



Emergency management - Working arrangements

NUMBER IND-O-204

VERSION 1

AUTHORISED BY A/DDG Biosecurity & Food Safety

AUTHORISED DATE 14/09/2016

ISSUED BY Biosecurity Operations, Biosecurity & Food Safety

EFFECTIVE DATE 14/09/2016

Policy statement

Provision of safe and effective biosecurity, agriculture and animal emergency management activities is contingent on consistent working arrangements including timesheets, travel expenses, leave, rostering, shifts and working hours.

Scope

This policy applies to personnel of NSW Department of Industry, government agencies and participating/supporting organisations (including volunteers), contractors (excluding service providers) and students engaged in emergency management activities on behalf of NSW Department of Primary Industries (DPI) under NSW State Emergency Management Plan (EMPLAN).

This policy does not apply to visitors.

Requirements

Governance

1. Government agency personnel continue to be employed under their relevant award conditions.
2. Non-government organisation personnel (from a participating/supporting organisation) continue to be engaged (as an employee or volunteer) under their engaging organisation award conditions.
3. Personnel engaged in emergency management who are not able to fulfil their seconded duties must notify the appropriate emergency management supervisor as soon as possible.

Working hours, timesheets and overtime

4. A roster must be initiated and maintained during emergency response/recovery.
5. Personnel are rostered on for shifts (e.g. working days) for a maximum of 12 hours.
6. The maximum number of consecutive shifts is seven days (i.e. seven days in a row including travel) with minimum 24 hours break after seven days. The seven days includes days already worked in normal duties.
7. Personnel must take adequate breaks (minimum eight hours) between shifts.
8. Personnel should follow their own organisation's conditions if stricter conditions are a requirement.
9. During breaks between roster periods personnel should return home. If it is more efficient or due to biosecurity and/or safety risks, personnel may stay locally. Personnel are considered off duty and expenses (except accommodation) are non-redeemable.
10. Personnel stood down from emergency response/recovery activities are required to return to normal duties.
 - a. If the maximum number of consecutive shifts has been reached, personnel must take a break prior to returning to normal duties.
 - b. Government personnel are required to organise leave, where breaks fall on normal work days, in accordance with their employer's conditions.
11. Hours worked for each shift including travel time are recorded in accordance with the Emergency management worksheets guide.

- a. Government personnel must complete the Emergency management worksheet (EMW) to be paid overtime and claim leave in lieu (for directed excess hours or travel).
 - b. Overtime is paid only when it has been directed.
 - c. Each government agency calculates and pays overtime based on the approved EMW and workers award conditions. Agencies claim overtime (and other expenses) by invoice to DPI.
 - d. An EMW is not required where response/recovery operations operate within normal business arrangements.
12. NSW Department of Industry and Local Land Services personnel are required to enter standard work hours (7/7.6 hrs) and leave in lieu into SAP ByDesign.

Travel

13. All travel arrangements must be approved by an appropriate emergency management supervisor.
14. Time spent travelling at the start/end of shift periods and between accommodation and the workplace is recorded as excess travelling time on an EMW.
15. Excess travelling time is accrued only when travel time between the accommodation and workplace is greater than the person's usual day-to-day travel time to their place of employment.
16. Work health and safety accountability for travelling personnel rests with the appropriate emergency management supervisor from the time personnel leave home/work and ceases once return travel is complete.
17. Payment for travel related costs will be as per Treasury Circular - Review of Meal, Travelling and other Allowances, and NSW Department of Industry and emergency management policies.
 - a. During emergency responses, personnel are on actual expenses, including the daily incidental allowance.

Reimbursement

18. Overtime, travel and accommodation expenditure associated with emergency management activities may be recouped under State and Commonwealth arrangements in accordance with the policy Emergency management – Finance arrangements and supporting procedures.

Procedures

- [Emergency management worksheets guide](#)

Roles and responsibilities

- Emergency Management Supervisors:
 - Check and verify attendance on timesheets/worksheets
 - Monitor compliance including breaks
- Emergency Management Supervisor with financial delegation:
 - Approve timesheets/worksheets
- Response Logistics Officer:
 - Administer personnel roster
 - Arrange travel and accommodation
 - Monitor governance and compliance including breaks of personnel
- Response Finance Officer:
 - Administer invoices for travel, overtime and other claimable expenses
- Personnel:
 - Comply with Department of Industry policies
 - Notify the appropriate emergency management supervisor when late or absent
 - Comply with maximum shift length, rostered periods, and minimum break requirements
 - Record hours worked and travel times daily
 - Retain a copy of completed timesheets/worksheets and distribute appropriately for payment
 - Raise any issues eg fatigue, travel etc
- Planning Officer:
 - Develop personnel roster

Safety considerations

Safety and wellbeing is enhanced by this policy through defined requirements for work hours, rostering, and travel.

Delegations

- Financial delegations – emergency response delegations

Legislation

- [Government Sector Employment Act 2013](#)
- [Government Sector Employment Regulation 2014](#)
- [State Emergency and Rescue Management Act 1989](#)

Related policies

- [Emergency management – Accommodation](#)
- [Emergency management – Catering and meals](#)
- Emergency management – Finance arrangements
- Emergency management – Recruiting personnel
- [NSW Department of Industry Code of conduct](#)
- [NSW Department of Industry Travel Policy](#)

Other related documents

- [Crown Employees \(Public Service Conditions of Employment\) Reviewed Award 2009](#)
- [Local Land Services Award 2013](#)
- [NSW State Emergency Management Plan \(EMPLAN\)](#)
- [Treasury Circular - Review of Meal, Travelling and other Allowances](#)

Definitions

- Emergency management activities: means organisation and management of resources for dealing with all aspects of emergencies.
- Emergency management supervisor: means AASFA Coordinator, DPI State Emergency Coordinator, Incident Controller, or IMT role under the incident control system.
- Paid personnel: means personnel who in the course of their normal working arrangements/award receive payment for services conducted.
- Personnel: means contingent workers, and personnel of a government agency and participating/supporting organisation, including paid, volunteer and student.

Superseded documents

- Nil

Revision history

Version	Date issued	Notes	By
1	22/08/2016	For approval	Emergency Management Officer

Review date

15/09/2019

Contact

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