Risk Management Assessment – Staff Travel Overseas

To be completed by the Dean/Director for DFAT Category 3 and 4 only

The following information has been made available to assist Deans and Directors in determining whether staff/students should be permitted to travel to and/or remain in countries in risk category 3 & 4 (DFAT advice is essential travel only or do not travel).

a) Purpose of the travel:

b) DFAT warning level:

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 implication 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 and other relevant documentation to the travel application form.

Please Note: If you are in doubt do not approve the travel.

I understand the risks associated with this travel for DFAT level 3 or 4 country and agree to travel for University of Technology Sydney.

________________________             _________________________ _________
Name of the Traveller     Signature      Date

___________________________   __________________________ __________
Name of the person approving    Signature      Date