



Emergency Officer and Deputy Emergency Officer

What is the role of an Emergency Officer?

An Emergency Officer provides information on emergency management and coordinates emergency responses at their site of employment, performing essential functions that cannot be conducted off-site or remotely.

What is the role of a Deputy Emergency Officer?

A Deputy Emergency Officer is required to facilitate a smooth transition should the Emergency Officer cease their role.

How are an Emergency Officer and Deputy Emergency Officer selected?

A parliamentarian must nominate an Emergency Officer and a Deputy Emergency Officer when the positions become vacant in their office. A parliamentarian nominates a MOP(S) Act employee by completing a [Corporate Responsibility Roles nomination Form](#).

The nominated Emergency Officer and Deputy Emergency Officer must:

- be prepared to complete Emergency Officer training
- spend most of their working hours on site at the workplace for which they are nominated
- be capable of performing the inherent requirements of the role
- agree to undertake the role.

It is preferable, but not essential, that the employee has existing skills, training, experience and interest in carrying out Emergency Officer or Deputy Emergency Officer duties.

Arrangements may exist in some locations for people to be trained as 'fire wardens' by representatives of the building owner. Please contact the [Staff Help Desk](#) for information about how this training may be recognised for the purposes of becoming an Emergency Officer.

What are the responsibilities of an Emergency Officer?

While the responsibilities of the appointed Emergency Officer will vary slightly depending on the nature of the office in which they work, each Emergency Officer must:

- undertake training identified by the Department of Finance and/or the Parliamentary Workplace Support Service (PWSS) to fulfil the role
- in conjunction with the emergency management service provider, facilitate a full-scale evacuation exercise at their office annually, followed by a de-briefing session with the emergency management service provider

- facilitate emergency evacuations of their office as necessary
- provide new employees and volunteers in their office with an induction on the emergency procedures in the workplace
- sign in all contractors and ensure that they have completed a brief induction on the emergency procedures in the workplace
- assist the WHS site officer (where the WHS Site Officer is not also the Emergency Officer) to carry out inspections and respond to WHS enquiries
- promote good WHS practice within the office.

What training is available to Emergency Officers and Deputy Emergency Officers?

All Emergency Officers and Deputy Emergency Officers will receive training to assist them to fulfil the requirements of the role.

Emergency Officers can order hard hats via the [contracted stationery provider](#).

Corporate Responsibility Allowance

Emergency Officers will receive payment of corporate responsibility allowance (CRA) in accordance with the [Commonwealth Members of Parliament Staff Enterprise Agreement 2024-27](#) once they have completed the required training. The continued payment of CRA requires Emergency Officers to fulfil the duties as outlined above.

Where an Emergency Officer ceases their role, the Deputy Emergency Officer will receive additional training to promote them to the role of Emergency Officer and will receive payment of CRA from the date of that training.

The parliamentarian will then be asked to nominate a new Deputy Emergency Officer. A parliamentarian should therefore not nominate a MOP(S) Act employee as a Deputy Emergency Officer if they do not want them to perform the role of Emergency Officer.