

## INFORMATION FOR EXCHANGE PARTNER

(Do not submit this information with your application)



This section has been designed for an exchange partner to record house, local and community information for a potential exchange partner. Once you have identified a prospective exchange partner, this section should be sent directly to them.

For an exchange to be a success, it is critical that there is as much information as possible to ensure exchange partners are comfortable with all aspects of the exchange and be fully informed about their new environment. Some information is general in nature, some more specific.

Where appropriate provide electronic links to assist your exchange partner and their family.

### ***Where you will be living***

Postal Address:			
Town/Suburb:		Postcode:	
Telephone:			
Google map link:			

It is expected that each exchange partner is able to have sole use of the property. No extended family, friends, boarders, or pets are to be using the property without the expressed permission of the owner. The exchange and their immediate family (must be disclosed) are to be the **ONLY** occupants of the dwelling.

Any additional exchanges, for example vehicles or recreation facilities need to be negotiated on a personal basis.

### ***Our Town / District / Suburb***

***Insert links that describe local area:***

--

### ***The Plan of Our House***

Please attach a scale drawing and indicate unit of measurement, or scan and attach house plans.



**Heating and Air Conditioning**

Our house/apartment has:

- Central Heating
- Oil/Gas Wall Furnace
- Kerosene Heater
- Heat Bank (off-peak heater)
- Fireplace
- Portable Electric Heater/s
- Dehumidifier
- Reverse Cycle Air Conditioning
- Central Air Conditioning

Other:

As a rule, Australian and New Zealand houses are colder in winter than houses in North America and Europe because they are not heavily insulated and central heating is less common. It is unusual for temperatures to drop much below 0°.

**Appliances and Equipment**

We have the following items in full working order:

- Alarm Clock
- Calculator
- Computer
- Clothes Dryer
- Electric Fan
- Electric Kettle/Jug
- Internet
- Lawn Mower
- Oven
- Radio(s)
- Toaster
- Video Recorder
- Barbecue
- Can Opener
- Crock Pot
- DVD Player
- Electric Fry Pan
- Freezer
- Iron
- Microwave
- Piano
- Refrigerator
- TV
- Washing Machine
- Blender/Vitamiser
- CD Player/Stereo
- Dishwasher
- Electric Blankets
- Electric Griller
- Heater
- Ironing Board
- Mixer
- Portable Heater
- Stove Top
- Vacuum Cleaner

Other:


**INFORMATION FOR EXCHANGE PARTNER**

*(Do not submit this information with your application)*



Tasmania Fire Service

**Recreational Equipment for your Use**

Sport/Camping:

- Golf Clubs
- Tennis Racquets
- Skis
- Portable Cooler
- Tent
- Sleeping Bags
- Bicycle/s
- Kayak/s
- Portable Cooler
- Air Mattresses
- Portable Stove
- Portable Cooler

Other:


Note: It is recommended that any items you do not want the exchange partner to use are stored offsite, either with family, friends, or an offsite lock-up/storage facility.

Please provide links to any recreational facilities in the local area:


**What you may expect to find**

Describe/provide links to any features of your house and neighbourhood about which your exchange partner should know in advance – good and bad...



### *What your partner may expect to find*

Exchange partners and their families should be prepared to adjust to a new community, a new house and a different lifestyle. These changes can be difficult, particularly for members who are not employed outside the home. Spouses should be prepared to rely on their own resources and are encouraged to mix with the local community as much as possible.

Limited opportunities for employment exist for family members when they travel and these limitations will be identified on your entry visa. However there are always jobs for people with initiative and particular talents. It is advisable to request permission to work or study when you apply for a visa.

Taking the opportunity to advance your education or take up a hobby may be an option. Contact the many Universities and Colleges about entry requirements and deadlines for enrolment. Those who intend to apply for admission should bring original transcripts and other records of their present qualifications.

Other occupations worth thinking about are voluntary work either in the community or your child's school or involvement in local sports, theatrical and music groups, church groups, childcare or other voluntary activities.

Finally, give some thought to possible problems of transport, especially in isolated areas when only one vehicle is available to the family. In Australia and New Zealand, getting around by vehicle is the "norm" with smaller towns not having developed extensive public transport networks.

Spouses used to a busy life in their home country/city may find the first few weeks in their new homes seem very long. However, with the right kind of preparation, including mental preparation, the exchange year can be a most exciting and stimulating experience.

### *Repairs*

Because of the variability in age, quality and frequency of use of household appliances, it is difficult to stipulate rules for their repair. It is understood that if an appliance becomes faulty **through normal use**, it should be repaired to normal working order with the cost borne by the owner.

Arrange a person, family or close friend, whom your exchange partner may consult or call for assistance. Prepare a card of critical contact numbers including preferred repairers.

### *Annual Household Expenses / Standing Costs*

#### *Owned Property*

Each exchange partner is responsible for payment of their mortgage/rent, insurances, rates, taxes, and water. Where water is metered on a user-pays basis the costs should be met by the user. Services such as gas, electricity and telephone should be paid for by the user.

You should make arrangements to insure the personal belongings you will take with you on the exchange as the owner's insurance may not cover those items.



It is the responsibility of the exchange partners to determine who will pay for what. As a general rule, if the service is metered and billed on a user pays basis, the user should pay. If the service is part of council rates, property taxes etc, then the owner should pay.

### ***Leased Property***

If the accommodation you are offering is leased or rented, both your exchange partner and your landlord should be aware of this. You will need to consider what will happen if your lease expires in your absence or the landlord decides to sell the property or increase the rent. It is your responsibility to nominate someone who will help your exchange partner to relocate should this become necessary.

You should also ensure that you provide both ample furnishings and appliances or lease a furnished property.

### ***Pets***

Make sure that you and your exchange partner are absolutely clear about any expectations in relation to caring for pets.

It is recommended that, where possible, you make alternative arrangements for the care of your pets for the period of the exchange.

### ***Internet Connection***

As email will most likely be the most common form of communication, it is recommended that an internet connection be available and maintained. A functional computer and internet access is the cheapest and most effective method for communication, particularly across time zones. It is suggested that payment for the connection is the user's responsibility, but you will need to negotiate this with your exchange partner.

### ***Schools***

The age of required attendance varies across States and Countries. As a rough guide, children aged 5 to 16 are expected to attend school on a daily basis. If you have children of school age, you may need to decide whether to send them to a school in the public system, or pay for private schooling.

The school year is not consistent across hemispheres, so you will need to decide the Year (grade) you want to enrol your child in. Ideally this should be done in consultation with the school of your choice. Contact your exchange partner for the most up to date information on school and enrolment procedures.

Provide your exchange partner with as much information as possible about schools in your local area.

Costs associated with schooling vary so sharing information about how your educational system works in your province/state/country will be crucial. Incidentals such as whether uniforms, lunches, school trips, books and learning materials are provided for will also vary.

Discuss the types of schooling for your child's age as types of schools vary across different countries. **Don't make any assumptions.** Check even the most obvious aspects to ensure there are no surprises. This also applies to preschool and day care facilities. There may also be long waiting lists so it is advisable to book your child in very early in the exchange process.



There are 283 schools in Tasmania, with about 51 schools in Hobart and 50 in Launceston. The majority of Hobart schools are government schools. Hobart Catholic schools are the next largest group, followed by Hobart Independent schools.

Tasmania school term dates [www.education.tas.gov.au/About\\_us/Pages/Term-Dates.aspx](http://www.education.tas.gov.au/About_us/Pages/Term-Dates.aspx)  
Tasmanian schools directory [www.australianschoolsdirectory.com.au/hobart-schools.php](http://www.australianschoolsdirectory.com.au/hobart-schools.php)

### **Shopping**

Provide links to shopping in the local area (eg: opening hours/days, availability, location etc) so your exchange partner can get an indication on the prices of food, clothing etc.

[www.coles.com.au](http://www.coles.com.au)

[www.woolworths.com.au](http://www.woolworths.com.au) [www.igatas.com.au](http://www.igatas.com.au) [www.target.com.au](http://www.target.com.au) [www.kmart.com.au](http://www.kmart.com.au)

### **Weather and Clothing**

What type of clothing should your exchange partner bring? Provide information on local average temperatures and cover issues such as wind chill or humidity. [www.bom.gov.au](http://www.bom.gov.au) Make sure that your exchange partner has a realistic idea of the environment they will be living in.

### **Transport**

#### *Should the exchange include vehicles?*

The exchanging of vehicles is not recommended, however, it is the decision of exchange partners. It is vital that both parties consider all possible consequences before making an agreement on the use of vehicles for the period of the exchange.

Usually the preferred option for exchange partners is to purchase a vehicle for the period of the exchange and sell it at the conclusion. Most exchange partners who have exchanged vehicles would advise against it.

Consideration of the following must be taken into account:

- The age, model, make and value of the vehicle can be quite different between exchange partners.
- There are good and bad drivers and you have no way of knowing the driving skill of your exchange partner.
- Exchange partners will usually use their exchange to also travel. This is most likely to be done by car, occasionally towing a caravan or trailer. The amount of travel will have a significant impact on the wear and tear of a car. This can be different between exchange partners and can lead to dissatisfaction.
- Depending on where you are based for your exchange, there may be a significant difference in the amount of day to day travel, particularly where there is the ability to utilise public transport. Again, this can cause a rift in the exchange.
- Insurance costs may be different for different drivers, along with excess and also the impact on premiums of making a claim. No matter what the skill of the driver, accidents can happen and this has the potential to sour the exchange.



### *Licenses*

You will need to identify if there is a requirement for you to obtain a temporary / international driving license.

### *Motoring Associations / Roadside Assistance*

The Royal Automobile Clubs (Australia) [www.ract.com.au](http://www.ract.com.au) provide a valuable service in roadside assistance in the event of a breakdown. It is worth providing the details of such services of your home country/state to your exchange partner, and request that they do the same. Some associations have reciprocal privileges, especially if the exchange is within Australia.

### *Comprehensive Insurance*

Whilst comprehensive insurance is optional, it is recommended if you purchase a vehicle (even more so if you exchange vehicles). It is important to bring a letter from your insurer indicating your driving record as this will affect the premium.

### *Used Vehicles*

Discuss costs, makes and models with your exchange partner and they may be able to assist your search prior to the exchange. Suggested websites include:  
[www.drive.com.au](http://www.drive.com.au) [www.redbook.com.au](http://www.redbook.com.au) [www.carsales.com.au](http://www.carsales.com.au)

## **Medical Information**

### *Medical and Hospital*

Health cover through the public health system in Australia will depend upon the country you are travelling from. Australia does have reciprocal arrangements with some countries (OS). Refer to [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au) for full details.

### *Health Insurance*

Overseas exchange partners are strongly advised to arrange their own private health and travel insurance before leaving your home country. It is important to ensure the health cover includes ambulance travel.

### *Prescription Medication*

If you or a family member is on regular prescription medication, it is important to confirm that this medication will be available where you are travelling to. Your doctor should type out medical prescriptions in detail, including the generic pharmaceutical title as the same medication may have a different trade or brand name.

## **Financial Arrangements**

### *Power of Attorney*

It is important to ensure that for the period of the exchange you nominate someone to have Power of Attorney to deal with financial matters in your absence. This could be a family member. Provide these details to your exchange partner.

## INFORMATION FOR EXCHANGE PARTNER

(Do not submit this information with your application)



Tasmania Fire Service

As soon as you arrive at your destination, please make contact with the following that has Power of Attorney for me and will help you in all matters requiring payment of money on my behalf:

<b>Name:</b>	<b>Relationship:</b>	
<b>Address:</b>	<b>City/Suburb:</b>	<b>Postcode:</b>
<b>Telephone:</b>	<b>Mobile:</b>	
<b>Work e-mail address:</b>		
<b>Home e-mail address:</b>		

### *Taxation*

All exchange partners need to investigate with the local taxation authority to clarify the local tax liability. In some instances, you may be able to choose which country you wish to be taxed by, which may gain you an advantage. Consult an accountant to determine whether any component of the exchange can be claimed as a tax deduction. It may be useful to provide your exchange partner details of your accountant, if applicable, who can be contacted at their own expense to understand any local implications in this area. [www.ato.gov.au](http://www.ato.gov.au)