



**OPERATING PLAN FOR THE EXCHANGE OF  
WILDLAND FIRE MANAGEMENT RESOURCES  
BETWEEN UNITED STATES OF AMERICA AND  
AUSTRALIAN PARTICIPANTS**

**2026**

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## OPERATING PLAN

### 1. Purpose

This Operating Plan is prepared pursuant to the Arrangement between United States and Australian Signatories on the Exchange of Wildland Fire Management Resources signed 24 January 2017 (the "Arrangement"), with the purpose of setting the basis for provision of mutual assistance for Wildland Fire Management and implementing actions in other areas of cooperation for Wildland Fire Management between the United States and Australia.

### 2. Contractual arrangement

This Operating Plan constitutes a pre-contractual understanding between the Participants made on the basis that any agreement between Participants for the supply of Wildland Fire Management Assistance made under it shall constitute a binding contract and shall incorporate the terms of this Operating Plan. Such agreements between Participants shall be made through their respective Coordinating Authorities as established in paragraph 3(b) of the Arrangement. Throughout this document all references to Participant in the singular includes Participants in the plural where the context so requires.

### 3. Definitions

The definitions established in the Arrangement and the following definitions shall apply:

- 3.1. **AFAC** means Australasian Fire and Emergency Service Authorities Council Limited which is the National Council for fire and emergency services in Australian and New Zealand, and the Coordinating Authority for the Australian Participants.
- 3.2. **"Area Representative" or "AREP"** - is the Australian/New Zealand term for a representative of a Sending Participant based in the field at an incident(s) and is the point of contact to facilitate coordination and cooperation between Sending Participant resources who are physically assigned to an incident and the Incident Management Team and Host Unit. The US terminology for this role is "IARR". The AREP/IARR is also the link between Sending Participants' personnel and the SREP if established or INLO.
- 3.3. **"Arrangement"** means the Arrangement between the United States and Emergency Management Australia on the Exchange of Wildland Fire Management Resources dated 20 January 2017;
- 3.4. **"Australian Agency"** means National Emergency Management Australia (NEMA), a party to the Arrangement;
- 3.5. **"United States Agency"** means the Department of Agriculture and the Department of the Interior, a party to the Arrangement;
- 3.6. **"Coordinating Authority"** means the institution or area/office/department designated by Participants, as per paragraph 3(b) of the Arrangement, authorized to request and receive resources for Wildland Fire Management as well as for coordinating their use;
- 3.7. **"Demobilization Date"** means the date the personnel returned to their home base in their home country.
- 3.8. **"Designated Official"** means the officials responsible for the Wildland Fire Management activities, from the Participants authorized to request, receive, register and coordinate operation and demobilization of Wildland Fire Management Resources;
- 3.9. **"Expendable equipment"** means items that cannot be reused, or refurbished or recycled;
- 3.10. **"Interagency Resource Representative" or "IARR"** is the United States term for a representative of a Sending Participant based in the field at an incident(s) and is the point of contact to facilitate coordination and cooperation between Sending Participant resources who are physically assigned to an incident and the Incident Management Team and Host Unit. The AU/NZ terminology for this role is "AREP". The IARR/AREP is also the link between Sending Participants' personnel and the SREP or INLO.
- 3.11. **"International Liaison Officer" or "INLO"** means a representative of the Sending Participant

based at a Receiving Participant's Fire Centre (NRSC or NICC), who has been delegated authority to make decisions on matters affecting the Sending Participants' resources. The INLO reports to the Sending Participant coordinating authority. AREP/IARRs (if an SREP is not appointed) report to the INLO.

- 3.12. **"Invoice Duration"** means the total number of days from the mobilization to demobilization dates, inclusive.
- 3.13. **"Mobilization Date"** means the date personnel departed from their home base in their home country.
- 3.14. **"NICC"** means the National Interagency Coordination Centre, operating on behalf of the National Multi-Agency Coordinating Group, the Coordinating Authority for the United States Participants.
- 3.15. **"Non-Expendable equipment"** means items that are intended to be reused and/or refurbished/recycled;
- 3.16. **"NRSC"** means the National Resource Sharing Centre, a business unit of AFAC Limited, the Coordinating Authority for the Australian Participants.
- 3.17. **"Participant"** means
  - (i) a Recognized Wildland Fire Management Organization operating within the Agencies' respective national jurisdictions which has signed this Plan.
  - (ii) any other legally constituted body approved by both Coordinating Authorities of the Agencies and whose objectives include Wildland Fire Management which has signed this Plan.
- 3.18. **"Plan"** means this Operating Plan;
- 3.19. **"Receiving Participant"** means a Participant receiving Wildland Fire Management Resources under this Plan;
- 3.20. **"Recognized Wildland Fire Management Organization"** means a federal, state, territory or provincial government agency with legal responsibility for Wildland Fire Management activities within the Agencies' respective national jurisdictions.
- 3.21. **"Sending Participant"** means a Participant sending Wildland Fire Management Resources under this Plan;
- 3.22. **"Sending Participant members"** means all full time and seasonal workers or agents acting for and on behalf of a Sending Participant, and both **"members of a Sending Participant"** and **"Sending Participant's members"** have a corresponding meaning.
- 3.23. **"Senior Representative (SREP)"** means a representative of the Sending Participants based at a Receiving Participant's Geographic Area Coordination Center (GACC) or State Control Center, who has been delegated authority to make decisions on matters affecting the Sending Participants' resources within that Geographic Area or State. The SREP coordinates the activities of AREP/IARRs within that Geographical Area or State and reports to the INLO or the Sending Participants' Coordinating Authority. The SREP will cover the INLO role while the INLO is on rest days.
- 3.24. **"Wildland Fire Management Assistance"** means assistance in the prevention or management of Wildland Fire under this Plan.
- 3.25. **"Wildland Fire Management Resources"** means human resources, equipment, and supplies, including aircraft, available or potentially available for Wildland Fire Management activities.

## 4. General Procedures

### 4.1. Request for Wildland Fire Management Assistance

Requests for Wildfire Management Assistance shall be carried out through the respective Coordinating Authorities and will be subject to all applicable immigration legislation and regulations in force in the United States and Australia.

- 4.1.1. Requests for assistance from the United States to Australia shall be made to NRSC.
- 4.1.2. Requests for assistance from Australia to the United States shall be made to NICC.
- 4.1.3. The Coordinating Authorities shall keep the Australian Agency and the United States Agencies informed of requests for assistance and resulting intended movement of Wildland Fire Management Resources under this Plan.
- 4.1.4. NICC and NRSC separately shall be responsible for updating contact information as required. To minimize delays at border crossings for Customs and Immigration clearances, the Sending Participant shall endeavor to provide the following information to the Customs & Immigration Point of Entry of the Receiving Participant (PoE) in the form specified by the Receiving Participant, seventy- two hours prior to departure if possible and in any event as soon as practicable:
  - 1) Official Receiving Participant order;
  - 2) Official letter with contact information;
  - 3) International manifest;
  - 4) All transport and arrival information;
  - 5) Point of Entry for Customs and Immigration; and
  - 6) Other documentation as advised to the Sending Participant.
- 4.1.5. In addition to the information set out in clause 4.1.4, the following may also be required at the PoE:
  - a) Members:
    - Full legal name
    - Passport number
    - Passport date of expiry
    - Citizenship
    - Date of birth
    - Country of birth
    - Home base
    - Departure point
    - Additionally, in the case of aircraft crew, licenses, permits or authorizations as appropriate.
  - b) Equipment:
    - Item
    - Quantity
    - Serial or identification numbers
    - Carrier (with drivers' full legal name(s) and contact information)
    - Bill of lading number
    - Country of manufacturing
    - Point of Entry
  - c) Any additional information as may be required by Customs and Immigration in relating to Human Resources or Equipment.
- 4.1.6. Customs Declaration forms will be completed for presentation to Customs and Immigration at Point of Entry, according with applicable laws and regulations of each country.

## 4.2. Sending Participant members

- 4.2.1. An acceptable daily flat rate, established and documented prior to mobilization for Sending Participant members, will be as follows:
  - a) The daily flat rate shall include compensation and associated benefits, overtime and hazard pay, mobile device costs and international banking transaction fees.
  - b) On Rest Days the Sending Participant shall invoice for 50% of the agreed flat rate.
  - c) The daily flat rate shall not cover the cost of travel, accommodation, per diem, vehicle hire, communication equipment, and medical services or other expenditures approved by the Receiving Participant and supported by receipts. These costs shall be reimbursed by the Receiving Participant to the Sending Participant in addition to the daily flat rate, when the Receiving Participant cannot provide these services.
  - d) Where accommodation and per diem are not provided by the Receiving Participant, the amount of expenses reimbursed shall be calculated in accordance with the Sending Participant standard per diem rates.
  - e) The Sending Participants will complete the Mobilization Date, Returned Date and "Invoice Duration" documentation as per Receiving Participant Coordinating Authorities demobilization procedures.
- 4.2.2. Costs (transport, accommodations, meals) associated with marshalling members to the 'Marshalling Point' (Ready to Load location) and return to the participant home location (home base) is recoverable by the Sending Participants.
- 4.2.3. No costs are recoverable for members that do not actually deploy to the Receiving Participant's country.
- 4.2.4. The Coordinating Authorities may request specialized expertise for relevant Wildland Fire Management.
- 4.2.5. Prior to mobilization, the Receiving Participant and the Sending Participant will agree through their Coordinating Authorities on equivalent standards, training, fitness levels, and experience required for each position included in a request for Wildland Fire Management Assistance.
- 4.2.6. Daily Operating period is agreed to ensure appropriate fatigue management principles are adhered to. Hours will be as follow:
  - a) 14 hours is the expected duty duration. Instances where longer shifts are required due to operational requirements are at the discretion of the Incident Controller and must be communicated to member's AREP.
  - b) 10 hours free from duty includes the opportunity for 8 hours prone rest as well as time for nutrition, personal hygiene, and general recovery.
- 4.2.7. The Sending and Receiving Participants will agree, through their Coordinating Authorities, on a safety plan to address any health and safety issues identified in relation to a request under this Plan.
- 4.2.8. The Receiving Participant through its respective Coordinating Authority shall send documentation outlining the requirements of each position requested. The Sending Participant will make best efforts to ensure that the Sending Participant members meet the requirements as listed taking into account any agreement reached under clause 4.2.7. After this comparison the Receiving Participant will accept the Sending Participant's members qualifications as satisfactory evidence of the holder's competency as described by the qualifications in question.
- 4.2.9. Sending Participant members can be utilised to mentor and coach local members, however, Sending Participant members will not be responsible for signing off individual task book competencies or certification processes.
- 4.2.10. Any change in assignment position, from that which was originally ordered, must be approved by either the on-site Sending Participant's INLO, SREP, AREP/IARR, or

Designated Official. Any reassignment must be documented, by the Receiving Participant, and a copy provided to the Sending Participant INLO.

- 4.2.11. As appropriate the Sending Participant and Receiving Participant, through their Coordinating Authorities, shall provide adequate liaisons for the duration of the assistance (assignment).
  - a) The Sending Participant AREP/IARRs will be responsible for the health, safety, welfare and commissary needs of Sending Participant members. An appropriate number of AREP/IARRs for the deployment shall be agreed between the Participants.
  - b) An International Liaison Officer (INLO) will deploy from the Sending Participant to the Coordinating Authority of the Receiving Participant to coordinate the mobilization/demobilization of resources.
  - c) The INLO, through their Coordinating Authority, may request a Senior Representative (SREP) to assist at the Receiving Participant Fire Centre, when applicable. The SREP shall coordinate the resources and AREP/IARRs assigned to that region and shall report to the INLO.
  - d) The Sending Participant may request to deploy assistants to the INLO to manage issues such as administration and media inquiries from the Sending Participant's jurisdiction. Such deployments are at the Receiving Participant's discretion and unless otherwise agreed by the Receiving Participant in writing in advance, no cost recovery shall be sought in respect of them.
  - e) Requesting agencies may choose to include provision for a mentee position of any requested role to support ongoing capability development. When proposed by the requesting agency, all costs associated with the position, will be covering by the requesting agency at the agreed daily rates.
  - f) Sending agencies may request the option to include a mentee position in their response to an international request. Where this is accepted, the Sending agency accepts all costs associated with the position.
- 4.2.12. All Sending Participant members shall receive an orientation session prior to their assignment and a debriefing prior to demobilization, by the Receiving Participant. Deployment duration of Sending Participant members shall be negotiated, by the Coordinating Authorities, prior to the mobilisation
- 4.2.13. In addition to the daily flat rate, each sending coordinating authority may negotiate a deployment levy to support deployment coordination, systems and staffing.
- 4.2.14. All Sending Participant members shall carry a passport with at least six months' unexpired validity as of the projected end of the deployment.
- 4.2.15. A felony or criminal conviction may prohibit entry of members from the Sending Participant to the Receiving Participant's country and the Sending Participant is responsible for making any necessary inquiries in this regard and ensuring that all Sending Participant members are eligible for entry.
- 4.2.16. Customs and Immigration of the Receiving Signatory may prohibit entry at its sole discretion.
- 4.2.17. Prescription drugs must remain in their original labelled container or be accompanied by the prescription.
- 4.2.18. The Sending Participant shall provide all Personal Protective Clothing and safety equipment required to meet its regulations, in good condition and able to last the length of the deployment. The Receiving Participant may need to provide Personal Protective Clothing and Equipment where standards differ, and where this is an option, will provide the Sending Participant a list of provided equipment prior to departure. Should additional safety equipment be required by the Receiving Participant, the Receiving Participant shall supply it at its expense.
- 4.2.19. If members are required to deploy with any communications or ICT equipment this shall be specified in the request. If the Sending Participant intends to seek cost recovery

for telecommunications or data costs incurred by its members, the basis of cost recovery must be agreed by the Participants in advance and preference will be given to agreeing a flat rate per day.

- 4.2.20. The Receiving Participant shall ensure that immediate medical services are provided to any member of the Sending Participant regardless of the nature or the type of medical aid required. The Sending Participant shall have in place insurance arrangements to cover the cost of medical services provided in the Receiving Participant's jurisdiction.
- 4.2.21. Personal cargo weight shall be a total of 29.5 kg (65 lbs), which includes a personal or deployment pack of 20.4 kg (45 lbs) and a line pack of 9.1 kg (20 lbs). Additional cargo shall be identified and approved by the Sending Participant and the Receiving Participant, if warranted.

### **4.3. Equipment and Supplies**

- 4.3.1. Equipment provided by the Sending Participant remains the property of the Sending Participant.
- 4.3.2. Equipment provided to the Sending Participant by the Receiving Participant remains the property of the Receiving Participant.
- 4.3.3. Expendable equipment and supplies shall be considered purchased on delivery to the Receiving Participant, and full replacement costs shall be reimbursed by the Receiving Participant. Items shall be considered expendable if they cannot be reused, or refurbished or recycled.
- 4.3.4. Non-Expendable equipment and supplies shall be returned to the Sending Participant by the Receiving Participant. The Receiving Participant shall reimburse the Sending Participant for all replacement or refurbishing cost, unless the Sending Participant agrees that the Receiving Participant will refurbish the equipment and supplies.
- 4.3.5. In the event that any Non-Expendable equipment or supplies are damaged beyond repair or not returned, they shall either be:
  - a) Replaced by the Receiving Participant with new equipment and/or supplies of the same quality and to the Sending Participant's standard; or
  - b) The full replacement cost shall be reimbursed by the Receiving Participant to the Sending Participant.
- 4.3.6. Specialized equipment may be accompanied by trained technicians and/or operators to ensure its safe and efficient set-up and operation. Where equipment alone has been requested, the Sending Participant shall identify in advance of sending the equipment if its supply is conditional on accompaniment by trained technicians/operators.
- 4.3.7. All equipment and/or supplies shall be registered in the specified format with the respective Sending Participant customs authority prior to mobilization.
- 4.3.8. All transportation costs of equipment and/or supplies sent by the Sending Participant shall be reimbursed by the Receiving Participant.

### **4.4. Withdrawal of Wildland Fire Management Resources**

- 4.4.1 The Sending Participant may withdraw its Wildland Fire Management Resources from the Receiving Participant country with a minimum of seventy-two hours' written notice to the Receiving Participant and its Coordinating Authority. If a Sending Participant gives notice of withdrawal:
  - a) On receipt, the Receiving Participant will commence planning to cease tasking of any personnel of the Sending Participant(s) deployed at that time in order to release them from deployment within 72 hours and will facilitate debriefing;
  - b) The Sending Participant must provide reasonable support to the Receiving Participant in demobilising its resources, for example re-booking required travel and accommodation.

- c) The Receiving Participant is still responsible for reimbursing the Sending Participant for its actual costs of deployment as agreed.
- d) If an early withdrawal takes place, the Participants will negotiate in good faith to find an agreeable solution in relation to any resulting costs.

#### **4.5. Workers Compensation and Insurance Coverage**

- 4.5.1 Prior to a Sending Participant's members leaving their home country, the Sending Participant shall confirm that existing workers compensation arrangements cover liability for medical expenses, personal injury, compensation and death for each of their members responding to the Receiving Participant's request for Wildland Fire Management Assistance. The Receiving Participant shall not be liable for any workers compensation or other insurance costs except as provided in clause 4.5.2 below or as agreed in advance between the Participants.
- 4.5.2 Sending Participant members must deploy with adequate arrangements to make payment for medical treatment required in the Receiving Participant's jurisdiction and seek reimbursement of the same from its insurers. The Receiving Participant is not responsible for making any payment towards medical treatment for Sending Participant personnel notwithstanding its obligations under clause 4.2.20.
- 4.5.3 The Receiving Participant agrees to reimburse the Sending Participant for all extra workers' compensation insurance costs incurred by the Sending Participant as a result of any worker's compensation claim made in respect to any work related injury to a member of the Sending Participant that occurs during a deployment under the terms of this Plan.
- 4.5.4 The costs for on-going rehabilitation shall be covered by the workers compensation arrangements required under clause 4.5.1.
- 4.5.5 Compensation claims for death or injury to Sending Participant member shall be processed through the Sending Participant workers compensation program and any relevant costs due under clause 4.5.3 invoiced to the Receiving Participant.
- 4.5.6 In the event of an accident or incident involving the Sending Participant members, any investigation will be conducted under the auspices of the relevant authority in the Receiving Participant's jurisdiction and the Sending Participant shall co-operate with the investigation. Where this is within the power of the Receiving Participant, the Sending Participant or a Sending Participant designated representative shall be invited to participate in the investigation process.

#### **4.6. Liability**

- 4.6.1 So far as it is in the power of the Receiving Participant to secure, members of the Sending Participant that travel to the country of the Receiving Participant to carry out activities under this Plan shall not be subject to personal liability for damages for any act or omission done while acting in good faith within the scope of his or her official duties under this Plan.
- 4.6.2 The Receiving Participant agrees to indemnify the Sending Participant, each of the Sending Participant's members, and the employer of the members (if it is not the Sending Participant) and shall assume any and all liability for any act or omission, excluding acts or omissions made with reckless disregard or wanton indifference to the consequences, of the members of the Sending Participant when the members are acting in good faith and within the scope of his or her official duties under the Plan.
- 4.6.3 Assumption of such liability includes but is not limited to the payment of damages or amounts awarded under the laws of the Receiving Participant to any person suffering loss and damage as a result of such act or omission, any amount paid or payable to such claimant under an amicable settlement, and all costs incurred in relation to the claim, including all applicable legal fees and costs.
- 4.6.4 If there are any claims arising out of incidents or consequences referred to in clauses 4.6.2 and 4.6.3 then the parties agree that all of the rights of the Sending Participant and its relevant members will be subrogated to the Receiving Participant.

- 4.6.5 Further the Receiving Participant will undertake at its own cost the defense of any claim on behalf of the Sending Participant, and in its conduct of the claim retain the right to compromise to settle any claim at its sole discretion.

#### **4.7. Waiver of Certain Claims**

- 4.7.1 Subject to clause 4.7.3, each Participant hereby waives its claims against the other Participant for compensation for loss, damage, personal injury, or death occurring as a consequence of the performance of Wildland Fire Management Assistance under this Plan.
- 4.7.2 Participants shall, by contract or otherwise, extend the cross-waiver of liability set forth in sub clause 4.7.1 to any contractors or subcontractors or agents or any state, regional, local, private, or tribal fire organizations it may designate or assign to perform activities under this Plan.
- 4.7.3 The cross-waiver of liability set forth in sub clause 4.7.1 shall not apply to:
- a) claims between a Participant and its agencies, employees, contractors, subcontractors, or agents; and
  - b) claims arising from reckless disregard or wanton indifference for the consequences.

#### **4.8. Status of Members**

- 4.8.1 Any service performed in furtherance of this Plan by a member of a Participant shall be considered as a service performed on behalf of that Participant.
- 4.8.2 The performance of a service under this Plan by any employee, contractor, subcontractor, or agent of one the Participants shall in no case render such person an employee, contractor, subcontractor, or agent of the other Participant.

#### **4.9. Invoicing and Reimbursement**

Invoicing and reimbursement procedures are as follows:

- 4.9.1 Invoices shall be sent and paid in the Sending Participant's currency.
- 4.9.2 The Receiving Participant bears responsibility for any exchange rate fluctuations affecting invoices and the payment must be for the full amount as calculated in the Sending Participant's currency.
- 4.9.3 All international flight costs associated with deployments, can be invoiced on a contingent basis, thought the deployment period. Payments would be made within 30 days of receipt of invoice.
- 4.9.4 The Participants shall use their best efforts to provide and pay invoices within a reasonable time, which may include reasonable requests for clarification. As a guide the Sending Participant will invoice within 3 months of the Demobilization Date and the Receiving Participant will pay invoices within 2 months of receipt.
- 4.9.5 Invoicing shall include the following:
- a) A cover letter identifying the specific resource/reference number(s);
  - b) An original itemized invoice;
  - c) Submitted in accordance with respective Coordinating Authorities required templates and formats;
  - d) Backup documentation (summarizing and listing of Sending Participant human resources days and rates or compensation, supplies, travel and equipment with dates, hours, and crew / equipment / aircraft type); and
  - e) Backup documentation shall not be required for flat rate invoicing as provided in clause 4.2.1 a, except in the case of expenses incurred by the Sending Participant as per clauses 4.2.1 c and 4.2.1 d.
- 4.9.6 United States invoices for services rendered to Australia and/or reimbursements for services rendered by Australia shall be sent to the Coordinating Authority for the

Australian Participants via accounts@afac.com.au.

- 4.9.7 Australian invoices for services rendered to the United States Participants and/or reimbursements for services rendered by United States shall be sent to the Coordinating Authority for the Australian Participants at the address separately notified.
- 4.9.8 Payment for services rendered will be made using electronic fund transfer.

## **5. Other Areas of Cooperation**

- 5.1. Where mutually agreed to, any Participant to this Plan may participate in other Wildland Fire Management activities, including but not limited to, prescribed burning, technology, skills, training, research and innovations. Participants shall mutually agree to the costs and expenses in writing prior to mobilization.

## **6. Supporting Documentation**

- 6.1. The Coordinating Authorities may agree to additional supporting documentation to provide further guidance to personnel undertaking roles under this Plan.

## **7. Authorization and Amendments**

- 7.1. The Operating Plan may be amended at any time with the concurrence of the Coordinating Authorities.
- 7.2. A Participant shall not be taken to agree to any amendment to the Operating Plan until 14 days after it has been provided with a copy of the agreed amendment without disagreement being notified. If a Participant cannot agree to an amendment and the disagreement cannot be resolved by negotiation, the Participant may withdraw from the Operating Plan under clause 6(b) of the Arrangement and the amendment will not apply to it.

## **8. Governing Law and Jurisdiction**

- 8.1. Subject to clause 8.3, the Plan and any agreement made under it shall be governed by the laws of the Participants' respective jurisdictions.
- 8.2. The Participants agree to negotiate in good faith to resolve any dispute arising out of this Plan or agreement for Wildland Fire Management Assistance made under it.
- 8.3. Where Wildland Fire Management Assistance is provided to a Receiving Participant pursuant to the Plan, all matters concerning the interpretation or enforcement of the Plan, and all questions, disputes or claims of whatever nature, arising out of or in relation to the provision of such assistance will be governed by the laws of the jurisdiction in which the Receiving Participant receives such assistance. Each Participant submits to the non-exclusive jurisdiction of courts exercising jurisdiction in that place and waives any right it might have to claim that those courts are an inconvenient forum.

## APPENDIX 1: Aircraft

This section applies to private aircraft contracted by a Participant or Participant owned aircraft.

The Australian Participants intend that this section of the Operating Plan should be read with, and is intended to align with and support, the International Fire Aviation Working Group (IFAWG) Guidelines and Cooperative Arrangements.

- 1.A Reimbursement shall be made on the following basis with the rate to be established and approved in writing prior to mobilization:
  - a) All costs associated with the mobilization shall be reimbursed by the Receiving Participant.
  - b) The costs of travel, meals, crew change, accommodations, vehicle hire, communication equipment required under clause 1C(d), medical service as well other expenditures approved by the Receiving Participant and supported by receipts shall be reimbursed by the Receiving Participant to the Sending Participant in the event the Receiving Participant cannot provide these services.
  - c) Minimum contract guarantees attributable to the ordered deployment period shall be reimbursed by the Receiving Participant unless the aircraft is used solely to transport personnel between countries.
  - d) As regards maintenance and damage to aircraft:
    - i. Subject to clause 1.Ad)i and unless otherwise agreed upon between the Receiving Participant and the Sending Participant, maintenance and/or damage to the aircraft are the responsibility of the contractor and/or owner and are not reimbursable.
    - ii. Damage to an aircraft caused as a direct result of acts or omissions of the Receiving Participant or personnel for whom the Receiving Participant is responsible are the Receiving Participant's responsibility and are therefore reimbursable.
  - e) Reimbursement will be made for days of aircraft availability and flight hours of operation. There shall be no charge for days where the aircraft is unserviceable, and part days shall be on a pro-rata basis.
- 1.B It shall be a precondition for the mobilization of aircraft for mutual aid purposes that all legal and regulatory conditions for the operation of aircraft within the Receiving Participant's jurisdiction are complied with. The Receiving Participant and the Sending Participant shall use their best endeavours to ensure that these conditions are met.
- 1.C All aircraft mobilized for mutual aid purposes shall have a current and valid certificate of airworthiness and certificate of registration as issued by the appropriate state civil aviation authority (FAA or Civil Aviation Safety Authority).
  - a) Except for legal and regulatory requirements, mutual aid aircraft may not meet all specifications that the Receiving Participant requires of their aircraft. Aircraft that do not meet the specifications of the Receiving Participant shall not be used for special missions the deficient equipment / specification is required for.
  - b) The Sending Participant should make best efforts to ensure that the Sending Participant personnel (pilots and Aerial Supervisors) meet the Receiving Participant's requirements.
  - c) The Sending Participant must ensure that comprehensive liability insurance for deployed aircraft is in place before deployment. The Receiving Participant shall advise what level of insurance is required. The cost difference between the Sending Participant liability insurance and the Receiving Participant liability insurance requirements shall be reimbursed by the Receiving Participant to the Sending Participant.

- d) The Sending Participant and the Receiving Participant shall discuss in advance of deployment whether any communications equipment is required to be installed in the aircraft either before deployment or upon arrival. The Sending Participant and Receiving Participant shall jointly facilitate this, the costs to be reimbursed by the Receiving Participant.
  - e) The Sending Participant and the Receiving Participant shall agree in advance of deployment what roles and missions deployed aircraft are to undertake for the Receiving Participant, and that deployed aircraft shall not undertake any other role/mission without the prior agreement of both Sending and Receiving Participants.
  - f) The Sending Participant acknowledges that aircraft deployed shall be tasked within the Receiving Participant's jurisdiction by a competent authority such as an established dispatch center. The Sending Participants shall ensure that deployed aircraft do not operate without such approved tasking.
  - g) The Receiving Participant shall ensure that sufficient supervisory staffs with local operational/tactical knowledge are assigned to support deployed aircraft to allow them to operate safely and effectively within the Receiving Participant's jurisdictional aerial firefighting protocols. A manager or liaison will also be assigned to provide administrative support to the aircraft and crew.
  - h) The Receiving Participant reserves the right to inspect all aircraft and personnel qualifications prior to being put into service.
  - i) While on an ordered deployment in the Receiving Participant's jurisdiction all maintenance discrepancies that make the aircraft unavailable for dispatch shall be reported in accordance with the Receiving Participant's Return to Availability procedures. This includes notifying a Receiving Participant's agency Maintenance Inspector when the discrepancy is first found and then for "Return to Availability" before the aircraft may again be allowed to fly under this agreement. Depending on the complexity of the maintenance or repair, "Return to Availability" may be given by electronic or verbal means.
- 1.D Flight following procedures and protocol shall be defined prior to deployment.
- 1.E In the event of an accident or incident involving the Sending Participant aircraft, any investigation will be conducted under the auspices of the relevant authority in the Receiving Participant's jurisdiction. The Sending Participant shall co-operate with the investigation process.
- 1.F The Sending Participant shall be responsible to pay for all their fuel requirements for the duration of deployment and operation, unless provided by the Receiving Participant, and all associated costs will be reimbursed by the Receiving Participant.
- 1.G For aircraft that are not subject to "Immediate Recall", the Sending Participant shall give seventy-two hours' notice prior to the return of the aircraft.
- 1.H Briefing/Debriefing – Aerial Supervisors and flight crews shall have an arrival briefing to ensure safe and efficient transition into the Receiving Participant air operations. In the interests of safety, a briefing session prior to deployment is mandatory by the Receiving Participant.
- a) A mission debriefing is mandatory for all aircraft excluding passenger transport aircraft.
  - b) A final debriefing is mandatory and shall be held prior to departure to the Sending Participant home base. The debriefing shall be led by an aviation management representative of the Receiving Participant.

**Coordinating Authority signatures, on behalf of participating agencies**

For the National Multi-Agency Coordinating Group (NMAC)


For the National Resource Sharing Centre (NRSC)

Signed by:  
  
53D33B2E60424E3...

---

Chuck Russell  
Chair, NMAC

Date: 09 June 2026 | 23:57:48 AEST

Signed by:  
  
217FE834419D438...

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Rob Webb  
Chief Executive Officer, AFAC

Date: 05 June 2026 | 07:07:09 AEST

## Annex A

### Resource Request for Assistance Template

Click to enter date

<Name>

<Title>

<Name of Coordinating Authority Centre>

<Street Address>

<State/Province, Postal Code, Country>

Dear <Name>

***Re: Request for Assistance for Wildland Fires in <insert country>***

---

#### Introduction

<Short synopsis on current situation>

#### Background

<Short paragraph on why the request for assistance>

#### Request

<Short paragraph(s) on what type of resources you are requesting.

Thank you for considering this request.

Sincerely

<Name>

<Title>

[NOTE: This letter is intended as a covering note from the relevant Coordinating Authority and does not replicate the detail of the attached pro-forma]

## United States and Australian Participants Resource Requests for Assistance

1. Resource Request Information			
Date Request Submitted:		Receiving Coordinating Authority:	
Receiving Participant:		Coordinating Authority Order #:	
Receiving Participant Order #:		Coordinating Authority Email:	
Sending Participant:		Sending Coordinating Authority:	
Sending Participant Order #:		Date Request Received:	

2. Request for Assistance

3. Purpose

4. Personnel Requested									
The details of the request are as follows:									
<b>Position(s) requested</b> <i>(note: reimbursement is only offered for positions specified in Section 13. If the Sending Participant wishes to send additional e.g. support human resources this must be agreed in writing through the respective Coordinating Authorities)</i>									
<b>Accreditations required</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No								
<b>Details of any equipment requested (Personell will deploy with Personal Protective Equipment, any other required equipment must be specified)</b>									
<b>Fitness/medical requirements (all personnel deployed are fit for the task)</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 2px;">Fitness</td> <td style="padding: 2px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</td> </tr> <tr> <td colspan="2" style="padding: 2px;">If yes, describe:</td> </tr> <tr> <td style="padding: 2px;">Medical</td> <td style="padding: 2px;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</td> </tr> <tr> <td colspan="2" style="padding: 2px;">If yes, describe:</td> </tr> </table>	Fitness	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:		Medical	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe:	
Fitness	<input type="checkbox"/> Yes <input type="checkbox"/> No								
If yes, describe:									
Medical	<input type="checkbox"/> Yes <input type="checkbox"/> No								
If yes, describe:									
<b>Special risks/concerns</b>									
<b>Particular environmental conditions personnel may be required to operate within</b>									
<b>Other comments</b>									

**5. Length of Deployment and Shift Schedule**

The personnel are being requested to be deployed for XX days, arriving in XXX on month/day, 202X and departing from XX on month/day, 202X.

The work shift schedule will be xx work days with xx rest days followed by an additional xx work day assignment a demobilization day, then travel home day Daily hrs of work up to 14.

IMPORTANT: Personnel may be returned back to the sending participant at any time. The departure date is an estimate if the sending participant personnel complete two full 14 day deployments.

**6. Reimbursement**

As per clause 4.2.1 of the Operating Plan, reimbursement applies to the deployment as follows

- 4.2.1 An acceptable daily flat rate, established and documented prior to mobilization for Sending Participant personnel, as follows:
  - a) The daily flat rate shall include compensation and associated benefits, overtime and hazard pay, mobile device costs and international banking transaction fees.
  - b) On Rest Days the Sending Participant shall invoice for 50% of the agreed flat rate.
  - c) The daily flat rate shall not cover the cost of travel, accommodation, meals, vehicle hire, and medical services / insurance or other expenditures approved by the Receiving Participant and supported by receipts. These costs shall be reimbursed by the Receiving Participant to the Sending Participant in addition to the daily flat rate, when the Receiving Participant cannot provide these services.
  - d) Where accommodation and meals are not provided by the Receiving Participant, the Receiving Participant shall reimburse the Sending Participant for actual accommodation costs by receipts and the agreed meal rates for that Participant.
  - e) The Sending Participants' will complete the Mobilization Date, Demobilization Date and "Invoice Duration" documentation as per Receiving Participant Coordinating Authorities demobilization procedures.

Daily Flat Rate:

The Overhead daily flat rate per person is:

The Crew daily rate per person is:

Meals

Reimbursements for meals and incidentals will be in the currency they take place. Allowances as follows.

Breakfast	
Lunch	
Dinner	
Total Daily	

\*If meals are provided by the host agency, personnel are not eligible to make a claim whether they chose to participate in the meal or not.

- Medical insurance, purchased for the purposes of deployment by the Sending Participant, will be reimbursed by the Receiving Participant

<input type="checkbox"/>	The Receiving Participant agrees that if resources are returned back to the Sending Participant prior to the end date of the human resources recall contract, that the Receiving Participant will cover all cost associated with the termination of those contracts.
<input type="checkbox"/>	All associated cost of 'Trainees' or other Sending Participant representative at Receiving Coordinating Authority (excluding INLO) will be the responsibility of the Sending Coordinating Authority.  Rental vehicle cost may be recoverable based on the requirements as approved by the Receiving Coordinating Authority.

**7. Withdrawal / Recall of Resources**

The Sending Participant may withdraw its wildland fire management resources from the Receiving Participant country with a minimum of twenty-four (24) hours' written notice to the Receiving Participant and its Coordinating Authority.

<input type="checkbox"/>	If an early withdrawal takes places, the Participants and their Coordinating Authorities will negotiate an agreeable solution in relation to any resulting costs.
<input type="checkbox"/>	The Sending Participant agrees to pay the return leg travel cost of human resources if the return of human resources are for reasons outside normal agreed to at the Sending Participant's request, prior to seven (7) full days spent on operations excluding travel and orientation.

**8. Special Conditions and Exclusions** *(Set out here any variations to the terms of the Operating Plan)*

Any additional PPE required by the sending participant should be brought along as specialty PPE will not be supplied by the receiving participant.

**9. Approval** *(Signatory must hold a position in the organization authorizing them to commit the Participant/s to terms of the deployment, including financial delegation.)*

XXX XXXX Chief Executive Officer AFAC - National Resource Sharing Centre (NRSC) 340 Albert Street East Melbourne VIC 3002 AUSTRALIA	

XXX XXXX Chair NMAC National Interagency Fire Centre. (NIFC)	

XXX XXXX Receiving Participant	