Export Controls Procedure

Section 1 - Purpose

(1) This Procedure sets out the actions and responsibilities through which the University and its Controlled Entities will meet its export controls obligations in accordance with the University's' [Export Controls and Sanctions Policy](#).

Scope

(2) This Procedure applies to all staff, researchers, students and other relevant personnel at all campuses and locations of the University and its Controlled Entities, including contractors, trainees, agents, visitors, associates, honorary appointees, conjoints and consultants of the University who work with [Defence Strategic Goods List](#) (DSGL) goods, technology and software.

(3) All staff, researchers, students and other relevant personnel are responsible for complying with export control laws in the conduct of the University-related activities, and must exercise due diligence when dealing with matters that may fall within the scope of the [Export Controls and Sanctions Policy](#).

Section 2 - Policy

(4) Refer to the [Export Controls and Sanctions Policy](#).

Section 3 - Procedures

(5) There is an [Export Controls Procedure Flowchart](#) available for this Procedure.

Responsibilities and Required Actions

Staff, Researchers, Students and Other Relevant Personnel

(6) All staff, researchers, students and other relevant personnel are to:

    a. self assess their activities against the Department of Defence [Online DSGL Tool](#) Activity Assessment Questionnaire to ascertain:
        i. whether the activity is controlled by the Relevant Legislation;
        ii. whether any exemptions will apply under the Relevant Legislation; and
        iii. the likelihood that the technology will leave the institution or be exported; and

    b. use the [Online DSGL Tool](#) search tool [Defence Export Controls](#) has provided to determine if a particular good, software or technology is listed on the [Defence Strategic Goods List](#).

(7) If the activity is controlled and relates to a [Defence Strategic Goods List](#) item, refer the activity to the University's Export Controls Committee which will assess whether a [Defence Export Controls](#) permit or licence is required for the activity.

(8) If you have been unable to determine if the activity is controlled and you believe the goods, software or technology are listed in the [Defence Strategic Goods List](), please contact Office of the Pro Vice-Chancellor (Research Services).

(9) The [Export Controls Procedure Flowchart](), which has been developed in accordance with the [Australian Code for the Responsible Conduct of Research, 2018](), sets out the process that staff, students and other relevant personnel must follow to determine whether their proposed activity is controlled and therefore requires a permit to proceed.

Section 4 - Guidelines

(10) Nil.

Section 5 - Definitions

(11) Definitions specific to this Procedure are contained in the accompanying [Export Controls and Sanctions Policy]().

Status and Details

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