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 and the Batchelor Institute Road Closure Procedures summary sheet.

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, if the EIRG Batchelor area delegate becomes aware that water covers any access road he/she will assess the situation, in collaboration with the local police and Council, based on the following factors:
      - Amount of rainfall
      - Forecast Conditions
      - Tidal conditions,
      - Assessment of conditions of Batchelor Road and Crater Lake Road and consider any water present on the road, and

   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. Flooding on Batchelor or Cradle Lake Roads

2.5.1 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, providing that Crater Lake Road is safe.

2.5.2 Staff members travelling to Batchelor in a private or institute vehicle are required to adhere to the above process.

2.5.3 Delegated staff will be posted at road points to provide direction.

2.6. If the roads are impassable to buses and light vehicles, staff will be directed to go back to Darwin. No attempt will be made to ferry staff to or from work across flooded creeks.

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.

2.8. The decision to not continue to Batchelor campus will have to be substantiated in an Emergency Leave application.

2.9. Unless otherwise advised, staff will continue their normal route to Batchelor Campus where the roads are considered to be passable.

3. Travel from Batchelor

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

3.2. The EIRG Delegate, will continue to assess the situation using relevant factors/advice and provide regular updates to the Director, or his Delegate. The Director, or Delegate, may make the decision to commence early departure of buses and staff travelling in private vehicles.

3.3. Staff will be informed of that decision via an All-Staff email from the EIRG and by direct contact with their supervisors. Supervisors will check off staff as they are advised of the decision, ask them their movement plans and make a note of those plans.

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 and SMS via private and Institute mobile phones. The EIRG Delegate will notify each bus coordinator if the Director has decided to cancel travel to Batchelor campus. All staff are asked to check our dial-in number for the latest advice - 89397444. Staff can also access the Bureau of Meteorology website – www.bom.gov.au
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 may 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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Task</th>
<th>Responsible Officer, Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments</td>
<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>
</tr>
</tbody>
</table>

7. **Supporting documents**

- Work Health and Safety Policy
- Cyclone Plan
- Road Closure Procedure Summary

8. **Modification history**

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Sections modified</th>
<th>Authority</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/2/2012</td>
<td>1.0</td>
<td></td>
<td>A.Gordon</td>
<td></td>
</tr>
<tr>
<td>12/12/2012</td>
<td>1.1</td>
<td></td>
<td>W.Moulding</td>
<td></td>
</tr>
<tr>
<td>26/09/2013</td>
<td>1.2</td>
<td>document</td>
<td>K Grace</td>
<td>General Update</td>
</tr>
<tr>
<td>18/12/2013</td>
<td>2.1</td>
<td>document</td>
<td>Director</td>
<td>Annual review</td>
</tr>
<tr>
<td>21/10/2014</td>
<td>2.2</td>
<td>document</td>
<td>Director</td>
<td>General Update</td>
</tr>
<tr>
<td>21/10/2014</td>
<td>2.3</td>
<td>Document</td>
<td>Director</td>
<td>Annual review and update - minor</td>
</tr>
</tbody>
</table>

9. **Feedback**

If you have any comments or feedback, please contact the Head, Corporate & Strategic Services.