

**Senate Finance and Public Administration Legislation Committee**  
**Supplementary Budget Estimates Hearing – October 2010**  
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:** Social Media

**Senator:** ABETZ

**Question reference number:** PM96

**Type of Question:** Written

**Date set by the committee for the return of answer:** 3 December 2010

**Number of Pages:** 1

**Answer:**

- a) The Office has instituted an Internet Usage Policy that restricts the use of streaming media and social media web sites to approved business use only (e.g. official research). Permission to access these sites is granted by a supervisor where there is a demonstrated business need. These requirements were put in place to provide appropriate contemporary guidance to staff over the use of Office resources.
- b) N/A.
- c) The Office does not continually collect website monitoring data of the nature necessary to answer this question. Periodic manual monitoring indicates usage is low and is consistent with approvals for access.
- d) The Office will continue to rely on the existing policy and approval process between staff and supervisor to control access to these sites.