

Overseas Travel Guidelines - Interim

In the context of the regular requests by staff and students to undertake overseas travel, the University currently monitors the travel warnings that are issued by the Department of Foreign Affairs and Trade on behalf of the Federal Government. In order to provide an appropriate level of guidance to University representatives undertaking international travel in an increasingly unpredictable global situation, the University is currently finalizing a Travel Policy. It is intended that this be submitted to the University Council for consideration at its meeting on 5 October.

The Department of Foreign Affairs provides the following advice to prospective travellers¹:

There are five different levels of advice. The level we give a country reflects our overall assessment of the security situation in the destination and is designed to help you assess the level of risk you would face in that country.

In determining the level of a destination we consider the security risks and compare these to the general security threats in a large Australian city. We also take into account the capacity of a foreign government to deal with the risks. We don't employ strict formulas. At times our advice may not fit exactly within one of the levels - in such cases we will use language that is best suited to a specific situation and provides the most practical advice.

The five levels are as follows:

- 1. Be alert to your own security*
- 2. Exercise caution and monitor developments that might affect your safety*
- 3. Exercise a high degree of caution*
- 4. Reconsider your need to travel*
- 5. Advised not to travel*

Until such time as UNE's Travel Policy is approved by Council, staff and students should note that the Vice-Chancellor's Committee has agreed the following:

- Irrespective of the nature of travel, no University personnel will have travel approved to any area classified as Level 5 ("Advised not to travel").
- Travel to areas with a Level 4 travel warning ("reconsider your need to travel") will be considered for approval on an individual basis by the relevant PVC/Dean on receipt of a detailed travel plan (including a detailed itinerary and reasons for traveling to the areas designated) provided by the traveller, and on advice of their Head of School that this work demonstrates that it is core business of the University that provides a substantial benefit to the core business of the

¹ http://www.smartraveller.gov.au/advice_meaning.html

University. Approval will not be granted for travel which involves the traveller being required to pass through any area designated as Level 5.

- Travel by students will not be permitted to areas that are classified at either Level 4 or Level 5.

The University, as part of its “duty of care”, will closely monitor the DFAT Travel Advisories. The Vice-Chancellor retains the right to alter, defer and/or cancel any staff, student and visitor travel arrangements either existing or proposed.