



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)		

- 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)

EVALUATION	RISK LEVEL			RISK ACCEPTANCE YES/ NO (REFER TO STEP 4 BELOW)
	CONSEQUENCE	LIKELIHOOD	RISK RATING	

APPROVALS

Faculty/Office Approval			
NAME		POSITION/TITLE	
SIGNATURE		DATE	

FINAL APPROVAL

DVC (Staff request)		DATE	
DEAN OF FACULTY (Student request)			

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 criticism, low impact	Ongoing compliant, minor media attention	Wide spread public and sector comment, media attention	Sustained negative media coverage	Major loss of reputation. Loss of Government, Community & student support
Financial	EBITDA Loss or asset damage <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

↑ Likelihood ↓	Almost Certain	Moderate	Moderate	Significant	High	High
	Likely	Moderate	Moderate	Significant	Significant	High
	Possible	Low	Moderate	Significant	Significant	Significant
	Unlikely	Low	Low	Moderate	Significant	Significant
	Rare	Low	Low	Moderate	Significant	Significant
		Insignificant	Minor	Moderate	Major	Catastrophic
	← Consequence →					

Adequacy and Effectiveness of existing controls:	Risk Treatment Options:
Good: No further risk treatment required due to adequacy of existing controls.	<u>Avoid the Risk:</u> 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.	<u>Share the Risk:</u> Involve another party in sharing all or part of the risk by the use of contracts, insurance, joint ventures, partnerships etc. <u>Accept & Reduce the Risk:</u> Decide to accept the risk & decrease the possibility of the risk occurring &/or the adverse impacts of the risk if it does occur.
Poor: Current controls not adequate; further risk treatment to be undertaken.	<u>Retain & Monitor the Risk:</u> 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
		Mandatory to Risk Register/project risk Assessment
Moderate	HOS, FBD, Executive Director	Project Risk assessment / Dean, PVC, VPA Notification
Low	Director, GM, Manager	Project Risk Assessment / Authority to Accept Keeps on File