



## Risk Management Section

### To be completed by the Dean/Director for DFAT Category 2 only

The following information is a guide to assist Deans and Directors to determine whether staff/students should be permitted to travel to and/or remain in countries in risk category 2 (DFAT advice is essential travel only).

- a) Purpose of the travel
- b) Nature of DFAT warning
- c) What is in place to reduce the risk to health and safety in this instance?

For example:

- Traveller has extensive in-country knowledge and experience
- Proximity to location of concern
- Traveller can speak the language
- Reliable local supervision and guidance
- Local guide/security firm engaged
- Safe venue and transport
- Prior training conducted
- Prior health precautions taken (e.g. vaccinations)
- Safety equipment provided
- Evacuation contingency plan in place

- d) What is the impact of not being able to travel?  
Consider the University, Faculty/Unit and individual; and the implications related to finance, governance, strategic issues, compliance and legal, resource and capability, contracts and intellectual property or technology.

Examples may relate to:

- Inability to complete a course of study
- Course delivery interrupted
- Breach of contract
- Inability to fulfil research commitments
- Negative image/reputation
- Strategic alliance at risk
- Potential liabilities or litigation
- Financial loss
- Loss of revenue
- Loss of confidential information/data

- e) If you approve the travel, please attach this page or other relevant documentation to the travel application form.

**Please note: If you are in doubt, do not approve the travel**

\_\_\_\_\_  
Name of person approving

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date