



RULES FOR HOSTING CRITICAL POINTS

- The application form **must** be signed and dated by the Chief Executive Officer or General Manager accepting the responsibility for financially underwriting the conference.
- A capitation fee, per registered adult delegate be included in the registration fee and paid to Sister Cities Australia Inc (SCA) by the conference host. The fees to SCA are as follows:
 - **\$45.00 per registered full adult delegate.**
 - **\$15.00 per day for day delegates.**
 - **No capitation fee for youth delegates.**
- The conference host provide, at no cost to SCA, a maximum of four **(4) double rooms and six (6) full registrations**, for the conference. (To be used by invited International Conference Guests and Speakers identified by the SCA Executive Committee.)

The Conference Program to include the following:

- Program to be for a **maximum** duration of **2.5 days** to include a youth program to run concurrently with the adult program.
 - A welcome address by SCA President at the Welcome Reception
 - Presentations by designated entrants from the National Awards Program to be held on the first day.
 - Conference venue announcement (allow a few minutes on the first day).
 - A “first timers” session on the first day (possibly as a breakfast or concurrent workshop).
 - International Forum (allow 1 hour on first day).
 - Open Forum (allow ½ hour on the last day prior to the AGM).
 - AGM (allow ½ hour on the last day except in an election year allow 1 hour).
- A National Awards Program is conducted and winners are announced at the annual conference. A display area to be allocated within the conference centre for static displays supporting the entries.
 - The conference host in conjunction with SCA to meet six months prior to the meeting (at the conference venue) to discuss the draft adult program and draft youth program. This will include the inspection of the conference venue and accommodation for both the adult and youth delegates.



**RULES FOR HOSTING A
SISTER CITIES AUSTRALIA
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 content of the program, 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. As SCA has neither the facilities nor resources to organise and promote conferences, local government authorities are invited to apply for the privilege 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 A SCA CONFERENCE

Prospective local government authority hosts for a 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 Secretary at PO Box 368 ALTONA VIC 3018 or at an Annual Conference. Completed applications together with required essential supporting documentation must be returned to the 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 for the privilege to host a conference that there is a statement that the “**Rules for Hosting a SCA Annual Conference**” including **Attachment 1 – “Guidelines for Hosting A 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 for the privilege 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.
- 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 an Administrative Capitation Fee, per registered adult delegate as determined from time to time by SCA be included in the registration fee and collected at registration on behalf of SCA. Such fee to be paid to Sister Cities Australia Inc by the conference host **within three months** after the closing day of the conference. The fees to SCA are as follows:
 - \$45.00 per registered full adult delegate.
 - \$15.00 per day for day delegates.
 - No capitation fee for youth delegates.

- 1.6 That a non-member levy of an amount as determined from time to time by SCA be included in the registration fee and collected. The amount of such levy paid to be retained by the conference host city.
- 1.7 That the conference host shall provide, at no cost to SCA, a maximum of four (4) double rooms and six (6) full registrations, for the conference. (To be used by invited International Conference Guests and Speakers identified by the SCA Executive Committee.)
- 1.8 That a secure meeting room shall be provided and available 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 safe storage of items.)
- 1.9 The conference host will 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 feed back 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 Secretary of SCA within one month from the last day of the conference.
- 1.10 Some states in Australia have “privacy” legislation prohibiting publication of names and details of delegates without their specific permission and the provisions of such legislation shall where applicable be complied with.
- 1.11 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 delegates attending this conference.”

“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.

- 1.12 The conference host is to prepare and distribute a Conference Report to all delegates who attended the conference **within three months** after the closing day of the conference.

The Conference Report is to include copies of the Chairman's and Treasurers Annual Reports, copies of speeches by keynote speakers, summaries of workshops and any outcomes or recommendations arrived at by the delegate's, and outcomes from the youth program

*(Note: The Conference Evaluation Report **shall not** be included in the general conference report to delegates but **shall only** be referred to the SCA Executive Committee for information and consideration.)*

2. 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 **2.5 days**.
- A welcome address by SCA President at the Welcome Reception (Sunday) and first session (Monday).
- Presentations by designated entrants from the National Awards Program to be held on the first day.
- Conference venue 2 years hence announcement (allow a few minutes on the first day).
- Include a "first timers" session on the first day (possibly as a breakfast or concurrent workshop).
- International Forum (allow 1 hour on first day).
- Open Forum (allow ½ hour on the last day prior to the AGM).
- AGM (allow ½ hour on the last day except in an election year allow 1 hour).

or as otherwise directed by the Executive Committee.

2.1 National Awards Program

Each year a National Awards Program is conducted and winners are announced at the annual conference. This is an important aspect of the conference program.

SCA's responsibilities in this regard are:

- (a) To conduct the program and provide independent Judges.
- (b) To provide the "Commemorative Record" book summarising all entries for distribution to delegates during the conference.
- (c) To provide the "Best Display" voting slips.
- (d) To provide all trophies for award entry winners.

The conference host responsibilities are to provide, at its cost:

- (a) A display area within the conference centre for the static displays by entrants, supporting their National Award entries. (No other displays, e.g. tourism or sponsors, are permitted amongst the National Award displays).
- (b) A sufficient number of 2 m wide x 2 m high display boards plus a small table in front of the display boards for leaflets etc; for each of the entrants competing for National Awards.
- (c) Arrange for the hire of TV/video or other specific equipment if required. All hired equipment shall be at the exhibitor's cost arranged through the conference host.
- (d) Provide a power supply to each display where applicable.
- (e) A trophy to be awarded by the conference host and presented at the Conference Gala Dinner for the best display (voted for by nominated voting delegate of each attending member).
- (f) A ballot box in which voting delegates may deposit their voting slips for the best National Awards Display.
- (g) A small table on which to stand the ballot box plus the voting slips; this table to be positioned adjacent to the National Awards Displays
- (h) The winner shall be announced and the trophy presented at the Conference Gala Dinner by a representative of the conference host city.

2.2 *Display – Host City Next Conference*

The conference host is to provide at no cost space and display boards (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.

2.3 *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 to be 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 the consent of the SCA Executive.

2.4 Annual General Meeting

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

2.5 Election of Office Bearers and Executive Committee

Any election in this regard is to be conducted by the Returning Officer as required in conjunction with the Annual General Meeting.

2.6 Appropriate Youth Program

In the six months prior to the meeting with the SCA Executive Committee, the conference host will present to and discuss with the SCA Executive the 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.

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.

3. The Returning Officer - Role and Responsibility

The Chief Executive Officer of the conference host council or whomever they may delegate 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 that years Sister Cities Australia Inc. Annual General Meeting (this date to be confirmed with the SCA' National Secretary).

- (a) Nomination on the prescribed form together with a passport size head and shoulders photograph and a biography containing not more than 200 words for the positions on the Executive Committee that may be coming vacant and or due for re-election in that year.

The National Treasurer will check with the Returning Officer (on the day following the close of nominations) of the names in (a) 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 Committee and include a copy of their photograph and biography with the conference papers.

A copy of the list of candidates together with their photograph and biography is to be included in the delegates' satchels.

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

The Returning Officer to produce and have available at the Annual General Meeting a sufficient quantity of ballot papers for voting delegates for the election of candidates to positions on the Executive Committee.

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

4. 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 entertainment and social program.
- (g) Transport for delegates, as required, between nominated accommodations 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) The adult delegate program accompanying persons program.
- (j) The accompanying persons program.
- (k) Co-ordinate all activities associated with the attendance of International guests at the conference.
- (m) The trophy donated by the conference host for the winning display shall have the name of the winning city engraved upon it **prior** to its presentation at the Conference Gala Dinner.
- (n) Following the conclusion of the conference the conference host/organiser shall deliver to the host/organiser of the next following conference a copy of all relevant information including the authorised delegate database from that conference.

5. Sponsorship

All requests for financial support to be submitted to Federal and/or State Government Departments shall first be approved and endorsed by the Executive Committee of SCA **prior** to any such submission or application being made.

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

6. SCA Executive Committee Meeting

A SCA Executive Committee 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 Secretary a copy of the draft adult and youth conference programs and draft budget at least 7 days prior to that meeting.

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 the inspection of all areas available for displays by entrants in the SCA National Awards and the host city for the following year conference.

Responsibility of Host City

- To arrange and provide an appropriate meeting venue (2 days) to include catering requirements (one day for SCA Executive meeting and the other for meeting with conference organisers).
- To arrange transport arrangements whilst the Executive Committee are within the host city.

7 Responsibilities at a Conference Following a Successful Bid

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

- 7.1** Conduct promotional activities and present a display promoting its conference.
- 7.2** Make a presentation that supports and promotes their conference and encourages delegates to attend.

8 Distribution of Conference Brochure

- 8.1** Not later than four (4) full months prior to the date of the conference, a "SCA Conference" brochure that includes the registration form **shall** be distributed nationally to all local government authorities, relevant community groups and SCA Corporate and Individual members.
- 8.2** Such brochure **shall** include the SCA Logo, indicating the conference is being conducted by the host city on behalf of SCA.

Further enquiries may be directed to:

Ms Margaret Evans
National Secretary
Sister Cities Australia Inc.
PO Box 368
ALTONA VIC 3018
Telephone (03) 9932 1043



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 SCA Executive Committee. The following are key points to be followed in hosting and planning for a 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 based on combined knowledge and effort. The SCA Executive Committee shall review, and upon their satisfaction approve and endorse 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 **should** where possible focus on relevant issues associated with the sister cities movement rather than general youth issues.
- When planning and implementing the youth program, the parties must work to achieve the Aims identified above.

Tasks: *The host city is to prepare a Draft Youth Program which is to then be reviewed by the SCA Executive, keeping in mind the aims of the youth program.*

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

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

- It is the responsibility of the host city to arrange and confirm guest speakers and facilitators for the youth program sessions.

Task: *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 will 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.

Tasks: The host city needs to take into account the comments above when considering the selection of a youth delegate venue.

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.

Set 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 to apply to all youth delegates.

Group delegates in rooms according to their gender. At no time shall boys be permitted in a girls room and vice versa. Delegates should also be grouped in rooms roughly according to their age. While mixing delegates in rooms with people from other cities some Adult Youth Leaders may prefer their 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 in the same area.

4. The Social Program

The host city is required to provide a social program for the youth delegates on evenings that 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.

Task: *Plan an appropriate social program for the youth delegates.*

When youth delegates are present at social functions at which alcohol is served ensure that all staff are aware that no youth delegate, even those aged 18 or above shall 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.

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

Task: *Ensure that provisions are made available as outlined above.*

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 delegates are fully aware of what they are agreeing to.
- 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.

Task: Receive and administer all registration forms taking into account the above.

Prepare a draft Statement of Understanding and Registration Form which is to be reviewed by the SCA Executive at the same time as the Draft Youth Program.

7. Venue

The host city is required to provide a safe and comfortable work environment for the youth program sessions. The SCA Executive Committee will 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:
 - Overhead projector
 - Whiteboard and markers
 - Paper (A4 & butchers)
 - Chairs & tables
 - Pens & pencils
 - Water and refreshments

Task: Ensure an appropriately equipped venue for work sessions is available giving consideration to all of the above.

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 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.

Task: That all Duty of Care issues be acknowledged and acted upon and observed by the host city.

Produce a Youth Leaders Information Booklet providing details of the program and venues, expectations of youth leaders, code of conduct, duty of care responsibilities, emergency numbers and mobile numbers of all Youth Leaders and relevant responsible supervisors, and the names and room numbers of all delegates and leaders at the youth program.

Ensure that it is stated in the Statement of Understanding that the youth delegate is not to leave any conference venue without the consent of an Adult Youth Leader.

Ensure that a first aid kit is available for use at all times.

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 registered and roadworthy.
- The vehicle **shall** be available 24 hours a day.

Task: The host city must provide a transport facility as outlined above.

It is the responsibility of the host city to ensure that the youth delegates travel safely to and from sessions.

Task: The host city must advise the SCA Executive of transportation arrangements.

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 and bind the Youth Program Workbook and copy all required handouts. The Youth Program Workbook should 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 delegates.
- The host city shall consult with the SCA Executive on its content and once approved, printing and distribution to the delegates shall be organised at the cost of the host city.

Task: Provide copies of the Youth Program Workbook and appropriate handouts for each youth delegate.

11. Host City Youth Co-Ordinator

To ensure clear communication for the SCA Executive Committee, one person **shall** be appointed by the host city to be the Host City Youth Co-Ordinator. 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.
- 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.

Task: Identify and nominate a Host City Youth Co-Ordinator for ongoing contact with the SCA Executive.

Inform the SCA Executive if there is any change to the nominated Host City Youth Co-Ordinator.

12. Age of Participant

Delegates participating in the Youth Program **shall** be not younger than 16 years of age and not older than 23 years of age at the date of commencement of the conference.

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

**APPENDIX “A”
TO THE GUIDELINES FOR HOSTING A 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.....from the.....to the.....
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 reimburseCouncil 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.