

Date of approval	15 October 2024	Approved by	Senior Executive Team (SET)
Date of effect	15 October 2024	Review date	31 October 2025
Relates to	Work Health and Safety Policy	Version	v1 2024
Responsible Owner	Director People and Culture		
Functional Manager	WHS Support Officer		

1. Outline

- 1.1 This guideline outlines transportation arrangements, alternative work arrangements and granting of emergency leave in the case of flooding or severe weather events preventing access to the campus.
- 1.2 This document should be read in conjunction with the Batchelor Institute Cyclone Plan, and Commuter Bus Guideline.

2. Travel to campus

- 2.1 In the event that staff travelling to the campus encounter water of an unsafe depth across the road, they should not attempt to cross but return to their respective start point or find a safe, reasonable alternate route. No attempt will be made to ferry staff to or from work across flooded creeks or roads. The driver will not under any circumstances put themselves or passengers at risk in attempting to cross water of an “unsafe depth”.
- 2.2 The drivers of the Batchelor buses for that particular day will have the ultimate say about creek crossings, road conditions, alternate routes or returning to point of origin. The drivers will take into account potential road / weather conditions and the view of passengers on the bus.
- 2.3 Buses returning to point of origin will use their normal drop off points and route (where possible) and return to usual designated parking areas.
- 2.4 Where there is a high likelihood of roads becoming flooded or extreme weather events preventing travel to the Batchelor campus, the Facilities Manager (FM) is responsible for gathering information on road conditions and water levels and briefing the Deputy Chief Executive Officer Operations (DCEO-Operations) and the Director People and Culture (DPC) or Delegate.
- 2.5 Where there is a high likelihood of roads becoming flooded or extreme weather events preventing travel to the Desert People Centre, the Campus Manager - Alice Springs (CMAS) is responsible for gathering information on road conditions and water levels for briefing the DCEO - Operations or Delegate.

2.6 The information to be gathered includes, but is not limited to:

- Amount of rainfall,
- Forecast Conditions,
- Tidal conditions (*where applicable*),
- Assessment of conditions of access roads to campus and consider any water presenting on the road,
- Assessment of Main Roads information contained in the NT Government roads website – www.roadreport.nt.gov.au, and
- Advice from Police and or local council.

2.7 Based on the information gathered, the DCEO - Operations or delegate may make the decision to cancel / suspend or modify staff travel to campus on that day.

3. Travel from campus

3.1 When there is a high likelihood of roads becoming flooded or extreme weather events preventing travel from the campus, the DPCW / CMAS is responsible for gathering information as per 2.2 for briefing the DCEO - Operations or Delegate.

3.2 Based on the information gathered the DCEO - Operations or delegate may make the decision to cancel / suspend or modify staff travel from Batchelor campus on that day, including early departures.

3.3 Staff will be informed of that decision via an all-staff email and/ or SMS from the DCEO- Operations or DPC and direct contact with supervisors.

4. Communication

4.1 In the event travel to or from the Batchelor Institute is suspended or modified, staff will be notified through SMS or email. Staff are also required to check the dial-in number for the latest advice - 89397444. Staff can also access the Bureau of Meteorology website – <http://www.bom.gov.au>

4.2 In the event travel to or from the Desert People Centre is suspended or modified, staff will be notified through SMS or email.

4.3 Unless otherwise advised, staff will continue to and from work via their normal route to campus.

5. Alternative work arrangements

5.1 Where staff have been prevented from working at the campus due to weather or road conditions, they shall in the first instance attempt to work from another location.

Staff are to discuss with their supervisor/ manager the specific alternative arrangements which are acceptable.

5.2 Where staff are restricted from access to the campus and are unable to work from an alternate location, emergency leave will be granted for that time.

6. Responsibilities

<i>Description</i>	<i>Task</i>	<i>Responsible Officer/ Committee</i>
Assessments	Monitoring	FM
Staff Communications	Email, phone calls	DPC, DCEO - Operations
Campus closure	Decision to close	DCEO - Operations/ or delegate
Suspend or modify travel	Decision to suspend or modify travel time to or from Batchelor Institute	DCEO - Operations/ or delegate

7. Supporting documents

- WHS Policy
- Cyclone Plan

8. Acronyms

<i>Acronym/Term</i>	<i>Definition/Description</i>
CEO	Chief Executive Officer
DCEO - Operations	Deputy Chief Executive Officer - Operations
DPC	Director People and Culture
FM	Facilities Manager
CMAS	Campus Manager - Alice Springs

9. Modification history

Date	Version	Sections modified	Authority	Details
	1.0		A.Gordon	
20/2/2012	1.1		W.Moulding	
12/12/2012	1.2		K Grace	General Update
26/09/2013	2.1	Document	Director	Annual review

Date	Version	Sections modified	Authority	Details
18/12/2013	2.2	Document	Director	General Update
21/10/2014	2.3	Document	Director	Annual review and update - minor
01/12/2015	2.4	Whole document	CEO	Annual review and updates
February 2019	1	Document	Director	Annual review and minor update
November 2021	1	Document	Director People & Culture	Annual review and minor update
September 2022	V1 2022	Document	Director People & Culture	Annual review and minor update
November 2023	v1 2023	Document	A/Director People & Culture	Annual review and minor update
October 2024	v1 2024	Various sections	SET	Minor updates

10. Feedback

If you have any comments or feedback about this procedure, please contact the Director People and Culture.