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# International EXCHANGE PROGRAM



Department of  
Environment and Conservation

Department of Environment and Conservation  
with the US Bureau of Land Management and US National Parks Service  
through the agency of Chicago Botanic Garden

## INTERNATIONAL EXCHANGE PROGRAM

### MESSAGE FROM THE DIRECTOR GENERAL

I am pleased to announce an exciting and challenging learning and development opportunity for Department of Environment and Conservation (DEC) staff – an international exchange program with two agencies of the US Department of the Interior (DOI), the Bureau of Land Management (BLM) and the US National Parks Services (USNPS). A structure chart showing the relationship of the BLM and USNPS with the DOI is at Attachment 3.

The objectives of the program are to:

- provide an opportunity for Departmental staff to expand their professional experience and expertise, and thus achieve personal development through working in US conservation agencies;
- bring new ideas, approaches and work methods to workplaces in the Department; and
- foster an exchange of culture, knowledge, experience and professional contacts relevant to the Department's business.

### Background

One of DEC's predecessors, the Department of Conservation and Land Management (CALM), developed an Exchange/Placement Policy in 2002 to generate personal and career development opportunities for our employees. In an effort to bring more rigour and strategic value to the Exchange Program, the DEC has negotiated an arrangement with the BLM and the USNPS for an exchange of up to five placements for five months of each year of the arrangement.

The DOI is the principal conservation agency in the United States. Its mission is to protect America's environment for future generations, provide access to the nation's natural and cultural heritage, offer recreation opportunities, honour trust responsibilities to American Indians, Alaskan Natives and the island communities, conduct scientific research, provide wise stewardship of energy and mineral resources, foster sound use of land and water resources, and conserve and protect fish and wildlife. It is a large, decentralised agency with over 70,600 employees and 200,000 volunteers located at approximately 2,400 operating locations across the USA, Puerto Rico, US territories and freely associated states.

### The Exchange Program

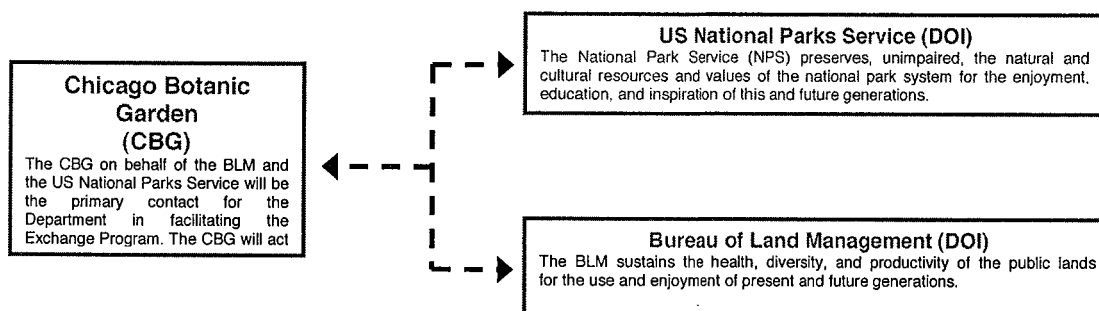
The program will run initially for a three year period, with the potential for extension. The benefits of the exchange include applied training, experience and an increased awareness of conservation issues internationally.

In 2006, the program will operate as a pilot and the Department will host exchangees from the BLM over a five-month period from March to August 2006.

The two-way exchange will be fully implemented from March 2007. The Department will advertise the program to staff in May 2006 for exchange to the US in 2007. Permanent Departmental staff from all levels and functions within the organisation who have demonstrated the required leadership qualities, skills and work ethic will be considered for the exchange.

The exchange program will be administered by the Chicago Botanic Garden (CBG), as agent for the two US agencies, and will act as "broker" for the agencies involved in the program. The CBG has recognised expertise in the recruitment and training of recent graduates for entry into US conservation agencies.

The figure below outlines the role of the CBG in this partnership.



Departmental staff selected for the US exchange will take part in a specialised induction program on arrival that will be provided by the CBG as part of their role in administering the program. The induction will cover the background of the US agencies, relevant legislation, occupational safety and health and refresh skills required for placements around central and western America.

US staff selected for exchange with the DEC will take part in an induction program, based on the model developed for the Department's Graduate Recruit Program.

The guidelines for the exchange program are at Attachment 1 and the application form is at Attachment 2.

Applications for the 2007 US exchange must be received by the Manager Learning and Development, no later than 29 September 2006.

For more information, please contact Alan Byrne at [Alan.Byrne@dec.wa.gov.au](mailto:Alan.Byrne@dec.wa.gov.au) or Pauline Goodreid at [Pauline.Goodreid@dec.wa.gov.au](mailto:Pauline.Goodreid@dec.wa.gov.au), or at the Dwellingup Training Centre on 9538 1200.

This is an exciting opportunity for the Department and its staff. The relationship with the DOI will provide rigour and a more strategic approach to the Department's existing Exchange Program and will provide experiential learning opportunities in conservation.

I encourage interested staff to apply for the forthcoming March – July 2007 program.

*Keira McNamara*

Keiran McNamara  
DIRECTOR GENERAL

July 2006

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## **INTERNATIONAL EXCHANGE PROGRAM**

### **GUIDELINES**

#### **The Program**

The arrangement for the International Exchange Program is between the Department of Environment and Conservation (DEC), and the Bureau of Land Management (BLM) and the US National Parks Services (USNPS).

The Program allows for Departmental employees to travel to the US and be involved in a project or projects of relevance to both the Department and the individual. The Program allows for professional and personal development, while promoting the exchange of knowledge between conservation agencies.

The Program is open to all permanent Departmental employees who can demonstrate the required leadership skills, experience and a solid work ethic.

The Program is not run as a direct exchange program whereby the US representatives will undertake a DEC representative's role and vice versa. US and DEC representatives will be involved in a diverse range of projects in varied locations. This will allow for greater flexibility, and the selection of representatives to fulfil roles where their experience and skills can be best utilised and developed.

#### **International Exchange Policy**

This Program is based on the Department of Environment and Conservation's International Exchange Policy (Attachment 1). Please ensure that you refer to the policy when preparing your application.

#### **Expenses**

DEC will continue to pay the salary of the successful applicants. A return airfare to the US, and return travel costs to the representative's work location within the US following their induction will be covered, to a maximum of AUD\$5000.

Flights or travel costs within the US where the representative travels to undertake training courses or be involved in other project work will be covered by the relevant US agency. Any travel that the representative wishes to undertake outside of the Program will be at their own expense. Costs associated with normal living requirements will be the responsibility of the representative.

Representatives are not permitted to engage in supplementary employment, or in personal business activity that in any way is in conflict with, or will benefit by, their involvement in this Program.

#### **Partners and leave entitlements**

DEC encourages partners and family to accompany successful applicants to the US. All expenses for the partner and family members will be met by the applicant.

DEC representatives who wish to take leave prior to commencing, or on completion of their five month exchange period must receive their DEC manager's approval, via the normal leave application process before departure to the US. Only annual leave may be used for this purpose.

**Accommodation**

With respect to living arrangements, accommodation suitable for the representatives will be organised well in advance of their arrival at their work location. Arrangements will be made by the Host Organisation in consultation with the DEC and the representative.

**Equal opportunities**

All DEC people are encouraged to become involved in continuous learning programs. This international exchange program aims to cater for the range of diverse groups within the Department. Diversity is important if the Department is to reflect the full range of positive values held by society and serve our customers well.

The Program also aims to ensure equitable representation from all Divisions within the Department.

**DEC exchange to the United States*****The process***

From 2007, up to five DEC employees will take part in the Program each year. The successful exchange applicants will be assigned a project aligned with their work experience, skills and interests.

A Selection Panel convened by the Manager Learning and Development, and including at least one Director, will be formed to assess applications. The application forms and any other documentation supplied will enable the selection panel to assess an applicant's suitability for the Exchange Program. Panel members will consider academic, professional and personal strengths.

Interviews will be conducted with those applicants short-listed for the Program. If the location of the applicant makes an interview in person difficult to accommodate, video conferencing interviews may be utilised.

The application details of a shortlist of eight to ten suitable candidates will then be assessed by CBG, acting as agent for the DOI. Up to five candidates will be selected from the shortlist for a five-month position at field offices within the US. Reserve applicants will also be selected, who will be approached should a successful applicant be unable to undertake the exchange.

***Project brief selection***

The works programs which the DEC exchange representatives will undertake over the five month period must be beneficial to the representatives, to the DEC and to the host organisation.

A DEC representative may be involved in a number of projects throughout their international exchange. Applicants with a particular area of interest should highlight this within their application.

The skills and experience of successful DEC applicants will be assessed, to identify potential locations and projects in which they can be involved.

A "Project Brief", outlining a five month works program will be developed for each exchange representative. The Project Brief detailing the allocated works program, will be forwarded to each of the successful DEC applicants.

If the successful applicant decides to withdraw from the Program at this point, a reserve applicant will be selected.

### ***The exchange***

The successful applicants will travel to the US, and will begin their Program with a specialised induction workshop.

The workshop will provide an overview of the agencies involved and short presentations on such relevant subjects as mitigating risk, field work, relevant agency policies, the Endangered Species Act and Regulations, and networking opportunities. Presenters for, and topics covered in the workshop will be determined based on the five project descriptions and skill requirements.

The workshop will provide a good background, strengthen knowledge within project areas, and in some instances introduce the representatives to subject areas in which they had no previous knowledge or experience.

Representatives will then travel to their project location where they will spend the remainder of the five months working on the project and assisting in any other local projects and activities. Each representative will be designated a workplace mentor who will assist them throughout their exchange on a work and personal level. Opportunities that arise to become involved in other projects or activities to broaden knowledge and personal experience will be welcomed.

At the end of the five month Program, representatives will return to their substantive DEC position. A presentation to the appropriate Director and any interested parties may be required. A report on the Program and specific project is to be submitted to the Manager Learning and Development, with a copy to the representative's Manager and Director, within three months of returning.

### **DEC as the host organisation**

#### ***The process***

From 2007, up to five US representatives will take part in the Program each year. Each will be assigned a DEC project that is closely aligned with their past work experience, skills and interests.

Applicants for the International Exchange program will initially be assessed, interviewed and a final shortlist prepared by the CBG as administrator for the exchange program.

The shortlisted (minimum of eight) US applicants' details will be forwarded to the Manager Learning and Development for final selections to be made. A Selection Panel convened by the Manager Learning and Development and comprising of at least one Director will select the five successful US representatives.

The Selection Panel will also select reserve applicants from the shortlist. Should a successful applicant determine that they are unable to take up a position, a reserve applicant may be chosen if time permits.



***Project brief selection***

The works program which the US Exchange representatives will undertake over the five month period must be beneficial to the representative and the DEC. It is the role of the Selection Panel to select suitable DEC work centres to host the US representatives for the duration of the five month Program.

Work centres in which works programs complement the skills and experience of the representatives will be chosen. Those DEC work centres will be invited to develop a "Project Brief" outlining a proposed five month works program, to be submitted to the Manager Learning and Development.

***The exchange***

The US representatives will travel to WA, and begin their Program with a specialised induction workshop. The workshop will provide an overview of the DEC, driver training, safety, disease management and short presentations on such relevant subjects as mitigating risk, field work, relevant agency policies, the CALM and Wildlife Conservation Acts and Regulations, and networking opportunities.

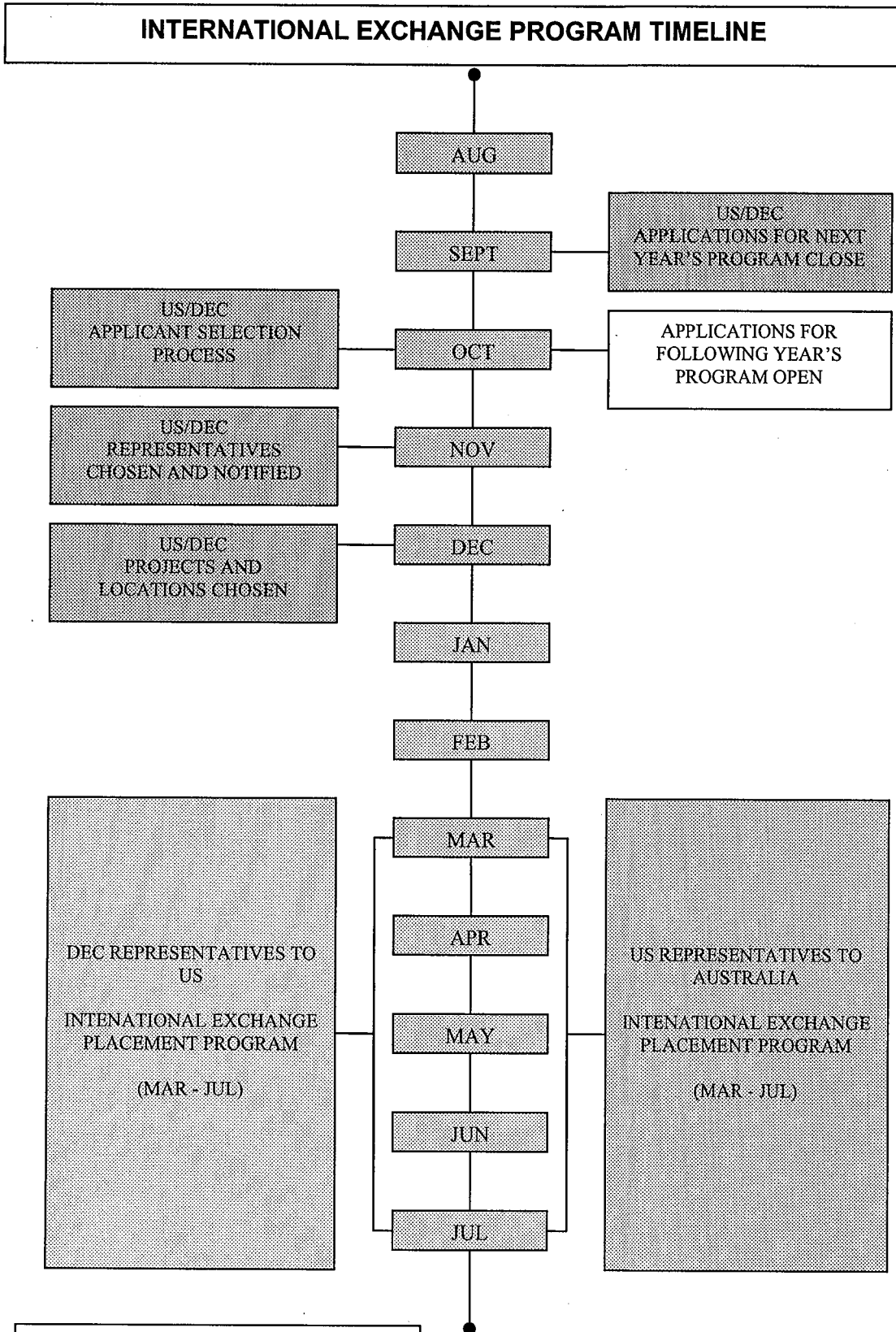
The workshop will provide a good background to the DEC, strengthen knowledge within project areas, and in some instances introduce the representatives to subject areas in which they had no previous knowledge or experience.

Representatives will then travel to their assigned work centre where they will spend the remainder of the five months working on the project/s and assisting in any other local projects and activities. Each representative will be designated a work centre mentor who will assist them throughout their exchange on a work and personal level. Opportunities that arise to become involved in other projects or activities to broaden knowledge and personal experience will be welcomed.

At the end of the five month Program representatives will return to the US. A report on the Program is to be submitted to the Manager Learning and Development DEC within three months of returning.

**Time line plan**

The following diagram illustrates over a calendar year (beginning August) the exchange process to be undertaken.



**Figure 1: Timeline of Exchange Process**

**Who should apply?**

The Program will be based on the DEC's corporate strategic needs and individuals' needs, and therefore employees from all functional areas are encouraged to apply.

**Applying for the program**

Applications will be accepted from permanent DEC staff:

- over the age of 18;
- from all levels and functions within the Department;
- who have demonstrated the required leadership qualities, skills and work ethic;
- who are able to fulfil the entire five month duration (no shorter duration projects will be available);
- who are willing to participate in varied activities, some of which may not be directly related to their normal working role in the DEC; and
- who are enthusiastic and energetic, and able to work in a range of situations including in teams and independently, in varying weather conditions, and in isolated areas.

**Application process**

The Program will be advertised annually via the DEC Intranet, the Department's International Exchange Program Manual and Helpdesk notification.

Please note that due to the project/s that representatives may be involved in and the nature of working in the US, it will be a prerequisite for all DEC Exchange representatives to successfully complete the DEC Corporate Firearms Training, prior to leaving for the US.

If you have read the guidelines and are interested in applying for the Program, please fill out the application form at Attachment 2. Any other details or documents that may be relevant to your application should be attached to the application.

Applications will close on the last Friday in September each year.

Applications for the 2007 Exchange Program close on 29 September 2006. All applications must be received by the Manager Learning and Development by this date.

Applications should be sent by mail. Emailed or faxed applications will not be accepted. Applications received after the due date will not be considered. All applications will be acknowledged.

Please note that successful applicants will be applying for an International Exchange approximately six months before departing for a US exchange.

Successful applicants will be notified in writing within one week of the Corporate Executive decision. Unsuccessful applicants will be advised shortly thereafter.

**If interested in applying please take the following steps:**

1. Read International Exchange Program Policy and Guidelines.
2. Complete the International Exchange Program Application Form.
3. Attach any further answers to application questions, your curriculum vitae, and any other relevant documentation to the form.
4. Forward your application to your Director for his/her support.
5. Ensure that the application is then forwarded to:

Manager Learning and Development  
C/- DEC Training Centre  
Banksiadale Road  
DWELLINGUP WA 6213

**Applications are to be received, no later than the last Friday in September (29 September 2006 for the 2007 Exchange Program).**

For further information please contact Alan Byrne [Alan.Byrne@dec.wa.gov.au](mailto:Alan.Byrne@dec.wa.gov.au) or Pauline Goodreid [Pauline.Goodreid@dec.wa.gov.au](mailto:Pauline.Goodreid@dec.wa.gov.au) at the Dwellingup Training Centre, phone 9538 1200.

**Department of Environment and Conservation****INTERNATIONAL EXCHANGE PROGRAM****POLICY GUIDELINES****1. SCOPE**

1.1 This policy applies to all staff employed within the Department of Environment and Conservation (The Department).

1.1 The Exchange Program is open to all permanent departmental people.

**2. DEFINITIONS**

2.1 An "exchange" occurs when the Department releases a member, or members of its staff to work in another organisation (the "Host Organisation"), which in turn arranges for the release of an individual or individuals to work for the Department, for a similar period of time. The exchange does not necessarily happen concurrently.

2.2 An "exchangee" refers to an individual staff member participating in an "exchange".

2.3 The "Host Organisation" may be another WA Government department, Commonwealth Government departments, Government departments in other States, community organisations in Australia or overseas organisations. Private sector organisations can also act as a Host Organisation provided they meet the criteria noted in 4.1.

**3. OBJECTIVES**

3.1 To provide an opportunity for departmental people to expand their professional experience and expertise, and thus achieve personal development through working in other relevant agencies.

3.2 To bring new ideas, approaches and work methods to workplaces in the Department, and to Host Organisations.

3.3 To foster a global exchange of culture, knowledge, experience and professional contacts relevant to core business.

**4. POLICY**

4.1 The Department will seek exchanges from those organisations that are at the forefront of leadership and management of natural and cultural resources.

4.2 Exchanges can be for any time period, and can be set by completing the written agreement between the Department and the Host Organisation.

- 4.3 Costs
- (i) The Department will meet all travel expenses for the exchangee to a maximum of \$5000, to be funded by the exchangee's Division, from the exchangee's workcentre to the host organisation's workcentre. Expenses for partners and children during the period of the exchange will be met by the exchangee.
  - (ii) No additional claims for reimbursement will be met before, during or after the exchange.
  - (iii) Exchangees will be encouraged to investigate taxation benefits afforded to Australians whilst working overseas or interstate as well as internal and external scholarships.
- 4.4 There will be no change to the exchangee's position or classification in the Department, and they will return to their substantive position at the end of the exchange period.
- 4.5 Additional periods of travel beyond the exchange period need to be negotiated with respective employers.
- 4.6 The Department will undertake the following responsibilities with regard to:
- (a) its exchangee during the exchange period:
    - i) Maintenance of salary and benefits
  - (b) the exchangee it is hosting during the exchange period:
    - i) Provision of Workers' Compensation Insurance;
    - ii) Accrual of usual leave entitlements. The Host Organisation will maintain a record of any leave taken by the respective exchangees due to illness or personal reasons; and,
    - iii) Provision of allowances or expenses for travel associated with approved and required agency training.
- 4.7 The Host Organisation will be asked to undertake the same responsibilities.
- 4.8 The exchangee will send interim progress reports during the exchange and a final report to the Manager Learning and Development within three months of return. This report will be sent to Corporate Executive, and a debrief interview with the Manager Learning and Development will be arranged.

## 5. PROCEDURES

### 5.1 General

- 5.1.1 The Exchange Program is administered by People Services Branch and operates in accordance with the endorsement of the Director General.
- 5.1.2 Individuals need not be placed directly into each other's position during an exchange, as the exchange of staff and information to different areas is of mutual benefit to both organisations.

- 5.1.3 Generally, there will be up to five exchanges operating at any one time. Funding, as outlined in 4.3 (i) will be available for up to five exchanges in any one calendar year.

## 5.2 Selection and Approval

- 5.2.1 Exchange opportunities will be identified by the Director General in consultation with Corporate Executive, and the Chief Executive Officer of the Host Organisation. These exchange opportunities will reflect the current and future requirements of the Department, highlighting areas where the Department could benefit from the injection of new ideas, approaches and methods in work places and programs. However, section managers or individuals can still submit exchange opportunity ideas for areas that would benefit from such an exchange, to be taken into consideration by Directors.
- 5.2.2 Applications from employees interested in the exchange program will be sought by Organisation Learning and Development within People Services Branch. Advertising of the International Exchange Program will coincide with advertising of the Scholarship and Awards Program. A process will identify a pool of applicants who hold the qualities expected of an exchangee. Once an exchange opportunity or "Project Brief" is identified, applicants from this pool will be assessed against the requirements for that exchange opportunity. Assessment will include, but is not limited to, academic qualifications, skills and experience.
- 5.2.3 Applications must be in writing, by filling out the application form, which addresses areas including areas development, personal goals for the exchange and anticipated benefits to the Department. In particular, applicants will need to demonstrate that the exchange opportunity is in line with their agreed IDAPES Development Plan.
- 5.2.4 Applications should be forwarded to People Services Branch via the applicant's Director for support and comment.
- 5.2.5 A panel, convened by the Manager Learning and Development, will assess the applications using criteria addressing the Department's strategic needs and make recommendations to the Director General.
- 5.2.6 The recommended applications are tabled at Corporate Executive for Directors comment. A pool of suitable applicants is then sent to the Host Organisation.
- 5.2.7 The Director General gives final approval for any exchange to take place.
- 5.2.8 The final recommendations are forwarded to the Host Organisation's coordinator to select the final five applicants.

## 5.3 Final Arrangements.

- 5.3.1 Formal agreements between organisations, and formal agreements between the exchangees and organisations, will be prepared.

5.3.2 Where appropriate, approval for travel must be obtained from the Minister via the Director General.

5.3.3 The Organisations are to develop Project Briefs for incoming exchangees, to be formalised upon arrival.

5.3.4 Personal and work related support will be provided to the exchangee during their exchange by the Manager Learning and Development, and a designated mentor in the exchangees workplace. The Host Organisation will provide the equivalent within their agency.

#### 5.4 Breach of standard claims

In the event that an employee believes there has been a breach in the process used to select a participant in the Exchange Program, the employee may lodge a breach of process claim under the Secondment Standard of the WA Public Sector Standards in Human Resource Management.

#### 5.5 Visiting exchangees

5.5.1 A mentor is appointed by the manager of the cost centre in which the exchangee is placed, to support the exchangee when they arrive and throughout the exchange period.

5.5.2 A Work and Development Plan will be developed, by the workcentre manager as required, for training, familiarisation, travel and presentations to add to the exchangee's experience. The plan will be approved by:

- Immediate supervisor
- District/Branch/Regional/Section Manager.

#### **Policy Appendix I**

Expectations of Exchangees

#### **Policy Appendix II**

Steps to follow for Exchange.

#### **Policy Appendix III**

Sample Agreement



## ***Policy Appendix I - Expectations***

### ***LIST OF EXPECTATIONS FOR VISITING EXCHANGEES***

- Develop a Work and Development Plan within two weeks of arrival;
- Visit a selection of Region, District, Branch and HO offices where possible;
- Attend important events such as forums, conferences and senior manager's conferences, or relevant training opportunities as appropriate;
- Perform the substantive role of the position placed into;
- Sit in on as many local internal meetings as appropriate;
- Choose a local mentor based on recommendations provided by People Services Branch in consultation with the Regional/Branch Manager; and
- Be available as a resource to our people who wish to learn more about the exchangee's expertise and experience.

### ***LIST OF EXPECTATIONS FOR DEPARTING DEC EXCHANGEES***

#### **Whilst working in the host organisation, the exchangee will:**

- Develop a Learning Agreement, in consultation with his/her supervisor/manager and People Service Branch prior to the exchange;
- Develop a Work and Development Plan in consultation with his/her Host Organisation supervisor/manager;
- Carry out Learning Agreement in conjunction with People Services Branch;
- Provide regular progress reports whilst away - including telephone or E-mail contact with the DEC supervisor/manager and Manager Learning and Development;
- Familiarise self with Host Organisation regions and other districts where possible;
- Familiarise self with Host Organisation's Organisational structure; and
- Compare and contrast effective work practices of the department and Host Organisation.

#### **On completion of the exchange, the DEC exchangee will:**

- Participate in an IDAPES discussion with their direct manager/supervisor, which clearly defines the learning gained by the participant as a result of their experience in the Host Organisation and an implementation plan for transferring that learning back into the Department;
- Write a report within three months of return which covers the following areas:
  - ⇒ what they gained from the experience;
  - ⇒ were their outcomes met? What factors helped and hindered the achievement of their outcomes?
  - ⇒ using tangible examples, demonstrate how the department will be improved as a result of their experience; and
  - ⇒ identify lessons which can be learned from the host organisation through an examination of its processes and attributes.
- Participate in a debrief interview arranged by People Services Branch and the Director General;
- Be available to give talks to Departmental people and community groups where appropriate; and
- Be available to be a reference point to future DEC exchangees, and visiting exchangees in the future.

## ***Policy Appendix II – Exchange Process***

### **STEPS TO FOLLOW FOR EXCHANGE.**

#### **In applying:**

- download application form;
- fill out application. Please read associated Exchange Program Guidelines and Policy;
- prepare and attach curriculum vitae and any other relevant documentation;
- send completed application and information to Director to have application supported; and
- check to ensure completed application has been supported and sent to the Manager, Learning and Development at the Dwellingup Training Centre.

#### **If successful:**

- check passport details and expiry;
- contact the Manager, Learning and Development or Project officer – Learning Programs at the Dwellingup Training Centre (DTC) regarding specific visa requirements for this Program, and necessary documentation and information required;
- obtain Police Clearance;
- obtain full medical;
- prepare an emergency contact list;
- fill out and submit visa application;
- arrange travel insurance (in conjunction with the DTC);
- personal arrangements (rent/housing/telephone – including mobile etc);
- organise banking/access to money;
- receive Project Brief and begin preparation of a Work and Development Plan;
- arrange accommodation (in consultation with DTC and Host Organisation);
- gather research information for project;
- prepare for specific location working conditions (isolation, weather etc);
- discuss DEC works program and handover with DEC Supervisor; and
- prepare a Learning Agreement (in consultation with DTC and Director).

Exchangees become ambassadors for the Department, the State of WA and Australia, and therefore must be prepared to act in this role.

*Policy Appendix III – Sample Agreement***SAMPLE AGREEMENT**

Date

**EXCHANGE AGREEMENT BETWEEN THE DEPARTMENT OF ENVIRONMENT AND CONSERVATION, WESTERN AUSTRALIA AND [Host Organisation name]****I. AUTHORITY**

This agreement is entered into by and between the Department of Environment and Conservation, Western Australia and [Host Organisation name].

**II. PURPOSE**

To foster exchange of culture, information and skills concerning management and leadership and/or parks and wildlife management, philosophy, practices and operations. To facilitate provision of appropriate experience and training opportunities.

**III. APPLICABILITY**

This letter of agreement applies jointly to the Department of Environment and Conservation, Western Australia and [Host Organisation name].

**IV. EXCHANGEES**

The listed person/s will participate in an employee Exchange Program between the parties, hereinafter called "the exchangees".

- A. Department of Environment and Conservation - [exchangee's name]
- B. [Host Organisation name] - [exchangee's name]

**V. RESPONSIBILITIES****A Exchangee**

- a) The exchangees will cover all costs for partner and children;
- b) No additional claims for reimbursement will be met before, during or after the exchange;
- c) Exchangees will comply with host organisation's administrative requirements, including hours of duty;
- d) Public holidays are to be taken in accordance with the Host Organisation's provisions; and
- e) No overtime compensation shall be granted, excluding overtime paid for emergency roles such as fire suppression.

**B. Home organisation**

The home organisation will undertake the following responsibilities with regard to the exchangee during the exchange period:

- a) Maintenance of salary and benefits;
- b) The exchangees will retain their same position number and classification, shall retain all rights, privileges and benefits of their usual position and will return to their position upon completion of the exchange; and
- c) No overtime compensation shall be granted, excluding overtime paid for emergency roles such as fire suppression.

**C. Host organisation**

The host organisation will:

- a) cover provision of Workers' Compensation Insurance;
- b) monitor accrual of all leave entitlements. The host organisation will maintain a record of any leave taken by the respective exchangees due to illness or personal reasons. Public holidays are to be taken in accordance with the host organisation's provisions. No overtime compensation shall be granted, excluding overtime paid for emergency roles such as fire suppression;
- c) provide allowances or expenses for travel associated with approved and required agency training; and
- d) guarantee the exchangee a regular position in the exchange agency, roughly equivalent to the exchangee's current position, unless previously agreed to. Work responsibilities, training needs, etc., will be discussed between respective managers prior to the exchange placement commencing.

**VI. DURATION**

The exchange period will be for [time frame], from [date] to [date]. Any additional period of absence by the exchangees with regard to travel requirements or personal leave is to be negotiated with the home organisation and will not be included in the exchange period.

This agreement shall continue in force until cancelled by either party, if there has been a breach in the informal or formal agreement between the exchangee and host organisation, or the exchangee and their home organisation.

**VII. REPORTS**

The exchangee/individual is required to submit progress reports to her/his home organisation during the exchange, and a full report within three months of returning home.

Agreed to this on \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

---

[Manager Learning and Development  
Department Of Environment and  
Conservation, name, title, date]

---

[Manager of Host Organisation,  
equivalent section, name,  
title, date]

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[Exchangee -  
name, title, date]

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Director General  
Department Of Environment and  
Conservation and  
[date]

---

[CEO]  
[Host Organisation]  
[date]

THIS IS A CERTIFIED TRUE COPY

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[name]  
[title]  
Manager People Services  
[date]

---

[name]  
[title]  
[unit name]  
[date]



15. Have you ever held an International Drivers Licence? Yes  No

**SECTION 2: EMERGENCY DETAILS**

16. Surname: .....

Other names: .....

Relationship to you: .....

Contact numbers:(H): ..... (W): ..... (M): .....

**SECTION 3: EMPLOYMENT DETAILS**

17. Current position title: .....

Current position level: .....

Current position location: .....

Duration in current position: .....

18. Is your current position permanent: Yes  No

19. Please provide details of any past positions you've occupied within CALM/DEC/DOE (location, duration, short description of the work undertaken):

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**SECTION 4: ACADEMIC DETAILS**

20. Highest level of schooling: .....

Year completed: .....

21. Please provide a list of education course/s completed:

1) .....

2) .....

3) .....

22. Are you currently enrolled in any course/s or qualifications? Please provide completion date.

Course/qualification: Expected completion date

1) ..... .....

2) ..... .....

3) ..... .....

**SECTION 5: REFERENCES (Please provide two employment references and one personal reference)**

Employment Referee 1

23. Surname: .....

Other names: .....

Title: .....

Organisation: .....

Contact numbers: (H): ..... (W): ..... (M): .....

Employment Referee 2

24. Surname: .....

Other names: .....

Title: .....

Organisation: .....

Contact numbers: (H): ..... (W): ..... (M): .....







**31. Can you please highlight one achievement in your life that you are proud of:**

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**32. Have you ever received any awards/scholarships since working with the Department? Please provide brief details:**

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**33. Please provide details of any experience you have had in working with community groups:**

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**34. Are you a member of any clubs, associations or societies? Please provide brief details:**

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**35. What are your future aspirations with respect to employment with the DEC?**

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**36. Are you able to work both independently and in team/group situation? Please provide details:**

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**37. Would you feel comfortable living in shared accommodation situations? Please explain.**

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**38. Would you be comfortable working and living in isolated locations, in varying weather conditions? Please explain.**

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.....

**39. Do you hold a DEC Corporate Firearms Licence? Yes  No**

**If No, are you willing to undertake this training? Yes  No**

**40. Would you be considering utilising leave entitlements directly prior to commencing or on completion of the five month exchange period?**

Yes  No

41. Please provide details of any short courses which you have undertaken which may strengthen your application (including leadership/management/public speaking):

- 1) .....
- 2) .....
- 3) .....
- 4) .....

42. Are you willing to obtain a police clearance and medical should you be successful in applying for this Program? Please provide any additional details:

Yes  No

.....  
.....  
.....

43. Is there anything that would preclude you from obtaining a visa, and seeing out the five month project duration? Please provide any additional details:

Yes  No

.....  
.....  
.....  
.....

44. Do you hold any of the following skills?

- |                  |                          |                               |                          |
|------------------|--------------------------|-------------------------------|--------------------------|
| Use of GIS       | <input type="checkbox"/> | Administration/finance skills | <input type="checkbox"/> |
| Use of GPS       | <input type="checkbox"/> | Management                    | <input type="checkbox"/> |
| Fire experience  | <input type="checkbox"/> | Leadership                    | <input type="checkbox"/> |
| Computing skills | <input type="checkbox"/> | Wilderness first aid          | <input type="checkbox"/> |

Signed .....  
**APPLICANT**

Date .....



### Department of Interior Organisational Structure

### U.S. Department of the Interior

