
Minoh City Office
4-6-1 Nishishoji
Minoh City
Osaka 562-0003
JAPAN

Dear Kurata-san

I wish to thank you for your support of Mr Kugo and the Minoh Art Association delegation that visited Lower Hutt recently to open their wonderful exhibition at The Odlin Gallery.

I understand from Linda, who organised the whole itinerary, that the day of sightseeing and activities included a scenic drive around the Eastern side of the Wellington Harbour, where the group experienced a typical 'kiwi' lunch of fish and chips in Eastbourne.

The delegation was given a behind-the-scenes tour of The Dowse Art Museum, while the senior executive of the delegation met with David Balm and Sarah Knowles, who you met recently, translated their conversation. They discussed future exchanges between Hutt Art Society and Minoh Art Association.

I had the pleasure of hosting a welcoming reception and afternoon tea that was attended by Trustees of the Hutt Minoh House Friendship Trust, my Deputy Mayor, Senior Council Staff and the Presidents of Sister Cities New Zealand and Hutt Sister City Foundation.

In the evening was the long-awaited and much anticipated grand opening of the exhibition "Different Body, Same Mind" by Ambassador Toshihisa Takata from the Embassy of Japan. It was very exciting and meaningful to have some of the artists in the room to share that special moment. This exhibition has been very popular with many more visitors to Odlin Gallery than usual, so I can say it has been a great success in it's first two weeks of opening.

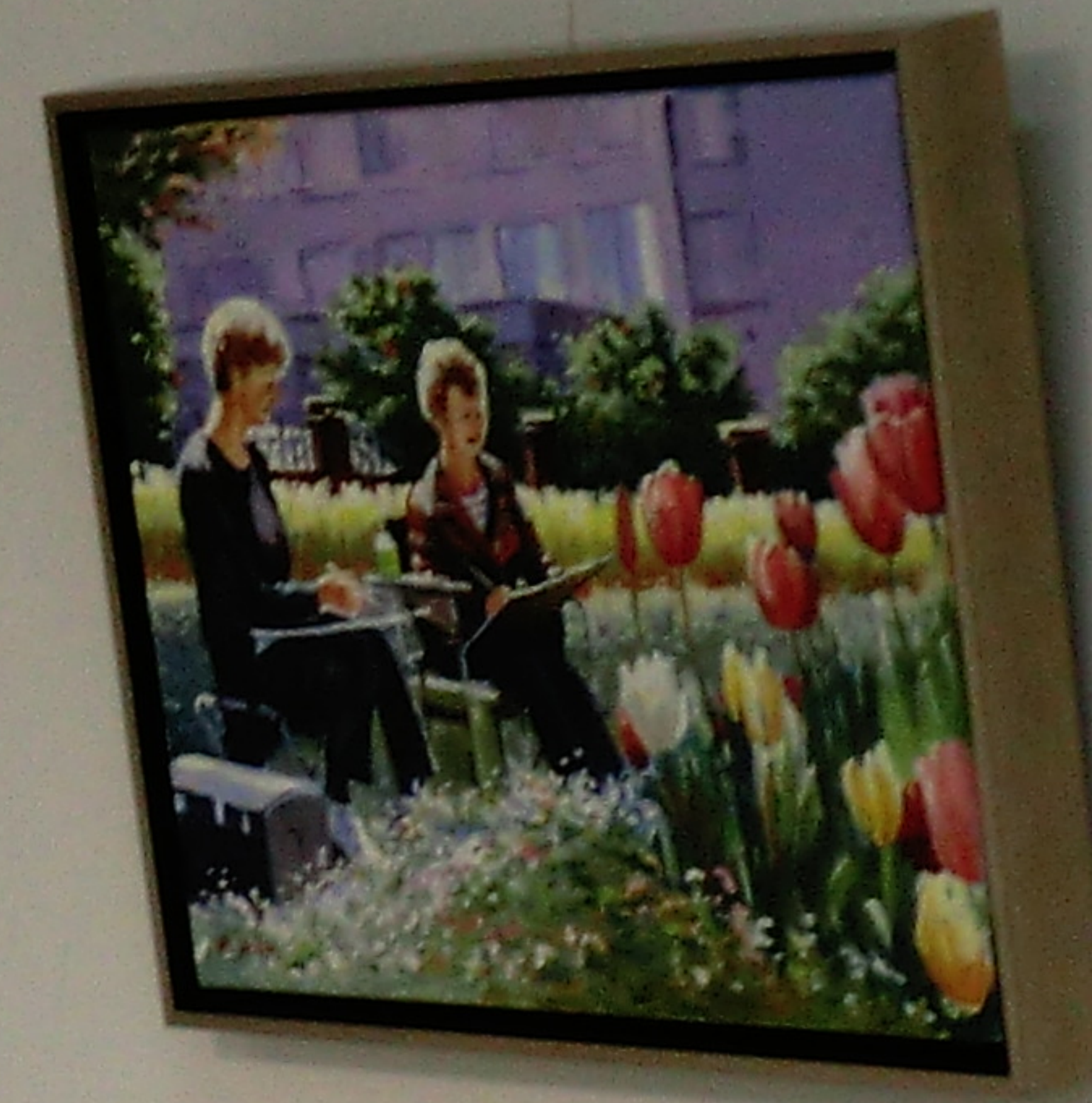
I do look forward to many more exchanges between our cities, with the next being your two teachers coming to Lower Hutt in August this year.

Once again I thank you for your continued support of our sister city relationship and look forward to meeting you again soon.

Best regards


Ray Wallace
Mayor of Lower Hutt





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ARTIST PROFILE
DAVID BALM

David has been painting and exhibiting art for 20 years. He is a member of the Hutt Art Society and the New Zealand Fine Arts and Crafts Society. He has exhibited his work in the Hutt, Lower Hutt, and throughout the South Island. He has also been featured in the Hutt Art Society's 'Art in the Community' series.

David Balm has been painting and exhibiting art for 20 years. He is a member of the Hutt Art Society and the New Zealand Fine Arts and Crafts Society. He has exhibited his work in the Hutt, Lower Hutt, and throughout the South Island. He has also been featured in the Hutt Art Society's 'Art in the Community' series.

作者名 David Balm **ダヴィッド バーム** **Hutt Art**
題名 Approaching Storm 近づいてくる嵐
媒体 油絵

David Balm is a professional artist who has been painting and exhibiting art for 20 years. He is a member of the Hutt Art Society and the New Zealand Fine Arts and Crafts Society. He has exhibited his work in the Hutt, Lower Hutt, and throughout the South Island. He has also been featured in the Hutt Art Society's 'Art in the Community' series.



JULIENNE BULLEN *Water Lily*

PROFILE
I live in Lower Hutt and am a keen member of the Hutt Art Society.

My paintings have been successfully exhibited there for some years as well as other venues including Kaiti Fine Arts and Crafts, the New Zealand Portrait Gallery and the New Zealand Academy of Fine Arts.

In 2002 and 2006 I was invited to participate in Solo exhibitions at the Academy.

My paintings are held in private collections in the United Kingdom, the United States, Australia and New Zealand.

Contact Details:
31 Chalkhill Street
Muirpark 5125
Telephone: 04 399 9723
Email: david@huttart.com

作者名 Julienne Bullen **ジュリアン ブレン** **Hutt Art**
題名 Water Lily 睡蓮
媒体 油絵

Julienne Bullen is a professional artist who has been painting and exhibiting art for 20 years. She is a member of the Hutt Art Society and the New Zealand Fine Arts and Crafts Society. She has exhibited her work in the Hutt, Lower Hutt, and throughout the South Island. She has also been featured in the Hutt Art Society's 'Art in the Community' series.

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From: [David Balm](#)
To: [James Lamb](#)
Subject: Proposed Gift of Minoh Artwork to City Council
Date: Sunday, 18 June 2017 3:51:10 PM

Hi James

Here are the details of the artwork we are offering to the City Council:

10	Mr Mitsuhiro Takata	Ryoan-ji Temple	acrylic painting	
				440x320
13	Ms Sachi Higuchi	Doll	oil painting	
				320x200
14	Mr Sadayuki Fujimoto	Niou (Guardian King of Temple Gate)	watercolour	
				410x320
15	Mr Sumio Matshita	Landscape	oil painting	
				410x320
19	Mr Yasuhiro Nishikawa	The Daybreak	photograph	560x470
21	Mr Kenji Yoshioka	Some time	photograph	440x360
28	Mr Takeshi Yamashita	Saki Flask	ceramic	
34	Ms Miwako Satoh	Spring Night	calligraphy	
				300x240
35	Ms Kazuko Takayama	Fine tempered Steel	calligraphy	
				680x700

Regards

David

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26 April 2017

File: (17/701)

Report no: CDC2017/2/134

International Relations

DECISION MAKING CHECKLIST

This checklist is designed to assist report writers and decision makers to more easily understand and comply with the obligations of the Local Government Act, whilst providing a legal record of how the process was followed.

There are specific obligations in the Local Government Act 2002 for Council to consider a range of factors when making decisions. The Decision Making Checklist is applicable to all reports *seeking a decision* to SLT, Council, Community Committees or Community Boards.

What is the decision you are seeking in your report? To decide on the level of international relations resources Council provides

Who is responsible for making this decision? Choose an item.

Check Council's [Terms of Reference](#) the [Delegations Register](#) and [Functions and Delegations for Community Boards 2016-2019](#)

LEGISLATIVE REQUIREMENTS

<p>Does this decision fit the purpose of local government by meeting the current and future needs of the community by providing good quality:</p> <p><input type="checkbox"/> Local infrastructure, or,</p> <p><input checked="" type="checkbox"/> Local public services, or,</p> <p><input type="checkbox"/> Through the performance of regulatory functions?</p> <p>(Note: In the Local Government Act 2002 good-quality means infrastructure, services, and performance that are efficient, effective and appropriate to present and anticipated future circumstances)</p>		
Does your report show how this decision achieves this purpose (see above) in the most cost efficient way?	Yes	Click here to enter text.
Does your report state whether this is a significant decision, and if so, on what basis it is significant? Refer to significance policy	Not applicable	Click here to enter text.
Does the report show that I have considered how this decision will affect people in the community?	Yes	Have sought input from key stakeholders listed in consultation part of report
OPTIONS		Comments
Have I considered <i>all</i> practicable options in my report?	Yes	Click here to enter text.
Does the report show that I have assessed the costs and benefits (or pros and cons) of each of those options?	Yes	Click here to enter text.
FINANCIAL CONSIDERATIONS		Comments
Does my report show how this decision would be funded? <i>(If you answer 'existing budgets' please specify the budget year).</i>	Yes – options are existing budgets or additional resource	
Have I considered the short term and long term financial implications of this decision in my report?	Yes	Click here to enter text.
Do I need to prepare a business case with my report?	No	Click here to enter text.
CONSISTENCY WITH OTHER COUNCIL PLANS		Comments
Does the report recommend a decision that would substantially deviate from current plans (including the Annual or Long Term Plan, The District Plan, asset management plans or policies or strategies); or	No	Click here to enter text.

Does the report recommend a decision that supplements or replaces any current plans or policies?	No	Click here to enter text.
CONSULTATION		Comments
Should this issue be consulted on? <i>Refer to the Community Engagement Strategy</i>	No	Sought input from a range of stakeholders
If so, have I identified a consultation plan and identified who I need to consult with? <i>Refer to the Community Engagement Strategy</i>	Not applicable	Click here to enter text.
Am I aware of any existing community views regarding this decision?	Yes	Sought input from a range of stakeholders in ongoing interaction with them
Should I consult with Māori on this decision? <i>Refer to Community Engagement Strategy and Contact the Kaitakawaenga Kaupapa Maori</i>	Not applicable	Click here to enter text.
OTHER CONSIDERATIONS		Comments
Which other staff members within Hutt City Council should I talk about this decision with?	Yes	Mayor, GM Strategic Services, City Development colleagues
How would I communicate this decision? <i>(Consider both internally and externally)</i>	Click here to enter text.	
Have I made a plan for the implementation of this decision?	Yes	Work programme attached to report
Does this report require specialist input (for example, advice from the legal team, the Communications team, Human Resources, Finance, or Risk Management)?	No	Click here to enter text.
Health and Safety: Are there any health & safety implications or risks to others in making this decision? If so have these risks been assessed in accordance with the Health & Safety at Work Act 2015 and what actions may be taken to reduce the risk of harm?	No	Click here to enter text.

Supporting Information

Strategic Fit/Strategic Outcome

State how this fits with Hutt City Council's outcomes and objectives
LTCCP/Annual Plan Reference
State how this fits with Hutt City Council's LTP or Annual Plan
Treaty of Waitangi Consideration
Where applicable

Purpose of Report

1. The purpose of this report is to outline the international relations work programme.

Recommendations

It is recommended that the Committee:

- (i) notes Lower Hutt's longstanding sister and friendly city connections and the current status of these relationships;
- (ii) notes the current opportunities and limitations for Council in its international relations activity;
- (iii) decides to:
 - (a) retain a more reactive approach with current in staff resources and operating budget; OR
 - (b) adopt a more responsive approach with required increased staff resources and operating budget, and therefore recommend to the Community Plan Committee an increase in budget;
- (iv) approves the respective proposed international relations work programme attached as Appendix 1 to the report; and
- (v) reports back to the City Development Committee every six months on progress.

Background

2. Lower Hutt has seven international relationships. Full details are in Appendix 2.

- **Tempe, Arizona, USA** – sister city from 23 November 1981 (active)
- **Minoh, Osaka, Japan** – sister city from 16 July 1995 (active)
- **Xi'an, Shaanxi, China** – friendly city from 11 August 2000 (active)
- **Taizhou, Jiangsu, China** – sister city from 30 October 2008 (active)
- **Hwaseong, South Korea** – friendly city from 11 September 2009 (dormant)
- **Laredo, Texas, USA** – sister city from 11 October 2011 (dormant)
- **Zhejiang province, China** – cooperative region between Wellington regional cities established 06 September 2012 (dormant)

3. In 2009 Council reviewed its sister cities and chose to take a reactive approach. Council agreed to:
- retain the city's four existing sister city and friendly city relationships;
 - retain the value of Council's investment of past years and allow for the development of other international relations for proven opportunities;
 - an emphasis on the development of business to business relationships through sister city relationships
 - maintain Mayoral involvement in all international relationships and activities due to the unique advantages this provides in developing relationships;
4. Community involvement is the foundation of any sister city relationship and wide-ranging engagement is the key to the success and value that our city can derive from our relationships. Two support organisations in the community provide the foundation to our relationships with Tempe, USA and Minoh, Japan. They are:
- **The Hutt Sister City Foundation** has for 35 years run an annual student and teacher exchange with Tempe Sister Cities Inc. Members aspire to collaborate with other Lower Hutt sister city groups and in time establish similar style exchanges with more of Lower Hutt's sister cities.
 - **Hutt Minoh House Friendship Trust (HMHFT)** was established in 2004 is based at Minoh House, 38 Normandale Road, Lower Hutt. The House provides a focal point for exchanges and Japanese culture classes and is home to a growing community with a common interest in Japan. The house was a gift from Minoh in 1999 and HMHFT is self-funding to promote Japanese way-of-life and cultural awareness. The Minoh City Mayor and President of Minoh Association For Global Awareness (MAFGA) are trustees on HMHFT.
5. Other groups like Rotary and schools across the city have international projects and connections that offer person to person global interaction, a mutual exchange of ideas, and projects in cultural, educational and economic areas. Export businesses already operate internationally but rarely with the cities that we have a connection with. We're fortunate to have support within business community for leveraging our relationships including the Hutt Valley Chamber of Commerce, Noel Group, Callaghan Innovation, Woburn International and others.

Discussion

6. International relations help Lower Hutt to position itself as a "great place to live, work, play and study and realise outcomes for our community including:
- a strong and diverse economy;
 - residents that are actively engaged in community activities; and
 - building strong and inclusive communities.

7. International relations activity supports three of the four priority areas in council's Economic Development Plan 2015-2020 including:
 - stimulating growth and development; and
 - growing science, technology, engineering and manufacturing capability and businesses; and
 - continuing business support.
8. To promote Lower Hutt internationally as a place, we need to promote New Zealand first. When overseas we identify as New Zealanders first, then as Wellingtonians and then as living in Lower Hutt. We are a very small city on the world stage, with limited resources to attempt a broad range of possible outcomes. We therefore rely on partnering with national and regional agencies to be able to engage in a meaningful and effective way with other countries. Wellington Regional Economic Development Agency (WREDA) offers specialist experts in business attraction and Wellington City Council international relations team have strong networks as the capital city of New Zealand. We are currently developing stronger working relationships with both of these organisations.
9. New Zealand Trade and Enterprise offers international market advice and public and private sector contacts, using their extensive network of staff, industry leaders, or expatriate New Zealanders. The Ministry of Foreign Affairs can assist with offshore work including consulate support and advice when visiting cities overseas and providing the New Zealand context for Lower Hutt to position itself within. Council therefore needs to ensure Government agencies understand Lower Hutt's offerings and opportunities to maximise support available and could do this through working with WREDA.
10. In terms of what we offer international cities Lower Hutt has several strengths including a safe neighbourly community and a beautiful city; quality education and lifestyle; strong sporting codes that achieve national and international levels; our STEMM sector activity and the proximity to New Zealand's capital city. These are all opportunities to develop and build initiatives that we can extract value from.

New relationships

11. Council receives several requests per year for new relationships with Lower Hutt. Council has focused on its current relationships, though requests are always looked at with our preference that any new relationship will be industry or community-led. Assessments are made and have been tested against three key criteria:
 - common interest and cultural links;
 - community or industry support and resource to drive activities within the relationship; and
 - strategic or economic benefit to Lower Hutt.

International students

12. International education is one of the New Zealand Government's priority export focus areas. Wellington Regional Economic Development Agency (WREDA) has partnered with the region's education sector to set an ambitious Wellington International Student Growth Plan (WISGP).

13. There are strong benefits from investing in attracting international students including:
- the economic value for our city and region;
 - enriching the learning experience and global perspective of our students and city; and
 - potential international ambassadors for our city.
- The current level of resource limits our ability to develop and service new relationships if they were formed.
14. Five Lower Hutt schools and WELTEC are currently funding partners of Education Wellington via WREDA and are signatories to the International Student Code of Practice with a total of 604 equivalent full-time students each year. On average each international student spends \$28,215 (Source: Infometrics/WREDA) which is one of the highest average spends nationally. Much of the spend goes beyond education and friends and family who visit students while here in New Zealand can each spend on average \$3600 per visit. (Source: TIA Tourism 2025). The contribution to the local economy is estimated to be significant as outlined in this table:

	Equivalent full time students	Estimated equivalent economic value to region per annum
Chilton St James	10	\$280,000
Hutt Valley High School	50	\$1,400,000
Sacred Heart College	18	\$510,000
St Bernards	20	\$560,000
Wainuiomata High School	16	\$450,000
Weltec	500	\$14,110,000
Total annual economic value per annum:		\$17,310,000

Source: studyinwellington.com/WREDA

15. Discussions with schools to date shows a desire to match the WISGP targets and potentially increase student numbers in the city by another 100 which would generate approximately an extra \$3m in revenue per annum.
16. Council has a new agreement with WREDA to contribute to the WISGP and can assist with:
- building awareness of Lower Hutt in the eyes of international students, parents and agents within the Wellington regional context;
 - work with education providers to improve infrastructure and capacity; and
 - develop student pathways to keep students in Lower Hutt and the region for longer.

Regional stakeholders

17. Council is looking to increase its engagement with Wellington City Council who is keen to collaborate in planning, resourcing and sharing expertise. Porirua City Council has recently reviewed its sister city activities and has limited resource to engage with them. They are looking to effectively participate in the New Zealand China Mayoral Forum in December through WREDA. Upper Hutt City Council has no active sister city relationships. Lower Hutt is also fortunate to have several embassies located here and be neighbours to our capital city.

Council's role

18. There are strong expectations that Council delivers international relations service to the community. The New Zealand Government sees tourism and export industries such as international education and tourism as a priority - as well as Lower Hutt's innovation and STEMM sector. Local Government New Zealand (LGNZ) have been very active in facilitating and driving participation in the NZ China Mayoral Forum later this year as well as the New Zealand Core Cities project to set up collaborative engagement with China. Sister Cities New Zealand aims to increase global co-operation at a local level, promote cultural understanding, stimulate economic development and foster a citizens' network of organisations and individuals devoted to creating and strengthening partnerships between New Zealand and international communities. New Zealand is a small export driven nation and depends on its ability to engage with a range of countries and international organisations.
19. Council needs to ensure it focuses its resources on its distinct role and where it can make a difference. This includes:
- Providing leadership for the city's relationship.
 - Facilitating networking, partnerships and collaboration. Significant skills and resources exist in other agencies and council should be well connected to regional and national organisations that can assist with relationship building.
 - Promoting the city as a great place to live, work, study and play - and eliciting the greater whole of participating stakeholders.
 - Providing political support. The Mayor plays a key role in international relations and any boost in council's aspirations will come with the expectation that the Mayor is accessible for hosting visitors and lending political support to initiatives. Mayors are held in very high regard especially in Asian countries and mayoral endorsement opens doors not otherwise possible to other organisations and people.

Current service level

20. Hutt City Council currently facilitates city to city relationships where opportunity exists for economic, educational and cultural links. Council enables a sister city programme where residents can become directly involved in international relations bringing long term benefits to the local community and partners overseas. Current resource includes:
- a. International relations manager role is 0.15 of 1 FTE
 - b. Special project manager - approx. 0.15 of 1 FTE

- c. Staff support the Hutt Minoh Friendship Trust through venue and property management, accounting and secretarial support.
 - d. The Mayor's office offers civic support and hosts delegations.
 - e. An operating budget of \$30,000 per annum.
21. A scan of other councils resourcing suggests that Council has an opportunity to have much more productive and effective relationships with increased resources. Palmerston North City Council has recently adopted a new 1 FTE role to manage its two international relationships and Wellington City Council has hired a further 1 FTE to help manage three new international relationships. More detail can be found in Appendix 3 attached to the report.

Opportunities

22. There are a number of opportunities for Lower Hutt including:
- a. international student growth and additional revenue for our city;
 - b. STEMM learning and development;
 - c. connecting Lower Hutt based STEMM institutions with overseas equivalents;
 - d. partnerships with China Medical City research and/or production industry;
 - e. growing the number of school to school connections;
 - f. creating innovative cross-sector exchanges and as promotional tools;
 - g. growing community participation in international relations; and
 - h. promoting the city as a destination and lift Lower Hutt's profile to international student markets.
23. The International Relations Work Programme is attached as Appendix 1 and outlines the anticipated projects and workstreams for both our current reactive mode and a more responsive mode to show the level of service that Council could provide under each scenario. Regardless of any change in resource Council should:
- a. reaffirm sister city ties formally with a 3 year statements of intent with each city (as recently done with Taizhou);
 - b. undertake a stocktake of international connections across our education sector;
 - c. review our International Relations Policy;
 - d. grow awareness of our (regional) relationships and established networks;
 - e. leverage skills and established networks with Hutt Valley Chamber Commerce, Wellington City Council and WREDA to realise mutual opportunities;
 - f. empower community engagement in international relationships;
 - g. leverage Lower Hutt's strengths (eg. STEMM and international achieving sport codes); and
 - h. continue to seek economic opportunities.

Limitations

24. Council faces a number of challenges including:
- a. limited council resource
 - b. the scale of international cities – particularly China
 - c. language and cultural barriers

- d. difficulty establishing business to business relationships - in matchmaking and as long term outcomes
- e. attracting international business to Lower Hutt
- f. limited resources in the sister city supporting organisations.

Options

25. Two options for the service level Council could provide are presented:

Option A

a) **Remain reactive.**

Retain staff resources at current 0.3FTE.

Retain the operating budget at \$30,000. Retain the international student attraction support budget at \$15,000. This means a total budget of \$75,000 including staff resource.

Service levels will include:

- a. Focus on two priority relationships.
- b. Maintain and raise awareness of relationships.
- c. Strengthen Japan and USA activities.
- d. Work via Wellington City Council for China.
- e. Host inbound delegations.
- f. Manage one outbound delegation visit every two years.
- g. Assess, investigate and facilitate beneficial opportunities.
- h. Support Hutt Minoh House Friendship Trust and the Hutt Sister City Foundation.
- i. Work with stakeholders to identify common goals.
- j. Work with government and national agencies primarily through WREDA and Wellington City Council.

Option B

b) **Be responsive.**

Increase staff by 0.7FTE from current 0.3FTE to an equivalent of 1FTE.

Increase the operating budget from \$30,000 to \$60,000. Retain the international student attraction support budget at \$15,000.

Including staff resource this means a total budget of \$165,000.

Service levels will include:

- a. Develop three/four priority relationships.
- b. Strengthen Japan, USA and two China city activities.
- c. Grow networks and raise awareness of relationships.
- d. Host inbound delegations.
- e. Lead an outbound delegation visit every year.
- f. Assess, investigate and facilitate beneficial opportunities.
- g. Support Hutt Minoh House Friendship Trust and the Hutt Sister City Foundation.
- h. Promote the sister city links and drive organisations and business to leverage these through campaigns, networking events, city events and

- i. Develop targeted programmes and products with each sister city to deliver value.
- j. Promote Lower Hutt offshore at hosted trade shows alongside Education New Zealand
- k. Bring in specialists to assist with each relationship.

Consultation

26. In preparing this report Council has got input from
- Hutt Minoh House Friendship Trust
 - Hutt Sister City Foundation
 - Education New Zealand
 - Wellington City Council
 - Wellington Regional Economic Development Agency (WREDA)
 - Porirua City Council
 - Upper Hutt City Council
 - Palmerston North City Council
 - Local partner schools to Education Wellington / WREDA
 - Ongoing interaction with community organisations such as Rotary.

Legal Considerations

27. There are no legal considerations at this time.

Financial Considerations

28. Option A above is to remain reactive. Retain staff levels at current 0.3FTE. Retain the operating budget at \$30,000. Retain the international student attraction support budget at \$15,000. This means a total budget of \$75,000.
This means no net increase to existing budgets.
29. Option B is to become responsive. Increase staff by 0.7FTE from current 0.3FTE. Increase the operating budget from \$30,000 to \$60,000. Retain the international student attraction support budget at \$15,000. This means a total budget of \$165,000.
This is a net increase of \$90,000 over existing budgets.

Other Considerations

30. In making this recommendation, officers have given careful consideration to the purpose of local government in section 10 of the Local Government Act 2002. Officers believe that this recommendation falls within the purpose of the local government in that it will encourage cultural and economic development, strengthen our community's culture and provide an opportunity not otherwise available to communities. It does this in a way that is cost-effective leveraging of existing relationships and connections with our sister cities.

Appendices

No.	Title	Page
1	HCC International Relations work programme 2017-2019	
2	Lower Hutt international relationships status and summary	

3	Sister city comparison to other councils	
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Author: James Lamb

Visitor Market Development and International Relations Manager

Reviewed By: Gary Craig

Divisional Manager City Development

Approved By: Kim Kelly

General Manager, Strategic Services

For Action

MEMO TO: James Lamb - Visitor Market Development and International Relations Manager

COPY TO:

DATE: 04 May 2017

MEETING: City Development Committee Meeting of 2/05/2017

Please note for your action / information the following decision arising from the meeting named above:

CDC 17205 **International Relations**
FILE REF 17/701

AGENDA ITEM NO. CDC2017/2/134

RESOLVED: (Deputy Mayor Bassett/Cr Edwards) **Minute No. CDC 17205**

"That the Committee:

- (i) notes Lower Hutt's longstanding sister and friendly city connections and the current status of these relationships;*
- (ii) notes the current opportunities and limitations for Council in its international relations activity;*
- (iii) agrees to retain a more reactive approach with current in staff resources and operating budget;*
- (iv) approves the respective proposed international relations work programme attached as Appendix 1 to the report; and*
- (v) reports back to the City Development Committee every six months on progress."*

SPECIFIC ACTIONS REQUIRED:

Released under the Local Government Official Information and Meetings Act 1987