

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL BUDGET ESTIMATES 2013**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Australian Public Service Commission

**Outcome/Program:** Cross Portfolio

**Topic:** Protective Security Policy Framework

**Senator:** Ryan

**Question reference number:** 84

**Type of question:** Written

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

**Number of pages:** 1

**Question:**

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 Australian Public Service Commission (APSC) is compliant with the Protective Security Policy Framework.

To understand risks and their potential impact on its business, the APSC has developed a Risk Management Framework which comprises of the Governance Framework; the Commissioner's Risk Management Statement; the Commissioner's Risk Management Policy; Commission High/Extreme Risk Register and Commission Wide Treatment Management Plan.

The APSC's Audit and Risk Management Committee is responsible for providing independent assurance and assistance to the Commissioner, on the Commission's risk, control and compliance framework, and its external accountability responsibilities.

Various practices and guidelines have been embedded into the APSC's daily activities to ensure compliance to the mandatory requirements set out in the Protective Security Policy Framework. For example, the appropriate security clearances are carried out for positions that are subject to security vetting according to the *Australian Government personnel security management protocol and guidelines*.

To protect our assets, the APSC keeps an up to date asset register and regular stocktake exercises have been undertaken to ensure the secure management of our physical assets. When dealing with records and information, the APSC employees are required to assess the relevant risks and determine the level of security required to protect it. Guidelines and tools have been established to assist employees in handling information. These include guidelines on how to assess the risks relating to information, how to apply security classifications and markings to documents, how to use, store and dispose of sensitive information and how to use Dissemination Limiting Markers (DLMs).