

#### **OVERSEAS TRAVEL RISK ASSESSMENT FORM**

FORM TO BE COMPLETED BY STAFF/STUDENTS WHO HAVE SUBMITTED AN OVERSEAS TRAVEL INSURANCE APPROVAL CHECKLIST AND ARE REQUESTING TO TRAVEL TO A DFAT RISK RATING 3 AREA - (RECONSIDER YOUR NEED TO TRAVEL) or TRAVEL TO ONE OF THE LISTED COUNTRIES ON THE OVERSEAS TRAVEL INSURANCE APPROVAL CHECKLIST.

COUNTRY/REGION OF TRAVEL			PERIOD OF TRAVEL Departure	
PERSON COMPLETING			PERIOD OF TRAVEL Return	
DATE			FACULTY/OFFICE	
RISK/HAZARD CATEGORY		IDENTIFIED RISKS/HAZARDS	RISK TREATMENTS/HAZARD REDUCTION	
Health & Safety Issues (allergies, illness, injury, environment)				
Political Issues (stability, permits, visas, civil unrest)				
Cultural Issues (language, religion, social issues)				
Security Issues (terrorism, crime, theft)				
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- Under each Risk Category, specify Identified Risks associated with your travel/project/program.
- In the Risk Treatment column, identify effective Risk Treatments for each Identified risk.
- For Staff: Each form should be reviewed by the DVC (copy of completed assessment to be kept on file by the Faculty/Department)
- For Students: Each form should be reviewed by the Dean of your Faculty (copy of completed assessment to be kept on file by the Faculty/Department)

		RISK LEVEL				RISK ACCEPTANCE YES/ NO
EVALUATION	CONS	SEQUENCE	LIKELIHOOD	RISK	RATING	(REFER TO STEP 4 BELOW)
APPROVALS						
Faculty/Office Approval						
NAME					POSITION/TITLE	
SIGNATURE					DATE	
FINAL APPROVAL						
DVC	(Staff request)				DATE	
DEAN OF FACULTY	(Student request)				DAIL	

#### **How to Assess Risk**



### **Step 1** - Consider the Consequence

What are the impacts of this incident occurring? Consider what could reasonably occur. Look at the descriptions and choose the most suitable consequence:

#### **CONSEQUENCE**

Consequence Title	Insignificant	Minor	Moderate	Major	Catastrophic
Reputation	Single complaint, unsubstantiated	Ongoing compliant, minor	Wide spread public and sector comment,	Sustained negative media coverage	Major loss of reputation. Loss of Government,
	criticism, low impact	media attention	media attention		Community & student support
Financial	EBITDA Loss or asset damage <m\$0.100< th=""><th>EBITDA Loss or asset damage M\$0.100 – M\$1.0</th><th>EBITDA Loss or asset damage M\$1.0 – M\$10.0</th><th>EBITDA Loss or asset damage M\$10.0 – M\$30.0</th><th>EBITDA Loss or asset damage &gt;M\$30.0</th></m\$0.100<>	EBITDA Loss or asset damage M\$0.100 – M\$1.0	EBITDA Loss or asset damage M\$1.0 – M\$10.0	EBITDA Loss or asset damage M\$10.0 – M\$30.0	EBITDA Loss or asset damage >M\$30.0
Environment	Insignificant damage	Minor damage that is remedied	Significant damage but capable of being remedied	Serious/long term damage to the environment	Permanent damage to environment
Safety	Minor injury	Medical attention and/or modified duties	Loss time/specialist medical and/or hospital treatment	Single fatality or severe irreversible disability/impairment	Multiply fatalities

#### Step 2 - Consider the Likelihood

What is the likelihood of the consequence identified happening? Look at the descriptions and choose the most suitable likelihood:

#### **LIKELIHOOD**

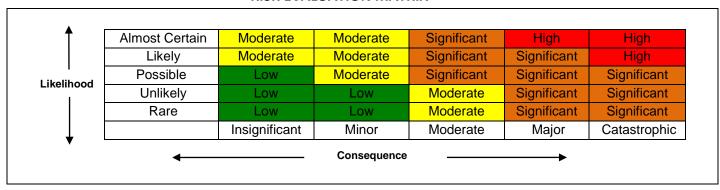
Likelihood	Description
Rare	No known history of event occurring but it is conceivably possible
Unlikely	Unlikely to occur, but history of the event exists
Possible	Might occur at some time
Likely	Likely to occur, even 50/50 chance
Almost Certain	Most likely outcome and could occur at any time

## Step 3 - Calculate the Risk

- **1.** Take the step 1 rating and select the correct column
- **2.** Take the step 2 rating and select the correct line
- 3. Circle the risk score where the two ratings cross on the matrix below

The matrix combines the likelihood and consequence measures to provide a combined view of a particular risk:

#### **RISK EVALUATION MATRIX**



Adequacy and Effectiveness of	Risk Treatment Options:		
existing controls:			
<b>Good:</b> No further risk treatment required due to adequacy of existing controls.	Avoid the Risk: Decide not to proceed with an activity that is likely to generate an unacceptable risk, where this is practicable.		
Satisfactory: Controls are in place, and further treatment is required to reduce the risk.  Poor: Current controls not adequate; further risk treatment to be undertaken.	Share the Risk: Involve another party in sharing all or part of the risk by the use of contracts, insurance, joint ventures, partnerships etc.  Accept & Reduce the Risk: Decide to accept the risk & decrease the possibility of the risk occurring &/or the adverse impacts of the risk if it does occur.  Retain & Monitor the Risk: Allocate appropriate funding to finance & monitor the retained risks if it cannot be avoided, shared or reduced, or where the cost involved is not justified.		

# **Step 4** - Action to be taken after residual risk rating has been established:

Risk Level	Authority to Accept Risk / Risk Delegation Level	Notification / Communication & Recording Requirements	
High	VC/DVC	University Management Committee and/or Audit & Risk Management Committee	
		Mandatory to Risk Register/Project Risk Assessment	
Significant	Dean, PVC, VPA	University Management Committee	
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Moderate HOS, FBD, Executive D		Project Risk assessment / Dean, PVC, VPA Notification	
Low	Director, GM, Manager	Project Risk Assessment / Authority to Accept Keeps on File	