

**EXCHANGE AGREEMENT BETWEEN THE DEPARTMENT OF  
SUSTAINABILITY AND THE ENVIRONMENT (DSE), VICTORIA  
AUSTRALIA  
AND THE NATIONAL WILDFIRE COORDINATION GROUP  
(NWCG), UNITED STATES OF AMERICA**

**I. AUTHORITY**

This Agreement is entered into by and between the Department of Sustainability and the Environment (DSE), and the National Wildfire Coordinating Group (NWCG), United States of America.

**II. PURPOSE**

To foster exchange of culture, information and skills concerning wildland fire/bushfire and land management, incorporating leadership, philosophy, practices and operations.

In addition, the Exchangees will establish a reliable and timely mechanism for preparedness and international wildland/bushfire response. This would include, but is not limited to; technical exchange transfer that enhances preparedness capability, hazardous fuels, prevention ultimately leading to response enhancement.

To facilitate provision of appropriate experience and training opportunities.

**III. APPLICABILITY**

This Agreement applies jointly to DSE and NWCG.

**IV. EXCHANGEES**

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

- A. DSE - Alan Goodwin
- B. NWCG - Bodie Shaw

**V. RESPONSIBILITIES**

**EXCHANGEES:**

- A) The Exchangees will:
  - 1. Cover all personal costs for partner and children;
  - 2. Not make any additional claims for reimbursement before, during or

- after the exchange;
3. Comply with host organization's administrative requirements, including Occupational Health and Safety and Human Resource policies and procedures;
  4. Take Public holidays in accordance with the Host Organization's provisions;
  5. Prepare a report for the Host and Home organizations on the exchange.

#### **HOME ORGANIZATION:**

B) The Home organization will:

1. Maintain salary and benefits of the Exchangee;
2. Provide Worker's Compensation Insurance coverage;
3. Maintain the Exchangees' position number and classification, so that the Exchangee retains all rights, privileges and benefits of their usual position and will return to their position upon completion of the exchange;
4. Maintain Leave Provisions and arrangements;
5. Maintain Health Insurance for the Exchangee for the duration of the exchange
6. Not grant overtime compensation, except overtime paid for emergency roles such as fire suppression; and
7. Undertake performance management accountabilities and appraisals.

#### **HOST ORGANIZATION:**

C) The host organization will:

1. Monitor accrual of all leave entitlements;
2. Maintain a record of any leave taken by the respective exchangees due to illness or personal reasons;
3. Provide allowances or expenses for travel associated with approved and required agency training;
4. Guarantee the Exchangee a regular position in the exchange agency, roughly equivalent to the Exchangee's current position, unless previously agreed to;
5. Discuss work responsibilities, training needs, etc., with respective managers prior to the exchange placement commencing;
6. Provide the Exchangees adequate pre-briefing and formal induction to carry out their duties;
7. Provide a nominated person to assist the exchangee and their family with assistance/support as required; and
8. Provide the opportunity for an exit interview / feedback session with the host organization.

## **VI. DURATION**

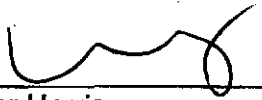
The exchange period will be for 6 months, from 1 September to 1 March. Any additional period of absence by the Exchangees with regard to travel requirements or personal leave is to be negotiated with the home organization and will not be included in the exchange period.

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

**VII. REPORTS**


The Exchangee is required to submit progress reports to the home organization during the exchange, and a full report within three months of returning home.

Agreed to by



Peter Harris  
Secretary - DSE

Date 10/4/08



Alison Stone  
Executive Director - LFMD

Date 10/4/08



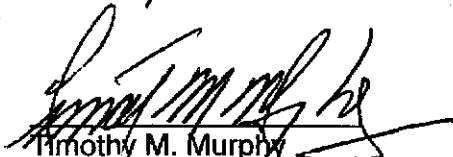
Ewan Waller  
Chief Officer -- DSE

Date 11/4/2008



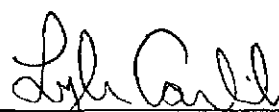
Brian J. McManus  
Chair - NWCG

Date 4/8/2008



Timothy M. Murphy  
Former Chair - NFAEB

Date 4/9/2008



Lyle Carlile  
Director - Bureau of Indian  
Affairs, Branch of Wildland Fire  
Management

Date 4/8/08