



MAYOR'S OFFICE

File Ref: CG-07-5-4-19-107

1 March 2019

**Wu Xiaodong**  
Mayor  
Lishui City  
Zhejiang Province,  
People's Republic of China

Dear Lishui Mayor Wu Xiaodong

**Letter of Introduction for Chu Huayun**

We have the pleasure to inform you that Hastings District will organise the China-Hastings Year of Tourism as part of the official China-New Zealand Year of Tourism 2019. The event will promote closer engagement between the people of Lishui and Hastings.

We would like to introduce Chu Huayun (Lesley) who has expressed an interest to partner with Hastings District Council for the 'Amazing China-Hastings Year of Tourism'. She is originally from Lishui and we appreciate her offer to help promote this event.

We believe that the China-New Zealand Year of Tourism is a good opportunity for both of our cities to promote each other and to grow closer. We hope that a relationship encompassing people to people connections, education and cultural exchange as well as business can be developed in the future.

Yours sincerely



Sandra Hazlehurst  
Mayor  
*Koromatua*  
*Te Kaunihera-ā-rohe o Heretaunga*

**CONTRACT FOR SERVICE**

This contract is between HASTINGS DISTRICT COUNCIL and Huayun International Culture & Education Ltd.

for the delivery of Economic Development services and outcomes.

From

Dated this 20th day of May 2019

Signed for Hastings District Council

Signed for Huayun International Culture & Education Ltd.

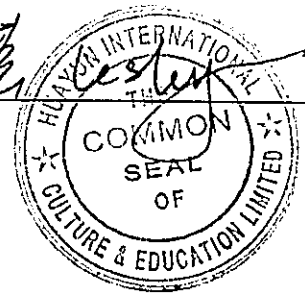
Lee Neville

Lesley Chu



Economic Development Manager

Managing Director

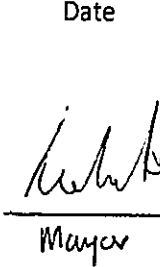


Position

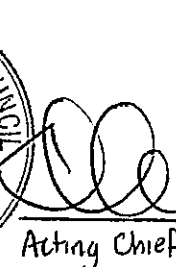
Position

20/5/2019  
Date

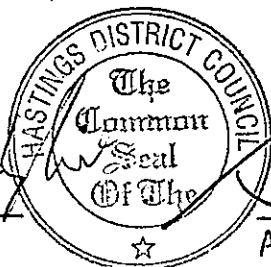
20/05/2019  
Date



Mayor



Acting Chief Executive





**CONTRACT FOR SERVICE**

This contract is between **HASTINGS DISTRICT COUNCIL** and **Huayan International Culture & Education Ltd.**

for delivery of **Economic Development services and outcomes.**

From

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Signed for Hastings District Council

Signed for Huayan International Culture & Education Ltd.

Lee Neville

Lesley Chu

\_\_\_\_\_

**Economic Development Manager**

\_\_\_\_\_

**Consultant Huayan International Culture & Education Ltd.**

\_\_\_\_\_

Position

\_\_\_\_\_

Position

\_\_\_\_\_

Date

\_\_\_\_\_

Date

## **PART ONE: ESTABLISHMENT INFORMATION**

### **1.1 NAME & DESCRIPTION OF ORGANISATION**

Huayan International Culture & Education Ltd (HIC&E)

HIC&E is a New Zealand based business that offers international students education experiences including the following:

- International study tour
- Micro study abroad
- Course training
- Butler service

HIC&E have expressed an interest in partnering with Hastings District Council in the delivery of the 'Amazing China-Hastings Year of Tourism' and to provide services to deliver this initiative.

### **1.2 NATURE OF THE RELATIONSHIP**

Hastings District Council ("HDC" or "Council") is establishing a Contract for Service with HIC&E, where funding will be provided by the Council to HIC&E to deliver activities and services (the deliverables as outlined in Schedule 1) which will be undertaken by the organisation, and designed to achieve agreed results which will contribute to regional outcomes.

### **1.3 COUNCIL'S REASONS FOR ESTABLISHING THE RELATIONSHIP**

The relationship between Hastings District and China goes back more than 36 years. The New Zealand China Mayoral Forum was held in 2017 and China named 2019 as the Year of Tourism to New Zealand. Hastings District Council is organising the 'Amazing China Hastings Year of Tourism' as part of the China-New Zealand Year of Tourism 2019.

The 'Amazing China Hastings Year of Tourism' outcomes include:

- Increase awareness of Hastings District in China
- Promote closer engagement between the people of Hastings and China.
- Build relationships and connections in education, cultural exchange and business for the future.

The 'Amazing China Hastings Year of Tourism' has deliverables across 3 Phases:

Phase 1:

- Launch of the 'Amazing China Hastings Year of Tourism' in Wellington,
- Identify administrative areas in China that want to exchange treasure chests and gifts with Hastings City.

Phase 2:

- Launch the 'Amazing China Hastings Year of Tourism' at an event at the New Zealand embassy in Beijing
- Send treasure chests and gifts to the administrative areas in China from Hastings City

Phase 3:

- Hastings students and representatives undertake exchanges and interactions with the cities in the administrative areas in China.

Council's purpose in establishing a Contract for Service is to recognise that where appropriate, the Council will work in partnership with others as a contributor to meeting the needs of the community in respect of local infrastructure, local public services, and the performance of regulatory functions.

### **1.4 OUTCOMES SOUGHT AND BEING CONTRIBUTED TO**

The work of the organisation contributes to the current and/or future need of our community in the following areas:

- Good Quality Local Public Services, i.e. services or projects that are efficient, effective, and appropriate to present and anticipated future circumstances as specified in Section 1.6.

#### **1.5 TERM**

The contract term is 12 months from 1 May 2019 to 30<sup>th</sup> April 2020.

#### **1.6 SERVICE DELIVERABLES**

The organisation will deliver the services as specified in Schedule 1.

#### **1.7 FUNDING**

Hastings District Council agrees to pay the organisation the sums specified in Appendix 1, subject to the organisation meeting reporting requirements and key performance indicators (see Schedule 1).

Payment will be made on submission of a valid tax invoice which must include all reporting information for the previous period(s) where applicable.

#### **1.8 REPORTING**

The organisation will report to Hastings District Council on progress against the deliverables specified in Schedule 1.

Schedule 1 and Appendix 1 specify reporting requirements.

##### **Report Content**

As a minimum, reports will contain a summary of:

1. Name of any individuals or business contributing donations towards 'Amazing China Hastings Year of Tourism'
2. Any other interested organisations that want to engage with 'Amazing China Hastings Year of Tourism'
3. Activities since the last report and results.
4. Successes and any issues that have been identified within the period.

#### **1.9 PERFORMANCE ASSESSMENT**


Hastings District Council will assess the performance of the organisation in relation to the project/services over the full range of expectations and specific outcomes contained within this contract.

Payment of funding is dependent on HDC satisfaction with performance reporting and assurance that outcomes have been achieved.



The representatives of the parties to the Contract for Service or their nominees will discuss any issues relating to achievement against performance indicators. Such discussion will take place as soon as practical once an issue to be addressed has been identified.

**1.10 CONTACT INFORMATION**

1. Hastings District Council

HDC Relationship Manager	<i>Name: Lee Neville</i> <i>Title: Economic Development Project Manager</i>	
	Phone: 06-871 5000 	Email: <a href="mailto:leen@hdc.govt.nz">leen@hdc.govt.nz</a>

2. Hawke's Bay Chamber of Commerce

Key Contact Person	<i>Name: Lesley Chu</i> <i>Title: Huayun International Culture &amp; Education Ltd</i>	
	Phone: 	Email: Lesley Chu 

## **PART TWO: TERMS AND CONDITIONS OF FUNDING**

- 2.1 The organisation must undertake the Service Deliverables for the full term of this contract for service unless termination of the contract takes place in accordance with clause 2.13.
- 2.2 The organisation must use the funding only for the Service Deliverables or as may be agreed from time to time with HDC.
- 2.3 The organisation must immediately inform Hastings District Council of any funding it receives from any other source for the Service Deliverables.
- 2.4 The Council will make any payments on the 20<sup>th</sup> of the month following receipt of invoice, subject to confirmation of receipt of all reports required for the period covered.
- 2.5 The organisation will at all times comply with all applicable laws in carrying out the Service Deliverables and will keep good records that comply with generally accepted accounting practice (GAAP).
- 2.6 The following values will guide how the organisation and Hastings District Council will deal with each other and members of the public under this agreement, and any other contacts made:
  - i. Work in a collaborative and constructive manner recognising each other's viewpoints and respecting differences;
  - ii. Act towards each other honestly and always in good faith;
  - iii. Communicate with each other openly, promptly and in a clear and timely manner;
  - iv. Recognise the accountabilities that each of us have to the other and to those who the services are provided; and
  - v. Encourage new and creative ways to achieve the outcomes required under this agreement.
- 2.7 The organisation will ensure that any person carrying out the Service Deliverables:
  - i. has the necessary skills and experience to carry them out;
  - ii. has no convictions or charges pending for fraud under the Social Security Act 1964 or the Crimes Act 1961;
  - iii. has been vetted by way of a comprehensive criminal convictions check and does not have a criminal record.
- 2.8 The organisation shall at all times comply with their agreed Health and Safety Plan which shall be submitted to Hastings District Council within one month of acceptance of the contract. The Health and Safety Plan shall include:
  - 2.8.1 A hazard register for the services undertaken. The hazard register will identify the hazards and their associated risks and document the measures to eliminate or minimise the risks;
  - 2.8.2 A procedure for dealing with accidents & incidents;
  - 2.8.3 A procedure for dealing with potential emergencies;
  - 2.8.4 A procedure or instruction for communicating the hazard register, and procedures with employees/ volunteer workers.

- 2.9 The organisation will assist the Council to carry out reviews of the performance assessment described in clause 1.9 by allowing the Council to have reasonable access to all record and accounts relating to the Service Deliverables.
- 2.10 The Council does not and cannot guarantee that there will be any money available to further fund the Service Deliverables beyond the term of the contract (see 1.5).
- 2.11 The organisation will not subcontract any of the Service Deliverables or assign any of its benefits or obligations under this contract without prior consultation with Council.
- 2.12 Any dispute arising during the course of this contract will be dealt with by the two signatories. The party claiming a dispute must give written notice detailing the dispute. If the signatories cannot resolve the dispute within 10 working days, the parties will participate in mediation with a mutually acceptable mediator. If they cannot agree on a mediator within 10 working days, the Chairperson of Leader New Zealand Incorporated will appoint a mediator at a specified venue.
- 2.13 Each party retains ownership of all intellectual property it owned before the start of the contract. The organisation retains ownership of any intellectual property it creates in the course of providing the Service Deliverables. The Council may use or copy any information that the organisation develops under this contract.
- 2.14 This contract may be altered only by the written agreement of both parties.
- 2.15 The contract may be ended by mutual agreement between the parties. Where termination by mutual agreement occurs, one month's written notice will be given. The Council reserves the right to immediately terminate this contract if it reasonably considers:
- i. the organisation does not comply with Part 1 and Part 2 of this contract
  - ii. the organisation does not deliver the outcomes, key result areas and/ or performance indicators set out in this contract
  - iii. the organisation becomes insolvent, is wound up, or ceases to exist
  - iv. There has been inappropriate use of funds supplied to the organisation by the Council or any other party.



**SCHEDULE 1: SERVICE SPECIFICATIONS**

The purpose of this contract for service with Huayan International Culture & Education Ltd (HIC&E) is to source donations for Stage 2 & 3 of the 'Amazing China Hastings Year of Tourism'.

KEY RESULT AREA	INITIATIVE	TARGET	KEY PERFORMANCE INDICATOR
1 Donations from interested parties in China to support the 'Amazing China Hastings Year of Tourism'	Provide the contact details for the Hastings District Council to invoice the organisations wanting to Donate funds to support the 'Amazing China Hastings Year of Tourism'	Donations of up to [REDACTED] for 'Amazing China Hastings Year of Tourism' from China.	Donations are paid to Hastings District Council by the 30 <sup>th</sup> May 2019.
2 Interpretation and facilitation services.	Provide facilitator and support services during visits to China in Stage 2 and 3 of the 'Amazing China Hastings Year of Tourism'	Contributes to the successful outcomes of the 'Amazing China Hastings Year of Tourism'	Stage 2 and 3 of the 'Amazing China Hastings Year of Tourism' delegations are supported as required.

## **APPENDIX 1 INVOICING AND REPORTING SCHEDULE**

### **Invoicing Key Result Area 1:**

Huayan International Culture & Education Ltd (HIC&E) will receive [REDACTED] + GST payment from Hastings District Council when donations of [REDACTED] are invoiced and received by Hastings District Council by the 30th May 2019.

### **Invoicing Key Result Area 2**

Interpretation/facilitation/support of the 'Amazing China Hastings Year of Tourism' during visits to China.

Payment for these service's would be [REDACTED] (excluding GST). This sum is a final figure, and Lesley Chu is liable for all of her own expenses associated with the work, including flights to and accommodation in China.

The Council will confirm its stage 3 intentions to visit China to Lesley Chu by September 2019.



## Annette M. Murdoch

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**From:** Lesley Chu <[REDACTED]>  
**Sent:** Sunday, 8 September 2019 7:39 PM  
**To:** Kevin Watkins; Kevin Watkins  
**Subject:** Files  
**Attachments:** 黑斯廷斯市长的一封信：ACHYOT 2019魅力中国黑斯廷斯旅游年.pdf; 活动宣传照片.jpg; 新闻报道.jpg; 魅力中国黑斯廷斯旅游年宣传照.png

Partner,

Please find files attached for your reference.

- 1) Sandra's letter in English and Chinese versions;
- 2) photos of 31st March & 18th June events;
- 3) pictures of news reports;
- 4) group photo with the map board;

Thanks,  
Lesley



Hastings District Council  
Lyndon Rd East  
PO Box 9002  
Hastings 4156

## **Please join us in this exciting project: The Amazing China-Hastings Year of Tourism 2019**

As Mayor of Hastings City in New Zealand, I extend to you and the people of your region our sincere and warmest wishes in this auspicious Year of the Pig. May you be blessed with good health, much happiness and widespread prosperity.

This year is also the China-New Zealand Year of Tourism 2019. This initiative by Premier Li Keqiang was presented to the New Zealand Government during his visit to our country in 2017. This initiative was warmly welcomed and accepted and the protocol signed by both countries.

Hastings District Council has an exciting project that is officially supported by the national programme and New Zealand's Minister of Tourism, the New Zealand Ministry of Business, Innovation and Employment, Tourism New Zealand, China Cultural Centre in Wellington New Zealand, which is owned by the Ministry of Culture and Tourism of the People's Republic of China and Chinese People's Association for Friendship with Foreign Countries: The Amazing China - Hastings Year of Tourism 2019.

Through this project we wish to promote unique culture, customs and tourism experience and opportunities of all China's Provinces and Special Administrative Areas. We are formally inviting your area join us in this significant world-first project. Invitations have been sent to China's regions, and already 20 provinces have accepted the proposal, such as Zhejiang, Jiangsu, Guangdong, Guangxi, Sichuan, Shandong, Jilin, Heilongjiang, Liaoning, Gansu, and so on. This programme is unique and very exciting, and is already attracting wide media attention in New Zealand and China.

On your acceptance, my city will be delighted to forward to you a small 'Treasure Chest' acknowledging your friendship and willingness to participate in the programme. Inside that chest will be a gift that has been especially created to represent Hastings City and wider district. I would be honoured if you would accept this token.



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Hastings asks if you would be so kind as to reciprocate, selecting a representative city of your area to send us a small 'Treasure Chest' containing a gift. We would ask that your gift represents something that is totally unique to your province; which cannot be found in any other part of China. It might represent a landmark, a famous structure or similar, but it must be reasonably identifiable with your province by way of the internet or other search disciplines. This is a crucial element of the programme as it unfolds. Other material such as large posters picturing your region's beauty and tourist attractions would also be warmly welcomed.

A large map of China displayed in our city centre will record the arrival of each of the province's treasure chests. This will be so exciting to follow. On receipt of the chests, they will be publicly displayed but not opened. This will create major discussion on what each Treasure Chest might contain. Again, we feel there will be great media interest, which adds to the promotional value to your province or city.

The second stage of the programme will be introduced in early 2020: a research competition in which Hastings college students will compete to be the first to match all of the treasure chests from China with their home region. The first three students who correctly identify which gifts came from which province will win a free trip to China. By participating in this competition, our students and our public will learn so much about your gift, your culture, your history, your cities and your province. Our news media will follow this competition day by day.

A third stage of the programme is being drafted for 2020. It is our hope to send our delegation to do a visiting to every one of your provinces in mainland China, bring their own stories and experiences back to New Zealand. And we would be delighted to welcome you to visit Hastings. You or your representative, would experience our beautiful landscape, our many unique attractions, see our world class vineyards, orchards, horticulture and agriculture sectors, enjoy our warm hospitality, and make lasting friendships.

We warmly extend this formal invitation and trust that you will see value in joining us.

**Please advise us of your decision by email, with the contact details of the person within your region who we can keep in contact with as the project advances.**

We look forward to your response.

Sandra Hazlehurst, Hastings Mayor



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## 请加入我们这个激动人心的项目 2019 魅力中国 - 黑斯廷斯旅游年

作为新西兰黑斯廷斯市市长，请允许我代表我的城市和民众向您及您所在城市的人民表达我们最真诚和最温暖的猪年祝福。愿您的城市更加繁荣昌盛，愿人民身体健康、幸福快乐。

2019 年是中国新西兰旅游年。李克强总理在 2017 年访问我国期间，向新西兰政府提出了中新旅游年倡议。该倡议受到了新西兰方的热烈欢迎和响应，两国共同签署了意向书。

黑斯廷斯地区议会积极响应，发起了一个振奋人心的项目——2019 魅力中国-黑斯廷斯旅游年，并得到了两国国家层面相关机构的官方支持，如新西兰旅游部长、新西兰商业、创新和就业部、新西兰旅游局、中国文化和旅游部下属海外机构——惠灵顿中国文化中心及中国人民对外友好协会。

我们希望通过这个项目向新西兰民众宣传中国各省、直辖市、自治区和特别行政区的独特文化、习俗和旅游体验。我们正式邀请您所在的地区加入我们这个“世界第一”的文化交流项目。目前，这封邀请函已陆续发送到中国的各个地区，现已有 20 个省份和直辖市接受了我们的交流邀请，如浙江、江苏、广东、广西、四川、山东、吉林、黑龙江、辽宁、甘肃等。我们的项目非常具有独特性且令人兴奋，并且已经在新西兰和中国吸引了广泛的媒体关注和报道。

当您接受我们的邀请后，我们会认为您接受了我们伸出的友谊之手并愿意与我们进行文化交流。我的城市将非常荣幸地向您寄出一个小“宝箱”。该宝箱里将有一个为项目特别定制的代表黑斯廷斯市及地域特色的礼物。如果您能接受我们这一具有象征意义的友谊之礼，我将感到万分的荣幸。

同时，黑斯廷斯市也希望收到来自您地区的一份交换礼品。请从你所在地区选择一个城市作为代表，给我们寄出一个装着当地特色礼物的小“宝箱”。我们希望您的礼物

- 1) 在您的省份具有独特性、代表性和唯一性，是在中国其他地方找不到的；
- 2) 它可以是一个地标、一个著名的建筑物模型或其他类似的东西；
- 3) 它可以通过互联网或其



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他搜索方式，便于新西兰人识别并与您所在的省份相匹配。以上几点是保证我们交流项目顺利开展的关键要素。我们也非常欢迎您能给我们寄一些关于您所在城市和地域的宣传资料，如您所在省份的美丽风景和特色旅游景点的大幅海报，以便我们后期宣传使用。

届时，我们将在市中心展示大型的中国地图，当陆续收到来自中国各地的宝箱时，我们会在地图上及时做出记录并实时更新每个宝箱到来的情况。这将会是非常令人兴奋的公告过程。集齐宝箱后，它们将被公开展示，但不会被立刻打开。而讨论每个宝箱里可能装有的礼物，将再一次吸引多方媒体的关注，这也会提升您所在省市在新西兰的知名度。

交流项目的第二阶段将于 2020 年初推出：一次知识竞赛。黑斯廷斯中学生将积极参与这此竞赛，把来自中国的所有礼物与其所在的地区相配对，而正确识别“哪些礼物来自哪个地方”的前三名学生将赢得一次免费的中国之旅。通过参加竞赛，我们的学生和民众将了解您的礼物、文化、历史、旅游景点和城市特色。我们的新闻媒体将同期参与并报道此次竞赛。

项目的第三阶段计划在 2020 年执行。我们希望派出代表团分别对中国大陆的各省份参观访问，然后把他们的中国故事和所见所闻带回新西兰。我们也非常欢迎您访问黑斯廷斯，期待您或您的代表团前来体验我们美丽的自然风光、独特的人文特色，参观我们世界一流的葡萄酒庄园、果园、园艺和农业部门，感受我们的热情款待，并与我们的人民建立长久的友谊。

最后，我们向您发出正式的邀请，相信您一定会看到加入我们这个项目的意义所在。

请通过电子邮件告知我们您的决定，以及参与交流的负责人的联系方式，方便我们随时对项目的进展保持沟通和联络。

我们期待您的回复。

黑斯廷斯市长：桑德拉-黑泽尔赫斯特



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