

REQUEST FOR APPROVAL TO TRAVEL TO A HIGH RISK DESTINATION

Edited Dec 2019

Purpose of Form

Travel to destinations designated by smartraveller.gov.au as '[reconsider your need to travel](#)' or '[do not travel](#)' are considered "high risk" and require additional approval. Prior to making any travel plans, applicants must complete this form and undertake the risk assessment on page 2. Please attach any supporting documentation.

1. Applicant to complete			
Name		Employee ID	
Faculty / Division			
School / Branch			
Email Address		Contact phone	
Proposed dates of travel			
Destination(s) for requested travel (including inter-country travel)			
Current travel advice level			
Purpose of travel (attach any supporting documentation)			
Applicant's Signature _____		Date _____	
2. Head of School / Branch Head			
Recommendation: approved / not approved (please circle)			
Signed _____		Date _____	
3. Legal and Risk Branch			
<input type="checkbox"/> Insurance is confirmed for travel to this destination			
Signed _____		Date _____	
4. Executive Dean / DVC&VP / COO			
Recommendation: approved / not approved (please circle)			
Signed _____		Date _____	
5. Pro Vice-Chancellor (International)			
The proposed travel is: approved / not approved (please circle)			
Signed _____		Date _____	
<input type="checkbox"/> Copy of form sent to applicant and submitted to records management system.			

Notes for applicant (after this form has been approved):

- submit a travel requisition (in Freedom), attaching this form and all supporting documentation
- once approved, book travel with [Campus Travel](#) and seek advice regarding passport/visa requirements
- register for SMS / email travel alerts with smartraveller.gov.au
- be familiar with the UoA online travel resources below.

[HSW Handbook – Travel Safety](#)

[L&R – Travel Insurance Guide / FAQs](#)

[F&P – Information for Staff Travelling](#)

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 LGBTI 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
Slight	<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](#) so that updates are received on warnings for the region/city travelling to / through.
- 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 profession
- 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
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Note: Travellers should not expect that the use of controls will reduce the risk determined by government agencies. They will however, 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: _____ Dated: _____