

Approve or Reject a Fieldtrip, Event or Travel Request

Within the Riskware Fieldtrip, Event and Travel (FET) module, there is an automatic workflow to provide Managers and Supervisors with an email notification that they have been selected to approve a FET request that has been submitted.

FET requests must be approved at the appropriate level of delegation based upon ECU's [risk acceptance criteria](#). It is critical that Managers and Supervisors who receive a request for their approval, first check that they have the appropriate level of authority to approve the request based upon the risk level below. Students, including Higher Degrees Research students, are not able to approve FET requests.

Note where travel is a component of the request this should accompany a [Travel Approval](#) in which case must be approved in accordance with the [HR Delegations for Travel](#).

RISK ACCEPTANCE CRITERIA			
Level of risk	Delegation	Acceptance criteria	Review period
Low	Supervisor / Team Leader	Acceptable with periodic review. Exposure to this level of risk is acceptable without additional risk treatments.	Review period should not exceed 12 months
Moderate	Manager / Associate Dean	Acceptable with periodic review. Exposure to this level of risk is acceptable, provided an appropriate assessment has been conducted.	Review period should not exceed 12 months
Substantial	Executive Dean / Dean / Director	Acceptable with ongoing review. Exposure to this level of risk may only continue with a clear treatment plan which is reviewed regularly.	Review period should not exceed 6 months.
High	Deputy Vice-Chancellor / Vice-President	Unacceptable without treatment. Exposure to this level of risk may only continue with a clear treatment plan to reduce the level of risk.	Review period should not exceed 3 months.
Extreme	Vice-Chancellor / University Council	Unacceptable. Exposure to this level of risk should be immediately discontinued except in extreme circumstances.	Review period should not exceed 1 month.



FET requests with an associated Hazard Risk Assessment that is above your delegation to approve must be rejected and resubmitted to the appropriate delegation level for approval.

If you are requested to approve a FET request:

1. You will receive an email notification advising that you have a new request to approve. The email will provide details of the FET request, the FET Leader, Approver and Communication person and a link to the FET register within Riskware.

Subject: A new Field Trip Management Plan: 38 as been submitted

Dear Belinda OWEN,

Field Trip, Event or Travel plan has been submitted and you have been nominated the approver.

Details are as follows:

Field Trip, Event or Travel name: Sample Collection at the Pinnacles

Field Trip, Event or Travel description: Travelling to the Pinnacles to collect soil samples as part of the research project

Field Trip, Event or Travel leader: Ben KNOX

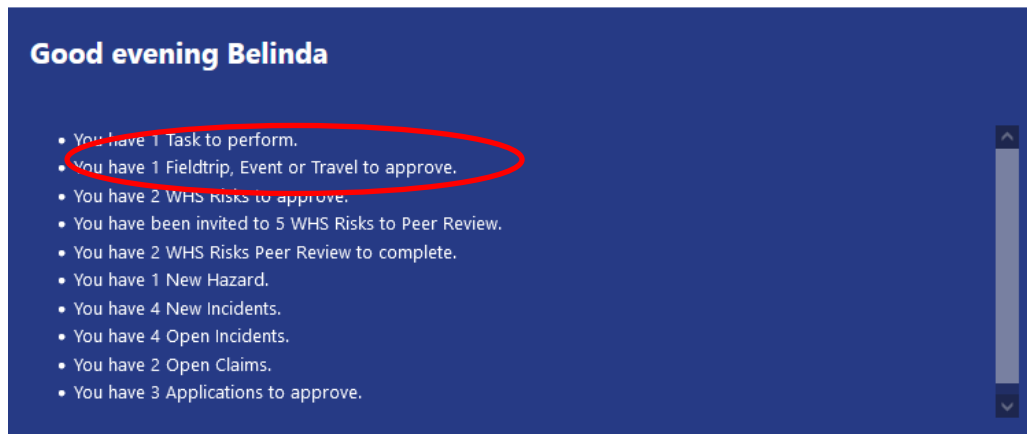
Incident response communication person: Belinda OWEN

Please log into [RiskWare](#) and ensure that there are sufficient levels of control for the activities being undertaken as indicated by the nominated risk assessments and that all information provided is accurate before approving this plan.

If you require assistance please contact OSH@ecu.edu.au

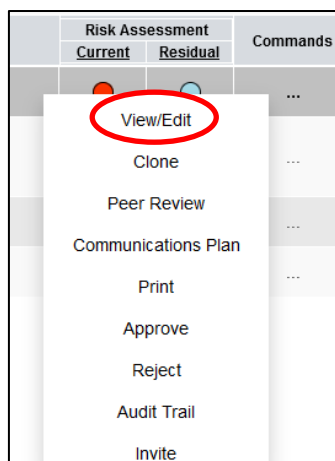
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2. A notification will also appear in the Notification Centre on your Riskware home page.



3. To review the FET request and approve or reject it either:
 - a. Click on the link in the email notification and navigate to the request on the register.
 - b. Click on the link in the Notifications Centre on your Riskware home page and navigate to the request on the register.
4. View the request by double clicking on the request or by clicking the Command ... and selecting 'View/Edit'.

Fieldtrip, Event or Travels									
Active My Drafts All Archived My Peer Reviews Invite Show me 20 items per page									
Ref. ▾	Type	Start Date	End Date	Status	Fieldtrip, Event or Travel Leader	Destination	Risk Assessment		Commands
							Current	Residual	
38	Domestic Group Travel	15/09/2020	22/09/2020	New	Benjamin KNOX	The Pinnacles			...



Always select 'View' to review request for content and accuracy, in addition to whether the activities are endorsed, before approving or rejecting the request.

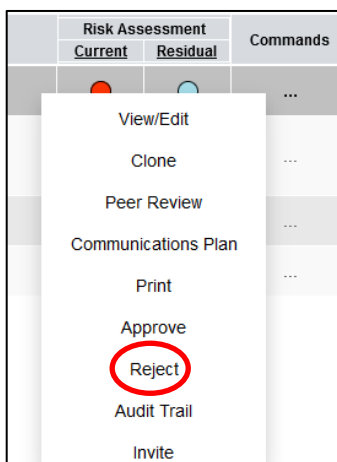
5. Ensure you carefully review the quality of the request, including:
 - a. Is the Communications Person appropriate?
 - b. Is the Risk Assessment linked to the request adequate for the activities to be undertaken? All risk factors should be included even if they are well controlled or considered low risk.
 - c. Do you have the right level of authority to approve the request based on the residual risk level of the linked risk assessment?
 - d. Are all the participants included in the request and are they able to participate in the activities outlined?
 - e. Is the reporting method and frequency appropriate for the destination and activities being undertaken?
 - f. If required, has an Emergency Plan been attached?
 - g. Is there any additional information that has not been included?

If the request quality is not adequate, please discuss with the Request Logger and reject the request.

To reject a Request:

1. If the FET Request requires changes, return to the Register click the Command ... and select 'Reject' from the menu.

Fieldtrip, Event or Travels									
Active My Drafts All Archived My Peer Reviews Invite									
Ref. ▾	Type	Start Date	End Date	Status	Fieldtrip, Event or Travel Leader	Destination	Risk Assessment		Commands
							Current	Residual	
38	Domestic Group Travel	15/09/2020	22/09/2020	New	Benjamin KNOX	The Pinnacles	●	●	...



2. A pop up will appear.

Enter information for the Request Logger as to why the request was rejected.

Reject

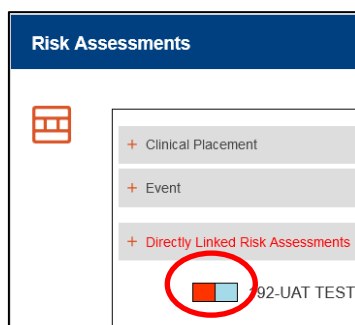
Reject Fieldtrip, Event or Travel

To Reject this Fieldtrip, Event or Travel enter any comments and click the Reject button

The request has not been approved as the risk assessment linked doesn't align to the activities being undertaken. Please review the risk assessment and the FET request and resubmit.

3. If the linked risk assessment residual rating is above [your delegation level to approve](#), or you are a student, select 'Reject' and enter this information suggesting who the request should be resubmitted to. The residual risk is provided both on the relevant line item on the register and on page 2 of the request.

Fieldtrip, Event or Travels									
Active My Drafts All Archived My Peer Reviews Invite									
Ref. ▾	Type	Start Date	End Date	Status	Fieldtrip, Event or Travel Leader	Destination	Risk Assessment		Commands
							Current	Residual	
38	Domestic Group Travel	15/09/2020	22/09/2020	New	Benjamin KNOX	The Pinnacles	●	●	...



- The Request Logger will receive an email notification advising them the request has been rejected and the reason for rejecting.

Subject: A Field Trip Management Plan: 38 has been rejected

You are receiving this message to advise that the approver Belinda OWEN for the Field Trip, Event or Travel Risk Management Plan ID:38 has rejected the submission with following feedback:

The Residual Risk rating for the linked risk assessment is beyond my approval level in line with ECU's risk acceptance criteria. Please escalate to the Director for approval.

Please log into [RiskWare](#) to make any further adjustments in light of this feedback before attempting to resubmit it.

If you require assistance please contact osh@ecu.edu.au

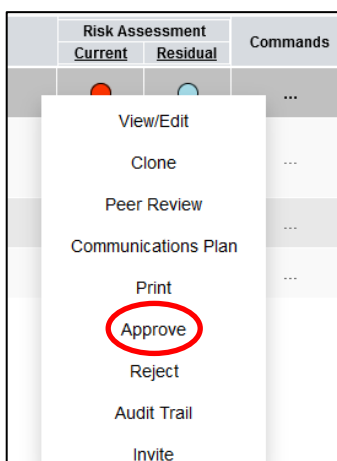
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- After making the required adjustments, the Request Logger may resubmit the request for approval.

To approve a Request:

- If, after reviewing the request, you are comfortable to approve the request and it is within your delegation to do so, click the Command ... and select 'Approve' from the menu.

Fieldtrip, Event or Travels									
Active		My Drafts	All	Archived	My Peer Reviews		Invite		
								Show me 20	items per page
Ref. ▼	Type	Start Date	End Date	Status	Fieldtrip, Event or Travel Leader	Destination	Risk Assessment		Commands
							Current	Residual	
38	Domestic Group Travel	15/09/2020	22/09/2020	New	Benjamin KNOX	The Pinnacles	●	●	...



2. A pop up will appear.

Enter any comments and select the 'Approve' button to approve the request.

Approve

Approve Fieldtrip, Event or Travel

To approve this Fieldtrip, Event or Travel enter any comments and click the Approve button

Agree with the plans outlined in the request

Approve

Cancel

3. The FET Request Logger will receive an email notification advising the request has been approved and the request will appear on the FET Register in preparation for the commencement of the Fieldtrip, Event or Travel.

Subject: A Field Trip Management Plan: 38 has been approved

Dear Benjamin KNOX,

A Field Trip, Travel or Event Plan that you are the leader for has been approved.

Details are as follows:

Field Trip, Event or Travel name: Travel to the Pinnacles

Field Trip, Event or Travel description: Sample Collection from the Pinnacles, Western Australia

Field Trip, Event or Travel approver: Belinda OWEN

Incident response communication person: Adrienne SEERY

You must now ensure that all activities being undertaken are in accordance with the controls specified in nominated risk assessments. Please also ensure the communications person has been made aware the plan is approved.

You may log into [RiskWare](#) at any time to view this plan.

If you require assistance please contact WHS@ecu.edu.au

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