

2024 Sister City Home Host Guidelines and Application Form

Applications close on 21 June 2024



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Sister City Program

The City of Belmont ('the City') has built an almost 40-year relationship with its Sister City, Adachi-ku in Tokyo, Japan. The City of Belmont entered into a Sister City Relationship with the Special Ward of Adachi-ku in Tokyo, in October 1984. The mainstay of this relationship since its inception has been the annual Student Exchange Program.

The purpose of the Sister City relationship is to promote cultural and educational exchanges between the two cities. Belmont students travel to Adachi in early January each year to experience Japanese culture and customs. Students from Adachi-ku visit the City of Belmont in August where they explore Belmont and the wider Perth region. Students participate in cultural tours, school visits and sightseeing. Students are home hosted by local Belmont families, which contributes to the students' experience, all the while offering them an opportunity to improve their English language skills.

Home Hosting

Hosting students is a rewarding experience not only for the students, but also for the host family. This unique opportunity will allow students and host family members to learn and to share their life experiences and cultures with each other.

The length of stay is six days, from Friday 2 August 2024 until Wednesday 7 August 2024 inclusive.

Host Family Responsibilities

As a host family, you will be responsible for the students' wellbeing and providing activities during free time (the weekend). You will be required to provide the following:

1. Accommodation

- Provision of suitable accommodation for the student to stay in their own room or appropriately sharing with the same sex host brother or sister for the full length of the exchange.

2. Meals

- During the week, host family will be responsible for providing breakfast and dinner; lunch will be organised and provided by the City of Belmont during the day tours.
- During the weekend, host family will be responsible for providing breakfast, lunch and dinners.

3. Transport

- The host family is required to have access to a reliable vehicle during the hosting period.
- During the week, host family will be responsible for providing transport each morning for their student(s) to the City of Belmont Civic Centre (exact times will be provided closer to the date).
- During the week, the host family will be responsible for collecting their student(s) each afternoon from the City of Belmont Civic Centre (exact times will be provided closer to the date).

- Host family will be responsible for all transport needs over the weekend.

4. Meetings

- All host families will be required to attend a pre-delegation meeting with the City of Belmont to ensure they have all the required information and details regarding the visit. Date to be confirmed.
- All host families will be required to attend a post delegation meeting with the City of Belmont to review their experiences and provide feedback for future delegations. Date to be confirmed.

Reimbursement

Each host family will be provided with a financial contribution to assist with the expenses associated with hosting a student:

- \$350 for a host family hosting one (1) student aged 13 – 15years (7 days pro rata).
- \$330 for a host family hosting one (1) student aged 16 – 18 years (7 days pro rata).

City of Belmont Functions

During the week, the City of Belmont is responsible for organising all trips and excursions throughout the students' visit.

The City will be hosting the following functions that students and host families will be invited to:

- Welcome Dinner, a semi-formal dinner held on the evening of the first tour day at the City's Function Room.
- Farewell function, a casual function held on the last tour day to farewell the visiting students.

Details for both functions will be provided closer to the date.

Selection Criteria

1. The application, including the supporting documentation, must be completed and submitted to the City before the specified closing date.
2. The home host family must live in the City of Belmont.
Note: In certain circumstances, the Selection Panel has discretion to consider and accept applications for individuals who may live outside the Belmont area but are deemed suitable for home hosting opportunities.
3. The home hosts, including any adults over the age of 18, living in the host family home, will be required to hold or be willing to apply for a Working with Children Check and National Police Clearance.
4. Be available to home host from Friday 2 August 2024 until Wednesday 7 August 2024 inclusive.

Assessment of applications and appointment process

Once the City has received your application it will be recorded, and you will receive confirmation from our Community Development Department. It is the applicant's responsibility to follow up with the City, should a confirmation not be received. The City reserves the right not to accept applications received after the due date.

All applications are screened for compliance with the guidelines and assessed against the criteria outlined in these guidelines. Applications that do not address each question or are incomplete may not be eligible for consideration. The inclusion of supporting material will strengthen your application and give the Selection Panel further understanding of what valuable contribution your family can make to the Adachi student delegation.

Shortlisted candidates will be invited to an interview with a contracted Home Host Organisation. Following the interviews, successful families will receive a formal confirmation of their appointment as home host. Those who are unsuccessful will also be informed via a letter from the City.

Selection Panel

1. The panel consists of the following members:
 - Manager Community Development, City of Belmont.
 - Coordinator Community Development, City of Belmont.
 - Chairperson, Belmont Sister City Association.
 - Executive Committee Member, Belmont Sister City Association
2. The panel reserves the right to seek additional information to ensure an informed decision is made regarding an application.
3. The panel reserves the right to not select any of the applications as home hosts.
4. The panel's decision is final.
5. The City reserves the right to change the panel members.

Useful Dates

21 June 2024	Applications close (subject to change)
1 August 2024	Adachi Students officially arrive in Perth.
2 August 2024	Welcome Dinner and home hosting commences.
7 August 2024	Farewell Lunch
7 August 2024	Adachi Students depart Perth.

How to apply

1. To submit an application, read through these guidelines carefully and ensure that you meet the criteria.
2. Complete the Application Form as well as the included attachments. Please provide all relevant details enabling the Selection Panel to comprehensively evaluate each application. The required forms are:
 - Application Form (**Attachment 1**)
 - Personal references (**Attachment 2**)
3. Ensure that you complete the checklist found at the end of the application form, include any applicable attachments as requested and then submit to the City's Community Development Department (contact details provided below).
4. All applications have to be received by the City by close of business on **21 June 2024.**
5. Applications can be submitted:

In person: City of Belmont
215 Wright Street
Cloverdale WA 6105

Post: City of Belmont
Coordinator Community Development
Locked Bag 379
Cloverdale WA 6985

Email: community.development@belmont.wa.gov.au

Fax: (08) 9478 1473
Attn: Coordinator Community Development

Contact Details

Should you have any queries regarding this document or the Sister City home host process, please contact the City of Belmont Coordinator Community Development.

- Phone: 08 9477 7141
- Email: community.development@belmont.wa.gov.au

Attachments

This page has been left blank intentionally.

Attachment 1 – Application Form

1. Home Host Address Details

Surname(s)			
Street Address*			
State		Postcode	
<i>*Place of residence the student will be hosted</i>			
Postal Address			
State		Postcode	

2. Host Family – Make up of host family

Adults – please list the adults living in the home, what are their ages?

- 1.
- 2.
- 3.
- 4.
- 5.

Children/dependents – please list the children living in the home, what are their ages?

- 1.
- 2.
- 3.
- 4.
- 5.

3. Family Interests

Please share a few of your family's interest / hobbies or activities.

4. Have you ever participated in an International Student Exchange Program and home hosted before?

Yes No

5. Please indicate your preferences to host the following:

- 1 female student
- 2 female students
- 1 male student
- 2 male students

Note: These are your preferences and will be taken into consideration but cannot be guaranteed.

6. Please provide information on the sleeping arrangements that you will provide for your student (i.e., own room or shared room).

7. Is English the main language spoken at your home?

- Yes No

If no, what other languages are spoken at your home?

8. Are you able to provide meals for the student during their visit?

Weekdays - Breakfast and dinner (lunches to be provided by City of Belmont)
Weekend - Breakfast, lunch, and dinner.

- Yes No

9. Does anyone living in the family home smoke?

- Yes No

10. Do you have any pets living at your home?

- Yes No

If yes, please describe what kind of pets and if they are living indoors or outdoors?

11. Do you own the home you will be home hosting in?

Yes No Rental

12. Do you have Home Contents Insurance?

Yes No

Name of Company: _____

Policy Number: _____

Expiry Date: _____

If you own the home you will be home hosting in, please provide a copy of the building insurance policy including public liability cover?

Name of Company: _____

Policy Number: _____

Expiry Date: _____

13. Do you have a current driver's license?

(Please attach a copy/scan both sides of your driver's license)

Yes No

14. Do you have a roadworthy licensed car complying with safety standards?

Yes No

If yes, please provide registration details _____

15. Do you have car insurance?

Yes No

If yes, please provide insurer details _____

16. Will your family be available for an interview?

Yes No

Attachment 2 – Personal References

1. Host parent information (Host Parent 1)

Title		Name	
Telephone (H)		Mobile (M)	
Occupation		Age	
Email			

• Referees for Host Parent 1

Note: The referee must know you as a parent. i.e not a work colleague.

Name		Name	
Relationship		Relationship	
Telephone		Telephone	
Email		Email	

2. Host parent information (Host Parent 2)

Title		Name	
Telephone (H)		Mobile (M)	
Occupation		Age	
Email			

• Referees for Host Parent 2

Note: The referee must know you as a parent. i.e not a work colleague.

Name		Name	
Relationship		Relationship	
Telephone		Telephone	
Email		Email	

3. Additional adults living in the host family home (over 18 only)

Title		Name	
Telephone (H)		Mobile (M)	
Occupation		Age	
Email			

Title		Name	
Telephone (H)		(M)	
Mobile		Email	
Occupation		Age	

Everyone over the age of 18 living within the family home must possess a current Working with Children Check and current National Police Clearance.

Please list all family members who currently hold a valid Working with Children Check and / or current National Police Clearance (valid within the last 6 months)

- Name: _____ WWCC or Police Clearance or Both (*please circle*)
- Name: _____ WWCC or Police Clearance or Both (*please circle*)
- Name: _____ WWCC or Police Clearance or Both (*please circle*)
- Name: _____ WWCC or Police Clearance or Both (*please circle*)

Note: Working with Children Check and National Police Clearance forms can be completed at Australia Post.

Checklist

Before you submit an application, please ensure you have:

- Application Form (*Attachment 1*)
- Personal References (*Attachment 2*)
- Supporting documentation to assist with the application.

Application Declaration

I, *(please insert full name)*

declare that the information provided is correct to the best of my knowledge.

Signature ✓

Date

Please submit your application by 21 June 2024 in one of the below ways:

- In person City of Belmont Civic Centre
215 ight Street
Cloverdale WA 6105
- Post City of Belmont
Coordinator Community Development
Locked Bag 379
Cloverdale WA 6985
- Email community.development@belmont.wa.gov.au
- Fax 08 9478 1473
Attn: Coordinator Community Development