

Request for approval to travel to a high risk destination

Edited May 2022

PURPOSE OF FORM

To obtain approval to travel to a destination designated by smartraveller.gov.au as '[reconsider your need to travel](#)' or '[do not travel](#)'. Prior to making any travel plans, applicants must complete this form and undertake the risk assessment on page 2. Please attach any supporting documentation to this form to enable approval.

APPLICANTS DETAILS

Employee ID a _____ or Student ID s _____	
Name: _____	Nationality: _____
Email address: _____	
Faculty / Division: _____	School / Branch: _____
Proposed dates of travel:	Depart date: _____ Return date: _____
Destination/s (inc. inter-country travel): _____	
Current travel advice: DFAT 3 reconsider your need to travel <input type="checkbox"/> DFAT4 do not travel <input type="checkbox"/>	
Purpose of travel: _____	
Signed: _____	Date: _____

APPROVALS (please ensure the risk assessment has been completed on page 2 prior to signing)

HEAD OF SCHOOL / BRANCH HEAD	approved <input type="checkbox"/>	not approved <input type="checkbox"/>
Signed: _____	Date: _____	
LEGAL AND RISK BRANCH	insurance is confirmed for this travel <input type="checkbox"/>	
Signed: _____	Date: _____	
EXECUTIVE DEAN / DVC&VP / COO	approved <input type="checkbox"/>	not approved <input type="checkbox"/>
Signed: _____	Date: _____	
DVC&VP – EXTERNAL ENGAGEMENT	approved <input type="checkbox"/>	not approved <input type="checkbox"/>
Signed: _____	Date: _____	
Original sent back to applicant <input type="checkbox"/> Copy filed on HPE <input type="checkbox"/>		

Notes for applicant (after form has been approved)

- University funded travel must be supported by an approved Travel Requisition (in Freedom); please attach this form and obtain approval prior to booking travel with FCM Travel
- All students are required to upload their form in [SMART](#), the University's student registration tool for international travel as part of their self-registration or exchange application.

[Travel Safety Handbook](#)

[Travel Insurance Guide](#)

[Information for Travellers](#)

Risk assessment – high risk destinations

Anyone intending to travel to destinations defined as “high risk” must complete a risk assessment. If this travel includes undertaking hazardous tasks/activities, travellers must also complete a risk assessment as they would for [off campus activities](#).

Travellers should rely on the competent advice provided by government agencies such as [smartraveller.gov.au](#) and seek assistance completing this form from local HSW staff if required.

Step 1: Hazards identified by government agencies in their advice to travellers (tick as applicable)

- | | |
|--|--|
| <input type="checkbox"/> Risk of kidnapping in this city/region | <input type="checkbox"/> Health risks from insect borne disease |
| <input type="checkbox"/> Current civil unrest/political tension | <input type="checkbox"/> Health risks from water borne disease |
| <input type="checkbox"/> Violent crime | <input type="checkbox"/> Health risks from other infectious disease |
| <input type="checkbox"/> Threat of attack from bordering nations | <input type="checkbox"/> Threat of assault and sexual assault |
| <input type="checkbox"/> Threat of regional disputes spreading | <input type="checkbox"/> Travel by some roads restricted due to risks |
| <input type="checkbox"/> Region affected by natural disaster | <input type="checkbox"/> Risk of violence or discrimination based on gender or LGBTIQ identity |
| <input type="checkbox"/> Heightened risk terrorist attacks can occur | <input type="checkbox"/> Unpredictable and potentially volatile security situation |
| <input type="checkbox"/> Other | |

Step 2: After reviewing the hazards identified by government agencies, tick the highest risk rating assessed for the hazards identified, without controls in place (note it cannot be lower than that suggested by the government agency – “reconsider your need to travel” = High, “Do not Travel” = Very High).

Likelihood of exposure	Consequences – level of seriousness of the injury following exposure to the hazard(s)									
	Negligible		Minor		Moderate		Major		Severe	
Almost certain	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>	Very High	<input type="checkbox"/>	Very High	<input type="checkbox"/>	Very High
Likely	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>	Very High	<input type="checkbox"/>	Very High
Possible	<input type="checkbox"/>	Low	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>	High	<input type="checkbox"/>	Very High
Unlikely	<input type="checkbox"/>	Low	<input type="checkbox"/>	Low	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High
Rare	<input type="checkbox"/>	Low	<input type="checkbox"/>	Low	<input type="checkbox"/>	Low	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Medium

Step 3: Manage the risk by selecting the appropriate level(s) of control, tick and highlight as applicable.

Action(s) required to minimise the risk -

- Have a strong understanding of the political and security situation at the destination; gather information from a variety of sources before booking and make sure any travelling companions understand the risks.
- Register for SMS / email travel alerts with [smartraveller](#) and / or download the AlertTraveller App (students only)
- Communication protocol to be documented with scheduled regular contact with a nominated person at the University.
- Traveller will need to seek independent, professional security advice which may include hiring personal protection.
- Reduce duration of stay to absolute minimum.
- Eliminate all unnecessary activities in the city/region.
- Measures to protect against insect borne disease is to be taken.
- Vaccination status needs to be reviewed by a health professional.
- Ensure traveller has flexible arrangement to depart the region/city at a moment’s notice.
- Select hotel accommodation that can provide tailored security arrangements.
- Traveller will liaise with local hosts or accommodation for all required transport.
- Traveller will not enter identified no-go zones.
- Other _____

Step 4: Calculate the residual risk rating after the abovementioned control measures are in place.

<input type="checkbox"/>	Very high	<input type="checkbox"/>	High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low
--------------------------	-----------	--------------------------	------	--------------------------	--------	--------------------------	-----

Note: Travellers should not expect that the use of controls will reduce the risk determined by government agencies but should demonstrate that all reasonably practicable steps have been taken, given the risk they are being exposed to.

Step 5: Sign off by traveller

This risk assessment has been completed based on advice provided by government agencies.

Signed: _____ Date: _____