Overview

The Staff International Travel process requires travellers to complete a detailed location based risk assessment for travel to any country classified by the Department of Foreign Affairs and Trade (DFAT) as Level 3 – Reconsider your need to travel or Level 4 – Do not travel.

This guide will assist you to complete and/or approve the risk assessment by providing links and examples to potential mitigation strategies for the categories of hazards identified within the DFAT travel advisory.

Questions to consider as an approver

- Has the traveller documented appropriate mitigation strategies for each of the hazards identified in the DFAT travel advisory resulting in the high risk rating?
- Is sufficient detail provided for each mitigation strategy for you to be comfortable that the strategy is/will be implemented appropriately to minimise the hazard?
- Is there evidence of key plans, contracts, and schedules to minimise the specific risks identified attached for confirmation? (For example evacuation plan, security contract documents, communication plans etc.)

Examples of potential location based hazards and mitigation strategies

(These examples are provided as a guide only and all risk mitigations noted must be appropriate to the unique travel situation and specific hazards identified)

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<th>Hazards</th>
<th>Examples and information on possible risk mitigation strategies</th>
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<td>Safety &amp; Security</td>
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| Threat of terrorist attack and/or violent crime | Information is available on the smartraveller website regarding mitigation strategies and latest updates with regard to terrorism threats.  
| Kidnapping               | Information is available on the smartraveller website regarding mitigation strategies against kidnapping.  
Potential mitigations could include:  
  • Seeking professional security advice and have effective personal security measures in place (e.g. contracted security detail, reputable pre-arranged transportation etc) |
| Piracy                   | Information is available on the smartraveller website regarding mitigation strategies against piracy.  
| Other Safety & Security  | Information is available on the smartraveller website regarding mitigation strategies for additional hazards whilst transiting overseas including road safety and driving, air and boat travel and extreme weather conditions.  
Potential mitigations could include:  
  • Reviewing the destination's laws, security, road and traffic conditions before driving overseas and avoiding travel to high risk areas and/or times of day (for more information visit Association for Safe International Road Travel)  
  • Ensuring appropriate safety equipment is worn when riding motorcycles, scooters and mopeds (e.g. full-face helmets, and protective clothing)  
  • Reviewing local weather conditions for the time of year, and closely monitoring local media and weather services for up-to-date weather information |

Note: This may not be driving the DFAT rating but may be an important risk consideration of travel to the destination country.
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| Entry & Exit | **Potential mitigations could include:**  
  - Review the Entry & Exit requirements of the countries you are transiting and ensure you hold an appropriate Visa for the activities and timeframe of travel  
  - Carry valid identification documentation and register your travel with smartraveller  
  - Maintain local embassy/consular contact information in case of emergency  
  - Document an evacuation plan and attach a copy to your travel request |
| Health | Information is available on the smartraveller website regarding mitigation strategies against individual infectious diseases and general vaccination information.  
**Potential mitigations could include:**  
  - Confirming with your doctor (or a specialist Travel doctor) that you are appropriately vaccinated for the hazards present in the destination country/region  
  - Carrying appropriate medications (clearly marked with evidence of prescriptions)  
  - Evidence the trip will be avoiding areas which are noted to be particularly infectious and/or contact with wild animals |
| Local Laws & Customs | Understand, observe and respect local customs/traditions of the destination country/region you are travelling in to avoid potentially risky situations such as:  
  - Wearing culturally appropriate clothing (pack scarves, long sleeves etc.)  
  - Avoiding alcohol and culturally sensitive foods in certain areas or during significant times of year  
  - Understand places where you may or may not be able to access/photograph/interview or talk e.g. places of religious or political significance |

For further guidance and support with regard to completing and/or approving risk assessments please visit the [Work Health and Safety](http://smartraveller.gov.au/guide/all-travellers/health/infectious-diseases.html) website for specific examples and contact information.