



**OPERATING PLAN FOR THE EXCHANGE OF
WILDLAND FIRE MANAGEMENT RESOURCES
BETWEEN CANADIAN AND AUSTRALIAN
PARTICIPANTS**

2022

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Operating Plan

1. Purpose

This Operating Plan is prepared pursuant to the Arrangement between Canadian and Australian Signatories on the Exchange of Wildland Fire Management Resources signed 2 June 2016 (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 Canada 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. **"Agency Representative" or "AREP"** - means a representative of the Sending Participant based at a Receiving Participant Fire Centre, at an incident or other field location, who has delegated authority to make decisions on matters affecting the Sending Participant's resources at the incident or local level. The AREP reports to the Senior Representative (SREP) or the International Liaison Officer (INLO), or in their absence directly to the Sending Participant's Coordinating Authority.
- 3.3. **"Arrangement"** means the Arrangement between the Department of Natural Resources of Canada and Emergency Management Australia on the Exchange of Wildland Fire Management Resources dated 2 June 2016.
- 3.4. **"Australian Agency"** means Emergency Management Australia, a party to the Arrangement;
- 3.5. **"Canadian Agency"** means the Department of Natural Resources Canada, 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. **"CIFFC"** means the Canadian Interagency Forest Fire Centre Inc; the Coordinating Authority for the Canadian Participants.
- 3.8. **"Demobilization Date"** means the date the personnel returned to their home base in their home country.
- 3.9. **"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.
- 3.10. **"Expendable equipment"** means items that cannot be reused or refurbished or recycled.
- 3.11. **"Immediate Recall"** means the return of the Sending Participants aircraft resources as soon as practical on the day of the recall or the morning of the following day.
- 3.12. **"International Liaison Officer" or "INLO"** means a representative of the Sending Participants based at the Receiving Participants' Coordinating Authority or a Receiving Participant's Fire

Centre who has been delegated authority to make decisions on matters affecting all the Sending Participants' resources in the Receiving Participants' country. The INLO reports directly to the Sending Participants' Coordinating Authority.

- 3.13. **"Invoice Duration"** means the total number of days from the mobilization to demobilization dates, inclusive.
- 3.14. **"Marshalling Point"** means a designated location where the Sending Participants' personnel are assembled for departure to the Receiving Participants' country.
- 3.15. **"Mobilization Date"** means the date personnel departed their home base in their home country.
- 3.16. **NRSC** means the National Resource Sharing Centre, the coordinating function for Australian participants. A business area of AFAC Limited.
- 3.17. **"Non-Expendable equipment"** means items that are intended to be reused and/or refurbished/recycled.
- 3.18. **"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.
- 3.19. **"Plan"** means this Operating Plan.
- 3.20. **"Receiving Participant"** means a Participant receiving Wildland Fire Management Resources under this Plan.
- 3.21. **"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.
- 3.22. **"Rest Day"** means a continuous period of not less than 24 hours (full day) set aside from work or activity. No travel from or to the location to which the Participant has or will be deployed to shall be part of a Rest Day
- 3.23. **"Sending Participant"** means a Participant sending Wildland Fire Management Resources under this Plan.
- 3.24. **"Sending Participant personnel"** means all full time and seasonal workers or agents acting for and on behalf of a Sending Participant, and both **"personnel of a Sending Participant"** and **"Sending Participant's personnel"** have a corresponding meaning.
- 3.25. **"Senior Representative (SREP)"** means a representative of the Sending Participant based at a Receiving Participant's Provincial/State/Regional Fire Centre, who has been delegated authority to make decisions on matters affecting the Sending Participant's resources within that jurisdiction. The SREP reports to the International Liaison Officer (INLO) or the Sending Participants' Coordinating Authority.
- 3.26. **"Wildland"** means an area in which development is essentially non-existent, except for roads, railroads, powerlines, and similar transportation facilities and where structures, if any, are widely scattered.
- 3.27. **"Wildfire"** means unplanned or unwanted natural or human-caused fire (i.e., forest, range or bush fire), regardless of the ignition source, damages or benefits; for the purposes of this operating plan the term "Wildland Fire" is used synonymously with "Wildfire."
- "Wildland Fire Management Assistance"** means assistance in the prevention or management of Wildland Fire under this Plan. In the Australian context this includes Wildland Fire burning near or into Wildland Urban Interface zones.
- 3.28. **"Wildland Fire Management Resources"** means personnel, 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 Participants' countries.

- 4.1.1. The Resource Request for Assistance (RRFA) template in Annex C or other written request in much the same form, shall be used for requesting resources by the Coordinating Authorities for Receiving Participants. The RRFA shall stipulate: rates for reimbursement, resources requested, length of deployment, withdrawal/recall of resources and other pertinent information.
- 4.1.2. Requests for assistance from Canada to Australia shall be placed to the NRSC.
- 4.1.3. Requests for assistance from Australia to Canada shall be placed to CIFFC.
- 4.1.4. The Coordinating Authorities shall keep the Australian Agency and the Canadian Agency informed of requests for assistance and resulting intended movement of Wildland Fire Management Resources under this Plan.
- 4.1.5. CIFFC and NRSC respectively shall be responsible for updating contact information of the Canadian and Australian Designated Officials as required.
- 4.1.6. To minimize delays at border crossings for Customs & Immigration clearances, CIFFC and NRSC shall endeavour to provide the following information to the Customs & Immigration Point of Entry (PoE) of the Receiving Participant in the form provided by the Receiving Participant Coordinating Authority, seventy-two hours prior to departure if possible and in any event as soon as practicable:

- 1) Official Receiving Participant Resource Request for Assistance order;
- 2) Official letter with contact information;
- 3) International manifest;
- 4) All transport and arrival information;
- 5) Point of Entry for Customs & Immigration; and
- 6) Other documentation as advised to the Sending Participant.

NOTE: The Receiving Participant Coordinating Authority will provide their 'International Manifest' template to the Sending Participant Coordinating Authority.

- 4.1.7. In addition to the information set out in clause 4.1.5, the following may also be required at the PoE:

- a) Personnel:
 - Full legal name (as it appears on Passport)
 - Passport number
 - Passport date of expiry
 - Country of Passport (issued by)
 - Citizenship
 - Date of birth
 - Country of birth
 - Home base
 - Visa or electronic Travel Authorization (eTA)
 - 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) Aircraft:
- Registration number
 - Call Sign
 - Aircraft type and model
 - International manifest for flight crew information (same as personnel)
 - Registered owner
 - For aircraft flight following, the Equipment Serial Number (ESN) including service provider and device type
 - Complete flight plan (including fuel stops, etc.)
 - Significant cargo (i.e. spares kit with content list)
 - Point of Entry
- d) Any additional information as may be required by Customs & Immigration relating to Personnel, Equipment or Aircraft.
- 4.1.8. Customs Declaration forms will be completed for presentation to Customs & Immigration at Point of Entry, in accordance with applicable laws and regulations of each country.
- 4.1.9. All documentations and confirmations including financial will be exchanged electronically.

4.2. Personnel

- 4.2.1. Personnel Reimbursement for services performed by Sending Participant personnel will be on the following basis:
- a) The Receiving Participant shall be responsible for reimbursing the Sending Participant for compensation and associated benefits, overtime and hazard pay that is invoiced by the Sending Participant.
 - b) The Receiving Participant may request details of applicable daily rates of pay and associated benefits from the Sending Participant before agreeing to reimbursement under this clause.
 - c) The cost of travel, accommodation, meals, vehicle hire, communication equipment, medical services as well as 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.
 - d) Where accommodations and meals are not provided by the Receiving Participant, the Receiving Participant shall reimburse the Sending Participant's for actual accommodation costs by receipts and the agreed meal rates for that participant.
 - e) The Sending Participants will complete the Mobilization Date, Returned Date and "Invoice Duration" as per Receiving Participant Coordinating Authorities demobilization procedures.
- 4.2.2. An acceptable daily flat rate, established and documented prior to mobilization for Sending Participant personnel, may be used in lieu of clause 4.2.1a., as follows:

- a) The daily flat rate shall include compensation and associated benefits, and overtime and hazard pay.
 - 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, 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 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" as per Receiving Participant Coordinating Authorities demobilization procedures.
- 4.2.3. Costs (transport, accommodations, meals) associated with marshalling personnel to the 'Marshalling Point' (Ready to Load location) and return to the participant home location (home base) is recoverable by the Sending Participants. These costs may be recovered even though they were incurred outside the duration of the deployment as defined in clause 4.2.3.
- 4.2.4. No costs are recoverable for personnel that do not actually deploy to the Receiving Participant's country.
- 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. 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.
- 4.2.7. 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 personnel meet the requirements as listed taking into account any agreement reached under Clause 4.2.6. After this comparison the Receiving Participant will accept the Sending Participant's personnel qualifications as satisfactory evidence of the holder's competency as described by the qualifications in question.
- 4.2.8. Any change in assignment position, from that which was originally ordered, must be approved by either the on- site Sending Participant INLO, SREP, and AREP, or the Sending Participant's Designated Official. Any reassignment must be documented, by the Receiving Participant, and a copy provided to the Sending Participant INLO.
- 4.2.9. As agreed, the Sending Participant and Receiving Participant, through their Coordinating Authorities, shall provide adequate liaisons for the duration of the assistance (assignment).
- a) CFFC or NRSC may request an INLO to assist the Receiving Participant Coordinating Authority, with the Sending Participant resources.
 - b) The Coordinating Authority of the Sending Participant may request an INLO to coordinate their resources with the Coordinating Authority of the Receiving Participant.
 - c) The INLO, through their Coordinating Authority, may request a SREP to assist at the Receiving Participant Fire Centre, when applicable. The SREP shall coordinate the resources and AREPs assigned to that region and shall report to the INLO. An

appropriate number of AREPs for the deployment shall be agreed between the Participants.

- 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) The Sending Participant INLO, SREP or AREP will be jointly responsible with the Receiving Participants for the health, safety, welfare and commissary needs of Sending Participant personnel.
- 4.2.10. All Sending Participant personnel shall receive an orientation session in country prior to their assignment and a debriefing in country prior to demobilization, by the Receiving Participant.
- 4.2.11. Deployment duration of Sending Participant personnel shall be negotiated and agreed, by the Coordinating Authorities, prior to the mobilization.
- 4.2.12. All Sending Participant personnel shall carry a valid passport with at least six months' unexpired validity as at the projected end of the deployment.
- 4.2.13. A felony or criminal conviction may prohibit entry of personnel 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 personnel are eligible for entry.
- 4.2.14. Customs & Immigration of the Receiving Signatory may prohibit entry at its sole discretion.
- 4.2.15. Prescription drugs must remain in their original labelled container or be accompanied by the prescription.
- 4.2.16. 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. Should additional safety equipment be required by the Receiving Participant, the Receiving Participant shall supply it at its expense.
- 4.2.17. If personnel are required to deploy with any communications or ICT equipment this shall be specified in the request. Cost recovery for telecommunications or data costs incurred by Sending Participant personnel may not be sought unless the basis of cost recovery was agreed by the Participants in advance and preference will be given to agreeing a flat rate per day.
- 4.2.18. The Receiving Participant shall ensure that immediate medical services are provided to any personnel of the Sending Participant regardless of the nature or the type of medical aid required. This is without prejudice to the Sending Participant's obligation to have arrangements in place to make payment for medical services if required as set out in paragraph 4.6.2.
- 4.2.19. Personal cargo weight shall be a total of 33.0 kg (72 lbs), which includes two (2) separate bags. One personal or deployment pack of 22.0 kg (50 lbs) per air travel regulations and one PPE pack of 10.0 kg (22 lbs).

Additional cargo shall be identified and approved by the Sending and Receiving Participant if warranted prior to departure.

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.
- 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. If 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 requested by the Receiving participant and sent by the Sending Participant shall be reimbursed by the Receiving Participant.

4.4. 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.

- 4.4.1. 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, 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 shall be reimbursed by the Receiving Participant unless the aircraft is used solely to transport personnel between countries.
 - d)
 - i. Subject to Clause ii 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 Receiving Participant's acts or omissions are the Receiving Participant responsibility and are therefore reimbursable.
 - e) Reimbursement will be made for days of aircraft availability and 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.

- 4.4.2. 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 secure that these conditions are met.
- 4.4.3. 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 Civil Aviation Authority.
- a) Except for legal and regulatory requirements, mutual aid aircraft may not meet all specifications that the Receiving Participant requires of their aircraft.
 - 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 facilities are required to be installed in deployed aircraft before deployment and the Sending Participant shall 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 deployed aircraft are to undertake for the Receiving Participant, and that deployed aircraft shall not undertake any other role 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 air dispatch authority. 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 knowledge are assigned to support deployed aircraft to allow them to operate safely and effectively within the Receiving Participant's jurisdictional aerial firefighting protocols.
 - h) The Receiving Participant reserves the right to inspect all aircraft and personnel qualifications prior to being put into service.
- 4.4.4. Flight following procedures and protocol shall be defined prior to deployment.
- 4.4.5. 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.
- 4.4.6. The Sending Participant shall be responsible to pay for all their fuel requirements for the duration of deployment and operation, and all associated costs will be reimbursed by the Receiving Participant.
- 4.4.7. 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.
- 4.4.8. Briefing/Debriefing – Aerial Supervisors and flight crews shall have an arrival briefing to ensure smooth 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 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.

4.5. Withdrawal of Wildland Fire Management Resources

- 4.5.1. 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 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 demobilizing 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 (days on the fireline) 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.

4.6. Workers Compensation and Insurance Coverage

- 4.6.1. Prior to a Sending Participant's personnel leaving their home country, the Sending Participant must ensure that comprehensive medical, personal injury, compensation and death insurance (if not covered by existing workers compensation insurance) is in place to cover each of their personnel responding to the Receiving Participant's request for Wildland Fire Management Assistance. The cost of any additional insurance required shall be reimbursed by the Receiving Participant provided the cost has been agreed in advance by the Receiving Participant.
- 4.6.2. Sending Participant personnel 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 the costs of medical treatment for Sending Participant personnel notwithstanding its obligations under clause 4.2.18.
- 4.6.3. 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 personnel of the Sending Participant that occurs during a deployment under the terms of this Plan.
- 4.6.4. The costs for on-going rehabilitation shall be covered by the insurance required under clause 4.6.1.
- 4.6.5. Claims for medical expenses, or compensation claims for death or injury to Sending Participant personnel, shall be processed through the Sending Participant workers compensation program or supplementary insurance obtained in accordance with Clause 4.6.1.
- 4.6.6. In the event of an accident or incident involving the Sending Participant personnel, 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.

4.7. Liability

- 4.7.1. So far as it is in the power of the Receiving Participant to secure, personnel 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.
- 4.7.2. The Receiving Participant agrees to indemnify the Sending Participant, each of the Sending Participant's personnel, and the employer of the personnel (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 personnel of the Sending Participant when the personnel are acting in good faith and within the scope of his or her official duties under the Plan.
- 4.7.3. 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.
- 4.7.4. If there are any claims arising out of incidents or consequences referred to in clauses 4.7.2 and 4.7.3 then the parties agree that all of the rights of the Sending Participant and its relevant personnel will be subrogated to the Receiving Participant.
- 4.7.5. Further the Receiving Participant will undertake at its own cost the defence 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.

4.8. Waiver of Certain Claims

- 4.8.1. Subject to clause 4.8.3, 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.
- 4.8.2. Participants shall, by contract or otherwise, extend the cross-waiver of liability set forth in sub clause 4.8.1 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.
- 4.8.3. The cross-waiver of liability set forth in sub clause 4.8.1 shall not apply to:
 - a) claims between a Participant and its agencies, employees, contractors, subcontractors, or agents;
 - b) claims arising from reckless disregard or wanton indifference for the consequences.

4.9. Status of Personnel

- 4.9.1. Any service performed in furtherance of this Plan by personnel of a Participant shall be considered as a service performed on behalf of that Participant.
- 4.9.2. 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.

4.10 International Redeployment

- 4.10.1 Sending Participant Resources that have been imported by the Receiving Participant and are surplus to the Receiving Participant's needs may be redeployed to a jurisdiction that is not a party to the Arrangement ('the Third-Party Jurisdiction') if both Participants agree.

- 4.10.2 Before any Full Redeployment takes place, the Sending Participant Coordinating Authority and the Receiving Participant Coordinating Authority shall agree in writing the location, circumstances, and expected time, at which the redeployment takes effect and accordingly the Sending Participant Resources specified will no longer be deemed to be deployed to the Receiving Participant.

Example: All Canadian resources deployed to Australia under a letter of request dated [date] totalling 23 persons shall be no longer be taken to be deployed to Australia once they have passed through airport security at Sydney airport *en route* to New Zealand, expected to occur by 0900 on [date].

- 4.10.3 Unless agreed otherwise in writing by the Coordinating Authorities, the Receiving Participant shall not be liable to reimburse the Sending Participant for any services performed by Sending Participant personnel, or for any travel, accommodation or other expenses incurred in relation to activities or journeys taking place, after a Full Redeployment takes effect.
- 4.10.4 The Sending Participant Coordinating Authority and Receiving Participant Coordinating Authority may agree that a redeployment will be temporary ('Temporary Redeployment'), in which case the Coordinating Authorities must agree in writing the period during which Sending Participant resources will be deemed not to be deployed to the Receiving Participant.

Example: All Canadian resources deployed to Australia under a letter of request dated [date] totalling 23 persons shall be deployed to New Zealand for up to 14 days from [date] and shall not be taken to be deployed to Australia from the time they pass through airport security at Sydney *en route* to New Zealand, to the time that they clear immigration and customs formalities on their return to Australia

- 4.10.5 Unless agreed otherwise in writing by the Coordinating Authorities, the Receiving Participant shall not be liable to reimburse the Sending Participant for any services performed by redeployed Sending Participant personnel, or for any travel, accommodation or other expenses incurred by them in relation to activities or journeys taking place during the period of a Temporary Redeployment.
- 4.10.6 It is the responsibility of the Sending Participants and the Sending Participant Coordinating Authority to satisfy themselves that appropriate arrangements are in place for the health, safety, welfare of Sending Participant personnel following a Full Redeployment or during a Temporary Redeployment.

4.11. Invoicing and Reimbursement

Invoicing and reimbursement procedures are as follows:

- 4.11.1. Invoices shall be sent and paid in the Sending Participant's currency.
- 4.11.2. 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.
- 4.11.3. 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.
- 4.11.4. Where the Sending Participant wishes to raise an interim invoice, for example to cover the costs of international flights, this must be agreed between the Participants before the deployment commences, to include agreement on the number and timing of interim invoices and the time within which payment of interim invoices will be made.
- 4.11.5. 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 personnel 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 4.2.2 a, except in the case of expenses incurred by the Sending Participant as per clauses 4.2.2 c and 4.2.2 d.
- 4.11.6. Receiving Participants shall be entitled to make reasonable requests for clarification of invoice items claimed and additional evidence to verify that they are payable under this Plan before payment is made.
- 4.11.7. Canadian invoices for services rendered to Australia and/or reimbursements for services rendered by Australia shall be sent to the following address and copied to accounts@afac.com.au:
- AFAC Ltd
Level 1, 340 Albert St
East Melbourne VIC 3002
Australia
- Invoices and reimbursements for services rendered to Australia will be brokered by CIFFC and reimbursements shall be sent to the following address and copied to admin@ciffc.ca
- CIFFC
1749 Ellice Avenue
Winnipeg, Manitoba
R3H 1A6
- 4.11.8. Australian invoices for services rendered to Canadian Participants shall be sent to the Canadian Receiving Participant at the addresses listed in the Directory of Designated Officials in Annex A
- 4.11.9. Payment for services rendered can be made using electronic fund transfer.
- 4.11.10. Copies of all invoices shall be sent to the Receiving Participant Coordinating Authorities.

5. Other Areas of Cooperation

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 relating to these other Fire Management activities in writing prior to mobilization.

6. Supporting Documentation

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.

9. Coordinating Authority Signatures

For the
Canadian Interagency Forest Fire Centre Inc.
(CIFFC)

For the
Australasian Fire and Emergency Service
Authorities Council Ltd.
(AFAC)

Kim G. Connors
Executive Director

Date: May 2022

Rob Webb
Chief Executive Officer

Date: May 2022

10. Participant Signatures

For the Coordinating Authority of Canada

Date: _____

For the Coordinating Authority of Australia

Date: _____

Kim G. Connors
Executive Director
Canadian Interagency Forest Fire Centre Inc.

Rob Webb
Chief Executive Officer
Australasian Fire and Emergency Service
Authorities Council Ltd.

For the Province of Ontario

Date: _____

For the State / Territory

Date: _____

Name
Title

Name
Title

For the Province of Quebec

Date: _____

For the State / Territory

Date: _____

Name
Title

Name
Title

For the Province of Nova Scotia

Date: _____

For the State / Territory

Date: _____

Name
Title

Name
Title

For the Province of New Brunswick

Date: _____

For the State / Territory

Date: _____

Name
Title

Name
Title

For the Province of Manitoba

Date: _____

For the State / Territory

Date: _____

Name
Title

Name
Title

For the Province of British Columbia

Date: _____

For the State / Territory

Date: _____

Name
Title

Name
Title

For the Province of Prince Edward Island

Date: _____

For the State / Territory

Date: _____

Name
Title

Name
Title

For the Province of Saskatchewan

Date: _____

Name
Title

For the State / Territory

Date: _____

Name
Title

For the Province of Alberta

Date: _____

Name
Title

For the State / Territory

Date: _____

Name
Title

For the Province of Newfoundland and
Labrador

Date: _____

Name
Title

For the State / Territory

Date: _____

Name
Title

For the Northwest Territories

Date: _____

Name
Title

For the State / Territory

Date: _____

Name
Title

For the Yukon Territory

For the State / Territory

Date: _____

Date: _____

Name
Title

Name
Title

Directory of Designated Officials

CanadaCanadian Interagency Forest Fire Centre Inc.

Connors, Kim	Canadian Interagency Forest		204-784-2030
Executive Director	Fire Centre	Cell	204-250-1990
	1749 Ellice Avenue	Fax	204-956-2398
	Winnipeg, MB R3H 1A6	Email	kim.connors@ciffc.ca
Duty Officer			204-784-2030
CIFFC		Fax	204-956-2398
		Email	ciffc@ciffc.ca

British Columbia

Meier, Ian	BC Wildfire Services	Office	250-847-6640
Executive Director	Ministry of Forests, Lands &	Cell	
	Natural Resource Operations	Fax	
	3080 Airport Road	Email	ian.meier@gov.bc.ca
	Kamloops, BC V2B 7X2		
Provincial Wildfire	Wildfire Management Branch		250-312-3000
Coordination Officer	Ministry of Forests, Lands &	24-hour emergency	250-376-6777
(Duty Officer)	Natural Resource Operations	Cell	250-318-2324
Kamloops, B.C.	3080 Airport Drive,	Fax	250-554-5428
	Kamloops, BC V2B 7X2	Email	provfire@gov.bc.ca

Yukon

Walker, Lisa	Wildland Fire Management		867-332-3037
Director, Fire Management	C-19 Protective Services	Cell	
	91790 Alaska Highway	Fax	867-667-3191
	Whitehorse, YT Y1A 5X7	Email	lisa.walker@yukon.ca
Yukon Duty Officer		Office (Apr-Sept)	867-667-3128
		Fax	867-667-3148
		Email	YDO@yukon.ca

Alberta

Grimshaw, Nick	Agriculture and Forestry		780-427-5324
Executive Director	Wildfire Management Branch		
	J.G. O'Donoghue Building	Fax	
	Suite 108, 7000-113 Street	Email	nick.grimshaw@gov.ab.ca
	Edmonton, AB T6H 5T6		
Duty Officer			780-415-6460
		Fax	780-415-1509
		Email	pffc.wfops@gov.ab.ca

Northwest Territories

Gravel, Mike	Forest Management Division		867-872-7724
Director, Forest Management	Dept. of Environment and Natural	Fax	867-872-2077
	Resources	Email	mike_gravel@gov.nt.ca
	149 McDougal Rd Box 7		
	Fort Smith, NT X0E 0P0		

Duty Officer			867-872-7710
		Fax	867-872-2077
		Email	duty_officer@gov.nt.ca

Saskatchewan

Roberts, Steve J. Executive Director	Saskatchewan Public Safety Agency 2120 Central Ave North P.O. Box 5005 Prince Albert, SK S6V 6W9		306-953-2206
		Fax	306-953-3575
		Email	steve.roberts@gov.sk.ca

Duty Officer			306-953-3430
		Fax	306-953-2530
		Email	ffmbdispatch@gov.sk.ca

Manitoba

Etches, Mike Director, Wildfire Service	Manitoba Wildfire Service Department of Conservation and Climate Box 10, 200 Saulteaux Crescent Winnipeg, MB R3J 3W3		204-945-6647
		Cell	204-793-4927
		Fax	204-945-7782
		Email	mike.etches@gov.mb.ca

Duty Officer			204-945-5252
		Fax	204-945-7782
		Email	hqfire@gov.mb.ca

Ontario

Cuthbertson, Chris	Aviation, Forest Fire and Emergency Services		705-457-7119
Director, Aviation & Forest Fire Management Branch	Ministry of Natural Resources and Forestry 70 Foster Drive, Suite 400, Sault Ste. Marie, ON P6A 6V5	Fax	705-945-5785
		Email	chris.cuthbertson@ontario.ca

Duty Officer			705-945-5751
		Fax	705-945-5785
		Email	meoc-duty.mnr@ontario.ca

Québec

Rousseau, Eric Directeur Général	Société de protection des forêts contre le feu Aéroport international Jean-Lesage 715 - 7 ^{ième} rue Sainte-Foy Québec, QC G2G 2S7		418-871-3341 x5401
		Fax	418-874-2627
		Email	erousseau@sopfeu.qc.ca

Officier en devoir (Duty Officer) April - Oct			418-871-3341 x5425
		Cell	418-571-3310
		Fax	418-874-2629
		Email	cpl@sopfeu.qc.ca

Lacroix, Sebastien Liaison SOPFEU	Direction de la protection des des forêts Ministère des Forêts, de la Faune et des Parcs 5700, 4 ^e Avenue Ouest, Bureau A-220 Québec, QC G1H 6R1		418-627-8646 x 704105
		Fax	418-643-2368
		Email	frderic.dufour@mffp.gouv.qc.ca

New Brunswick

Troy Adams	Forest Fire Management Branch	506-440-9332
A/Director,	N.B. Dept. of Natural Resources	
Forest Fire Management	P.O. Box 6000,	Fax 506-453-2412
	Fredericton, NB E3B 5H1	Email troy.adams@gnb.ca
Duty Officer		506-453-3335
		Fax 506-453-2412
		Email provincial.firecentre@gnb.ca

Nova Scotia

Ross, John	Fleet and Forest Protection	902-758-7216
Director, Forest Protection	Dept. of Natural Resources	Fax 902-758-3210
	P.O. Box 130	Email John.Ross@novascotia.ca
	Shubenacadie, N.S B0N 2H0	
Duty Officer		902-758-7230
		Fax 902-758-3210
		Email wildfire.centre@novascotia.ca

Prince Edward Island

Thompson, Nicholas	Dept. of Agriculture & Forestry	902-393-3612
Forest Auditor		Fax 902-368-4713
	Forests, Fish & Wildlife Division	Email ncthompson@gov.pe.ca
	P.O. Box 2000	
	Charlottetown, PE C1A 7N8	
Duty Officer (work hours)		902-218-9076
		902-892-2323
		Email ncthompson@gov.pe.ca

Newfoundland & Labrador

Carroll, Colin	Forest Fire Management	709-637-2349
Director, Fire Management	Dept. of Fisheries, Forestry and	Fax 709-637-2403
and Coordination Section	Agriculture	Email colincarroll@gov.nl.ca
	P.O. Box 2006, Fortis Building	
	Corner Brook, NL A2H 6J8	
Duty Officer		709-637-2328/2653
		Fax 709-637-2403
		Email nlfsfire@gov.nl.ca

Parks Canada

Martel, Pierre	Parks Canada	902-401-5789
National Fire Program	PO Box 236	Fax 403-292-4408
Manager	Maitland Bridge, NS	Email pierre.martel@pc.gc.ca
	B0T1N0	
Duty Officer		877-723-4737
		Email feu-fire@pc.gc.ca

Canadian Forest Service

Morissette, Julianne	Northern Forestry Centre	825-510-1268
Director Planning and	Canadian Forest Service	
Operations	5320 - 122 Street	Fax 825-510-1119
	Edmonton, AB T6H 3S5	Email julienne.morissette@nrcan-rncan.ca

Australia

National Resource Sharing Centre

Rob Webb Chief Executive Officer	AFAC Level 1, 340 Albert St East Melbourne VIC 3002 Australia	Tel: Mobile: Email:	+61 (0)3 9418 5252 +61 (0)472 999 444 Rob.Webb@afac.com.au
Paul Considine Director, National Resource Sharing Centre		Tel: Mobile: Email:	+61 (0)3 9418 5238 +61 (0)412 499 304 paul.considine@afac.com.au

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]

Canadian 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. Situation <i>(Provide a brief description of your current wildland fire situation. Enough details should be given to provide context to the request.)</i>

4. Purpose
<p>In accordance with the Arrangement between the Department of Natural Resources of Canada and Emergency Management of Australia on the Exchange of Wildland Fire Management Resources dated June 2, 2016, <i>Coordinating Authority</i> is seeking assistance from <i>Coordinating Authority</i> for the provision of resources to support the current wildland fire efforts.</p> <p>Except where provided in this letter, this request is made as per the Operating Plan for the Exchange of Wildland Fire Management Resources between Canadian and Australian Participants.</p>

5. Identification of Receiving Participant(s)
<p>This request is made on behalf of the <i>Receiving Participant</i> ('the Receiving Participants'). The <i>Coordinating Authority</i> has the authority of all the Receiving Participants to request resources on the terms set out in this letter. In the event that any other agency undertakes a control function in respect of the resources requested, <i>Coordinating Authority</i> acknowledge the responsibility of the Receiving Participant(s) to ensure that the terms of the Operating Plan are honoured.</p>

6. Personnel Requested	
The details of the request are as follows:	
Number of personnel requested	
Position(s) requested <i>(note: reimbursement is only offered for positions specified. 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>	
Accreditations required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of the tasks/objectives that personnel will be assigned to	
Details of any equipment requested (personnel will deploy with Personal	

Protective Equipment, any other required equipment must be specified)		
Shift pattern and fatigue management arrangements for the deployment		
Fitness/medical requirements (all personnel deployed are fit for the task)	Fitness	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, describe:	
	Medical	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, describe:	
Special risks/concerns		
Particular environmental conditions personnel may be required to operate within		
Other comments		

All deployed personnel will have appropriate experience and fitness to work in the environment described and be willing to undertake all duties assigned to them that they are qualified/certified for.

7. Length of Deployment

The personnel being requested to be deployed for number days, arriving in location on enter date and departing from location on enter date.

IMPORTANT: Sending Participant personnel may be returned back to Sending Participant at any time. The departure date is an estimate if the Sending Participant personnel do two full 14-day deployments in Receiving Participant.

8. Reimbursement

As per clause 4.2.1 or clause 4.2.2 of the Operating Plan, reimbursment that will apply to the deployment.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <p>4.2.1 Reimbursement for services performed by Sending Participant personnel will be on the following basis:</p> <ul style="list-style-type: none"> a) The Receiving Participant shall be responsible for reimbursing the Sending Participant for compensation and associated benefits, overtime and hazard pay that is invoiced by the Sending Participant. b) The cost of travel, accommodation, per diem (meals and incidentals), vehicle hire, communication equipment, medical services as well as 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) Where accommodations and per diem are not provided by the Receiving Participant, the amount of expenses reimbursed shall be calculated in accordance with the Sending Participant's standard per diem rates for that participant. d) The Sending Participants' will complete the Mobilization Date, Returned Date and "Invoice Duration" as per Receiving Participant Coordinating Authorities demobilization procedures. <p>See Section 14 for Sending Participants individual rates.</p> |
|--------------------------|--|

<input type="checkbox"/>	<p>4.2.2 An acceptable daily flat rate, established and documented prior to mobilization for Sending Participant personnel, may be used in lieu of clause 4.2.1a., as follows:</p> <ul style="list-style-type: none"> a) The daily flat rate shall include compensation and associated benefits, and overtime and hazard pay. b) 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. c) 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. d) The Sending Participants' will complete the Mobilization Date, Returned Date and "Invoice Duration" as per Receiving Participant Coordinating Authorities demobilization procedures. <p>The overhead daily flat rate per person is: \$ Currency The fire fighter daily flat rate per person: \$ Currency The rest day rate per person: \$ Currency</p> <p>Meals</p> <p>The reimbursements for meals will be in the currency they take place.</p> <table border="1" data-bbox="378 911 855 1102"> <tr> <td>Breakfast</td><td>\$</td></tr> <tr> <td>Lunch</td><td>\$</td></tr> <tr> <td>Dinner</td><td>\$</td></tr> <tr> <td>Total Meals</td><td>\$</td></tr> </table> <p>1. If meals are provided by the host agency, staff are not eligible to make a claim whether they chose to participate in the meal or not.</p>	Breakfast	\$	Lunch	\$	Dinner	\$	Total Meals	\$
Breakfast	\$								
Lunch	\$								
Dinner	\$								
Total Meals	\$								
<input type="checkbox"/>	<p>The Sending Participants claims for reimbursement for any individual personnel of the Sending Participants is less than the legislated minimum wage in effect for the Receiving Participant (whether expresses as an hourly wage or a daily flat rate):</p> <ul style="list-style-type: none"> i) the Receiving Participant will reimburse the Sending Participant at a rate calculated to ensure the individual personnel are compensated at a rate in compliance with the minimum wage and overtime laws in effect for the Receiving Participant and ii) the Select Sending Participant agrees in turn to compensate its individual personnel at a rate in compliance with the minimum wage and overtime laws in effect for the Receiving Participant. 								
<input type="checkbox"/>	<p>The Receiving Participant agrees that if resources are returned back to the Sending Participant prior to the end date of the personnel recall contract, that the Receiving Participant will cover all cost associated with the termination of those contracts.</p>								
<input type="checkbox"/>	<p>The Receiving Coordinating Authority will cover the cost of travel, accommodations, meals and daily incidentals for the Interagency Resource Representative (IARR). The Receiving Coordinating Authority will be responsible for all associated payroll costs for the IARR and the Coordinating Authorities may agree a flat rate for these in accordance with 4.2.2 above.</p> <p>All associated cost of 'Trainees' or other Sending Participant representative at Receiving Coordinating Authority (excluding IARR) will be the responsibility of the Sending Coordinating Authority.</p> <p>Rental vehicle cost may be recoverable based on the requirements as approved by the Receiving Coordinating Authority.</p>								

9. 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.



If an early withdrawal takes places, the Participants and their Coordinating Authorities will negotiate an agreeable solution in relation to any resulting costs.



The Sending Participant agrees to pay the return leg travel cost of personnel if the return of personnel 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.

10. Special Conditions and Exclusions *(Set out here any variations to the terms of the Operating Plan)***11. Contact Details and Response** *(Within 24 hours of receiving this request, please supply information regarding availability of appropriate personnel.)*

<Insert relevant contact details>

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

<insert signature>

Approval date

<insert Sending Participants' Coordinating Authority contact information>

<insert signature>

Approval date

<insert Receiving Participants' Coordinating Authority contact information>

<insert signature>

Approval date

<insert Receiving Participants' contact information>