



Australian Government

AUSRECEPLAN 2017

**AUSTRALIAN GOVERNMENT PLAN FOR
THE RECEPTION OF AUSTRALIAN CITIZENS AND
APPROVED FOREIGN NATIONALS EVACUATED FROM
OVERSEAS**

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CONTENT SPECIFIC DEFINITIONS

Approved foreign national – a person who is not a citizen or permanent resident of Australia, but for whom the Department of Foreign Affairs and Trade (DFAT) and the Immigration and Border Protection – Department of Home Affairs has approved evacuation into Australia.

Departure point – the point or port overseas from which evacuees depart for Australia.

Emergency Management Australia Liaison Officer (EMALO) – an Emergency Management Australia (EMA) officer deployed to a Reception Centre, departure point, or state or territory (jurisdiction) coordination centre to provide logistical and coordination support to a tasked jurisdiction or DFAT Post and provide situational awareness to the Australian Government Crisis Coordination Centre (CCC).

Evacuee – a person who is removed or withdrawn from a place of danger or a disaster area.

Reception Centre – the evacuee processing centre set up at or nearby the reception point, providing services such as customs, immigration, health assistance, health screening, consular advice and assistance for approved foreign nationals, temporary accommodation and transport as required.

Reception point – the first point or port within Australia at which evacuees arrive.

Tasking – is provided by DFAT to EMA to organise the resources for a reception operation in accordance with this Plan.

Task request – is issued by EMA to jurisdictional and/or Australian Government agencies to provide a Reception Centre and relevant operations.

AUTHORITY

The Australian Government Plan for the Reception of Australian Citizens and Approved Foreign Nationals Evacuated from Overseas (AUSRECEPLAN) is prepared and maintained by Emergency Management Australia, a division of the Department of Home Affairs. The Australian Government will support Australian states and territories which agree to conduct reception operations in their jurisdiction following an overseas emergency.

AUSRECEPLAN supersedes COMRECEPLAN 2010. All copies of COMRECEPLAN should be replaced with AUSRECEPLAN 2016.

AUSRECEPLAN 2016 was endorsed by the Director General Emergency Management Australia (DGEMA) and approved by the Secretary of the Attorney-General's Department on 17 May 2016.

Mark Crosweller
Director General
Emergency Management Australia

AMENDMENTS

Recommendations for amendments or suggestions for improvement may be forwarded to:

Director General
Emergency Management Australia
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PO Box 25 Belconnen ACT 2616

VERSION DETAIL

In December 2017 AUSRECEPLAN underwent an administrative review to reflect Machinery of Government changes. AUSRECEPLAN 2017 supersedes all previous versions and has been endorsed by DGEMA on 20 December 2017.

SECTION 1 - INTRODUCTION

1.1.SCOPE

- 1.1.1. This plan describes the tasking, coordination, cost recovery and reception arrangements into Australia of evacuees from overseas, following a decision of the Australian Government to conduct an evacuation.
- 1.1.2. AUSRECEPLAN does not cover the provision of assistance to Australian citizens or approved foreign nationals to return to the country of evacuation.
- 1.1.3. AUSRECEPLAN may be activated for any DFAT-authorized evacuation to Australia from overseas. This may include, but is not limited to, an evacuation following a major disaster or an adverse security situation.
- 1.1.4. This plan does not address the provision of Australian Government organised physical assistance to overseas countries. Separate plans cover these arrangements.

1.2.AIM

- 1.2.1. AUSRECEPLAN outlines the processes for the safe repatriation of Australians, their immediate dependants and approved foreign nationals (evacuees) following an Australian Government led evacuation in response to an overseas disaster or adverse security situation.

1.3.GUIDING PRINCIPLES

- 1.3.1. DFAT is the lead Australian Government agency responsible for the coordination of the evacuation of Australians and approved foreign nationals into Australia.
- 1.3.2. In some circumstances, DFAT may delegate its roles and responsibilities under this plan to another agency.
- 1.3.3. EMA leads and coordinates the on-shore reception arrangements into Australia of evacuees from overseas. This is carried out in conjunction with jurisdictional governments.
- 1.3.4. AUSRECEPLAN is a collaborative plan between the Australian Government and jurisdictional governments. Operations under this plan are premised on a task being requested and accepted by a jurisdiction.
- 1.3.5. Upon accepting a task request from the Australian Government, it is the responsibility of the jurisdiction to activate and operate a Reception Centre in accordance with the jurisdiction's relevant plans.
- 1.3.6. The arrangements within AUSRECEPLAN are not dependant on, nor do they hinder, the activation of other relevant plans and standing arrangements.
- 1.3.7. AUSRECEPLAN is consistent with the arrangements outlined in the *Australian Government Crisis Management Framework (AGCMF)* for responding to an overseas emergency.
- 1.3.8. AUSRECEPLAN should be read in conjunction with the *Guide for Financial Reimbursement* which provides additional detail on financial arrangements.

1.4.OVERVIEW

- 1.4.1. In the lead up to or following an emergency incident overseas, the Australian Government may decide to evacuate Australians and/or other approved foreign nationals. The decision to evacuate will be made by the Minister for Foreign Affairs following a recommendation (where possible) by the Inter-Departmental Emergency Task Force (IDETF) meeting.
- 1.4.2. All evacuations of Australians and approved foreign nationals from overseas will be on a voluntary basis. This plan does not cover circumstances in which citizens choose not to return to Australia.
- 1.4.3. AUSRECEPLAN has three (3) phases; STANDBY, ALERT, and ACTIVE.
- 1.4.4. DGEMA will authorise a phase change from STANDBY to ALERT based on advice from DFAT.
- 1.4.5. DGEMA will authorise a phase change from ALERT to ACTIVE following advice from DFAT and a tasking being issued to and accepted by EMA.
- 1.4.6. DFAT (or an agency defined under 1.3.2) is responsible for the direct costs incurred when requesting action under this plan.
- 1.4.7. EMA will consult with relevant jurisdictions to identify the most appropriate reception point and cost effective assistance, in line with DFAT requirements.
- 1.4.8. Jurisdictional agencies are not authorised to incur expenditure on behalf of the Australian Government until the receipt of and acceptance by the jurisdiction of a task request from EMA. Expenditure incurred without a task request will not be eligible for reimbursement by the Australian Government. All reimbursable expenditure must be claimed in the appropriate timeframe and in accordance with the current *Guide for Financial Reimbursement*.
- 1.4.9. Strict security measures may be in force leading up to the decision to conduct an evacuation. In this type of circumstance, planning and information sharing will be undertaken using appropriate channels.
- 1.4.10. The number of evacuees, the rate of evacuation, and hence the rate of arrival will depend on the situation in the location/s being evacuated, the number of evacuees available for departure and aircraft/ship capacity and availability. Every effort should be made to ensure that all relevant information is passed to the appropriate Australian Government and jurisdictional agencies at the reception points and the Reception Centre prior to arrival.
- 1.4.11. Evacuations may be by:
 - Scheduled commercial flights/ships
 - Flights/ships chartered by the Australian Government
 - Australian Defence Force (ADF) aircraft/naval vessels
 - Foreign military aircraft/naval vessels from the country being evacuated or a third country.
- 1.4.12. Responsibility for approved foreign nationals will be passed to the relevant embassy or consulate upon their arrival into Australia. Approved foreign nationals are not normally expected to require assistance in Australia, however exceptions will be assessed on a case by case basis.
- 1.4.13. Where an evacuation involves persons requiring special assistance and support, the Australian Government and jurisdictions will negotiate specific arrangements.
- 1.4.14. EMA will advise relevant Australian Government agencies and jurisdictions when ACTIVE phase is complete and AUSRECEPLAN reverts to STANDBY.

SECTION 2 - ROLES AND RESPONSIBILITIES

2.1.OVERVIEW

- 2.1.1. This section details the roles and responsibilities of Australian Government and jurisdictional departments and agencies and other relevant organisations for the provision of support under AUSRECEPLAN.

2.2.EMERGENCY MANAGEMENT AUSTRALIA (EMA)

- 2.2.1. Activate AUSRECEPLAN upon advice from DFAT, inform stakeholders and notify of phase changes to the Plan.
- 2.2.2. Activate a Crisis Coordination Team (CCT) to facilitate EMA's role in the event and undertake planning with other relevant stakeholders.
- 2.2.3. On request from DFAT, provide a task request to relevant jurisdictions to undertake reception operations under AUSRECEPLAN.
- 2.2.4. If required, convene an Australian Government Planning Group (AGPG) meeting to assist in the development of an action plan and provide relevant operational and technical information related to reception operations under AUSRECEPLAN.
- 2.2.5. Initiate and maintain engagement with relevant jurisdictions, government agencies and other organisations in order to support reception operations.
- 2.2.6. Provide a central point of contact between Australian Government agencies, jurisdictions and other relevant organisations through the CCC.
- 2.2.7. Provide media support to DFAT and jurisdictions as required.
- 2.2.8. In conjunction with the relevant stakeholders, provide situational awareness information on evacuation and reception arrangements to all relevant stakeholders.
- 2.2.9. Deploy an EMALO to the Reception Centre and, if required, to the jurisdictional Operations/Coordination Centre. If required, provide an EMALO to the DFAT Crisis Centre or to the overseas departure point.
- 2.2.10. Manage and provide relevant jurisdictional financial claims and reports to DFAT.
- 2.2.11. Contribute to post event reporting, debriefs and evaluations.

2.3.AUSTRALIAN DEFENCE FORCE (ADF)

- 2.3.1. If requested, provide support undertaken as part of an operation or under extant arrangements for Defence Assistance to the Civil Community (DACC).
- 2.3.2. Provide media support at the Reception Centre, if required.
- 2.3.3. In the event of an ADF assisted evacuation, provide advice to DFAT on, but not limited to, passenger manifests, anticipated arrival timing, number of evacuees being evacuated by ADF assets, clinical condition of evacuees, gender break-up, age groupings, languages and special needs.
- 2.3.4. Be prepared to provide a liaison officer to the DFAT Crisis Centre, the CCC or the Reception Centre if required.
- 2.3.5. Be prepared to receive an EMALO to aid in the reception and passage of information on Australians and approved foreign nationals.

2.4.AUSTRALIAN FEDERAL POLICE (AFP)

- 2.4.1. Provide coordination of law enforcement support for reception operations.
- 2.4.2. Provide command and control of security at reception points and the Reception Centre within the airport precinct.
- 2.4.3. Where necessary provide support in the escort of foreign nationals upon arrival in Australia.
- 2.4.4. Provide other specialist security services as required.

2.5.DEPARTMENT OF AGRICULTURE AND WATER RESOURCES (DAWR)

- 2.5.1. Undertake biosecurity inspection of aircraft, passengers, goods, and associated cargo at reception points and the Reception Centre.

2.6.DEPARTMENT OF FOREIGN AFFAIRS AND TRADE (DFAT)

ONSHORE:

- 2.6.1. Lead the IDETF.
- 2.6.2. Authorise and request DGEMA to activate AUSRECEPLAN.
- 2.6.3. Provide tasking documentation to EMA to enable coordination and conduct of onshore reception operations.
- 2.6.4. Lead the whole-of-government coordination of an evacuation in response to an overseas emergency, including seeking approvals from both the Australian Government and the government of the affected country to conduct an evacuation.
- 2.6.5. Liaise with relevant Embassies and High Commissions regarding incoming approved foreign nationals, including arrangements for consular officials to be present at reception points and the Reception Centre.
- 2.6.6. Provide situational reporting as required to the IDETF and relevant Australian Government and jurisdictional departments and agencies.
- 2.6.7. Provide to EMA and other relevant stakeholders, advice on, but not limited to, number of evacuees to be evacuated, evacuation timings, clinical condition of evacuees, gender break-up, age groupings, languages, special needs and composition by nationality of approved foreign nationals.
- 2.6.8. Liaise with EMA and other relevant agencies in regard to the provision of assistance for those evacuees without diplomatic representation in Australia.
- 2.6.9. Provide DFAT liaison officers at the Reception Centre, if required.
- 2.6.10. Coordinate whole-of-government media talking points and media releases relating to the evacuation.
- 2.6.11. Conduct an end-of-operation evaluation and lessons learned activity and participate in those events conducted by other parties.

OFFSHORE:

- 2.6.12. Coordinate and lead the evacuation of Australians and approved foreign nationals.
- 2.6.13. Advise evacuees of the arrangements for reception and ongoing support upon arrival in Australia, including advising of their responsibility to arrange their own return travel if and when safe to do so.

- 2.6.14. Arrange additional resources (military or commercial) and/or access to airports or ports for military or commercial assets if required.
- 2.6.15. Identify approved foreign nationals and work with Immigration and Border Protection – Department of Home Affairs and relevant governments on visa arrangements.
- 2.6.16. Liaise with foreign missions about consular aspects and if required, arrange for consular officials to be present at the departure point.
- 2.6.17. Issue travel documentation to Australian citizens as necessary.
- 2.6.18. Liaise with Immigration and Border Protection – Department of Home Affairs to obtain uplift approval for approved foreign nationals.

2.7. DEPARTMENT OF HEALTH

- 2.7.1. Provide advice on health assessment/care requirements, including psychological support for evacuees.
- 2.7.2. Assess the scope of clinical care requirements for evacuation operations, in consultation with jurisdictional health authorities.
- 2.7.3. Coordinate the provision of health assessment/care by jurisdictional health authorities if requested.
- 2.7.4. Provide advice on human biosecurity issues and work with DAWR and Immigration and Border Protection – Department of Home Affairs to implement biosecurity measures if necessary.

2.8. DEPARTMENT OF HUMAN SERVICES (DHS)

- 2.8.1. Provide services at the Reception Centre, as required by Australian Government or jurisdictional agencies (under their disaster/recovery plans).
- 2.8.2. Establish Centrelink services at the Reception Centre.
- 2.8.3. Provide advice on the provision of Medicare assistance to approved foreign nationals.
- 2.8.4. Make income support payments and provide other services and payments to eligible evacuees as appropriate.

2.9. IMMIGRATION AND BORDER PROTECTION – DEPARTMENT OF HOME AFFAIRS

- 2.9.1. Process evacuees at the departure point (where practicable) and arrival in Australia.
- 2.9.2. Undertake border security and clearance processing functions including, clearances of aircraft, ships, naval vessels and their crew, passengers, goods, and any associated cargo at reception points and/or at the Reception Centre.
- 2.9.3. Assess visa applications or provide uplift approval for approved foreign nationals.
- 2.9.4. Assist evacuees to maintain lawful visa status within Australia.
- 2.9.5. Arrange for interpreters as necessary.
- 2.9.6. Advise on evacuees that may represent a 'high risk' to the Australian community.

2.10. OFFICE OF TRANSPORT SECURITY – DEPARTMENT OF HOME AFFAIRS

- 2.10.1. Provide advice on transport security matters.

- 2.10.2. Liaise with the Civil Aviation Safety Authority (CASA) regarding flight approvals.
- 2.10.3. Assess curfew dispensation requests.
- 2.10.4. Assist in facilitating access to Australian airports if required.

2.11. DEPARTMENT OF THE PRIME MINISTER AND CABINET (PM&C)

- 2.11.1. If required, seek concurrence from the relevant reception point Premiers/Chief Ministers for respective jurisdictions to conduct reception operations.
- 2.11.2. Provide advice to the Office of the Prime Minister.

2.12. DEPARTMENT OF SOCIAL SERVICES (DSS)

- 2.12.1. Provide advice to support adversely affected people, families or communities through social policy programmes and services.

2.13. AUSTRALIAN STATES AND TERRITORIES

- 2.13.1. Develop and maintain jurisdictional reception plans.
- 2.13.2. Activate relevant jurisdictional reception plans as appropriate.
- 2.13.3. Arrange with airport/port owners to provide an appropriate Reception Centre within their jurisdiction.
- 2.13.4. Upon acceptance of a task request, work with EMA to establish a Reception Centre management team consisting of Australian Government and jurisdictional representatives.
- 2.13.5. Appoint a Reception Centre Manager or equivalent.
- 2.13.6. Provide reception services in accordance with the relevant jurisdictional arrangements.
- 2.13.7. If required, activate the Register. Find. Reunite service in accordance with jurisdictional arrangements.
- 2.13.8. Meet reporting and financial requirements, in the agreed format and timeframe as provided in the *Guide for Financial Reimbursement*.

2.14. RECEPTION POINT OWNERS AND OPERATORS

- 2.14.1. Appoint a representative to coordinate the planning for and activation of relevant jurisdictional plans.
- 2.14.2. Coordinate activation of facilities and support staff in accordance with jurisdictional arrangements.
- 2.14.3. If required, provide a Liaison Officer to the Reception Centre to coordinate information flow between the facility and the appointed Reception Centre manager.

SECTION 3 - RESPONSE

3.1. OVERVIEW

- 3.1.1. AUSRECEPLAN consists of three phases:
- STANDBY** (monitor and prepare)
 - ALERT** (evacuation is probable)
 - ACTIVE** (evacuation is authorised and imminent or underway)
- 3.1.2. Based on advice from DFAT, DGEMA will authorise a phase change between STANDBY and ALERT.
- 3.1.3. DGEMA will authorise a phase change to ACTIVE following authorisation and tasking from DFAT.
- 3.1.4. The CCC will advise all stakeholders on AUSRECEPLAN phase changes.
- 3.1.5. In order to expedite preparations for reception operations, a task request may be issued to a jurisdiction prior to a formal phase change to ALERT or ACTIVE. All task requests will be issued to jurisdictions via the CCC.

3.2. PLAN PHASES AND ACTIVITIES

3.2.1. STANDBY

- 3.2.1.1. AUSRECEPLAN is maintained in STANDBY as the default phase.
- 3.2.1.2. Under STANDBY the following activities are undertaken:
- Monitor potential situations.
 - Plan for potential responses.
 - Undertake training and exercises.
 - Maintain and review AUSRECEPLAN as necessary and work with jurisdictions to develop, review and maintain their own reception plans.

3.2.2. ALERT

- 3.2.2.1. ALERT phase is declared when an evacuation is likely and it allows for jurisdictions and agencies to be brought to an enhanced level of preparedness.
- 3.2.2.2. Based on a request from DFAT, DGEMA will authorise a phase change to ALERT.
- 3.2.2.3. Under ALERT the following activities are undertaken:
- 3.2.2.4. DFAT will:
- Work with whole-of-government partners to develop implementation plans, determine timings and consider constraints.
 - Provide EMA with advice on the extent of the activities authorised and the financial delegation under this phase.
- 3.2.2.5. EMA will:
- Advise Australian Government and jurisdictional stakeholders of phase change to ALERT via the CCC.
 - Establish a CCT.

- Continue monitoring of the situation.
- Develop detailed planning for potential responses and Reception Centre.
- Develop and issue task request/s if required to ensure readiness for an evacuation.
- Provide all stakeholders with regular updated incident information via the CCC.

3.2.2.6. Nominated jurisdiction/s will:

- Activate jurisdictional reception plans to the relevant level.
- Undertake initial planning in line with jurisdictional reception plans.
- Provide advice and information to relevant stakeholders regarding availability and establishment of a Reception Centre.

3.2.2.7. ALERT phase automatically reverts to STANDBY phase after 72 hours unless advised otherwise.

3.2.3. ACTIVE:

3.2.3.1. ACTIVE phase is declared where AUSRECEPLAN action has been authorised by DFAT and an evacuation is imminent or underway.

3.2.3.2. Based on a written tasking from DFAT to EMA to request jurisdictional action, DGEMA will authorise a phase change to ACTIVE.

3.2.3.3. Under ACTIVE the following activities are undertaken:

3.2.3.4. DFAT will:

- Act as lead agency for the offshore coordination of an evacuation.
- Provide written requests for assistance to EMA to coordinate and conduct reception operations in conjunction with relevant jurisdictions.
- Provide DFAT Liaison Officers to the Reception Centre, if required.
- Provide situational reporting as required.
- Coordinate whole-of-government talking points.
- Identify and confirm when the ACTIVE phase is complete.

3.2.3.5. EMA will:

- Provide DFAT with an estimated cost for onshore reception activities associated with the activation of this plan.
- Advise Australian Government and jurisdictional stakeholders of phase change to ACTIVE via the CCC.
- Deploy an EMALO to the Reception Centre.
- Provide a task request to jurisdictions/agencies to activate a Reception Centre, including agreed authorisation to expend Australian Government funds.
- Contribute to situation reports.
- Provide all stakeholders with regular updated incident information via the CCC.
- Advise relevant Australian Government agencies and jurisdictional stakeholders when ACTIVE phase is complete and AUSRECEPLAN reverts to STANDBY.
- Undertake reporting and financial resolution in the agreed format and timeframe based on the *Guide for Financial Reimbursement*.

3.2.3.6. Tasked jurisdictions will:

- Advise EMA of acceptance of the task request, including acceptance of the financial arrangements as outlined in the *Guide for Financial Reimbursement*.
- Activate their jurisdictional reception plans.
- Work in conjunction with EMA and DFAT to achieve the outcomes agreed in the task request.
- Provide reporting on operational activities as required.
- Contribute to debriefs and lessons learnt activities.
- Meet financial and reporting requirements and deadlines.

3.2.3.7. Based on advice from DFAT or as otherwise agreed, DGEMA will authorise AUSASSISTPLAN to revert to STANDBY.

SECTION 4 - RECEPTION CENTRE ARRANGEMENTS

4.1.OVERVIEW

4.1.1. This section outlines the Reception Centre arrangements and the long term accommodation, transport and on-forwarding arrangements for evacuees.

4.2.RECEPTION CENTRE ESTABLISHMENT

4.2.1. The tasked jurisdiction will be requested to establish a Reception Centre. The exact location will depend on the nature of the crisis, departure point from overseas, rate of evacuation, number of evacuated persons and the capacity to process the evacuated persons at the reception points. Processing of evacuated persons will be based on the use of existing jurisdictional civil infrastructure, however, in the event that a large number of evacuees are involved, Australian Government assistance may be required.

4.2.2. The location of the reception points and the Reception Centre will be determined after consultation between the Australian Government and the involved jurisdiction/s.

4.2.3. The jurisdiction will be requested to appoint a Reception Centre manager or equivalent.

4.2.4. For the safety and security of staff, the Reception Centre must be operated as secure areas with appropriate controls being established for the entry/exit of all persons. The Reception Centre may include, but is not limited to:

- Customs, immigration and biosecurity processing
- Security screening
- Evacuee registration, contact tracing and inquiries
- Consular advice and assistance by foreign embassies or consulates (for approved foreign nationals)
- Ambulance transport, health assessment, medical treatment and mental health assessment
- Personal support services
- Temporary emergency accommodation (up to 48 hours)
- Domestic travel advice and booking services
- Social security assistance

- Communication facilities, such as telephone, internet, postal
- Banking facilities
- Provision of arrival information to evacuees and their families
- Meeting/greeting areas for extended family
- Provision of refreshments/meals
- Toilets/showers
- Access to local transport.

4.3.LONG TERM ACCOMMODATION

4.3.1. Upon arrival in Australia it is the responsibility of the evacuee to arrange their own long term accommodation. Reception Centre managers may be tasked to provide resources to support evacuees in arranging long term accommodation.

4.4.TRANSPORT ARRANGEMENTS

4.4.1. If there is a need to move a large group to or from temporary emergency accommodation, arrangements may be made by the jurisdiction.

4.4.2. Upon arrival in Australia, evacuees will be responsible for their own private transport between long term accommodation and airports or other transport hubs.

4.5.ON-FORWARDING ARRANGEMENTS

4.5.1. Upon arrival in Australia, arrangements for and payments of any on-forwarding is usually the responsibility of the evacuee, unless otherwise decided by the Australian Government based on a case by case basis.

4.5.2. Where transport from the Reception Centre is limited, the Australian Government and jurisdictions will coordinate access to additional resources.

SECTION 5 - FINANCIAL ARRANGEMENTS

5.1.OVERVIEW

5.1.1. This section details the financial arrangements, responsibilities and indicative claimable expenses relating to reception operations under AUSRECEPLAN.

5.2.ARRANGEMENTS

5.2.1. In line with the AGCMF, the lead Minister is responsible for costs incurred as a result of direct tasking relating to the evacuation, consistent with extant policy and existing appropriations, including where that Minister has agreed to the use of jurisdictional resources. Should the costs incurred exceed existing budgets or authority, it is the lead Minister's responsibility to seek government approval for additional spending.

5.2.2. The *Guide for Financial Reimbursement* details the arrangements for submitting a claim to the Australian Government, following the completion of a tasking under an Australian Government plan.

- 5.2.3. A copy of the *Guide for Financial Reimbursement* will be sent with the formal task request. Any ambiguity relating to costs should be clarified prior to acceptance of a task request. It is the responsibility of the tasked agency to ensure that claims are in line with the Guide.
- 5.2.4. Jurisdictional agencies and airport/port owners should maintain accurate records of costs incurred during the conduct of reception operations. Claims will be assessed taking into account the unique nature of each reception operation.
- 5.2.5. Generally, the purchase of assets and equipment where the life of the item extends beyond the current operation will be considered as ineligible expenditure.
- 5.2.6. One consolidated claim should be sent to EMA for processing through a single nominated point within the jurisdiction. Jurisdictions have 60 days from the completion of reception operations to submit a claim.
- 5.2.7. Reimbursement of costs incurred by Australian Government agencies will be considered on a case by case basis and should be processed under extant financial procedures.

5.3. INDICATIVE CLAIMABLE EXPENSES

- 5.3.1. Costs that may be incurred during reception operations and for which Australian Government reimbursement can be claimed are:
 - Overtime, meal allowances and travel expenses for emergency management and authorised official personnel
 - Wages and allowances for agencies contracted to supply specialist services
 - Temporary employment costs
 - Transportation/Charter costs for evacuees
 - Consumables
 - Repair and replacement of damaged equipment
 - Reception point and Reception Centre venue costs, including venue and meeting room hire
 - Emergent medical, public health/safety matters, including health assessment costs
 - Temporary emergency accommodation costs
 - Communications costs (internet/phone)
 - Debrief and operational planning in direct response to a tasking
 - Other pre-approved costs directly attributed to the reception operation.

SECTION 6 - MEDIA AND PUBLIC COMMUNICATIONS

- 6.1. DFAT as the lead agency is responsible for coordinating and distributing public communications and talking points in relation to the crisis and the evacuation.
- 6.2. Relevant Australian Government and jurisdictional agencies will provide input into talking points relating to the conduct of reception arrangements.
- 6.3. The relevant jurisdiction, in conjunction with the Australian Government, will provide media input relating to operational activities at the Reception Centre.
- 6.4. Department of Home Affairs media will provide media support to DFAT as the lead agency, and the relevant jurisdiction/s as required. This may include providing a media representative to the Reception Centre to coordinate other Australian Government media.

SECTION 7 - ASSOCIATED DOCUMENTS

AUSRECEPLAN should be read in conjunction with the following documents:

- *Australian Government Crisis Management Framework*
- *Guide for Financial Reimbursement*