



Burwood Council

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SISTER/FRIENDSHIP CITIES AND OVERSEAS DELEGATIONS POLICY

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Introduction

The Policy seeks to:

- clarify the objectives of Burwood Council's Sister/Friendship City Program and provide the framework for a strategic approach to the development and management of those relationships
- establish Terms & Conditions for overseas delegation visits

Hosting of Delegations

It was resolved at the Council Meeting of 20 November, 2007 (Min No. 166/07) that the hosting of Overseas Delegations is not a core function of Council and, therefore, will not be supported by Council or Council Officers.

Anyone wishing to host an Overseas Delegation will need to complete the Overseas Delegation Visit Request Form and pay the appropriate fee as published in Council's Schedule of Fees and Charges (available on Council's website).

Key Objectives

The main objectives of Council's Sister/Friendship City Program are to:

- promote and encourage international information exchange and liaison between Local Government, business leaders and the wider community
- enhance and promote the image of Burwood Council and the Australian Local Government internationally
- promote an understanding between people at all levels and of different cultures
- develop economic, trade, cultural, educational, policy, technical and other beneficial exchanges
- foster international understanding and the exchange of information

It is expected that activities co-ordinated through the Sister/Friendship Cities Program will facilitate the identification and development of business and trade opportunities between Burwood and its Sister/Friendship Cities. However, such opportunities should then be assessed and acted upon by local business/industry.

Establishing Relationships

Potential Sister Cities and Friendship Cities

Sister City and Friendship City relationships should be established for their strategic relevance to the Council area and its residents.

The Sister City or Friendship City must be a specific Local Government Area and not a province, district or other area covering more than one city or town.

In general, potential cities should share some commonalities with the Burwood Council Local Government Area, (e.g. the existence of economic characteristics, regional location and accessibility, historical links, strong community ties, similar demographics, social issues, size and/or level of development). This will promote the exchange of similar/relevant experiences, achievements and challenges and may lead to business, tourism and educational opportunities for both parties.

Relationships must be based on the concept of reciprocation and mutual benefit and the Cities/Councils must share similar levels of enthusiasm.

In some cases co-operation can be contained to a specific area/field (e.g. environment, economic co-operation, education). In such cases, Friendship agreements should be considered rather than formal Sister City arrangements.

Procedure for Formalising Relations

The Sister/Friendship City relationships will be formalised by the exchange of a Memorandum of Understanding (MOU) as the first stage of establishing recognised relations.

The decision to establish a Sister or Friendship City relationship must be approved by Council prior to any MOU being entered into and is formalised through the signing of a declaration between the Mayor of each nominated Sister/Friendship City.

Categories of relationships should be utilised to distinguish between various stages of relationships with the following model as a guide:

Level 1 Formal Sister Cities:

- Formal Sister City Agreement signed
- Active program of events/activities
- Multicultural and Community Relations Committee actively supports the relationship

Level 2 Friendship Cities:

- Memorandum of Understanding signed.
- Co-operation and communication is active.
- No formal committee involvement.

Proclamation Wording

The Council of Burwood, Sydney, Australia, and the hereby confirm our affiliation on as a Friendship City/Sister City.

The citizens of both Municipalities will endeavour to promote goodwill and understanding and to develop beneficial social, cultural and commercial exchanges for our mutual prosperity.

It is our firm belief that this affiliation between Burwood and will contribute towards strengthening the friendship between Australia and

To confirm this auspicious Friendship City Relationship/Sister City Relationship, Cr, Mayor of Burwood and, Mayor of, on behalf of our respective communalities affix our signature to this proclamation.

List of Sister/Friendship Cities

Burwood has two **Level 1** Sister City Relationships:

- **Region of Calabria, Italy** (Note: there are 6 cities in the region of Calabria being Cinquefrondi, Martone, Gerace, Africo, Badolato & Plati) (Affiliation 2 February, 2002 – Council Resolution 22 January, 2002)
- **Geumcheon-qu, Seoul, Korea** (Affiliation 15 September 2003 – Council Resolution 26 November, 2002)

Burwood has seven **Level 2** Friendship City Relationships:

- **Sandakan Council, Sabah, Malaysia** (Affiliation 15 August 2012)

- **Luizhou, Sichuan, China** (Council Resolution 24 September 2002 - no certificate available)
- **Municipality of Chuzhou, China** (Affiliation 10 April 2003)
- **Tienjing, District of Heping, China** (Affiliation 19 November 2002)
- **Imar, Lebanon** (Affiliation 20 January, 2006 – Council Resolution 28 February, 2006)
- **Shaoguan, Guangdong Province, China** (Affiliation 2008 – Council Resolution 11 December, 2007)
- **Moaming, China** (Council Resolution 28 August, 2007 – no certificate available)
- **Pingxiang City, Jiangxi Province, China** (Affiliation 10 September, 2009 - Council Resolution 22 September, 2008)

Multicultural and Community Relations Committee

To facilitate opportunities for business and cultural exchange and/or student exchange programs between Sister City relationships not including the Friendship City relationships.

Key Responsibilities

The Committee is the key strategic group guiding the Sister City Program. This committee has responsibility for the:

- identification of potential Sister City and Friendship City relationships, and provide sound reasons for meeting the key objectives
- recommending to Council for involvement in Sister City activities
- reviewing the ongoing success of meeting the key objectives set out in the policy
- provision of access to network of key contacts (national/international)
- initiation and sourcing potential projects from the wider community

Administration

All correspondence in relation to either Sister/Friendship relationships or proposed Sister/Friendship relationships must be co-ordinated through the Office of the General Manager to ensure formal records are kept in line with Council policies and procedures. The General Manager's approval is required on all requests.

Funds will be allocated in Council's budget for Sister/Friendship City relations or for international delegation visits, and will be offset by any income received from those delegations. Such expenditure is to be restricted to the cost of receptions for international officials and minor gifts (for visiting officials) etc.

All meals and receptions will be catered for on Council premises to reduce the cost of external catering.



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OVERSEAS DELEGATIONS VISIT - TERMS AND CONDITIONS

Burwood Council takes great pleasure in receiving international delegates and study groups, receiving many requests for assistance with briefing sessions. To ensure that the exchange is beneficial to all parties, the following terms and conditions apply.

Official Letter: Visitors/groups must provide an official “letter of request” on official letterhead from the relevant Government Authority or Embassy.

Please note that requests received from travel agents/tour operators will not be accepted.

Request: Visitors/groups are to complete the attached Overseas Delegations Visit Request Form and provide all relevant information to enable prompt evaluation of the application.

If they have official status as a “Sister City” or “Friendship City”, this must be stated in the request form, otherwise a fee will be charged.

Notice Required: Council requires a minimum of four weeks notice prior to proposed visit.

Dates/Times: The delegation should nominate two preferred dates for the briefing/site visit. Final date and time will be negotiated with the convenience of Burwood Council being the deciding factor.

Interpreters: Presentations by Burwood Council will be made in English, therefore, it is the responsibility of the group to arrange for a competent bilingual interpreter, if required.

Delegations: Visitor/delegation numbers are limited to a maximum of 15 people at one time, including interpreter.

Payment of the Prescribed Fee and Hire of Council Offices and Facilities: Payment of the prescribed fee must be paid in full prior to the visit in accordance with Council’s Schedule of Fees and Charges.

Please Note:

That delegations organised by Councillors where a Councillor is the only person involved in coordinating or meeting with the delegations, the fees will not apply and that the Executive Assistant – Mayor help serve refreshments at these delegations.

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OVERSEAS DELEGATIONS VISIT REQUEST FORM

COUNCILLOR HOSTING
DELEGATION: _____

PREFERRED VISIT DATE: 1 _____
2 _____

VISITOR/GROUP NAME: _____

OFFICIAL STATUS: Sister City _____
Friendship City _____

CONTACT PHONE NO: _____

CITY/AREA OR REGION: _____

COUNTRY: _____

NUMBER OF DELEGATES (MAX 15): _____

TYPE OF GROUP: _____

NAME OF INTERPRETER: _____

Is full list of delegates including name and title attached: ☐ yes ☐ no

REASON/PURPOSE OF VISIT: _____

INTERESTS: _____

Office Use only

Receipt No: _____ Amount: \$ _____ Date: _____

Customer Services Officer: _____