



RULES FOR HOSTING A SISTER CITIES AUSTRALIA INC. ANNUAL CONFERENCE

Sister Cities Australia Inc (SCA) Statement of Purpose and Vision Statement are as follows:

STATEMENT OF PURPOSE

As the peak body the purpose of Sister Cities Australia is to assist its members to establish, maintain and continually improve sister city relationships and to link people and organisations with similar goals and values.

VISION STATEMENT

To achieve greater understanding, friendship and community benefit from sister city relationships.

A primary activity by which SCA meets its objectives is the conduct of an Annual Conference. It does that by encouraging attendance, ensuring the appropriateness of the adult delegate content of the program, if applicable the concurrent running of a youth delegates program, conducting a National Awards program and the holding of an Annual General Meeting.

It is also a requirement under its Constitution that SCA hold a conference each year. Local government authorities are invited to apply to host a conference two years in advance.

The Conference Chairman shall be the President of SCA or their Nominee.

HOW TO APPLY TO HOST AN SCA CONFERENCE

Prospective local government authority hosts for an SCA Annual Conference should note that the relevant application form accompanies these Rules as a loose sheet.

Application forms are also distributed with the Agenda for the Annual General Meeting or may be obtained from the National Secretary, Sister Cities Australia Inc. or at an Annual Conference. Completed applications together with required essential supporting documentation must be returned to the National Secretary by the date indicated on the form or a later date determined by the Executive Committee.

It is important to note on the application form applying to host a conference that there is a statement that the “**Rules for Hosting an SCA Annual Conference**” including **Attachment 1 – “Guidelines for Hosting an SCA Youth Program”** have been read and understood and are agreed upon in every particular”.

The application form **must** be signed and dated by the Chief Executive Officer or General Manager of the local government authority applying to host the conference.



CONFERENCE REQUIREMENTS

1. Tasks and Specific Elements

SCA requires the host local government authority to provide services and undertake tasks and ensure that the conference contains specific elements as listed below:

- 1.1. That it reflects the objectives of SCA.
- 1.2. That it contains an appropriate youth delegates program. If one is to be held is at the discretion of the host city.
- 1.3. That it is actively promoted.
- 1.4. That it is financially underwritten and managed by the host local government authority.
- 1.5. That a non-member levy of an amount as determined from time to time by SCA in conjunction with the host city may be included in the registration fee.

Any levy to be at the discretion of the host city and any amount paid to be retained by the conference host city.

- 1.6. That a secure meeting room be provided for use by the SCA Executive Committee at the conference centre for the duration of the conference. (To be utilised for meetings of the Executive Committee, as well as for safe storage of items.)
- 1.7. The conference host shall provide an "assessment and evaluation" document to be included in the delegates' satchels to enable delegates to assess each part of the program as it proceeds. The purpose of this assessment and evaluation document is to obtain constructive feedback from those attending the conference. The questions in the document having been agreed upon in consultation between the SCA Executive Committee and the conference host. **Completed forms shall be forwarded to the President of SCA within one month from the last day of the conference.**
- 1.8. Some states in Australia have "privacy" legislation prohibiting publication of names and details of delegates without their specific permission. The provisions of such legislation shall where applicable be complied with.
- 1.9. To this end the Delegates Registration Form shall contain an entry in the following terms.

"Do you consent to your personal details shown on this registration form being included in a list to be distributed to all conference delegates".

"Please tick appropriate Box"

Here show two (2) boxes labelled "YES" and "NO"

A list of consenting delegates and their details is to be prepared by the conference host and included in the delegates' satchels.

(Note: The results obtained from completed Conference Evaluation Reports shall not be included in the general conference report to delegates but shall only be forwarded to the President of SCA for information and consideration.)



2. Distribution of Conference Brochure

2.1. Not later than four (4) full months prior to the date of the conference, a Conference Brochure that includes the registration form **shall** be distributed nationally to all local government authorities and relevant community groups. This may be done by electronic means.

A hard copy of the Conference Brochure may be distributed to all financial SCA Corporate and Individual members.

2.2. Such brochure shall include the SCA Logo, indicating the conference is being conducted by the host city on behalf of SCA.

3. Inclusion in the Conference Program

In organising the SCA Annual Conference provision must be made in the program for the following:

- Conference Program to be for a **maximum** duration of **2 days**.
- An address by SCA President at both the Welcome Reception and first session.
- Presentations by designated entrants from the National Awards Program to be held on the first day. (If applicable)
- Announcement of following year conference host city (allow a few minutes on the first day).
- International Forum (allow 1 hour on first day).
- Open Forum (allow ½ hour prior to the AGM).
- AGM (allow ½ hour except in an election year allow 1 hour).

or as otherwise directed by the SCA Executive Committee.

3.1. National Awards Program

Each year a National Awards Program is conducted and winners are announced at the annual conference.

SCA's responsibilities in this regard are:

- (a) To conduct the program and provide independent Judges.
- (b) To provide all trophies for the winning entrants.
- (c) To provide the "Commemorative Record" book summarising all entries for distribution to delegates during the conference.

3.2. Display – Host City Next Conference

The conference host is to provide at no cost space and a display board (2mx2m) for the use of the city hosting the following year conference.

Any additional space or equipment required is by arrangement between the conference host and the exhibitor and may incur a cost to be negotiated between the parties.

3.3. Additional Displays - Other

Any other displays are at the discretion of the conference host. A charge may be made for such displays and any income received is retained by the conference host. Such displays may include tourism, commercial and trade displays appropriate to local government or the sister city movement, subject to approval by the SCA Executive.



3.4. Annual General Meeting

The Executive Committee will conduct the Annual General Meeting of SCA during the conference.

3.5. Election of Office Bearers and Executive Committee

Any election of office bearers is to be conducted by a Returning Officer provided by the host city during the Annual General Meeting.

3.6. Appropriate Youth Program – At discretion of hosting city.

If a Youth Program is to be offered the conference host shall at the meeting with the SCA Executive at least six months prior to the conference present to and discuss with the SCA Executive the proposed youth program that will run concurrently with the adult program. At this time the proposed activity and accommodation venues for the youth program will be inspected to determine suitability by the SCA Executive.

The conference host will have taken into consideration all issues outlined in “The Guidelines for Hosting a SCA Youth Program” Attachment “1” to this document.

4. The Returning Officer - Role and Responsibility

The Chief Executive Officer of the conference host council or whomever they may delegate as the Returning Officer shall be responsible for fulfilling this role.

It is the responsibility of **all candidates** to ensure that the Returning Officer receives the following items not later than 5.00 pm four weeks prior to the Sister Cities Australia Inc. Annual General Meeting (this date to be confirmed with the SCA President).

Nomination shall be on the prescribed form together with a passport size head and shoulders photograph and a biography containing not more than 200 words for the position(s) on the Executive and Executive Committee that may be coming vacant and or due for election in that year. In any election year that a conference is **not** being held the photograph and biography are not required.

The National Treasurer will check with the Returning Officer (on the day following the close of nominations) the names of the nominees in order to confirm that all nominees are representatives of financial members of SCA thereby validating their nominations.

The Returning Officer is to prepare a printed list of all validated candidates in alphabetical order for positions on the Executive and Executive Committee and include a copy of their photograph and biography with the conference papers in the delegates’ satchels. In any year that a conference is **not** being held this process is not required.

The order of the names of the candidates appearing on the ballot paper shall be by draw by the Returning Officer.

Where voting is to take place for any position the Returning Officer shall produce and have available at the Annual General Meeting a sufficient quantity of ballot papers for the election of candidates to positions on the Executive and Executive Committee.

Following the counting of recorded formal votes make a declaration of the poll in naming the successful candidates.



5. Additional Responsibilities of the Host City

The Conference host is responsible for the following in consultation with the SCA Executive Committee:

- (a) The Conference theme and setting of the dates of the conference.
- (b) Keynote speakers (and their requirements).
- (c) Presenters (and their requirements).
- (d) Gifts for all guest speakers/presenters.
- (e) Workshop subjects and facilitators.
- (f) The social program.
- (g) Transport for delegates, as required, between nominated accommodation venues and the conference venue(s).
- (h) Ensure that all printed material for the conference includes the SCA Logo and indicates that the conference is being conducted by the Conference Host City on behalf of SCA.
- (i) Co-ordinate all activities associated with the attendance of International guests at the conference.
- (j) The conference host shall provide to the host of the next conference a copy of all relevant information including the delegate database used at its conference.
- (k) To arrange or provide an appropriate meeting room (2 days - one day for SCA Executive meeting and the other day for meeting with conference organisers).

6. Sponsorship

All sponsorship shall be appropriate to the sister city movement and subject to approval by SCA.

7. SCA Executive Committee Meeting

An SCA Executive Committee meeting and Conference Planning meeting will be held in the host conference city on a date to be determined by the parties at least six months prior to the conference.

The conference host shall provide to the SCA President a copy of the draft adult conference program and draft budget at least 7 days prior to that meeting. It shall also provide a copy of the Youth program if one is to be conducted.

It will also at that meeting:

- (a) Substantiate the amount of the proposed registration fees to the satisfaction of the Executive Committee.
- (b) Facilitate the inspection of all proposed venues for both adult and youth activities and all proposed accommodation facilities for both adult and youth delegates for approval by the Executive Committee.
- (c) Facilitate an inspection of all areas available for display by the host city for the following year conference.

8. Responsibilities at a Conference Following a Successful Bid

At the conference in the year immediately before its own conference that host city shall:

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- 8.1. Conduct promotional activities and present a display promoting its conference.
- 8.2. Make a presentation that supports and promotes its conference and encourages delegates to attend.

Further enquiries may be directed to:

Mike Jakins

National Secretary

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ROCKINGHAM WA 6168

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The inclusion of a youth delegates program is at the discretion of the conference host city.

Guidelines for Hosting An SCA Youth Program

(Included as an Attachment to the Rules for Hosting an SCA Annual Conference.)

A successful conference youth program is the result of the united talents of the host city, their youth representatives and the youth delegates.

The following are key points to be followed in hosting and planning for an SCA Youth Delegates Program with specifications required to be undertaken by the host city.

1. Aims of the Youth Program

SCA aims to encourage young people to be active participants in the Sister City movement.

The program shall address the following:

- To develop an understanding of the Sister City movement amongst the young people.
- To encourage the active participation of the young people in Sister City initiatives.
- To foster and respect the young persons' talents and contribution to the Sister City movement giving rise to the continuation of the Sister City ideals into the future.
- To bridge and celebrate cultural and generational diversity in Australia and the world by creating networks and friendships.

2. The Program

The host city is required to prepare a Draft Youth Program. The SCA Executive Committee shall review, and upon their satisfaction approve the program at the Conference Planning meeting with the host city. As the youth program is for young people involved in sister city activities the formal program content **shall** where possible focus on relevant issues associated with the sister cities movement.

The host city is to communicate any changes made to the approved youth program to the SCA Executive.

Ensure that a short session is included immediately after registration for the youth delegates to be introduced to each other and to the Adult Youth Leaders. This time should also be used to reinforce all aspects of the Code of Conduct.

Ensure that a session is included on Day 1 of the program to introduce delegates to the idea and concept of the sister cities movement.

Ensure that a session is included on the final day to bring the youth program to some form of conclusion so that youth delegates go away with a clear understanding of what they learnt over the duration of the conference.

The host city is to confirm all guest speakers and facilitators for the youth program sessions with the SCA Executive.



3. Accommodation

The host city is required to provide appropriate accommodation facilities for all youth delegates. The SCA Executive Committee shall inspect those facilities during the Conference Planning meeting with the host city.

In deciding the venue, the following should be noted:

- The accommodation venue must be a safe environment for young people and able to be easily monitored by the adult youth leaders and the host city Youth Co-ordinator.
- The accommodation venue must have appropriate and adequate bathroom facilities.
- The accommodation venue must have a place where young people can gather together and socialise.
- To establish a clear duty of care the youth accommodation venue shall be alcohol, tobacco and drug free and shall not be the same venue as the adult accommodation.

The host city shall ensure that any minibar, food or items for sale in individual rooms are removed from the rooms by the venue management before the youth delegates arrive.

Establish rules and guidelines for behaviour and also the use of any facilities at the accommodation venue e.g. pool or spa etc. A night curfew shall apply to all youth delegates.

Youth delegates shall be grouped in rooms according to their gender. At no time shall a male youth delegates be permitted to be in a female youth delegate room and vice versa. Delegates should also be grouped in rooms roughly according to their age. When mixing youth delegates in rooms with youth delegates from other cities some consideration shall be given to Adult Youth Leaders who may prefer their youth delegates to be placed in rooms together for reasons relating to duty of care. Please confirm room allocations with Adult Youth Leaders as soon as they arrive at the accommodation venue.

Adult Youth Leaders are not to be placed in rooms with youth delegates but located nearby in the same venue where supervision can be maintained.

4. The Social Program

The host city is required to provide a social program for the youth delegates on evenings that they are not joined with the adult program. In planning social activities the ideas of young people must be considered and the following should be kept in mind.

- Social functions must be safe and appropriate for the age group and properly supervised.
- Social functions specific to the youth delegates must be totally alcohol, tobacco and drug free.
- When youth delegates are present at adult social functions where alcohol is being served ensure that all staff are aware that any youth delegate **including those aged 18 or above are NOT to be served alcohol.**

5. Food and Refreshments

The host city is required to provide meals and morning/afternoon tea on days and/or evenings that are not joined with the adult program.

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- Meals should be healthy and also cater for the special dietary needs of the youth delegates e.g. religious or vegetarian.

6. Registration for the Youth Delegates Program

The host city is required to distribute and accept Youth Program Registration Forms and associated fees.

- Youth delegate's registration forms shall include an indemnity form containing the text appearing on Appendix "A" to these Guidelines as a **minimum** requirement.
- Registration of a youth delegate **shall not** be accepted for processing unless accompanied by a signed form of indemnity.
- Registration of a youth delegate **shall not** be accepted unless an adult delegate from the same council/committee **is registered to attend the conference**.
- All registered youth delegates shall be required to sign a "Statement of Understanding" regarding behaviour and rules on their arrival on the first day of the conference. Registration forms should note this requirement. The Statement of Understanding should clearly outline the Code of Conduct so youth delegates are fully aware to what they are agreeing.
- The Youth Program Registration Form **shall be** viewed and approved by the SCA Executive Committee prior to its distribution.
- A copy of all accepted youth registration and indemnity forms shall be provided to the SCA Executive prior to the commencement of the Conference.

7. Venue

The host city is required to provide a safe and comfortable working environment for the youth program sessions. The SCA Executive Committee shall inspect all nominated venues during the Planning Meeting with the host city.

When choosing a venue the following must be considered:

- The work room(s) must be large enough to accommodate the registered number of youth delegates.
- The work room(s) must have access to toilets.
- The workroom(s) must have provision for the following facilities:
 - o Whiteboard and markers
 - o Paper (A4 & butchers)
 - o Chairs & tables
 - o Pens & pencils
 - o Water and refreshments

8. Duty of Care

It is the responsibility of the host city to ensure:



- That the prescribed ratio of Adult Program Leaders to registered youth delegates are present during the total period of the SCA Conference Youth Program.
- That the ratio being one delegated Adult Program Leader for every 10 young people registered as youth delegates.
- That compliance with that ratio shall be confirmed with the SCA Executive prior to commencement of the youth program.
- That all Adult Program Leaders shall have a clear understanding of their duty of care responsibilities and that printed information (Youth Leaders Information Booklet) shall be provided to all Adult Program Leaders prior to the start of the conference.
- That a local medical centre and an after-hours medical service be identified by the host city and names, phone numbers and address of these services be provided to the SCA Executive.
- That any person actively involved in the care and or control of the youth delegates and or the conduct of the youth program shall have undergone any statutory background checks and have completed and submitted to the conference organiser any documentation applicable and required by the State in which the conference is being held.

9. Transport

The host city is required as a duty of care and for safety reasons to provide a suitable vehicle to the youth program.

- That vehicle must be available to be used by the Adult Youth Leaders, for the full duration of the conference.
- The vehicle shall be available 24 hours a day.

It is the responsibility of the host city to ensure that the youth delegates travel safely to and from sessions and any location where activities take place.

10. Workbooks and Conference Handouts

- The youth program is to be different from the adult program having its own specific requirements.
- The host city **shall** print a Youth Program Workbook and copy all required handouts. The Youth Program Workbook shall contain the timetable, contact details for emergencies, location map of the venue and facilities, workshop information and handouts and any other relevant information to assist with the learning experience of the youth delegates.
- The host city shall consult with the SCA Executive on its content and when approved, printing and distribution to the delegates shall be organised at the cost of the host city.

11. Host City Youth Co-Ordinator

To ensure clear communication with the SCA Executive Committee, one person **shall** be appointed by the host city to be the Host City Youth Coordinator. This person **must** be in the position to make decisions on behalf of the host cities Planning Committee regarding the youth program.

- The host city **shall** nominate a person responsible for the SCA Conference Youth Program.

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- That person **shall** be the contact for the SCA Executive regarding all issues pertaining to the youth program.
- That person **must** be present at all activities and reside at the accommodation venue for the full duration of the SCA Conference Youth Program.

12. Age of Participant

Delegates participating in the Youth Program **shall** be not younger than **16** years of age and not older than **21** years of age at the date of commencement of the conference.

Any request to change the age limit of any youth delegate **shall** be submitted to the SCA Executive for approval prior to acceptance of a Registration.



APPENDIX "A"

TO THE GUIDELINES FOR HOSTING AN SCA YOUTH PROGRAM

1. I/We give consent for my/our child to participate in the Youth Program at the SCA Annual Conference to be held in the city of _____ from the _____ to the _____ 20__
2. I/We agree that neither _____ Council nor its officers or workers shall be liable for any damage or injury that may be incurred by my/our child whilst participating in the Youth Program.
3. I/We authorise the staff in the event of any illness or accident to obtain on my/our behalf any such medical assistance as my/our child may require. In the case of an emergency I/We agree for my/ our child to be transported by ambulance or private motor vehicle.
4. In the event of my/our child behaving irresponsibly and/or not complying with safety rules or the Code of Conduct for the conference, I/We agree to immediately collect my/our child from the conference, or to reimburse _____ Council for any costs incurred in the return of my/our child, either locally, intrastate or interstate.
5. I/We understand that the Youth Program of the conference is drug, tobacco and alcohol free.
6. I/We understand that a "no dating" policy shall apply for the duration of the Youth Program.
7. I/We shall fully discuss the above requirements with my/our child to ensure that they fully understand their obligations as a Youth Delegate to the conference.

Signed-----

(Parent / Guardian)

Date-----