



Considerations for Staff Travelling Overseas

- 2.1 Decisions about whether a faculty staff member should be permitted to travel to, or remain in, an overseas destination for the purpose of University-related business, and determination of whether the proposed travel is essential, will be made by the relevant Head of Department (or the Dean in the case of a Head of Department) and must have regard to advice from the Department of Foreign Affairs and Trade.
- 2.2 Decisions about whether a central administration staff member should be permitted to travel to, or remain in, an overseas destination for the purpose University-related business, and determination of whether the proposed travel is essential, will be made by the relevant Vice-Principal and must have regard to advice from the Department of Foreign Affairs and Trade.
- 2.3 Normally a staff member is not permitted to travel to or remain in for University-related business, any country for which DFAT has issued advice that Australians should *defer all* or *defer all non-essential* travel to that country.
- 2.4 In the case of a staff member planning travel for University-related business to any country for which DFAT has issued advice that Australians should *exercise caution* or *exercise extreme caution* the Head of Department must ensure that the staff member takes due note of any DFAT warnings and ensure that an appropriate risk management strategy has been prepared. Staff are encouraged to register with the nearest Australian diplomatic mission their in-country address and contact details and keep these up to date. This will enable Australian officials to provide appropriate advice if warnings are substantially upgraded or evacuation becomes necessary.
- 2.5 Any exemption being sought by a staff member from the restriction on travel based on DFAT advice, outlined above, must be referred to the relevant Dean of Faculty in the case of faculty staff, to the relevant Vice-Principal in the case of central administration staff, and to the Deputy Vice-Chancellor, Research in the case of Melbourne Research and Innovation Office (MRIO) staff.
- 2.6 When considering the request for an exemption, the relevant Dean of Faculty, Vice-Principal or the Deputy Vice-Chancellor(Research) must take into account whether the staff member requesting the exemption
 - a. has the additional expertise, local networks and support, and language facility to substantially reduce the risks that would apply to other travellers, and
 - b. in the context of the essentiality of the travel (confirmed by the relevant staff member's supervisor/Head of Department), has identified, has undertaken to heed, and has the capacity to implement suitable risk-reduction strategies.
- 2.7 In determining a staff member's eligibility for an exemption from the restriction on travel, the relevant Dean of Faculty, Vice-Principal or the Deputy Vice-Chancellor (Research) may wish to consult with the Vice-Principal, University Development for further advice about the salience of DFAT security warnings in relation to the proposed travel.
- 2.8 Staff at overseas destinations for University-related purposes must comply immediately with any direction given in the interests of their safety by the Dean, Deputy Vice-Chancellor Research, Vice-Principals or other senior University officer.