

# CITY OF BELMONT

## 2024 Sister City Student Delegation Guidelines and Nomination Form

*Applications close 5pm on Sunday 3 September 2023*

Date of Publication 17/07/2023

### City of Belmont

215 Wright Street, Cloverdale Western Australia 6105

Locked Bag 379, Cloverdale Western Australia 6985

Open 8:30am - 4:45pm, Monday - Friday

9477 7222

[belmont@belmont.wa.gov.au](mailto:belmont@belmont.wa.gov.au)

9477 7224 (A/H)

[belmont.wa.gov.au](http://belmont.wa.gov.au)



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## Sister City Program

The City of Belmont ('the City') has built a long-standing relationship with its Sister City, Adachi-ku in Tokyo, Japan. The City entered into a Sister City Relationship with the Special Ward of Adachi-ku in Tokyo, in October of 1984. The mainstay of this relationship since its inception has been the City run 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-ku in early January each year to experience Japanese culture and customs. Students from Adachi-ku visit the City in July/ 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, while offering them an opportunity to improve their English language skills.

Each year, the City accompanies a number of students to visit Adachi-ku for an (approximately) eight (8) day cultural and educational tour. Due to the COVID-19 global pandemic, student exchanges have not occurred since 2019. As the international travel restrictions have eased, the City's exchange program will resume in 2024.

The unique opportunities offered through the program are rewarding for students who enjoy a number of experiences in Japan, with a Japanese host family. The Sister City Student Exchange Program represents an aspirational program for the City's high achieving young people. Upon returning from the trip, the participating students will be asked to write to the City, detailing their experiences.

# Student Delegation

Representatives from the City will accompany students to visit Adachi-ku for an eight (8) day cultural and educational tour.

## Details of the trip

### 1. Delegation's composition

- 10 to 12 students aged between 14 and 17 years of age (inclusive). Some exemptions may be considered.
- One Cultural Leader/ Translator (appointed by the City of Belmont).
- Three City Officers, including one Exchange Leader (City's Coordinator Community Development) and two support staff.
- One Councillor or Council Delegate (to act as Council's representative during all formalities).

### 2. Dates

- Dates are to be confirmed. The tour is likely to run from 10 January until 19 January 2024.

### 3. Flights

- The City is responsible for booking return flights for all participants of the Student Delegation.
- Each traveller will be required to have a valid passport not expiring before 20 July 2024.
- Copy of passport will need to be provided to the City's Coordinator Community Development for the purpose of booking flights.
- The City will cover 50% of the students flight's fare, the other 50% is to be paid by the student/ family/ guardian.

### 4. Accommodation

- All students will be placed with Japanese host families.

- Host families will be selected by Adachi-ku staff, in consultation with the City of Belmont and the Belmont Sister City Association.

## **5. Transport**

- Students will be required to be dropped off at the Perth airport on the departure day.
- Students will be required to be picked up from the Perth airport upon their return.
- While in Adachi-ku, all transport needs will be provided by host families and the Adachi-ku City staff.

## **6. Meals**

- All meals during the delegation will be provided by host families and Adachi-ku City.
- All allergies and/ or food intolerances need to be clearly identified on the Application Form.

## **7. Activities in Japan**

- Students will visit a number of cultural, historical and educational sites, which may include:
  - One of the local schools
  - Historical temples and Nakamese Market area
  - Adachi-ku/ Belmont Museum
  - Participate in traditional ceremonies
  - Visit the Tokyo Skytree
  - Sampling a range of Japanese food
  - Other activities are to be determined
  - Free time for sightseeing, as determined by host families in Adachi-ku
- The Delegation will also spend two days and one night in the Uonuma mountain region where the following activities will likely be available:
  - Tobogganing
  - Sliding down the ski fields on inflatable rings
  - Bathing in Japanese hot springs.

## **8. Travel Insurance**

- The parent/ guardian of each student will need to purchase appropriate Travel Insurance for the duration of the trip.
- Evidence of appropriate Travel Insurance cover will need to be presented to the City's Coordinator Community Development and endorsed through the City's risk management processes.

## **Students' commitments**

### **1. Pre-trip meetings**

Meetings will be held once a fortnight (or as required) at Belmont City College between October and December 2024 to prepare students for the trip. The following activities will be undertaken:

- Japanese language sessions
- Understanding Japanese culture and customs
- Lessons on places of significance
- Preparation of performance for the Welcome and Farewell functions in Adachi-ku, a formal function where students are welcomed to the host city of Adachi-ku and host family.

### **2. Post-trip meeting**

This meeting will be held with students, Tour Leader, Cultural Leader and parents to evaluate the trip and provide feedback for future delegations.

- Date, time and location to be advised.

### 3. Presentation/ information – student experiences

Upon returning from Japan, students will be asked to deliver either a short presentation, provide a journal of their experience, participate in developing a tour video diary or write a newsletter article to share their experiences with their peers. The City may decide to undertake a different activity in order to share student experiences. This is at the discretion of the City.

## Fees and payments

### 1. Cost Breakdown

Below is the cost breakdown for participants:

Deposit	<b>The City will pay 50% of student flights (approx. \$3,200 total cost)</b>
Outstanding Flight Cost	<b>approx. \$1600</b> (50% to be paid by Parents / Guardians)
Uniform Cost	To be advised. Either partially or fully subsidised by the City

### 2. Payment options

An account will be set up at the chosen travel agent. Parents/ guardians will pay their 50% of airfares directly to the nominated travel agent. This is essential to confirm a place on the 2024 Adachi-ku delegation.

**Final payment date is due no later than 31 October 2023.**

## Selection Criteria

1. The application, including the supporting documentation, must be completed and submitted to the City before the closing date (3 September 2023).
2. The Student must live in the City of Belmont; or their parent/ guardian is a ratepayer of the City of Belmont; or the student attends a School within the City of Belmont.

3. The Student is studying and/ or is interested in Japanese culture, or has a long standing interest in Japanese culture, or the student is a high achieving young person who can demonstrate an interest in the Sister City program.
4. Is between the age of 14 and 17 years old (inclusive). Some exemptions may be considered.
5. Have a valid passport not expiring before 20 July 2024, and be available to travel in January 2024 for approximately 8 days.
6. Be willing to sign Student Health Care Management and Emergency Response Plan, and Guardian's Consent Form, if selected. Note: these forms will be provided to successful applicants.

## **Assessment of Applications and Appointment Process**

Once the City has received your application it will be recorded and you will receive confirmation from our Coordinator Community Development. It is the applicant's responsibility to follow up with the City, should a confirmation not be received. The City reserves the right to not 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 you are encouraged to include it.

Shortlisted candidates will be invited to an interview with the City's Selection Panel. Following the interviews, successful students will receive a formal confirmation of their appointment as part of the Student Delegation. Those who are unsuccessful will also be informed via a letter from the City.

Please read the guidelines carefully ensuring that you complete all the application attachments. Please provide all relevant details enabling the selection panel to comprehensively evaluate each student. For the application to be accepted, it must be received by the City's Officers by 3 September 2023.

### **Selection Panel**

1. The panel consists of the following members:
  - Manager Economic and Community Development, City of Belmont, or their delegate



- Coordinator Community Development, City of Belmont
  - Chairperson, Belmont Sister City Association
2. The panel reserves the right to seek additional information from various sources to ensure an informed decision is made regarding the application.
  3. The panel reserves the right to not select any of the applications for the student delegations.
  4. The panel's decision is final.
  5. The City reserves the right to change the panel members.

## IMPORTANT DATES

03 September 2023	Applications close
30 September 2023	Outcome of applications communicated
31 October 2023	Payment of 50% (flight contribution) by Parent/ Guardian to nominated travel agent
Date to be advised	Pre trip meetings commence
Proposed dates:	Student Delegation to Adachi-ku: 10 – 19 January 2024
Date to be advised	Post trip meeting, presentation of student reports

## 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, including all attachments. Please provide all relevant details enabling the Selection Panel to comprehensively evaluate each application. The required forms are:
  - Application Form (**Attachment 1**)
  - School Principal Recommendation Letter (**Attachment 2**).

3. Ensure that you complete the checklist at the end of the application form, include any applicable attachments; and then submit to the City's Coordinator Community Development (contact details provided below).
4. **All applications must be received by the City by close of business on 3 September 2023.**

5. Applications can be submitted via:

- 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](mailto: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 Student Delegation, please contact the City of Belmont's Coordinator Community Development:

- Phone: 08 9477 7141; or
- Email: [community.development@belmont.wa.gov.au](mailto:community.development@belmont.wa.gov.au)

## **Attachments**

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## ATTACHMENT I – Application Form

### 1. Student details

Name			
Address			
Suburb			
State		Postcode	
Telephone		Date of Birth	
School		Nationality	
Email			

### 2. Parent / Guardian contact details (1)

Name			
Address			
Suburb			
State		Postcode	
Telephone		Mobile	
Email			
Relationship to student			

### 3. Parent / Guardian contact details (2)

Name			
Address			
Suburb			
State		Postcode	
Telephone		Mobile	
Email			
Relationship to student			

#### 4. Information about you

**Tell us why you are interested in the Sister City Student Exchange Program?**

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**Have you attended a Sister City Student Delegation before?**

Yes    No

**Has your family home hosted students from Adachi-ku City before?**

Yes    No

**Are you currently studying or previously studied Japanese at school or externally?**

Yes    No

**If Yes, when/ where did you study and for how long?**

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**Tell us about yourself (interests, hobbies)**

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## 6. Declaration

### Student Declaration

I, *(please insert full name)*

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

Signature ✓

Date

### Parent / Guardian Authorisation

I, *(please insert full name)*

I give my permission for my child to apply and be selected for the Sister City Student Delegation.

Signature ✓

Date



## ATTACHMENT 2 – School Principal Recommendation Letter

*To be completed by School Principal or their delegate.*

I, \_\_\_\_\_, the Principal of  
\_\_\_\_\_ can confidently recommend  
\_\_\_\_\_ to attend the upcoming Sister City  
Student Delegation in January 2024.

### Optional

Please provide any further comments about the student.

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Yours Sincerely,

Name:	
Signature:	
Date:	

## Checklist

Before you submit an application, please ensure you have:

- Application form (*Attachment 1*)
- Parent authorisation (*Attachment 2*)
- School Principal recommendation letter acknowledging academics (*Attachment 3*)
- Attach supporting documentation to assist with the application – **Optional.**

Please submit your application by Sunday 3 September 2023 in one of the following ways:

- In person City of Belmont Civic Centre  
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](mailto:community.development@belmont.wa.gov.au)
- Fax 08 9478 1473  
Attn: Coordinator Community Development