

Policy Title: Working outside Western Australia

Descriptors : 1) Travel 2) Staff 3) Offshore 4) Remuneration

Category : Human Resources

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1. Intent

The University is committed to providing employees working outside Western Australia with a safe and rewarding work experience.

This policy clarifies the employee's rights and responsibilities when they are required to work outside Western Australia for a continuous period of not longer than 28 days.

2. Organisational Scope

This Policy applies to all academic and general staff.

3. Definitions

'Offshore' refers to approved official University business undertaken for an agreed time at an agreed overseas host institution(s), or other overseas organisation, place or employer.

4. Policy Content

- 4.1 Employees do not have to work outside Western Australia if it is not a requirement of their employment contract.
- 4.2 Employees have the right, by providing reasonable notice, to withdraw from employment outside Western Australia if they have reasonable concerns regarding personal safety or the political environment.
- 4.3 Employment outside Western Australia is negotiated between the employee and the Head of Faculty/Centre and may be part of the employee's normal workload or separate to such workload.

- 4.4** The selection of employees for work outside Western Australia will be through an open and transparent process and take into consideration the specialist nature of the expertise that is required for the particular project.
- 4.5** If it is agreed that employment outside Western Australia is separate to an employee's normal workload, then the employee will be remunerated at a rate determined by the employer and employee
- 4.6** Prior to departure, a written agreement that specified the duties to be undertaken, remuneration (if any) and other relevant matters shall be signed by the University and the employee.
- 4.7** The University shall maintain current information that relates to work outside Western Australia.
- 4.8** Prior to undertaking any employment duties outside Western Australia, an employee shall make every effort to access information provided by the University and other sources which is relevant to the country they will be working in. This information may include:
 - a. Medical advice and, if appropriate, medical examinations and vaccinations;
 - b. Current political conditions;
 - c. Travel safety recommendations; and
 - d. Insurance coverage.
- 4.9** The University shall provide an employee with advice regarding:
 - a. Departure and return dates;
 - b. The specific location of such work; and
 - c. The nature and quality of accommodation that is to be provided.
- 4.10** It should be the supervisor's responsibility to ensure that the employee has received training appropriate to the work being undertaken.
- 4.11** The University will make every reasonable effort to ensure that the conditions of employment outside Western Australia are reasonable having regard to the country in which the duties are to be performed.
- 4.12** It should be the employee's responsibility to obtain travel approval through the official University system before making any travel booking
- 4.13** It is the supervisor's responsibility to ensure that the necessary visa and work permits are obtained before travel.
- 4.14** The University will pay for all necessary travel expenses, insurances (including travel insurance), medical examinations and vaccinations, visa arrangements and any other reasonable requirements for working outside Western Australia and in accordance with the Travel Policy. An employee shall be responsibility for accessing funds for overseas travel.
- 4.15** The employee should be made aware of a 24-hour contact number to call in the event of a medical or other emergency.
- 4.16** Before an employee undertakes employment outside Western Australia, Heads of Faculty/Centre shall ensure that:
 - a. Alternate arrangements are made for teaching units affected by work outside Western Australia;
 - b. Other employees are not to be compelled to undertake any unreasonable additional workload; and

- c. An employee who agrees to undertake extra duties shall be remunerated for those duties or have such those duties acknowledged in their workload.

5. References

Policy Code:	HR158	File Number: Sub/369
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Approved by:	Vice-Chancellor	
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Amendments:	June 2009	Policy amended to comply with University Guidelines re Drafting of Policy Documents
Related Policies/Documents:	<ul style="list-style-type: none"> • Relevant industrial instrument • Guidelines for Working Offshore: This can be downloaded from the Human Resources web page from the HR Manual 	

6. Contact Information

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