



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

**UOW SAFE@WORK**

# INTERNATIONAL TRAVEL SAFETY GUIDELINES

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# 1 Introduction

The International Travel Safety Guidelines provide a framework for the safe planning, preparation and approval of international travel where there are risks to health and safety or security issues.

As situations overseas can escalate rapidly due to a variety of reasons the University relies on and utilises information from [Smartraveller](#) (Department of Foreign Affairs and Trade, [DFAT]) and [World Travel Protection/iJet](#) for travel advice, safety measures and restrictions.

## 2 Scope

This Guideline outlines the risk management requirements for University travel and applies to all staff, students and others who travel under the University's authority to conduct activities, or further interests of the University of Wollongong.

Further information on the requirements for international travel is contained in the [UOW Travel and Entertainment Policy](#).

## 3 Definitions

|                                 |  |
|---------------------------------|--|
| World Travel Protection/iJet    | The risk management information system the University uses to monitor the travel of UOW staff overseas in real time and provide travel advice for destinations.  |
| Delegations of Authority Policy | UOW policy that details the hierarchy of approval covering all University processes.   |
| DFAT                            | The Australian Government's Department of Foreign Affairs and Trade, responsible for the travel safety of Australian residents overseas and advising and adjusting the risk levels associated with all countries.  |
| DFAT Levels                     | Travel advice levels issued by DFAT:<br>Level 1 – "Exercise normal safety precautions"<br>Level 2 – "Exercise a high degree of caution"<br>Level 3 – "Reconsider your need to travel"<br>Level 4 – "Do not travel" |
| Preferred Travel Supplier       | UOW's nominated travel providers, Campus Travel, which are contracted to provide travel booking assistance to University staff and students.   |
| Travel Hub                      | Travel approval and booking system.  |
| Travel Risk Management Plan     | The document used to outline the hazards and risk reduction strategies and verify approval.  |
| T-Number                        | The quoted number given to a UOW staff member when filling out a T-Form that is used a reference for all future communication with the travel providers.   |

## 4 Key Principles

The University has a duty of care to University travellers to ensure their safety and wellbeing while travelling internationally on University business. It is the traveller's responsibility whilst travelling to be mindful of potential risks in the local area (which might include fieldwork or laboratories) and to act in a manner that will minimise harm to the traveller. Guidance on identifying, assessing and controlling risk can be found in the [WHS Risk Management Guidelines](#).

To meet its duty of care the University will:

- identify potential dangers or risks present in areas where travellers may travel by providing access to information such as country guides or DFAT advice
- seek advice from internal or external specialists such as World Travel Protection/IJet
- take reasonable measures to control such risks, where possible.

Travellers undertaking international travel are required to:

- register their travel with smartraveller.gov.au
- liaise with their doctor to determine any medical requirements or other needs to ensure safe travel and implement accordingly
- review and follow information/recommendations for the destinations including DFAT travel advice and World Travel Protection/Red 24 country Guide.

Travel to countries rated as DFAT Travel Level 3 or 4 will be required to meet the following prior to approval:

- the travel cannot be reasonably deferred
- the travel is essential for the staff member's work, work unit or research program
- the staff member travelling is fully aware of potential risks in the country and locations to be visited and will engage in suitable risk reduction strategies, including those proposed by the University, DFAT and World Travel Protection/Red 24
- the staff member has the necessary local networks, support and language that may be required to substantially reduce or deal with the risks, and
- travel insurance cover will be provided under the University's Travel Insurance Policy, including that any limitations on the insurance provided for the high-risk destination are acceptable to the authorising officer.

The [International Travel Risk Management Plan](#) outlines the requirements, risk reduction strategies and necessary approval for international travel for countries rated as DFAT Level 3 or 4.

It is strongly recommended that travel is booked using the University preferred travel suppliers as per University Policy. This allows automatic email notification of travel advice and notification of a change in situation.

## 5 Approval Process

The following procedure is to be undertaken to approve international travel:

1. For countries where DFAT Levels 1 and 2 apply, travel may be approved as outlined in the Delegations Policy.
2. For countries where DFAT Level 3 "Reconsider the need to travel" applies the Travel Risk Management Plan is to be completed by the traveller and approved by the Executive Dean (faculty staff) or Chief Administrative Officer (non-faculty staff).
3. For countries where DFAT Level 4 "Do Not travel" applies, the Travel Risk Management Plan is to be completed by the traveller and endorsed by the Executive Dean (faculty staff) or Senior Executive (non-faculty staff). Final approval will be granted by the Chief Administrative Officer.

See Appendix 1 – Approval Process Flowchart.

## 6 Further Advice or Information

Further advice or information on managing risks associated with international travel can be provided by the WHS Unit in the first instance. Please contact the WHS Manager on (02) 4221 3204.

### 6.1 LGBTIQ+ Travellers

All travellers face various risks overseas. As attitudes towards lesbian, gay, bisexual, trans and intersex (LGBTIQ+) travellers can be very different from those in Australia, these risks can be heightened for LGBTIQ+ travellers in some countries.

As such, LGBTIQ+ travellers should consult both the [general](#) and [country specific](#) travel advice to help minimise the risk LGBTIQ+ travellers could face when travelling overseas. Further information can also be obtained from the [International Lesbian, Gay, Bisexual, Trans and Intersex Association](#).

## 7 Roles or Responsibilities

### 7.1 Traveller

The traveller must take reasonable measures for their health and safety while travelling, ensuring that all of the necessary precautions have been taken to minimise any potential risks. The traveller is responsible for completing the International Travel Risk Management Plan for approval (where required) prior to travel.

### 7.2 Executive Dean

The Executive Dean is the approver for faculty staff and students travelling to destinations listed as DFAT Risk Level 3.

### 7.3 Chief Administrative Officer

The Chief Administrative Officer is the approver for all non-faculty staff travelling to destinations listed as DFAT Risk Level 3 and the final approver for UOW travellers to destinations listed as Risk Level 4.

### 7.4 WHS Manager

The WHS Manager oversees the international travel risk management process and monitors international travel via the World Travel Protection information system. The WHS Manager is available to provide or coordinate specialist international travel risk advice on a case by case basis.

## 8 Related Documents and References

- [UOW Travel and Entertainment Policy](#)
- [Travel Absence Form \('T-Form'\)](#)
- [International Travel Risk Management Plan](#)
- [International Lesbian, Gay, Bisexual, Trans and Intersex Association](#)
- [Department of Foreign Affairs and Trade – Smartraveller for LGBT Travellers](#)

## 9 Version Control

| Version Control | Date Released | Approved By                  | Amendment  |
|-----------------|---------------|------------------------------|--|
| 1               | April 2015    | Chief Administrative Officer | New document introduced to streamline risk management processes associated with international travel |
| 2               | March 2017    | Manager WHS                  | Minor amendments only. Alignment with branding policy. Added Appendix.                               |
| 3               | June 2018     | Manager WHS                  | Minor amendment to update travel approval process and update of third party provider.                |
| 4               | February 2019 | Manager WHS                  | Minor amendment to include advice for LGBTIQ+ travellers.  |

# Appendix 1 – Approval Process Flowchart

