

## 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](mailto: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<br>“Exercise a high degree of caution” | Traveller's declaration only        |
| <input type="checkbox"/> | DFAT risk level 3 region - Smartraveller advice<br>“Reconsider your need to travel”    | Requires approval by dean/director  |
| <input type="checkbox"/> | DFAT risk level 4 region - Smartraveller advice<br>“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 3** region subject to the aforementioned conditions.

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