1. Outline

1.1 This guideline outlines 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.

1.2 This document should be read in conjunction with the Cyclone Plan.

2. Travel to Batchelor Campus

2.1 When there is a high likelihood of roads becoming flooded, the Emergency Incident Response Group (EIRG), is responsible for gathering information on road conditions and water levels and for briefing the Director or his Delegate.

2.2 At approximately 5:30am on a work day, the EIRG Batchelor area delegate becomes aware that water covers any access road 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.

2.3 The EIRG Delegate will present these findings to the Director or EIRG immediately. The Director or EIRG may make the decision to cancel staff travel to Batchelor campus on that day.

2.4 Where staff travelling from Darwin to the Batchelor campus encounter water of an unsafe depth over the Stuart Highway 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.

2.5 (a) Where heavy rainfall has occurred in the Batchelor area, the EIRG Delegate, will at approximately 5.30 am, assess the Coomalie Creek crossing of the Batchelor Road and Crater Lake Road using the above factors in 2.2.

(b) If water is flowing on the Coomalie Creek crossing of the Batchelor Road the EIRG Delegate, will direct buses to travel via Crater Lake Road.

(c) Staff members travelling to Batchelor in a private or institute vehicle are required to do the same. Delegated staff will be posted at road points to provide instruction.

2.6 If you are able to travel along the Stuart Highway and encounter water over any point of Crater Lake Road the EIRG Delegate, with the Residential and the Facilities Team Leaders 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.

2.7 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 maximum ground clearance or the depth considered safe in the circumstances. Fast flowing water will significantly decrease the safe “wading” depth –whether vehicles or people. The decision to not continue to Batchelor campus will have to be substantiated in an Emergency Leave application.

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

3. Travel from Batchelor

3.1 If water covers any road required for exit from the BIITE campus on a working day, the EIRG Delegate, will immediately inform the Director (or person acting in the absence of the Director), who may make a decision on departure from campus.

3.2 The EIRG Delegate, will continue to assess the situation using the above factors and provide regular updates to the Director, or his Delegate. The Director, or EIRG, 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 his Delegate.

3.3 Staff will be informed of that decision via an All-Staff email from the EIRG.

4. Severe Weather Events

4.1 The Director or EIRG shall determine whether staff should not travel to Batchelor Campus due to severe weather events. When the Director or EIRG has made a decision, staff will be notified via the bus mobile phone. The EIRG Delegate will notify each bus coordinator if the Director has decided to cancel travel to Batchelor campus. A Notification Call-In number will be established.

4.2 Unless otherwise advised, staff will continue to and from work via their normal route to Batchelor Campus.
5. Alternative work arrangements

5.1 Where staff have been prevented from working at the Batchelor campus due to weather or road conditions, they shall in the first instance attempt to work from another location – at either ACIKE or a home office that has been previously approved with a working from home contract and risk assessment. If this work arrangement has not been previously approved, the option to work from home will not be accepted.

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

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

6. Responsibilities

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<th>Description</th>
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<td>Monitoring</td>
<td>EIRG</td>
</tr>
<tr>
<td>Staff Communications</td>
<td>Email, phone calls</td>
<td>EIRG</td>
</tr>
<tr>
<td>Campus closure</td>
<td>Decision to close</td>
<td>Director or EIRG</td>
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7. Related documents

Cyclone Plan

8. Feedback

If you have any comments or feedback about this Policy, please contact the Head of Corporate Services.

9. Modification history

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