

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
ADDITIONAL BUDGET ESTIMATES 2011-2012

Prime Minister and Cabinet

Department/Agency: Australian National Audit Office

Outcome/Program:

Topic: Printing of Documents

Senator: Ryan

Question reference number: 113

Type of question: Written

Date set by the committee for the return of answer: Friday, 30 March 2012

Number of pages: 1

Question:

Does the department/agency print hard copies of internal reports/statements/papers they produce or do they only keep soft copies?

If internal reports are printed, please list how many copies, where they are stored/delivered and the cost of printing and storing paper copies of all reports.

Answer:

The ANAO provides internal reports/statements and papers to staff in both hard and soft copy. Decisions to use either hard or soft copy are made at the discretion of staff. Where hard copy is selected, printing is managed through internal resources and documents are stored on-site until they are no longer required when they are recycled or destroyed.

The ANAO has incurred some charges for professional printing of internal documents and these are detailed below:

Document	Number	Cost	Storage cost
Performance Audit Service Group Plan	200	\$820	None, distributed and stored on site.
Protective Security Overview	500	\$460	None, distributed and stored on site.
ANAO Business Continuity Factsheet	500	\$540	None, distributed and stored on site.
TeamMate EWP – Instructional guide for Financial Statement Auditors	250	\$4,953.51	None, distributed and stored on site.
ANAO Workforce Plan	50	\$2,833.75	None, distributed and stored on site.
Assurance Audit Service Group Brochure – Business Plan	250	\$824.25	None, distributed and stored on site.
QA Aide Memoire	200	\$3,154.00	None, distributed and stored on site.