

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2012-13

Prime Minister and Cabinet Portfolio

Department/Agency: Australian National Audit Office

Outcome/Program:

Topic: Printing Costs 2011-12

Senator: Ryan

Question reference number: 81

Type of question: Written

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

Number of pages: 3

Question:

1. How much was spent on printing 2011-12? Of this amount, how much was for printing documents?
2. How many documents (include the amount of copies) were printed in 2011-12? How many of these printed documents were also published online?
3. Of the documents that were printed in 2011-12, where were they delivered and what was the cost?
4. How much has been spent on printing this financial year to date? Of this amount, how much was for printing documents?
5. How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?

Answer:

1. The ANAO spent \$771 974.69 on printing in 2011-12. Of this \$676 532.38 was spent on printing Audit Reports. This cost includes printing and distributing ANAO Audit Reports, Better Practice Guides, the ANAO Annual Report, the Audit Work Program, letterhead for audit opinions, internal documents such as Protective Security Overview and Business Plans as well as other miscellaneous documents such as business cards. Our system does not differentiate the costs of printing documents from the cost of all other printing.
2. All ANAO external publications are published online to the ANAO Website. While a total of all documents printed is not maintained, the ANAO printed the following in 2011-12:

Document Name	Number produced per year	Number of Copies
ANAO Audit Reports	55	Approximately 1000 copies per report, except for the DMO MPR which was 3000 copies.
Better Practice Guides	3	The number printed ranges between 2000 and 5000 copies. The total print run is determined based on the likely demand for each BPG.

Annual Report	1	800
Audit Work Program	1	1000
Writing guide for staff	1	250
Copies of FMOs and forms of Financial Statements for audit staff	1	380
ANAO Auditors Handbook	1	75
Performance Audit Service Group Plan	1	200
Protective Security Overview	2	500
ANAO Business Continuity Factsheet	1	500
TeamMate EWP – Instructional guide for Financial Statement Auditors	1	250
ANAO Workforce Plan	1	50
Assurance Audit Service Group Brochure – Business Plan	1	250
QA Aide Memoire	1	200
ANAO Business Plan	1	400

3. Distribution costs are not separately maintained.

Audit Reports and the Annual Report are tabled in Parliament, and as such a distributed per the Parliamentary Tabling Requirements. We also send a copy to each Member of the House of Representatives and Senator. Furthermore, we have an established distribution list which includes public and private sector agencies, academics, international counterparts and members of the public who have requested hard copies of our Audit Reports and/or Annual Report. These are distributed by our printing contractor, and costs are not differentiated from the overall printing cost. We also distribute hard copy reports upon request from agencies and the public through the postal system, but we do not record the cost of this activity separately in our system.

Better Practice Guides and the Audit Work Program are distributed via the postal system from the ANAO. They are primarily sent to Members of Parliament and Public Sector Agencies. We do not separately track the cost of this distribution

4. For the YTD as at 31 October 2012 the ANAO has spent \$129 865.97 on printing. Of this \$82 898.42 has been spent on printing Audit Reports. This cost includes printing ANAO Audit Reports, Better Practice Guides, the Annual Report and Audit Focus Newsletter as well as printing business cards and letterhead. Our system does not differentiate the costs of printing documents from the cost of all other printing.

5. All ANAO external publications are published online to the ANAO Website. In broad terms the ANAO has printed the following for the YTD:

Document Name	Number produced per year	Number of Copies
Audit Reports	7	1000 per report.
Annual Report	1	1000
Audit Focus	1	2000