

Security/Safety Plan

Safety and the welfare of the Monash traveller is the university's primary concern when considering any travel application. Applicants proposing to travel to or through (includes transiting) a high risk destination must prepare a Security/Safety Plan and submit together with their Travel Plan for consideration.

Where the Australian government or university's assessment of a particular destination (country, region, city) is either, 'Reconsider your need to travel' or 'Do not travel' then travel to or through these areas is considered 'high risk'. High risk travel applications can only be approved by the university's Deputy Vice Chancellor Global Engagement (DVC-GE).

High risk travel applications, with completed Travel Plan and Security Safety Plan, workflow to an applicant's Head of Department (School/Division) then Dean or Divisional Director for consideration and endorsement prior to reaching University Security. Security then assesses and provides a recommendation to the DVC GE for consideration.

The DVC-GE may approve, approve conditionally, or refuse any application.

It is therefore important that the Travel Plan and Security Safety Plans is completed by the traveller themselves and provide sufficient detail to address the risks associated with the travel and to enable the proper evaluation and risk assessment/ portion of the travel approval process.

For countries where no DFAT travel advisory exists (such as the Bahamas) please contact Monash Security (travelsecurity@adm.monash.edu.au) to ascertain if a Security Safety plan is required.

As a 'guide' to assist completion of your Security Safety Plan please **include** the following information as a 'minimum':

- (1) Confirmation that you have read and understand the current DFAT travel advice in respect of the proposed travel (Your Security Safety Plan should ideally address each of the stated risks)
- (2) All communication resources available to the traveller i.e.: international roaming on their mobile phone, or a local mobile phone, email services available and actually include these details.
- (3) Your passport number and nationality
- (4) If you are Australian or a Resident of Australia provide an undertaking to register your travel with the Australian DFAT online service
- (5) Where you are a national of another country provide an undertaking to register with that country's equivalent travel registration service, and advise where this service exists.
- (6) Whether there is an Australian embassy/consular office available at/near the destination and if so, include the actual address and contact information.
- (7) Where you are a national of a country other than Australia provide the details of their nearest embassy/consular office and include the actual address and contact information.
- (8) Ensure that all sections of the accompanying proposed Travel Plan, includes an itinerary with all flights, times, dates, locations, accommodation names, addresses and phone numbers, names of local contacts and their contact phone, and email details, etc accurately recorded.
- (9) Detail your relevant experience, particular with regard to the proposed destination including prior travel (to this or similar destinations), relevant language, social and cultural knowledge etc.
- (10) Whether the event/activity being attended has any additional security or protective arrangements. (Provide details)
- (11) Include the details of any local support networks, and their contact details, that will be directly available to the traveller at the proposed destination/s.
- (12) Agree to regular scheduled contact with a nominated university representative (welfare checks). Name the contact; provide their phone and email details as well as the agreed frequency of contact and undertaking to contact university security should contact be interrupted.
- (13) Prepare an emergency contacts list (to carry with you) that is relevant to the proposed destination and the university's support services prior to travel.

(14)An undertaking to copy all important documentation (tickets/passport/insurance/bank/card details) and the arrangement for safe keeping these.

(15)An undertaking not to engage in potentially high risk activities, particularly those activities listed in Australian DFAT travel advice specific to a proposed destination

Before the application will be considered by the DVC-GE the relevant Head of Department (School or Division) and Dean or Divisional Director must check the a) Travel Plan, b) Security Safety Plan, c) relevant DFAT advisory and be satisfied and endorse the following:

- The travel cannot be deferred.
- The travel is essential to the staff member's/candidates work.
- The staff member/candidate is fully aware of the potential risks and will engage in suitable risk reduction strategies.
- The staff member/candidate has the necessary additional expertise, local networks, support and language that may be required to deal with any risks.
- The Monash travel insurance provider will be used for travel insurance.

***Please include the above five declarations in the Security Safety Plan.
Failure to provide sufficient information in the Security Safety Plan will lead to the application being rejected by the Deputy Vice Chancellor – Global Engagement.***