

Overseas Travel Risk Assessment for High-risk Destination

To be completed by UTS traveller (or group of travellers) prior to travel to destinations with a “high-risk” Riskline rating, as defined in the Concur Travel booking system workflow.



You must attach a copy of this document with other relevant documentation (e.g. DFAT rating evidence, Pre-travel Checklist, event schedules) to the Concur travel request and complete the declaration below before approving.

To attach: Print the completed form to PDF then upload the saved PDF to Concur.

In addition, if you have confirmed your booking through Anywhere Travel, you must also email copies of these documents to the Anywhere Travel team at uts@anywheretravel.com.au

Guidance for approvers - deans, directors, Provost and Chief Operating Officer

This risk assessment supports the Vice Chancellors Travel Directive and aims to assist Deans/Directors & the Provost / Chief Operating Officer determine whether UTS travellers should be permitted to travel to destinations subject to “high-risk” rating. For travel to Riskline “high-risk” destination that is DFAT advice level 4, this risk assessment must be approved by the Provost or Chief Operating Officer. For travel to Riskline “high-risk” destination that is DFAT advice level 3, this risk assessment must be approved by the dean or director.

The traveller must provide a very compelling case for any travel to a DFAT advice level 4 “Do not travel” destination.

NOTE: Riskline high-risk destinations are likely to be either Smartraveller DFAT advice level 3 “Reconsider your need to travel” or DFAT advice level 4 “Do not travel”. Only some DFAT level 2 regions are ever defined as high-risk by Concur workflow.

1. Name of the traveller(s)

2. Name of ‘high-risk’ destination

3. Specify purpose of travelling to the ‘high-risk’ region

(attach page if more space is required)

4. Provide the details of your trip

(attach page if more space is required)

5. When do you plan to arrive in the region?

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6. When do you plan to depart the region?

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7. Indicate highest Smartraveller DFAT advice level of the destination?

<input type="checkbox"/>	DFAT risk level 2 region – Smartraveller advice “Exercise a high degree of caution”	Traveller's declaration only
<input type="checkbox"/>	DFAT risk level 3 region - Smartraveller advice “Reconsider your need to travel”	Requires approval by dean/director
<input type="checkbox"/>	DFAT risk level 4 region - Smartraveller advice “Do not travel”	Requires approval by Provost or COO

8. Select risk mitigation factors that will reduce risk to health and safety for this travel

<input type="checkbox"/>	Traveller is a national of the destination country
<input type="checkbox"/>	Traveller has extensive in-country knowledge and experience
<input type="checkbox"/>	Traveller can speak the language of destination country
<input type="checkbox"/>	Traveller has local contacts at the destination country
<input type="checkbox"/>	Stay in approved secure accommodation
<input type="checkbox"/>	No additional travel legs will be taken
<input type="checkbox"/>	Call the International SOS Assistance Centre to arrange a security briefing
<input type="checkbox"/>	Call the International SOS Assistance Centre to arrange a medical briefing, which can be emailed to you afterward
<input type="checkbox"/>	Developed a Contingency Plan
<input type="checkbox"/>	Traveller will not drive
<input type="checkbox"/>	Not visiting public places, such as shopping centres, hotels, or markets
<input type="checkbox"/>	Not leaving approved accommodation without an escort
<input type="checkbox"/>	Keep passport secure
<input type="checkbox"/>	Keep second mobile phone with emergency contact numbers in accommodation if main phone is lost
<input type="checkbox"/>	Obtain recommended immunisations

<input type="checkbox"/>	Keep phone number of destination country's embassy in Canberra
<input type="checkbox"/>	Keep contact details of Australian Embassy in the destination country
<input type="checkbox"/>	Undertake training specific to risks that may be encountered in destination country
<input type="checkbox"/>	Follow specific procedures provided by your contact in destination country
<input type="checkbox"/>	Forward itinerary to manager and follow this itinerary
<input type="checkbox"/>	Leave your contact details with UTS manager
<input type="checkbox"/>	Daily check-in of location using International SOS app
<input type="checkbox"/>	Reviewed International SOS web portal and DFAT advice
<input type="checkbox"/>	Security training conducted
<input type="checkbox"/>	Reliable local supervision and guidance
<input type="checkbox"/>	Safe transport will be organised
<input type="checkbox"/>	Other

**9. Name any special safety and security arrangements to be implemented (if applicable)?
e.g. safety equipment, local guide/security firm engaged**

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10. What is the impact of not being able to travel to or remain in this region?

Consider the University, Faculty/Unit and individual; and the implications related to financial, governance, strategic issues, compliance and legal, resource and capability, contracts and intellectual property or technology.

<input type="checkbox"/>	Inability to complete a course of study
<input type="checkbox"/>	Course delivery interrupted
<input type="checkbox"/>	Breach of contract
<input type="checkbox"/>	Inability to fulfil research commitments

<input type="checkbox"/>	Negative impact/reputation damage
<input type="checkbox"/>	Strategic alliance at risk
<input type="checkbox"/>	Potential liabilities or litigation
<input type="checkbox"/>	Financial loss
<input type="checkbox"/>	Loss of revenue
<input type="checkbox"/>	Loss of confidential information/data

11. Traveller's Declaration

I understand the risks associated with travelling to, and remaining in, the specified high-risk region and agree to:

<input type="checkbox"/>	Follow the risk control measures selected above
<input type="checkbox"/>	Monitor International SOS travel advisories and follow International SOS advice
<input type="checkbox"/>	Notify my dean/director of any increase in DFAT (Smartraveller) advice level of the regions I am travelling to or staying in
Name of traveller	Signature
	Date

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

12. Approver's Declaration

I approve the traveller whose name appears above to travel to the specified **DFAT advice level 2 or 3** region subject to the aforementioned conditions.

Name of person approving Dean for Academic Staff Director for Support Staff	Signature
	Date
I approve the traveller whose name appears above to travel to the specified DFAT advice level 4 region subject to the aforementioned conditions.	
Name of person approving Provost for Academic Staff or Chief Operating Officer for Support Staff	Signature
	Date