

# NATIONAL FRAMEWORK FOR PUBLIC SECTOR SURGE MOBILITY

This framework has been developed to enable successful surge mobility between public sector jurisdictions where there is a specific identified need.

The implementation of this framework will be supported by clear processes and mechanisms between jurisdictions. It may be varied and supported by more formal agreements, where appropriate.

## 1. THE NEED SHOULD BE AGREED

- A. First Minister/s, or First Secretary/ies on behalf of the First Minister/s, will identify and approve the need for a surge request to deliver critical functions.
- B. Jurisdictions will determine the relevant agencies to coordinate the surge request, both the scope of the request and the call for surge staff. This may be coordinated on a case-by-case basis through a central contact, or at agency to agency level.
- C. Jurisdictions should also consider whether surge staff will be exercising any statutory powers and, where appropriate, seek advice to ensure compliance with any legislative framework.

## 2. THE OUTCOME SOUGHT SHOULD DRIVE THE PROCESS

- A. Different surge requests will have different requirements. The processes and mechanisms used to facilitate each surge request need to be tailored to deliver the outcome sought.
- B. The surge request should clearly specify:
  - a. the reason for the request and the date by which it should be responded to;
  - b. the number of personnel required;
  - c. any inherent requirements of a role (including skills, knowledge and capability required), as well as information on the nature of the role;
  - d. the location where the personnel will be working and any travel requirements;
  - e. the start date, expected duration; and
  - f. a point of contact for the host agencies.
- C. Travel and relocation costs, if applicable, will be covered by the host agency, unless otherwise agreed with the home agency.
- D. The Surge Responsibility Guide at [Attachment A](#) can be used by jurisdictions, where applicable and appropriate, to facilitate the surge request.

## 3. STAFF SHOULD BE INFORMED

- A. The home agency should inform staff of the surge request, as appropriate. The host agency should advise on where and when the surge is required, including likely duration and whether the surge can be provided remotely from the home agency in whole or in part, to inform the home agency and the staff volunteering.
- B. Staff must be made aware of the requirements of the surge request, including associated

WHS risks and mitigations in place, before they commence the surge placement.

- C. Staff who express their interest for a surge placement consent to being placed in the host agency for work tasks on the understanding that they remain an employee of their home agency. This may not be the case for contractors and labour hire arrangements.
- D. Home agencies continue to cover remuneration and entitlements, contractor/labour broker fees, as applicable, unless otherwise agreed with the host agency.

#### **4. SURGE STAFF SHOULD BE HOSTED AS IF THEY ARE THEIR OWN**

- A. Surge staff must be provided with a safe environment.
- B. The host agency has primary duty of care and responsibility under the relevant jurisdiction's work health and safety legislation when surge staff are undertaking work for the host agency.
- C. The home agency must also make surge staff aware of any information and specific training required to undertake the surge placement effectively and safely. Surge staff continue to be covered by their home jurisdiction's workers' compensation insurance scheme.
- D. Surge staff must be provided with information to support their transition to ensure a rapid integration into the host agency's work and workplace.
- E. The host agency will provide necessary equipment and access to IT networks to surge staff (where relevant), including asset management.

#### **5. ALL PARTIES TO BE CONSULTED ON CHANGES**

- A. Clear and frequent information sharing is crucial to the success of mobilising staff in a surge capacity.
- B. It is also crucial that surge staff remain connected to their home agency throughout the surge placement, particularly towards the end of their surge placement.
- C. If there are any significant changes required to a surge placement that may affect the ability of the arrangement to continue, e.g. duration or nature of the role, there must be clear and timely consultation between the host agency, home agency, the surge staff, and the labour hire agency, if applicable, prior to changes being made.

This framework should be complementary to, and not derogate from, related agreements including the Australasian Arrangement for Interstate Assistance Fire and Emergency Services.

Endorsed by the Commonwealth, State and Territory Public Service Commissioners on 12 April 2021.

**ATTACHMENT A: SURGE RESPONSIBILITY TABLE**

<b>FUNCTION</b>	<b>HOME ORGANISATION</b>	<b>HOST ORGANISATION</b>
Inform staff of the surge request as appropriate (eg through Expressions of Interest (EOIs) or other means)	X	
Seeking consent of surge staff, and labour hire broker, if applicable	X	
Pay and Salary (unless otherwise agreed)*	X	
Conditions and benefits*	X	
Performance and remuneration reviews*	X	
Surge staff Status	X	
Surge staff remaining connected with home agency	X	
ICT including assets – If network connectivity is NOT required	X	
Workers' compensation insurance (subject to respective insurance coverage and agreement by Home and Host Organisation)	X	
Security clearance sponsorship (home agency is responsible for sponsorship, host agency responsible for any additional requirements, e.g. temporary waivers).	X	X
Injury acquired during surge placement relating to workers' compensation insurance	X	X
Adherence to Code of Conduct	X	X
Misconduct (home agency responsible with input from host where relevant)	X	X
Establish a formal Memoranda of Understanding	X	X
Constructively establish administrative processes	X	X
Maintaining clear and frequent information sharing	X	X
Conducting performance appraisals	X	X
Applying for and gaining a security clearance (shared: sponsorship is home agency, additional requirements for placement is the host)	X	X
Induction and onboarding		X
ICT including assets – If network connectivity is required		X
Police/background checks		X

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<b>FUNCTION</b>	<b>HOME ORGANISATION</b>	<b>HOST ORGANISATION</b>
Work-related expenses		<b>X</b>
Application of work Health and Safety – Work environment		<b>X</b>
Training and development specific to surge needs		<b>X</b>
Travel costs		<b>X</b>
Relocation costs		<b>X</b>
Costs associated with quarantine requirements		<b>X</b>

\*Different considerations may be required for contractors, labour broker employees