

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates 24-28 February 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Department of the Prime Minister and Cabinet

Outcome/Program: 1.1 Prime Minister and Cabinet

Topic: Social media

Senator: Senator the Hon Penny Wong

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Type of Question: Written

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Question:

Since 18 November 2013 has any guidance been provided to employees on the use of social media including, but not necessarily limited to, commentary on the Australian Government? Please provide a copy of any written guidance.

Answer:

The Department of the Prime Minister and Cabinet runs an induction programme for all new employees that includes:

- details of employees' responsibilities to uphold and adhere to the Australian Public Service (APS) Values, Employment Principles and Code of Conduct; and
- security awareness training that details employees' responsibilities when using all forms of information technology, including social media.

The use of social networking is also covered in the department's ICT Security Policy, which all staff are made aware of on commencement and is available on the department's Intranet.

The department requires all employees to undertake annual security awareness training that reiterates employees' responsibilities when using all forms of information technology, including social media.