

**Senate Finance and Public Administration Legislation Committee**

**Additional Estimates - February 2013**  
ANSWER TO QUESTIONS ON NOTICE

Prime Minister and Cabinet portfolio

**Department/Agency:** Office of the Official Secretary to the Governor-General

**Program 1:** Support for the Governor-General and Official Activities

**Outcome 1:** The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

**Topic:** Protective security policy framework

**Senator:** Ryan

**Question reference number:** QoN 84

**Type of Question:** Written

**Date set by the committee for the return of answer:** 2 April 2013

**Number of Pages:** 1

Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.

**Answer:**

The Office has applied the Protective Security Policy Framework to cover the requirements for governance, personnel security, information security and physical security. The Office is currently developing a Protective Security Plan that will be appropriate to the functions and security risks faced by the Office. The Office Security Plan will link with and support the current Office Risk Management Plan and the Office Fraud Control Plan and other security policies and procedures. All staff are security cleared to the appropriate level for their assigned duties.

The Office has the following policies/procedures in place:

- Protective Security Policy / Guideline
- ITC Security Policy
- Security Policy and Guidelines
- Security CEI
- Office Code of Conduct / Office Values