

2025 Sister City Citizens Delegation Guidelines and Expression of Interest Form

Applications close 5pm on
Monday 30th September 2024



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2025 Sister City Citizens Delegation Guidelines

Sister City Program

The City of Belmont ('the City') has built a 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 of 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 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.

Every five years the exchange and goodwill commitment between the Cities is renewed. The Mayors of Belmont and Adachi-ku visit one another's City's respectively to reaffirm the Sister City agreement. When this occurs, a Sister City Citizens Delegation replaces the Sister City Student Delegation, so that community and business leaders can pursue strategic opportunities and reaffirm relationships that underpin the priority youth leadership outcomes for the next four years, as well as explore potential other citizen and business outcomes through the relationship.

Citizens Delegation

A group of citizens comprising of City of Belmont staff, business community and wider community will visit Adachi City for a seven (7) day cultural and educational tour.

Details of the trip

1. Delegation's composition

- City of Belmont's Mayor
- City of Belmont's Chief Executive Officer
- A small number of operational staff
- City of Belmont Councillors
- Community (Citizen) Delegates
- Business Delegates
- An Interpreter

2. Dates

- Dates are set for 11 – 18 January 2025

3. Flights, Accommodation & Transport

- The City is responsible for booking return flights and accommodation for all participants of the Sister City Citizens Delegation.
- Each traveller will be required to have a valid passport for at least six (6) months after the scheduled travelled day.

- Copies of passport will need to be provided to the City’s Coordinator Community Development for the purpose of booking flights.
- Delegates are responsible for all costs associated with flights and accommodation and will be invoiced for the full cost (prior to 12 November 2024), unless other arrangements are determined by the City of Belmont.
- While in Adachi, all transport needs during official delegation activities will be provided by the Adachi City.

4. Meals

- All day-time meals during the delegation will be provided by the Adachi City.
- All allergies and/ or food intolerances need to be clearly identified on the Expression of Interest (EOI) Form.

5. Activities in Japan

- The itinerary for the delegation has not been finalised yet. However, past delegations experienced a range of educational, sightseeing and cultural activities. These activities are paid for by Adachi-Ku. There will also be one free day on the Sunday of arrival. Apart from two compulsory evening welcome and farewell functions, evenings will be free-time.

6. Travel Insurance

- Each delegate 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.

Delegate commitments

All delegates will be required to attend all relevant pre-trip meetings. Details of these meetings will be provided in advance by the City’s Coordinator Community Development.

Fees and payments

1. Cost Breakdown

Below is the cost breakdown in regard to participating in the Sister City Citizens Delegation:

Flights	approx. \$2,700 per person
Accommodation	approx. \$1,500 per person

Delegates should also make provision for spending money including evening meals.

2. Payment options

An account will be set up for each delegate at the chosen travel agent. Delegates will pay for their fees directly to the nominated travel agent.

All other expenses incurred during the delegation are sole responsibility of each delegate.

Selection Criteria

1. The Expression of Interest form, including the supporting documentation, must be completed, and submitted to the City before the closing date (**Monday 30 September 2024**).
2. The Delegate meets one of the following criteria:
 - is a Citizen delegate who has made a significant contribution to the Belmont community and a strong interest in intercultural relations; or
 - is a business delegate with strong relationships or interests in developing business relationships in Japan; and/or
 - is a Life member of the Belmont Sister City Association (BSCA).
3. Have a valid passport and be available to travel from the 11th to the 18th January 2025.

Assessment of Expression of Interest Forms and Selection Process

Once the City has received your Expression of Interest (EOI) form, it will be recorded and you will receive confirmation from the City's 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 EOIs 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.

Successful delegates will receive a formal confirmation of their appointment as part of the City of Belmont's Sister City Citizens 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 of the required sections of the EOI. Please provide all relevant details enabling the selection panel to comprehensively evaluate your application.

Selection Panel

1. The panel consists of a combination of at least three (3) of the following members:
 - Director Development and Communities
 - Manager Economic and Community Development
 - Coordinator Community Development.
 - 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 delegations.

4. The panel's decision is final.
5. The City reserves the right to change the panel members.

Important Dates

- 16 September 2024 Applications Open
- 30 September 2024 Applications Close
- 14 October 2024 Outcome of applications communicated
- TBC Early November 2024 Flight and Accommodation fees due to nominated Travel Agent
- TBC Pre trip meeting
- 11 – 18 January 2025 Sister City Citizens Delegation in Adachi

How to Apply?

1. To submit an EOI form, read through these guidelines carefully and ensure that you meet the criteria.
2. Complete the EOI Form in full (Page 7). Please provide all relevant details enabling the Selection Panel to comprehensively evaluate each application.
3. Ensure that you complete the checklist at the end of the EOI form, include any applicable attachments as requested; and then submit to the City's Community Development Department (contact details provided below).
4. All EOIs must be received by the City by close of business on **Monday 30 September 2024**.
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

Contact Details

Should you have any queries regarding this document or the City of Belmont's Sister City Citizens Delegation, please contact the City of Belmont's Coordinator Community Development:

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

2025 City of Belmont Sister City Citizens Delegation Expression of Interest Form

1. Delegate details

Name			
Address			
Suburb			
State		Postcode	
Mobile Number		Date of Birth	
Nationality			
Email			

2. Interest and background information

2.1.1 I am (Please select all that apply):

- a Life Member of the Belmont Sister City Association
- a Citizen of Belmont (includes Belmont Sister City Association Committee Members)
- a Belmont business owner/operator

2.1.2 I am (Please select all that apply):

- Able to demonstrate strong contributions to the community of Belmont and/or past or current connections to the Belmont Sister City program
- Working in a paid or volunteer capacity within the City of Belmont
- Interested in Japanese international relationships and business opportunities

2.1.3 Please attach and/or provide evidence below to support what you have indicated above:

Additional evidence attached Yes No

2.2 Have you attended a Sister City Student Delegation and/or Sister City Citizens Delegation before?

Yes (please provide more information below) No

2.3 Have you or your family home-hosted students from Adachi City before?

Yes (please provide more information below) No

2.4 Which of the below statements applies to you?

Current/Former member of the Belmont Sister City Association Executive Committee

Commencement Year		Conclusion Year		
Position/s held – type below:				

Current/Former general member of the Belmont Sister City Association

Commencement Year		Conclusion Year		

Current/Former member of a City of Belmont’s Advisory Group

Commencement Year		Conclusion Year		
Name of group:				
Position/s held – type below:				

None of the above

2.5 Please provide information on your past, current or potential contribution to all/any of the following:

Contributions to the community of Belmont

International business relationships

Cultural exchange and friendship building with Japan

Educational exchange with Japan

2.6 Why should you be selected to participate in the Sister City Citizens Delegation for the 40th Anniversary?

2.7 Do you have any other comments you would like to make in support of your Expression of Interest application?

3. Passport and Emergency Contact details

3.1 Passport Details (Please provide a copy of your passport)

Full Name	
Nationality	
Passport Number	
Expiry Date	

3.2 Emergency Contact

Name			
Address			
Suburb			
State		Postcode	
Mobile		Relationship	
Email			

3.3 Access and Dietary requirements

Do you have any accessibility requirements?

Yes (please provide more information below) No

Do you have any dietary requirements/ allergies?

Yes (please provide more information below) No

4. Declaration

Delegate Declaration
I, (please insert full name).....

declare that the information provided is correct to the best of my knowledge. I am aware and agree to pay all required travel costs as outlined in these Guidelines and agree to abide by the delegation rules and timelines.

Signature

✓

Date.....

Checklist

Before you submit your EOI, please ensure you have:

- Completed the EOI Form in full
- Attached a copy of your passport
- Attached supporting documentation to assist with the application (Optional)

Please submit your application by **Monday 30 September 2024** 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