

Visiting International Delegations Policy

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1. Policy statement

The Audit Office of NSW is committed to sharing our knowledge and experience with visiting international delegations and welcomes the opportunity to receive such delegations in accordance with the requirements of this policy.

2. Policy objective

The objective of this policy is to explain the Audit Office's approach to managing requests from international delegations including the criteria for approval of a visit, the process for receiving and assessing requests, and procedures for visits.

3. Scope

The Audit Office of New South Wales is pleased to receive visits from international delegations where the proposed visit:

- relates to the role and functions of the Audit Office; or
- is sought at an official level, either:
 - directly by the New South Wales (NSW) Government or Parliament
 - by the visiting delegation's government through a consul or embassy
 - as part of broader activities co-ordinated by another NSW or Australian Government agency.

The Audit Office is not in a position to accommodate international delegations which do not fall within the scope of the policy.

Visits are subject to acceptance by the Audit Office under this policy and the Audit Office having the available resources to meet with the international delegation at the requested time.

4. Policy

4.1 Content of requests

All requests must be in writing and be received by the Audit Office at least six weeks prior to the proposed visit. The request should include:

- the proposed date of the visit and anticipated duration
- where the delegation is from (country and organisation)
- delegates names
- delegates titles
- purpose of visit
- specific outcomes the delegation wishes to achieve
- key areas of interest
- whether an interpreter will accompany the delegation. Any interpreter must be organised and paid for by the delegation
- any other relevant information that could support the request or should be disclosed before a decision is made.

4.2 Fees

A cost recovery fee may be charged for visits by international delegations. The Audit Office will provide an estimate of the fee (where applicable) when responding to requests from visiting international delegations.

Payment for visits must be made on or before the day of the visit. An invoice will be sent with the letter of acceptance.

There is no fee for official Australian and NSW Government requests where the request is part of an official government visit.

The Audit Office will not arrange nor pay for any visas, transport, catering, interpreter services or accommodation.

4.3 Other

The Audit Office may consult with the NSW Department of Premier and Cabinet and/or the Department of Foreign Affairs and Trade in determining whether it is appropriate for the Audit Office to receive an international delegation.

The Audit Office reserves the right to require compliance by a visiting delegation with any relevant public health orders and relevant Audit Office policies. Any such requirements will be communicated to the delegation in advance and the Audit Office may refuse a delegation or cancel a scheduled visit if these requirements are not met.

5. Roles and responsibilities

The **Executive Officer** is responsible for receiving requests from international delegations as well as organising and co-ordinating the visit on behalf of the Audit Office, including arranging presentations from relevant areas of the organisation and general communication with representatives from the delegation.

The **Executive Director, Professional Services** is responsible for making a recommendation to the Deputy Auditor-General regarding the acceptance of a visit from an international delegation.

The **Deputy Auditor-General** is responsible for accepting or refusing a visit from an international delegation.

6. Contact point

Requests by the international delegation to visit the Audit Office should be sent to:

The Executive Officer, Office of the Auditor-General

Audit Office of New South Wales

GPO Box 12, Sydney NSW 2001

email: mail@audit.nsw.gov.au

7. Review

This policy will be reviewed every three years or earlier if any significant new information, legislative or organisational change warrants an update to this framework.