STAFF TRAVEL – GUIDING PRINCIPLES FOR DECISION MAKERS

Intention of this Document
This document sets out guiding principles for decision makers regarding travel. It should not be considered as policy but rather a framework for making decision alongside ANU policies and processes.

Types of Travel
- These guiding principles deal with the following types of staff work-related travel
  - Domestic work-related travel
  - Essential overseas work-related travel
  - Compassionate travel
    - Domestic
    - International
- Private travel is not included in this document but much of the same advice applies. For more information on domestic private travel, please see the Private Travel FAQ webpage
- These guidelines do not apply to student travel (including PHD students), however the general principles apply. Student will be addressed at a later date after seeking consultation from across the University

Delegations and approval
- All delegations for approval of travel are as per extant University policies

Essential Domestic Work-related Travel
- As a general principle, only essential work-related travel should occur for the rest of 2020
- Work-related travel deemed essential includes:
  - Fieldwork – already accommodated in guidelines and on the travel form
  - Secondments, placements or internships to assist national and jurisdictional governments or other agencies
  - ANU staff travelling to remote campuses for essential services related activities
  - Travel to deliver remote training that must be delivered face to face as required under external contractual arrangements – to be considered on a case by case basis.
- All other work-related travel (for example, conferences, meetings, presentations) should be considered non-essential at this time as alternatives are available
- Travel by air is permitted provided travellers follow COVID Safe protocols (guidance here)
- Requests to undertake any domestic travel and related activities must be accompanied by a WHS hazard and risk assessment and a COVID-19 Risk Assessment before they can be approved.
- Individuals returning from domestic hotspots may be required to undergo 14 days of quarantine upon their return, depending on extant ACT guidance. ACT Health may

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1 For example, statutory maintenance obligations, fire servicing and WH&S, resolution of IT issues etc
approve this quarantine to be undertaken in private residences. Any costs associated with quarantine will be considered part of business travel and will be covered by ANU.

- This position will be reviewed in early 2021

**Essential Overseas Work-related Travel**

- Australia’s borders are unlikely to formally open in the foreseeable future, therefore only essential overseas travel will be permitted.
- The only work-related overseas travel that should be approved at this time is travel related to work supporting and endorsed by the Australian Government or an international organisation, particularly related to the COVID-19 pandemic.
- Requests to undertake overseas travel and related activities must be accompanied by detailed WHS hazard and risk assessment before they can be approved.
- Even if individuals are granted permission to travel overseas by the Australian Government, there may be significant delays in them returning. This risk and associated costs should be considered when reviewing travel applications.
  - For Australian citizens significant delays may be experienced due to the current international arrivals cap.
  - Individuals who are not Australian citizens, including temporary residents, may not be permitted to return to Australia until borders fully open, which could jeopardise grant funding, ability to teach, and therefore employment.
- All individuals will be required to undertake 14 days quarantine upon their return to Australia. At present, this must be undertaken in ACT mandated hotels and will be at the University’s expense. Individuals can apply for an exemption to quarantine at home only on urgent medical or compassionate grounds.

**Compassionate travel – Domestic**

- Domestic compassionate travel, including to and from hotspots, may be supported if adequate grounds exist and evidence is provided.
- Individuals returning from hotspots may be required to undergo 14 days of quarantine upon their return depending on extant ACT guidance. ACT Health may approve this quarantine to be undertaken in private residences. Any costs associated with quarantine will be borne by the individual.

**Compassionate travel – International**

- Overseas travel on compassionate grounds (i.e. due to psychosocial concerns or caring responsibilities) may be considered provided adequate information to support the case is provided. This may include the provision of a medical certificate if appropriate.
- Before approval, the staff member should be counselled on, and acknowledge, the following:
  - Many countries are currently undergoing a COVID-19 ‘second wave’, and some are returning to higher levels of restrictions. It is therefore important that staff are aware of the current situation in their destination country and fully understand the risks associated.
  - At all times they must behave in a COVID Safe way. This includes wearing masks or face coverings in areas where local community spread is evident.
- It may be extremely difficult for individuals to return to Australia for some time despite the support of the University. This is especially the case if they are not Australian’s citizens.
- All individuals will be required to undertake 14 days quarantine upon their return to Australia. At present this must be undertaken in ACTH mandated hotels at the individual’s expense. Individuals may be able to apply for an exemption to quarantine at home on urgent medical or compassionate grounds.
- The COVID-19 situation is very fluid and can change rapidly. Individuals could be caught in an outbreak situation that would delay their return to Australia indefinitely.

  • If compassionate travel is granted with permission to undertake work overseas, a more comprehensive risk assessment is required to ensure WH&S risks are considered, including the risk of acquiring COVID-19.