GUIDELINE
Wet Season Transport - Batchelor Campus

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<tr>
<th>Date of approval</th>
<th>17 December 2012</th>
<th>Approved by</th>
<th>Kerry Grace</th>
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<tr>
<td>Date of effect</td>
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<tr>
<td>Guideline Owner</td>
<td>Head of Corporate Services</td>
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<tr>
<td>Contact Officer</td>
<td>WH&amp;S/HR Manager – Matters related to Leave</td>
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Ancillary Services Manager – Water levels

1. Purpose

1.1 The purpose of this guideline is to outline for Batchelor Institute staff transportation arrangements, alternative work arrangements, and the granting of emergency leave in the case of flooding of access roads to the Batchelor Campus and in severe weather events such as a cyclone.

1.2 This document should be read in conjunction with The Cyclone Plan. Alteration from The Cyclone Plan or this Guideline requires prior authorisation from the Director or Director’s Delegate.

2. Introduction

2.1 Do not cross water if its depth exceeds the vehicle’s maximum ground clearance or the depth considered safe in the circumstances. Safe clearance for Batchelor Institute buses is considered to be 300mm.

2.2 The Director, or their Delegate, has the authority to cancel travel to Batchelor or to initiate early departure from Batchelor.

2.3 If prevented from travelling to Batchelor, staff should make alternate, approved, work arrangements.

2.4 Emergency Leave may be granted if staff have made reasonable attempts to reach Batchelor and to make alternative work arrangements, but have been unsuccessful. The Director can also declare Emergency Leave.

3. Travel to Batchelor Campus

3.1 When there is a high likelihood of roads becoming flooded, the Ancillary Services Manager, or Delegated Officer, is responsible for gathering information on road conditions and water levels and for briefing the Director or Delegate.

3.2 At approximately 5:30am on a work day, the Ancillary Services Manager, or Delegated Officer, when they become aware that water covers any access road the Ancillary Services Manager will assess the situation based on the following factors:

- Amount of rainfall
- Forecast Conditions
- Tidal conditions and
• Assessment of road conditions as far as Manton Dam and consider any water presenting on the road.

The Ancillary Services Manager, or Delegated Officer, will present these findings to the Director, or Delegate, immediately. The Director, or Delegate, may make the decision to cancel staff travel to Batchelor campus on that day.

3.3 Where staff travelling from Darwin to the Batchelor campus encounter water of an unsafe depth \textit{over the road at Acacia} they should not attempt to cross due to likelihood of flooding over Batchelor and Crater Lake roads. Staff should return to Darwin and attempt to make alternative work arrangements in accordance with this Guideline. Buses will return to their usual designated parking area.

3.4 (a) Where heavy rainfall has occurred in the Batchelor area, the Ancillary Services Manager, or Delegate, will at approximately 5.30 am, assess the \textit{Coomalie Creek crossing of the Batchelor Road and Crater Lake Road} using the above factors.

(b) If water is flowing on the Coomalie Creek crossing of the Batchelor Road the Ancillary Services Manager, or Delegated Officer, will direct buses to travel via Crater Lake Road.

(c) Staff members travelling to Batchelor in a private or institute vehicle are required to travel via Crater Lake Road. Delegated staff will be posted at road points to provide instruction.

3.5 If there is water \textit{over any point of Crater Lake Road} the Ancillary Services Manager, or Delegated Officer, with the Residential Services Team Leader and the Facilities Team Leader will coordinate available troop carriers to transport staff from flooded roadway to the Batchelor Institute campus. All vehicles should be parked in a safe place off the road, and staff must await the arrival of the troop carrier.

3.6 Under no circumstances shall a Batchelor Institute or private vehicle on Batchelor Institute-related travel attempt to cross water of an “unsafe depth” – a depth exceeding either the vehicle’s \textit{maximum ground clearance} or the depth considered safe in the circumstances. The decision to not continue to Batchelor campus will have to be substantiated in an Emergency Leave application.

3.7 Unless otherwise advised, staff will continue their normal route to Batchelor Campus.

4. Travel from Batchelor

4.1 If water covers any road required for exit from the BIITE campus on a working day, the Ancillary Services Manager, or Delegated Officer, will immediately inform the Director (or person acting in the absence of the Director), who may make the decision to commence departure of all small vehicles to park at the designated area allocated by the Ancillary Services Manager.

4.2 The Ancillary Services Manager, or Delegated Officer, will continue to assess the situation using the above factors and provide regular updates to the Director, or Delegate. The Director, or Delegate, may make the decision to commence departure of busses and staff travelling in all other private vehicles. The decision to permit early departure of staff due to road conditions rests with the Director, or Delegate.
4.3 Staff will be informed of that decision via an All-Staff email from the Ancillary Services Manager, or Delegated Officer.

5. **Severe Weather Events**

5.1 The Director, or Delegate, shall determine whether staff should not travel to Batchelor Campus due to severe weather events. When the Director, or Delegate, has made a decision, staff will be notified via the bus mobile phone. The Ancillary Services Manager, or Delegated Officer, will notify each bus coordinator if the Director has decided to cancel travel to Batchelor campus.

5.2 Unless otherwise advised, staff will continue to and from work via their normal route to Batchelor Campus.

6. **Alternative work arrangements**

6.1 Where staff has been prevented from working at the Batchelor campus due to weather or road conditions, the Director will provide advice on alternative work arrangements.

6.2 Where staff have restricted access to the Batchelor campus, and are unable to work from an alternate location Emergency Leave may be granted for that time.

6.3 If the employee fails to attend work at the Batchelor campus or make alternative work arrangements, their Supervisor or Manager may deem that time off will be deducted from recreation leave credits or leave without pay.

7. **Responsibilities**

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<tr>
<th>Description</th>
<th>Task</th>
<th>Responsible Officer, Committee</th>
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<tr>
<td>Assessments</td>
<td>Monitoring</td>
<td>Emergency Immediate Response Group (EIRG) – Ancillary Services Manager</td>
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<td>Staff Communications</td>
<td>Email, phone calls</td>
<td>EIRG – Ancillary Services Manager</td>
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<td>Campus closure</td>
<td>Decision to close</td>
<td>Director, or Delegate</td>
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8. **Related documents**

- **Cyclone Plan**