# International Travel Security Policy

CP21003.1

# 1 Purpose of the policy

This policy specifies Transport's expectations and requirements around safety, risks and security for international business travel.

Transport is committed to ensuring that when people are travelling internationally on Transport business, any risks or threats that may impact our staff or the business are identified and minimised, and when they occur, are managed appropriately.

This includes ensuring that our people are aware of the information risks associated with accessing Transport digital systems while overseas on personal travel or for approved work from overseas arrangements.

This policy must be read in conjunction with the International Travel Security Procedure.

# 2 Who does it apply to?

This policy applies to permanent, temporary and casual staff, staff seconded from another organisation, and contingent workers including labour hire, professional services contractors and consultants travelling on behalf of Transport and performing work for any of the following:

| | |
|---|---|
| Department of Transport | YES |
| Transport for NSW | YES |
| NSW Trains | YES |
| Sydney Trains | YES |
| Sydney Metro | YES |
| Sydney Ferries | YES |
| The Point to Point Transport Commissioner | YES |

# 3 Principles and requirements

## 3.1 Principles

This policy is supported by the following principle:

- The safety, security and wellbeing of our people, our information and other assets is paramount before, during and after any business travel occurs on behalf of Transport.

### 3.2 Requirements

To give effect to this policy, we must:

- ensure that only properly authorised staff undertake business travel on behalf of Transport
- support staff to travel safely and securely by providing mandatory training and briefings on the risks and requirements before and after travel
- ensure our international travel safety and security practices comply with the NSW Government Travel and Transport Policy and relevant work health and safety laws
- monitor international travel on an ongoing basis and investigate all reported safety and security incidents
- ensure that travel devices used to access Transport systems and information overseas are protected and secured
- implement processes to ensure that international travel safety and security practices are continuously reviewed and improved.

## 4 Compliance and breach

You are required to comply with this policy and its related procedures and standards. If you do not do so, this may result in disciplinary action up to and including termination of your employment or contract.

# Appendix A:

## 5 Accountabilities and responsibilities

| Who | Accountabilities/responsibilities |
|---|---|
| Deputy Secretary, Safety, Environment and Regulation | Accountable for setting the strategic direction of the Transport Security Policy & Strategy in line with our organisational objectives and compliance obligations. |
| All Deputy Secretaries | Accountable for ensuring that their work areas align and comply with this policy. |
| Executive Director, Security, Crisis and Emergency Management | Accountable for ensuring this policy continues to align with Transport's strategic direction. |
| Chief Executives of the Transport agencies to which the policy applies | Accountable for ensuring program areas in their agencies align and comply with this policy |
| Chief Security Officer, Security, Crisis and Emergency Management | Accountable for ensuring that guidance and controls are in place to help business areas measure and monitor compliance with this policy and any related documents. |
| Chief Information Security Officer, Corporate Services | Accountable for ensuring cyber security risks and vulnerabilities are being mitigated for staff accessing NSW Government/Transport systems whilst overseas. |
| All staff to whom the policy applies | Responsible for complying with the principles and requirements in this policy and any related procedures or standards. |

## 6 Related/supporting material

1. C2016-04-Information Security Policy for Ministers, Ministers' Staff, Department Secretaries and Senior Executives Travelling Overseas
2. DCS-2022-03 Accessing NSW Government digital systems while overseas

3. International Travel Security Procedure
4. NSW Government Travel and Transport Policy
5. Overseas Travel Guidelines
6. Travel Booking Procedure
7. Transport Acceptable Use of Technology Standard
8. Transport Managing Conduct and Discipline Policy
9. Transport Information Security Policy
10. Transport Security Policy
11. Transport Security Strategy
12. *Work Health and Safety Act 2011* (NSW)

# 7 Document control

## 7.1 Superseded documents

The following policy is superseded as a result of this document:

- CP21003 International Travel Safety and Security Policy

## 7.2 Document history

| Date & Policy No | Document owner | Approved by | Amendment notes |
|---|---|---|---|
| 21 January 2021 CP21003 | Director, Security, Crisis and Emergency Management | Secretary | New policy. |
| 31 October 2023 CP21003.1 | Executive Director, Security, Crisis and Emergency Management | Chief People Officer | Updated to new corporate policy template |

## 7.3 Feedback and help

For advice on interpreting or applying this document, please contact **vettingdutyofficer@transport.nsw.gov.au**.