

31 August 2021

[REDACTED]

By email: officialinforequests@gmail.com

Kia ora

Official Information Act Request

Under the Official Information Act 1982, you have requested any written evidence/documents that Drug Free Sport New Zealand sent to a Select Committee, in response to an Annual Review(s)/Financial Review(s) for the following financial years:

2015/2016
2016/2017
2017/2018
2018/2019
2019/2020
2020/2021

You have specifically asked for these documents to be provided in editable format and have clarified that basically, you are requesting the Word or Powerpoint versions of our submissions that are available on the Parliamentary website.

DFSNZ has considered your request and reviewed our files for reports, documentation and evidence provided to the Select Committee. Please find attached the information that you have requested related to Annual Review submissions. We have been unable to locate word versions of the 2015/2016 Annual Review submission and the 2020/2021 submission has not yet been submitted.

Please note that in this instance, we are able to locate and provide this information in Word format. However, we reserve our position regarding a more onerous request to provide publicly available information in a different format to PDF.

Please let me know if there is anything further that we can assist with at this stage. Please note that if you are not satisfied with this response, you have the right to make a complaint to the Ombudsman under section 28(3) of the OIA.

Yours sincerely

[REDACTED]

[REDACTED]

[REDACTED]

Kia ora

We want to make the following information request.

If you are not responsible for handling OIAs, could you please forward this to the relevant team in your agency. You may be receiving this email multiple times because your email is associated with multiple public sector agencies.

Please respond on behalf of all of the agencies you are responsible for managing in terms of OIAs and Parliament's Annual Review/Financial Review processes.

Nature of the Information Sought

Any written evidence/documents your agency sent to a Select Committee in response to an Annual Review(s)/Financial Review(s) for the following financial years:

2015/2016

2016/2017

2017/2018

2018/2019

2019/2020

2020/2021

This includes:

Any supporting documents (eg presentations, annexes of supplementary information or tables, supporting documents, etc) you supplied a Select Committee as part of each financial years' Annual Review/Financial Review processes.

Specific format request

We are aware the content we are seeking is already available on the Parliamentary website. However, it is mostly in PDF format and PDF is unsuitable for our purposes. We wish to easily copy information in the documents including handling information in tables – which is not easily achievable in PDF.

Accordingly, consistent with Section 16 (2) of the Official Information Act, We ask you provide this information in a commonly used format we can easily manipulate/copy electronically. This could include commonly used proprietary formats such as Microsoft Word (eg .doc or .docx), Microsoft Excel (eg .xls or .xlsx), Microsoft PowerPoint (eg .ppt or

.pptx) or, where appropriate and necessary, commonly used generic formats such as rich text (eg .rtf), comma-separated-value (eg .csv) formats. The key is being able to easily copy material from the documents (notably easily handling table information).

Basically, we suspect you will easily find the final Word versions or Powerpoint of your submissions to Parliament. That's really all we need.

Clarifications

To help narrow this request, we are not seeking:

Copies of PDFs already on the Parliamentary website. We can access those ourselves.

Other written material/evidence your agency may have provided a Select Committee or Parliamentary inquiry for any purpose other than in response to the Annual Review/Financial review processes - such as departmental advice on legislation or petitions or response to a Select Committee inquiry or ad hoc question.

Any internal written material your agency used to support your participation in Annual Review/Financial Review processes but not provided to the Select Committee (eg internal supporting notes/talking points etc).

Any written material provided to the relevant ministers or other agencies in support of the Annual Review/Financial Review processes such as briefings to Ministers or emails to other agencies.

Any verbal advice or audio-visual/graphical material (such as videos, sound recordings, or standalone photographs, maps, etc) provided to the Select Committee as part of the Annual Review/Financial Review processes.

We do not require any transcriptions of audio/visual material. We are specifically after documents provided to the Select Committee.

Any new, revised, or corrected information provided to Parliament, or a Select Committee for any purpose other than the Annual Review or Financial review process for the relevant year. If you are aware the information changed or needed updating, you can separately note the corrections/revisions/updates in your covering correspondence.

Any new versions of the information created to answer this request but that differ in content from the material provided to the Select Committee. Again, if information or data has changed, you can note those changes separately. We want the exact same information and data provided to the Select Committee in each relevant year.

Any professionally laid out/published material (such as an Annual Report or SOI).

We trust this helps narrow this request and removes any ambiguity. If you have follow-up questions, please feel free to email us your query via this email address.

Availability

If your agency does not have the information in an easily editable format (as outlined above) then it would be helpful if you could specifically explain the reason for the unavailability, such as:

The information sought is held by another agency (we are aware some agencies – particularly Crown agents – may have been bundled with another entity's response [eg CAA and AvSec responded jointly]) or answered by a parent body such as MBIE or the Ministry of Justice. If another agency has responded on your behalf, then please can you name the agency.

Your agency has retained only PDF versions of material sent to a Select Committee and it cannot recreate an editable version.

Your agency was created during the period covered by this request and can only supply information for recent years.

Your agency is not subject to Annual Review/Financial Review scrutiny by Parliament.

Eligibility

Urgency

This is not an urgent request. The normal statutory timeframes are fine.

We look forward to your response.

Ngā mihi

[Redacted signature]

Please answer the following questions about your department, agency or organisation. If you have a wholly owned/controlled subsidiary who is not independently answering these questions please also answer on their behalf.

RESTRUCTURING/REVIEWS

What restructuring occurred during 2016/17 and each of the previous four financial years? Please provide copies of any evaluations carried out prior to restructuring, and details of the structural change; the objective of restructuring; staff increases or reductions as a result; and all costs associated with the change including costs of redundancy.

None 2016/17 and nil for previous four years.

Was any work conducted around mergers with other agencies in the 2016/17 year? If so, for each such project, what agencies were being considered for mergers?

No work conducted around mergers with other agencies.

Was any rebranding undertaken in the 2016/17 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous six financial years?

No Rebranding undertaken in 2016/17

No Rebranding undertaken in 2015/16

In 2014/15 DFSNZ undertook a wide-ranging rebranding exercise to strengthen a broader understanding of DFSNZ's work with the sport sector. The rebranding involved the development of a new logo for incorporation into a newly designed website and into all published materials:

COSTS	\$ (inc GST)
<i>New logo design costs</i>	<i>15,617</i>
<i>New website development costs</i>	<i>45,609</i>

The rebranding was carried out externally with substantial input from DFSNZ. No rebranding occurred in the previous four years to this.

Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation -
The reason for the inquiry/investigation
- The expected completion date

No inquiries or investigations currently being undertaken into performance.

BUDGET INITIATIVES

If your entity does not prepare Budget initiatives, please answer N/A to this section

For each new spending initiative introduced over the last six Budgets (ie Budget 2011, Budget 2012, Budget 2013, Budget 2014, Budget 2015, and Budget 2016), what evaluation has been undertaken of its effectiveness during 2016/17 and what were the findings of that initiative?

Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

In 2015/16 a new spending initiative was introduced to target funds received from the Proceeds of Crime Fund towards developing and supporting a drug free culture amongst young athletes.

The initiative has research, education, testing and information sharing components. It allowed temporary staff members to be employed who have since been made permanent since the end of the 2016/17 year.

N/A for the previous six budgets.

COST AND SERVICE CHANGES

What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

Nil

What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

Nil

What programmes or projects, if any, were delayed in the 2016/17 financial year and what was the reason for any delay in delivery or implementation?

Nil

How much funding for specific projects, policies or programmes has been carried forward from the 2016/17 financial year to the current financial year? For each, please provide the following details:

Nil

How many projects or contracts that were due to be completed in 2016/17 were shelved, curtailed or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2016/17?

Nil

USER CHARGES

If your entity does not operate user charges, please answer N/A to this section

What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous six financial years?

DFSNZ carries out testing on behalf of other Anti-Doping Organisations (International Federations and Major Event Organisations) and for professional sports leagues on a user pays basis.

As in previous years user charges apply on a cost recovery basis but with a small margin to ensure loss is not incurred:

User charges	Revenue (\$)
2016/17	263,774
2015/16	317,242
2014/15	253,665
2013/14	244,814
2012/13	281,993
2011/12	585,992
2010/11	318,234

PROPERTY/CAPITAL WORKS

How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous six financial years?

No funding allocated to capital projects, same as previous years

What land, building, and other assets were sold in 2016/17? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous six financial years?

No such assets were sold in 2016/17, same as previous years

How much floor space does your department, agency or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous six financial years?

Floor space	Space (m2)	Cost per m2 (\$)	TOTAL COST (\$)
2016/17	193.09	245.99	47,498
2015/16	187.45	246.60	46,225
2014/15	187.45	246.60	46,225
2013/14	187.45	246.60	46,225
2012/13	162.00	226.60	36,709
2011/12	162.00	226.60	36,709
2010/11	162.00	226.60	36,709

Were any of your offices relocated in 2016/17? In each case please provide where did the office move from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous six financial years.

No offices were relocated in 2016/17.

DFSNZ relocated in 2013/14 from its previous location due to an increase in staff numbers and operational requirement. Cost for this relocation as follows:

User charges	Cost (\$) exc GST
Relocation cost	24,259
IT Move	2,003
Office blinds	2,862
Furniture	18,589
Increase in rent	9,516
Floorspace of original office	162.00 m ²
Floorspace of new office	187.45 m ²

How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2016/17 financial year? For each, please provide the following details:

- A description of the renovation carried out
- Location of the project
- Name of provider(s) or manufacturer(s)
- Type of product or service generally provided by the above
- Cost of the project
- Completion date
- Whether tenders were invited, if so, how many were received
- List separately any single item of furniture or fixture worth more than \$2,500 with its cost.

No money was spent on renovation, refurbishment or redecoration in 2016/17

What offices were closed in 2016/17 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous six financial years?

No offices were closed in 2016/17, nor have any offices been closed in the previous six years

What offices did your department, agency or organisation open in 2016/17 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous six financial years?

Nil and for the previous 6 years

How many regional offices, other than your department, agency or organisation's head office, reduced their opening hours during the 2016/17 financial year listed by new and former opening hours, date of change, and location?

Nil

How many vehicles did your department, agency or organisation own during the 2016/17 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous six financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Nil. No vehicles were owned in the previous six years

What was the total amount spent on purchasing vehicles during the 2016/17 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous six financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Nil

Were any labour and/or contractor costs been capitalised into capital project costs during the 2016/17 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

Nil

ICT

Does your department, agency or organisation have a policy about the use of personal email accounts (e.g. Gmail accounts) in the workplace; if so, what policies are in place and do those policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous six financial years?

Yes, the Drug Free Sport NZ staff handbook details an Email Use policy and specifically states that use of personal email accounts for official business is prohibited. No breaches of this policy have been identified in the previous six years.

What IT projects, if any, were shelved or curtailed in the 2016/17 year and how much will have been spent on each project before it is shelved or curtailed?

Nil

What IT projects, if any, were completed or under way in the 2016/17 year? For each, please provide the following details:

- Name of project UPGRADE TO REVERA
- Initial estimated budget: \$50,000
- Initial estimated time frame To November 2017
- Start date : February 17
- Completion date or estimated completion date. December 17
- Total cost at completion or estimated total cost at completion. \$60,000

How much was spent for software licensing fees in the 2016/17 financial year and how does this compare with spending in each of the previous six financial years?

Standard cost of Microsoft Office suite for use of all staff = \$60,000. Additional software licensing fees for bespoke anti-doping software = \$10,000.

The total expenditure in earlier years was approximately \$47,000.

How many websites did your department, agency or organisation run in 2016/17 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

DFSNZ operates one live website at www.drugfreesport.org.nz. It went live on 01 January 2015 and is Drug Free Sport NZ's website and athlete access point. It is also the primary source of information on anti-doping including Sports Anti-Doping Rules. It costs \$6,000pa (including support costs)

How many data security issues were identified in 2016/17 and how many data security issues were there in each of the previous six financial years? If there were breaches, what were they and what are the titles of any reports into them?

No data security issues were identified in 2016/17 nor in previous six years.

How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2016/17 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous six financial years?

Nil in the current year. In prior periods, one computer was stolen from a serviceman's vehicle in 2011.

REPORTS, PLANNING, AND EVALUATION

Please provide a list of all reports that were prepared in 2016/17 relating to:
baseline update (if applicable)
value for money
savings identified

Nil

31. Please provide copies of the current work plan.

Refer to the Drug Free Sport NZ Statement of Intent and Statement of Performance Expectations on the DFSNZ website.

32. Please list projects and major policy initiatives progressed in 2016/17.

2016/17 – Commencement of Good Clean Sport – Youth, testing at the Secondary School TOP 4 Rugby competition

2015/16 – Education E-Learning programme, Athlete Whereabouts website & Programme update and The Youth Project (Proceeds of Crime Fund)

Please provide copies of any reports made to the Minister in 2016/17 about performance against the agency or organisation's Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results (pages 16-17).

How many evaluations of policies or programmes were completed in 2016/17? Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

N/a

What reviews of capability were started or completed in 2016/17? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will they be completed?

N/a

Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency or organisation in the 2016/17 financial year (including details of all performance measures, targets and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results.

GIFTS AND EXTERNAL RELATIONSHIPS

What policies were in place in 2016/17 on accepting corporate gifts or hospitality? How did this compare to the previous financial year? Please list all corporate gifts or hospitality accepted by staff in the 2016/17 financial year with the following details:

- Gift or hospitality accepted
- Position of staff member who accepted - Estimated value
- Date received
- Name of the organisation or individual who paid for/gave the gift or hospitality.

There was no formal internal policy but the State Services Guidelines are referred to. No Hospitality or Gifts were received other than meals associated with international meetings and hosted by other national anti-doping organisations.

What policies were in place in 2016/17 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2016/17 financial year. For each, please provide the following details:

- Gift given
- Name of external organisation or individual - Reason given
- Estimated value
- Date given.

On rare occasions DFSNZ may give a gift to an external organisation or individual. This is always with the approval of the Chief Executive and consistent with the SSC "The Good Practice Guide – Controlling sensitive expenditure".

No gifts were given in 2016/17.

What policies were in place in 2016/17 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2016/17 financial year. For each, please provide the following details:

- Gift given
- Position of staff member - Reason given
- Estimated value
- Date given.

There is no formal internal policy but the State Services Guidelines are referred to.

No gifts exceeding \$100 were given.

What potential conflicts of interest were identified regarding the board, management or senior staff in 2016/17? For each, please provide the following details:

- Conflict identified.
- Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.
- Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.
- Steps taken to mitigate any possible conflict in granting any contract, policy, consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous six financial years.

Each DFSNZ Board Member discloses and updates an 'interest register' at the beginning of every board meeting for the purpose of identifying any conflicts of interest. No actual conflict has been identified in the previous six years.

No contract has been entered into beyond testing agreements with sports in which board members may have an interest. Should a conflict (real or perceived) be identified, that member is moved from any related topic discussion or contract discussion. All DFSNZ staff follow the Conflict of Interest policy set out in the staff handbook.

What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2016/17? For each, what was the cost for each of its memberships? How does this compare to each of the previous six financial years?

INADO (Institute of National Anti-Doping Organisations) \$7,000USD, in previous years DFSNZ has been a member of "ANADO" approx. \$5,000USD

Australia New Zealand Sports Law Association \$250. This has applied in previous years.

INVOICES AND PROCUREMENT

How many penalties for late payment of an invoice were incurred in the 2016/17 year and what was the total cost of that. How does this compare to each of the previous six financial years?

Nil for the previous six years

How many and what proportion of invoices and bills received in the 2016/17 financial year were not paid on time, and how does this compare to each of the previous six financial years?

Nil for the previous six years

ADVERTISING, POLLING, AND PUBLIC RELATIONS

What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- a. Who conducted the work
- b. When the work commenced
- c. When it was completed (or due to be completed)
- d. Estimated total cost
- e. Whether tenders were invited; if so, how many were received.

Annual confidential survey of athletes conducted by independent market research company Phoenix Research to provide athlete assessment of DFSNZ education and testing programmes. Results are provided in the 2016/17 Annual Report (page 16).

Cost = \$28,000. No tenders were invited.

How much was spent on advertising, public relations campaigns or publications in the last financial year? How does this compare to the cost of this in the previous six financial years?

There were no public relations campaigns run in 2016/17

For each advertising or public relations campaign or publication conducted or commissioned in the 2016/17 financial year, please provide the following:

- a. Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs
- b. Who conducted the project
- c. Type of product or service generally provided by the above
- d. Date the work commenced
- e. Estimated completion date
- f. Total cost
- g. Whether the campaign was shown to the Controller and Auditor-General
- h. Whether tenders were or are to be invited; if so, how many were or will be received.

n/a

How many public relations and/or communications staff, contractors/consultants or providers of professional services were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? Provide a numerical and percentage breakdown of public relations or communications staff by employment status ie permanent, contractor/consultant, provider of professional service. For each of these provide a comparison with each of the previous six financial years?

One communications staff member was employed part time in 2016/17. Salary withheld for privacy reasons. This was a new position in 2014/15, and there was no previous position.

How much was spent in 2016/17 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, policies or marketing? How did this compare to each of the previous six financial years? For each invoice over \$1,000 in 2016/17 please provide the item purchased, the amount purchased, costs and the intended use.

Item	Cost (\$)	Number Purchased	Intended Use
Towels	\$3,590.50	1000	All items purchased for Education outreach and engagement activities
Drink Bottles	\$1,350.00	300	
Total	\$4,940.50		

How many press releases, if any, were released in the 2016/17 financial year? How many were released in each of the previous six financial years?

Press releases	#
2016/17	33
2015/16	19
2014/15	18
2013/14	Data not retained
2012/13	Data not retained
2011/12	Data not retained
2010/11	Data not retained

OFFICIAL INFORMATION AND PRIVACY

If your entity is not covered by the Official Information Act, please answer N/A to the relevant questions.

In 2016/17, did your department, agency or organisation have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous six financial years?

No, DFSNZ does not have such a group.

What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2016/17? What were these numbers for each of the previous six financial years?

2016/17 – Two requests were received and both were responded to within 20 days.

DFSNZ received one request in 2015/16 this was responded to within 20 working days. On average DFSNZ receives one or two requests per year. No exact comparable figures have been kept.

What was the average response time for Official Information Act Requests during 2016/17?
What was this number for each of the previous six financial years?

2016/17 – 17 days

Average response time in the previous periods were approximately one week. No comparable figures have been kept.

How many complaints were received under the Privacy Act or Official Information Act during 2016/17 broken down by whether each has been upheld, dismissed, or still under investigation?
How does this compare to each of the previous six financial years?

No complaints were received, same as for previous six years

What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office? Have any of these policies changed since the new Government was sworn in?

No formal policy in place however practice is to consult with the monitoring department (the Ministry for Culture and Heritage) support person prior to proceeding with a response.

Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

DFSNZ does not have such a policy

What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2016/17?

None

Were any privacy issues identified in the 2016/17 financial year and in the previous six financial years? If so, what were they and what are the titles of any reports into them?

No privacy issues identified, comparable with previous six years

PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS

If the information sought in this section is found in the department, agency or organisation's Annual Report with the same breakdown as requested, your response may refer to this, giving details. However your response MUST be specific and cite the relevant page numbers.

If the question is not relevant to your department, agency or organisation (for example if it does not have a policy function or a staffing cap) please answer N/A

How many staff positions in the policy area were left unfilled in the 2016/17 financial year broken down by policy area in total? How did that compare with each of the previous six financial years? How is the agency or organisation continuing to carry out work in the absence of staff in these positions?

DFSNZ does not employ policy positions, same as for previous six years.

How many permanent staff were employed within your department, agency or organisation during the last financial year? How does this compare to each of the previous six financial years? Please breakdown by:

- Role (e.g. policy/admin/operational) -
- Classification (full and part-time)
- Office (e.g. geographical location)

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

All staff are operational and located at the offices of Drug Free Sport New Zealand, in Auckland. The increase in staff over time has reflected the increased demand for specialist roles and the expansion of the education team.

	2016/17	2016/15	2015/14	2014/13	2013/12	2012/11	2011/10
FTE	13	11	9	8	7	8	
Male	4	4	3	3	3	1	
Female	9	7	6	5	4	7	
Age							
20-30	3	1	2	Not available			
31-40	5	5	3	Not available			
41-50	3	3	3	Not available			
51-60	1	1	0	Not available			
60+	1	1	1	Not available			

Please provide a breakdown by role (e.g. policy/administration/operational) and location of the agency or organisation's staff numbers in 2016/17 and each of the previous six financial years, by age and gender.

See Q59

If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2016/17, what was the figure at which it was capped? How many FTEs were employed in 2016/17, and how does this compare to each of the previous six financial years?

n/a

62. How many of the total staff employed are considered to be frontline staff and how many are

considered back office staff (both in nominal terms and as a percentage of total staff) and how does that number compare to the number of frontline and back office staff in each of the past six financial years?

All staff are considered frontline staff, same as for previous six years.

CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS OF PROFESSIONAL SERVICES

How many contractors, consultants, including those providing professional services, were engaged or employed in 2016/17 and what was the estimated total cost? How did this compare to each of the previous six financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous six financial years please provide the following details:

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor
- Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged - Date of the contract
- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received
- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

Please see the table at Appendix 1. This includes officials who collect samples and deliver education programmes on behalf of DFSNZ are independent contractors. There are approximately 105 such contractors. The cost of these services is approximately \$180,000 -

\$190,000 per annum and has been consistent over a number of years.

Costs for 2016/17 are expected to be comparable to the previous four years.

Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this at compare with each of the previous six financial years?

None

What is the policy of your department, agency or organisation on the use of consultants, contractors or people providing professional services as opposed to regular employees? Has this policy changed in the last financial year, if so, why and how?

DFSNZ ongoing practice is to evaluate the required skill set and duration of any particular task against in-house expertise and capacity. If an internal staff member has the capacity and expertise, in-house resource is utilised. In cases where an in-house resource is not available external contractors or consultants are engaged where budget permits. This policy has not changed for a number of years.

How many consultants, contractors or people providing professional services contracted in 2016/17 were previously employed permanently within your department, agency or organisation during the previous two financial years broken down by whether they had received a redundancy

payment, severance or other termination package or not? How many contractors hired in each of the previous six financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

2016/17 - None

Two contractors in 2015/16 were previously employed permanently, neither received a redundancy payment severance or other termination package. Due to the specialist nature of DFSNZ work. This is comparable with the previous six years.

Were any consultants, contractors or agencies contracted to provide communications, media or public relations advice or services in the 2016/17 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous six financial years?

No

How many temporary staff were contracted by your department, agency or organisation in the 2016/17 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

Refer to Appendix 1.

How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2016/17 financial year? How does this compare to the number hired on each of these contracts in each of the previous six financial years?

Nil comparable to previous years.

How many staff were employed on a fixed term contract in total in 2016/17? How does this compare to each of previous six financial years?

Two staff members were employed on 12-month fixed term contract in 2016/17 and in the prior year. This has occurred on one previous occasion.

COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES

How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

None

Please provide a summary of any collective employment agreement negotiations completed in the 2016/17 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2017/18?

N/a

How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous six financial years?

All DFSNZ employees have individual employment agreements, same as for previous six years.

Were any specific instructions, directions or advice received in relation to employment agreement matters from the State Services Commission or responsible Minister in the 2016/17 financial year? If so, please provide details.

No

LEAVE AND EAP

How many days of annual leave did employees have accrued on average during 2016/17? How does this compare to each of the previous six years? What strategies are used to encourage employees to reduce annual leave balances?

An average of 11 days. <15 days is considered acceptable at any given point in time.

How many annual leave applications did the agency or organisation cancel or refuse during 2016/17? How does this compare to each of the previous six financial years?

No applications were cancelled or refused in 2016/17. Same as for previous years.

How many employees sold their fourth week of annual leave in the 2016/17 financial year? How does this compare to each of the previous financial years since this policy came into effect?

2016/17 – None.

One staff member sold their fourth week of annual leave in 2015/16, this is comparable to previous years since the policy came into effect.

How many days of sick leave did employees take on average during 2016/17? How does this compare to each of the previous six financial years? What strategies are used to reduce the amount of sick leave employees need to take?

2016/17 – 2.5 days which is classed as reasonable.

Three days in 2015/16 and this is comparable to previous years. At such a low level we believe this is to be expected as a genuine level of sick leave and no further strategies are required to reduce this level.

How much was spent on EAP or workplace counselling in the 2016/17 financial year and how did that compare to each of the previous six financial years?

Nil, same as previous six years

SECONDED STAFF

If your department, agency or organisation does not second staff to Ministers' offices, please answer N/A to these questions

What was the number and cost of staff seconded to Ministerial offices during 2016/17 and how many of these had their salaries paid by the department, agency or organisation rather than Ministerial Services? What were these numbers in each of the previous six financial years? For each staff member seconded, please provide the following details:

How long they were seconded for (less than 6 months, 6-12 months, 12-24 months or 24 months or more);

The role they were seconded to;

The role they were seconded from;

The reason for the secondment;

The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.

Nil

What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2016/17 and what was it for each of the previous six financial years?

n/a

Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2016/17; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

No

STAFF TURNOVER/TERMINATION OF EMPLOYMENT

What was the staff turnover for 2016/17 and what was the staff turnover for each of the previous six financial years by category? Please provide this information both as a percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2016/17?

Staff turnover rate is not a concern.

	Turnover
2016/17	1=7%
2015/16	1=8%
2014/15	2=18%
2013/14	1=13%
2012/13	6=75%
2011/12	1=13%
2010/11	Nil

What was the average length of service in your department, agency or organisation in the 2016/17 financial year and each of the previous six financial years? Please also provide this information broken down by age and gender.

	FTE	Av length service
2016/17	13 9F,4M	2.5-4.0
2015/16	11.5	4.8
2014/15	9	5.1
2013/14	8	4.6
2012/13	7	6.7
2011/12	9	6.2
2010/11	8	7.1

	20-30	31-40	41-50	51-60	61-70
2016/17	1M,2F	1M,3F	3F	2F	1M
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m
2013/14	2f 1m	1m	2f	1m	
2012/13	3f 1m	1m	1f	1m	
2011/12	3f	1f		1f 1m	
2010/11	3f	1f		1f 1m	

How many staff resigned during 2016/17, what were the reasons provided, and what are the possible implications for the agency or organisation? Please also provide the number broken down by age and gender.

1 member of staff resigned during this period. Further information is not provided so as to protect the privacy of the individual.

How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2016/17 financial year? How does that compare to the number and amount spent in each of the previous six financial years?

Nil

How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2016/17 financial year? How does this compare to the individual total amounts paid out in redundancy, severance or other termination packages in each of the previous six financial years?

NIL

SALARIES AND BONUSES

How much was spent on performance bonuses, incentive payments or additional leave in 2016/17 and each of the previous six financial years? Please provide a breakdown of the number of bonuses received during 2016/17 in \$5,000 bands. What were the specific criteria for

such performance payments? Has there been any changes to the criteria since November 2008; if so, what specific changes and why?

2016/17 - One person received a performance bonus linked to achievement of targets in the Statement of Performance Expectations and other Board considerations.

Performance bonus, was in \$10,000-15,000 bracket, the same as the previous 5 years.

In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous six financial years? Please also provide this information by age and gender.

	40-50K	50-60k	60-70k	70-80k	80-90k	90-100k	100-110k	110-120k	120-130k	130-140k	140-150k	150-160k	160-170k
2016/17	1F	2F	1M, 1F	2F, 1M	2F				1M, 1F				1M
2015/16			1f 2m	1f	2f		1m	1f			1m		
2014/15			1f 1m	1f	2f		1m	1f			1m		
2013/14		1m	1f	2f		1m	1f			1m			
2012/13		1m	1f	2f		1m	1f			1m			
2011/12		4f	1f		1f					1m			
2010/11		4f	1m		1f			1m					

	20-30	31-40	41-50	51-60	61-70
2016/17	1M, 2F	1M, 3F	3F	2F	1M
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m
2013/14	2f 1m	1m	2f	1m	
2012/13	3f 1m	1m	1f	1m	
2011/12	3f	1f		1f 1m	
2010/11	3f	1f		1f 1m	

TRAINING, TRAVEL AND OTHER EXPENSES

How much was spent on catering in the 2016/17 financial year? What policies were in place for the use of catering and were there any changes to these?

Expenditure on catering is uncommon for DFSNZ and no formal policy exists. Catering for Board and other meetings is less than \$1,000 for the year.

How much was spent on domestic travel in the 2016/17 financial year and how does this compare to each of the previous six financial years? Please provide a list of the positions of the top twenty spenders on domestic travel for 2016/17 including the amount spent.

Year	Cost (\$)	Positions
2016/17	25,000	All staff travel nationally as required.
2015/16	23,000	
2014/15	23,000	
2013/14	19,000	
2012/13	12,000	
2011/12	12,000	
2010/11	12,000	

How much was spent on international travel in the 2016/17 financial year, how does this compare to each of the previous six financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2016/17, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

Year	Cost (\$)		Positions
2016/17	57,000	1.6%	CEO and Senior managers
2015/16	66,000	2.2%	Information unavailable
2014/15	68,000	2.2%	
2013/14	48,000	1.9%	
2012/13	50,000	2.2%	
2011/12	42,000	1.6%	
2010/11	41,000	1.7%	

How many staff have Koru Club memberships paid for by your department, agency or organisation, and how does this compare with each of the previous six financial years? What is the policy regarding entitlement to Koru Club membership?

No staff had Koru Club memberships paid for by DFSNZ in 2016/17 or 2015/16. In earlier years up to one staff member had had Koru membership by DFSNZ.

How many staff had the use of vehicles paid for by your department, agency or organisation in 2016/17; what are the estimated costs; how do these numbers compare to each of the previous six financial years?

One person has the use of a leased car to facilitate out-of-hours and/or during the day no-notice sample collection. In 2016/17 the cost of this was 12,304. The cost in earlier financial years is not available.

How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2016/17? How does this compare to each of the previous six financial years? For each year please include:

- a. Purpose
- b. Venue

c. Cost (including travel and accommodation costs)

d. Activities undertaken

Year	Purpose	Venue	Cost (\$)	Activities
16/17	Educators Conference	Auckland	3,000	Training
15/16	Team Building	NZOC/DFSNZ	6,000	Team Building
	Educators Conference	Auckland	1,500	Training
	DCO Conference	Auckland	9,000	Training
	BCO Conference	Auckland	3,000	Training
14/15	DCO Conference	Auckland	9,000	Training
13/14	DCO Conference	Auckland	8,000	Training
12/13	DCO Conference	Auckland	5,556	Training
11/12	DCO Conference	Lake Karapiro	10,233	Training

What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

Attendees evaluate their satisfaction or potential impact rating of seminars and conferences.

How much was spent on staff training in 2016/17; and what percentage of the vote does the amount represent? How does this compare to each of the previous six financial years?

Year	Cost (\$)	
2016/17	15,259	0.4%
2015/16	9,000	0.4%
2014/15	Not available	
2013/14	Not available	
2012/13	Not available	
2011/12	Not available	
2010/11	Not available	

This was slightly higher than in previous years

What specific activities or events were conducted that contributed towards staff morale in the last financial year?

DFSNZ has a Christmas function and financial year end meal for staff. Flexible working options are available to staff and each staff member is given half a day off at Christmas to complete Christmas shopping.

How much was spent on pay television in the last financial year? How much was spent in each of the previous six financial years and how much has been budgeted for the latest financial year?

\$2,147 in 2016/17

Nil for previous six years

What is the total amount spent, if any, on speakers' fees and/or speaker honorariums for year of the last seven financial years by event, event date, speaker and amount received?

Nil

Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so what was the total amount of travel and/or accommodation costs paid over the last seven financial years by speaker and event spoken at?

No

What special units, task forces or reviews have been set up; and what particular issue or issues are they providing advice or analysis on? How many people are in any such units or reviews, and from what other government departments or outside organisations, if any, are they drawn? What is the total cost of this work?

None

What actions, if any, have been taken to improve the seismic safety of buildings, offices, and workplaces; or the seismic resilience of key infrastructure? What is the total cost of this work?

None undertaken by DFSNZ

What actions, if any, have been taken to lower greenhouse gas emissions; and how does the level of greenhouse gas emissions in 2016/17 compare to previous years? What is the total cost of this work?

None undertaken by DFSNZ

What actions, if any, have been take to improve the gender pay gap; and how does the gender pay gap in 2016/17 compare to previous years? What is the total cost of this work?

None undertaken by DFSNZ

What specific work, if any, has the department, agency or organisation undertaken in relation to the Government's 100-day plan? Has this required the employment of additional staff, contractors or consultants; if so, for what purpose? What is the total or budgeted cost for undertaking this work?

None

Please answer the following questions about your department, agency or organisation. If you have a wholly owned/controlled subsidiary who is not independently answering these questions please also answer on their behalf.

RESTRUCTURING/REVIEWS

What restructuring occurred during 2016/17 and each of the previous four financial years? Please provide copies of any evaluations carried out prior to restructuring, and details of the structural change; the objective of restructuring; staff increases or reductions as a result; and all costs associated with the change including costs of redundancy.

None 2016/17 and nil for previous four years.

Was any work conducted around mergers with other agencies in the 2016/17 year? If so, for each such project, what agencies were being considered for mergers?

No work conducted around mergers with other agencies.

Was any rebranding undertaken in the 2016/17 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous six financial years?

No Rebranding undertaken in 2016/17

No Rebranding undertaken in 2015/16

In 2014/15 DFSNZ undertook a wide-ranging rebranding exercise to strengthen a broader understanding of DFSNZ's work with the sport sector. The rebranding involved the development of a new logo for incorporation into a newly designed website and into all published materials:

COSTS	\$ (inc GST)
<i>New logo design costs</i>	<i>15,617</i>
<i>New website development costs</i>	<i>45,609</i>

The rebranding was carried out externally with substantial input from DFSNZ. No rebranding occurred in the previous four years to this.

Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation -
- The reason for the inquiry/investigation
- The expected completion date

No inquiries or investigations currently being undertaken into performance.

BUDGET INITIATIVES

If your entity does not prepare Budget initiatives, please answer N/A to this section

For each new spending initiative introduced over the last six Budgets (ie Budget 2011, Budget 2012, Budget 2013, Budget 2014, Budget 2015, and Budget 2016), what evaluation has been undertaken of its effectiveness during 2016/17 and what were the findings of that initiative?

Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

In 2015/16 a new spending initiative was introduced to target funds received from the Proceeds of Crime Fund towards developing and supporting a drug free culture amongst young athletes.

The initiative has research, education, testing and information sharing components. It allowed temporary staff members to be employed who have since been made permanent since the end of the 2016/17 year.

N/A for the previous six budgets.

COST AND SERVICE CHANGES

What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

Nil

What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

Nil

What programmes or projects, if any, were delayed in the 2016/17 financial year and what was the reason for any delay in delivery or implementation?

Nil

How much funding for specific projects, policies or programmes has been carried forward from the 2016/17 financial year to the current financial year? For each, please provide the following details:

Nil

How many projects or contracts that were due to be completed in 2016/17 were shelved, curtailed or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2016/17?

Nil

USER CHARGES

If your entity does not operate user charges, please answer N/A to this section

What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous six financial years?

DFSNZ carries out testing on behalf of other Anti-Doping Organisations (International Federations and Major Event Organisations) and for professional sports leagues on a user pays basis.

As in previous years user charges apply on a cost recovery basis but with a small margin to ensure loss is not incurred:

User charges	Revenue (\$)
2016/17	263,774
2015/16	317,242
2014/15	253,665
2013/14	244,814
2012/13	281,993
2011/12	585,992
2010/11	318,234

PROPERTY/CAPITAL WORKS

How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous six financial years?

No funding allocated to capital projects, same as previous years

What land, building, and other assets were sold in 2016/17? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous six financial years?

No such assets were sold in 2016/17, same as previous years

How much floor space does your department, agency or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous six financial years?

Floor space	Space (m2)	Cost per m2 (\$)	TOTAL COST (\$)
2016/17	193.09	245.99	47,498
2015/16	187.45	246.60	46,225
2014/15	187.45	246.60	46,225
2013/14	187.45	246.60	46,225
2012/13	162.00	226.60	36,709
2011/12	162.00	226.60	36,709
2010/11	162.00	226.60	36,709

Were any of your offices relocated in 2016/17? In each case please provide where did the office move from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous six financial years.

No offices were relocated in 2016/17.

DFSNZ relocated in 2013/14 from its previous location due to an increase in staff numbers and operational requirement. Cost for this relocation as follows:

User charges	Cost (\$) exc GST
Relocation cost	24,259
IT Move	2,003
Office blinds	2,862
Furniture	18,589
Increase in rent	9,516
Floorspace of original office	162.00 m ²
Floorspace of new office	187.45 m ²

How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2016/17 financial year? For each, please provide the following details:

- i. A description of the renovation carried out
- j. Location of the project
- k. Name of provider(s) or manufacturer(s)
- l. Type of product or service generally provided by the above
- m. Cost of the project
- n. Completion date
- o. Whether tenders were invited, if so, how many were received
- p. List separately any single item of furniture or fixture worth more than \$2,500 with its cost.

No money was spent on renovation, refurbishment or redecoration in 2016/17

What offices were closed in 2016/17 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous six financial years?

No offices were closed in 2016/17, nor have any offices been closed in the previous six years

What offices did your department, agency or organisation open in 2016/17 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous six financial years?

Nil and for the previous 6 years

How many regional offices, other than your department, agency or organisation's head office, reduced their opening hours during the 2016/17 financial year listed by new and former opening hours, date of change, and location?

Nil

How many vehicles did your department, agency or organisation own during the 2016/17 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous six financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Nil. No vehicles were owned in the previous six years

What was the total amount spent on purchasing vehicles during the 2016/17 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous six financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Nil

Were any labour and/or contractor costs been capitalised into capital project costs during the 2016/17 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

Nil

ICT

Does your department, agency or organisation have a policy about the use of personal email accounts (e.g. Gmail accounts) in the workplace; if so, what policies are in place and do those policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous six financial years?

Yes, the Drug Free Sport NZ staff handbook details an Email Use policy and specifically states that use of personal email accounts for official business is prohibited. No breaches of this policy have been identified in the previous six years.

What IT projects, if any, were shelved or curtailed in the 2016/17 year and how much will have been spent on each project before it is shelved or curtailed?

Nil

What IT projects, if any, were completed or under way in the 2016/17 year? For each, please provide the following details:

- Name of project UPGRADE TO REVERA
- Initial estimated budget: \$50,000
- Initial estimated time frame To November 2017
- Start date : February 17
- Completion date or estimated completion date. December 17
- Total cost at completion or estimated total cost at completion. \$60,000

How much was spent for software licensing fees in the 2016/17 financial year and how does this compare with spending in each of the previous six financial years?

Standard cost of Microsoft Office suite for use of all staff = \$60,000. Additional software licensing fees for bespoke anti-doping software = \$10,000.

The total expenditure in earlier years was approximately \$47,000.

How many websites did your department, agency or organisation run in 2016/17 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

DFSNZ operates one live website at www.drugfreesport.org.nz. It went live on 01 January 2015 and is Drug Free Sport NZ's website and athlete access point. It is also the primary source of information on anti-doping including Sports Anti-Doping Rules. It costs \$6,000pa (including support costs)

How many data security issues were identified in 2016/17 and how many data security issues were there in each of the previous six financial years? If there were breaches, what were they and what are the titles of any reports into them?

No data security issues were identified in 2016/17 nor in previous six years.

How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2016/17 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous six financial years?

Nil in the current year. In prior periods, one computer was stolen from a serviceman's vehicle in 2011.

REPORTS, PLANNING, AND EVALUATION

Please provide a list of all reports that were prepared in 2016/17 relating to:
baseline update (if applicable)
value for money
savings identified

Nil

Please provide copies of the current work plan.

Refer to the Drug Free Sport NZ Statement of Intent and Statement of Performance Expectations on the DFSNZ website.

Please list projects and major policy initiatives progressed in 2016/17.

2016/17 – Commencement of Good Clean Sport – Youth, testing at the Secondary School TOP 4 Rugby competition

2015/16 – Education E-Learning programme, Athlete Whereabouts website & Programme update and The Youth Project (Proceeds of Crime Fund)

Please provide copies of any reports made to the Minister in 2016/17 about performance against the agency or organisation's Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results (pages 16-17).

How many evaluations of policies or programmes were completed in 2016/17?
Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

N/a

What reviews of capability were started or completed in 2016/17? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will they be completed?

N/a

Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency or organisation in the 2016/17 financial year (including details of all performance measures, targets and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results.

GIFTS AND EXTERNAL RELATIONSHIPS

What policies were in place in 2016/17 on accepting corporate gifts or hospitality? How did this compare to the previous financial year? Please list all corporate gifts or hospitality accepted by staff in the 2016/17 financial year with the following details:

- Gift or hospitality accepted
- Position of staff member who accepted - Estimated value
- Date received
- Name of the organisation or individual who paid for/gave the gift or hospitality.

There was no formal internal policy but the State Services Guidelines are referred to. No Hospitality or Gifts were received other than meals associated with international meetings and hosted by other national anti-doping organisations.

What policies were in place in 2016/17 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2016/17 financial year. For each, please provide the following details:

- Gift given
- Name of external organisation or individual - Reason given
- Estimated value
- Date given.

On rare occasions DFSNZ may give a gift to an external organisation or individual. This is always with the approval of the Chief Executive and consistent with the SSC “The Good Practice Guide – Controlling sensitive expenditure”.

No gifts were given in 2016/17.

What policies were in place in 2016/17 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2016/17 financial year. For each, please provide the following details:

- Gift given
- Position of staff member - Reason given
- Estimated value
- Date given.

There is no formal internal policy but the State Services Guidelines are referred to.

No gifts exceeding \$100 were given.

What potential conflicts of interest were identified regarding the board, management or senior staff in 2016/17? For each, please provide the following details: - Conflict identified.

- Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.
- Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.
- Steps taken to mitigate any possible conflict in granting any contract, policy, consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous six financial years.

Each DFSNZ Board Member discloses and updates an ‘interest register’ at the beginning of every board meeting for the purpose of identifying any conflicts of interest. No actual conflict has been identified in the previous six years.

No contract has been entered into beyond testing agreements with sports in which board members may have an interest. Should a conflict (real or perceived) be identified, that member is moved from any related topic discussion or contract discussion. All DFSNZ staff follow the Conflict of Interest policy set out in the staff handbook.

What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2016/17? For each, what was the cost for each of its memberships? How does this compare to each of the previous six financial years?

INADO (Institute of National Anti-Doping Organisations) \$7,000USD, in previous years DFSNZ has been a member of “ANADO” approx. \$5,000USD

Australia New Zealand Sports Law Association \$250. This has applied in previous years.

INVOICES AND PROCUREMENT

How many penalties for late payment of an invoice were incurred in the 2016/17 year and what was the total cost of that. How does this compare to each of the previous six financial years?

Nil for the previous six years

How many and what proportion of invoices and bills received in the 2016/17 financial year were not paid on time, and how does this compare to each of the previous six financial years?

Nil for the previous six years

ADVERTISING, POLLING, AND PUBLIC RELATIONS

What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- f. Who conducted the work
- g. When the work commenced
- h. When it was completed (or due to be completed)
- i. Estimated total cost
- j. Whether tenders were invited; if so, how many were received.

Annual confidential survey of athletes conducted by independent market research company Phoenix Research to provide athlete assessment of DFSNZ education and testing programmes. Results are provided in the 2016/17 Annual Report (page 16).

Cost = \$28,000. No tenders were invited.

How much was spent on advertising, public relations campaigns or publications in the last financial year? How does this compare to the cost of this in the previous six financial years?

There were no public relations campaigns run in 2016/17

For each advertising or public relations campaign or publication conducted or commissioned in the 2016/17 financial year, please provide the following:

Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs

Who conducted the project

Type of product or service generally provided by the above

Date the work commenced

m. Estimated completion date

n. Total cost

o. Whether the campaign was shown to the Controller and Auditor-General

p. Whether tenders were or are to be invited; if so, how many were or will be received.

n/a

How many public relations and/or communications staff, contractors/consultants or providers of professional services were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? Provide a numerical and percentage breakdown of public relations or communications staff by

employment status ie permanent, contractor/consultant, provider of professional service. For each of these provide a comparison with each of the previous six financial years?

One communications staff member was employed part time in 2016/17. Salary withheld for privacy reasons. This was a new position in 2014/15, and there was no previous position.

How much was spent in 2016/17 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, policies or marketing? How did this compare to each of the previous six financial years? For each invoice over \$1,000 in 2016/17 please provide the item purchased, the amount purchased, costs and the intended use.

Item	Cost (\$)	Number Purchased	Intended Use
Towels	\$3,590.50	1000	All items purchased for Education outreach and engagement activities
Drink Bottles	\$1,350.00	300	
Total	\$4,940.50		

How many press releases, if any, were released in the 2016/17 financial year? How many were released in each of the previous six financial years?

Press releases	#
2016/17	33
2015/16	19
2014/15	18
2013/14	Data not retained
2012/13	Data not retained
2011/12	Data not retained
2010/11	Data not retained

OFFICIAL INFORMATION AND PRIVACY

If your entity is not covered by the Official Information Act, please answer N/A to the relevant questions.

In 2016/17, did your department, agency or organisation have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous six financial years?

No, DFSNZ does not have such a group.

What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2016/17? What were these numbers for each of the previous six financial years?

2016/17 – Two requests were received and both were responded to within 20 days.

DFSNZ received one request in 2015/16 this was responded to within 20 working days. On average DFSNZ receives one or two requests per year. No exact comparable figures have been kept.

What was the average response time for Official Information Act Requests during 2016/17? What was this number for each of the previous six financial years?

2016/17 – 17 days

Average response time in the previous periods were approximately one week. No comparable figures have been kept.

How many complaints were received under the Privacy Act or Official Information Act during 2016/17 broken down by whether each has been upheld, dismissed, or still under investigation? How does this compare to each of the previous six financial years?

No complaints were received, same as for previous six years

What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office? Have any of these policies changed since the new Government was sworn in?

No formal policy in place however practice is to consult with the monitoring department (the Ministry for Culture and Heritage) support person prior to proceeding with a response.

Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

DFSNZ does not have such a policy

What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2016/17?

None

Were any privacy issues identified in the 2016/17 financial year and in the previous six financial years? If so, what were they and what are the titles of any reports into them?

No privacy issues identified, comparable with previous six years

PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS

If the information sought in this section is found in the department, agency or organisation's Annual Report with the same breakdown as requested, your response may

refer to this, giving details. However your response **MUST** be specific and cite the relevant page numbers.

If the question is not relevant to your department, agency or organisation (for example if it does not have a policy function or a staffing cap) please answer N/A

How many staff positions in the policy area were left unfilled in the 2016/17 financial year broken down by policy area in total? How did that compare with each of the previous six financial years? How is the agency or organisation continuing to carry out work in the absence of staff in these positions?

DFSNZ does not employ policy positions, same as for previous six years.

How many permanent staff were employed within your department, agency or organisation during the last financial year? How does this compare to each of the previous six financial years? Please breakdown by:

- Role (e.g. policy/admin/operational) -
- Classification (full and part-time)
- Office (e.g. geographical location)

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

All staff are operational and located at the offices of Drug Free Sport New Zealand, in Auckland. The increase in staff over time has reflected the increased demand for specialist roles and the expansion of the education team.

	2016/17	2016/15	2015/14	2014/13	2013/12	2012/11	2011/10
FTE	13	11	9	8	7	8	
Male	4	4	3	3	3	1	
Female	9	7	6	5	4	7	
Age							
20-30	3	1	2	Not available			
31-40	5	5	3	Not available			
41-50	3	3	3	Not available			
51-60	1	1	0	Not available			
60+	1	1	1	Not available			

Please provide a breakdown by role (e.g. policy/administration/operational) and location of the agency or organisation's staff numbers in 2016/17 and each of the previous six financial years, by age and gender.

See Q59

If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2016/17, what was the figure at which it was capped? How many FTEs were employed in 2016/17, and how does this compare to each of the previous six financial years?

n/a

How many of the total staff employed are considered to be frontline staff and how many are considered back office staff (both in nominal terms and as a percentage of total staff) and how

does that number compare to the number of frontline and back office staff in each of the past six financial years?

All staff are considered frontline staff, same as for previous six years.

CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS OF PROFESSIONAL SERVICES

How many contractors, consultants, including those providing professional services, were engaged or employed in 2016/17 and what was the estimated total cost? How did this compare to each of the previous six financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous six financial years please provide the following details:

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor
- Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged - Date of the contract
- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received
- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

Please see the table at Appendix I. This includes officials who collect samples and deliver education programmes on behalf of DFSNZ are independent contractors. There are approximately 105 such contractors. The cost of these services is approximately \$180,000 -

\$190,000 per annum and has been consistent over a number of years.

Costs for 2016/17 are expected to be comparable to the previous four years.

Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this compare with each of the previous six financial years?

None

What is the policy of your department, agency or organisation on the use of consultants, contractors or people providing professional services as opposed to regular employees? Has this policy changed in the last financial year, if so, why and how?

DFSNZ ongoing practice is to evaluate the required skill set and duration of any particular task against in-house expertise and capacity. If an internal staff member has the capacity and expertise, in-house resource is utilised. In cases where an in-house resource is not available external contractors or consultants are engaged where budget permits. This policy has not changed for a number of years.

How many consultants, contractors or people providing professional services contracted in 2016/17 were previously employed permanently within your department, agency or organisation during the previous two financial years broken down by whether they had received a redundancy payment, severance or other termination package or not? How many contractors hired in each of

the previous six financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

2016/17 - None

Two contractors in 2015/16 were previously employed permanently, neither received a redundancy payment severance or other termination package. Due to the specialist nature of DFSNZ work. This is comparable with the previous six years.

Were any consultants, contractors or agencies contracted to provide communications, media or public relations advice or services in the 2016/17 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous six financial years?

No

How many temporary staff were contracted by your department, agency or organisation in the 2016/17 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

Refer to Appendix I.

How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2016/17 financial year? How does this compare to the number hired on each of these contracts in each of the previous six financial years?

Nil comparable to previous years.

How many staff were employed on a fixed term contract in total in 2016/17? How does this compare to each of previous six financial years?

Two staff members were employed on 12-month fixed term contract in 2016/17 and in the prior year. This has occurred on one previous occasion.

COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES

How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

None

Please provide a summary of any collective employment agreement negotiations completed in the 2016/17 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2017/18?

N/a

How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous six financial years?

All DFSNZ employees have individual employment agreements, same as for previous six years.

Were any specific instructions, directions or advice received in relation to employment agreement matters from the State Services Commission or responsible Minister in the 2016/17 financial year? If so, please provide details.

No

LEAVE AND EAP

How many days of annual leave did employees have accrued on average during 2016/17? How does this compare to each of the previous six years? What strategies are used to encourage employees to reduce annual leave balances?

An average of 11 days. <15 days is considered acceptable at any given point in time.

How many annual leave applications did the agency or organisation cancel or refuse during 2016/17? How does this compare to each of the previous six financial years?

No applications were cancelled or refused in 2016/17. Same as for previous years.

How many employees sold their fourth week of annual leave in the 2016/17 financial year? How does this compare to each of the previous financial years since this policy came into effect?

2016/17 – None.

One staff member sold their fourth week of annual leave in 2015/16, this is comparable to previous years since the policy came into effect.

How many days of sick leave did employees take on average during 2016/17? How does this compare to each of the previous six financial years? What strategies are used to reduce the amount of sick leave employees need to take?

2016/17 – 2.5 days which is classed as reasonable.

Three days in 2015/16 and this is comparable to previous years. At such a low level we believe this is to be expected as a genuine level of sick leave and no further strategies are required to reduce this level.

How much was spent on EAP or workplace counselling in the 2016/17 financial year and how did that compare to each of the previous six financial years?

Nil, same as previous six years

SECONDED STAFF

If your department, agency or organisation does not second staff to Ministers' offices, please answer N/A to these questions

What was the number and cost of staff seconded to Ministerial offices during 2016/17 and how many of these had their salaries paid by the department, agency or organisation rather than

Ministerial Services? What were these numbers in each of the previous six financial years? For each staff member seconded, please provide the following details:

How long they were seconded for (less than 6 months, 6-12 months, 12-24 months or 24 months or more);

The role they were seconded to;

The role they were seconded from;

The reason for the secondment;

The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.

Nil

What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2016/17 and what was it for each of the previous six financial years?

n/a

Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2016/17; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

No

STAFF TURNOVER/TERMINATION OF EMPLOYMENT

What was the staff turnover for 2016/17 and what was the staff turnover for each of the previous six financial years by category? Please provide this information both as a percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2016/17?

Staff turnover rate is not a concern.

	Turnover
2016/17	1=7%
2015/16	1=8%
2014/15	2=18%
2013/14	1=13%
2012/13	6=75%

2011/12	1=13%
2010/11	Nil

What was the average length of service in your department, agency or organisation in the 2016/17 financial year and each of the previous six financial years? Please also provide this information broken down by age and gender.

	FTE	Av length service
2016/17	13 9F,4M	2.5-4.0
2015/16	11.5	4.8
2014/15	9	5.1
2013/14	8	4.6
2012/13	7	6.7
2011/12	9	6.2
2010/11	8	7.1

	20-30	31-40	41-50	51-60	61-70
2016/17	1M,2F	1M,3F	3F	2F	1M
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m
2013/14	2f 1m	1m	2f	1m	
2012/13	3f 1m	1m	1f	1m	
2011/12	3f	1f		1f 1m	
2010/11	3f	1f		1f 1m	

How many staff resigned during 2016/17, what were the reasons provided, and what are the possible implications for the agency or organisation? Please also provide the number broken down by age and gender.

1 member of staff resigned during this period. Further information is not provided so as to protect the privacy of the individual.

How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2016/17 financial year? How does that compare to the number and amount spent in each of the previous six financial years?

Nil

How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2016/17 financial year? How does this compare to the individual total amounts paid out in redundancy, severance or other termination packages in each of the previous six financial years?

NIL

SALARIES AND BONUSES

How much was spent on performance bonuses, incentive payments or additional leave in 2016/17 and each of the previous six financial years? Please provide a breakdown of the number of bonuses received during 2016/17 in \$5,000 bands. What were the specific criteria for

such performance payments? Has there been any changes to the criteria since November 2008; if so, what specific changes and why?

2016/17 - One person received a performance bonus linked to achievement of targets in the Statement of Performance Expectations and other Board considerations.

Performance bonus, was in \$10,000-15,000 bracket, the same as the previous 5 years.

In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous six financial years? Please also provide this information by age and gender.

	40-50K	50-60k	60-70k	70-80k	80-90k	90-100k	100-110k	110-120k	120-130k	130-140k	140-150k	150-160k	160-170k
2016/17	1F	2F	1M, 1F	2F, 1M	2F				1M, 1F				1M
2015/16			1f 2m	1f	2f		1m	1f			1m		
2014/15			1f 1m	1f	2f		1m	1f			1m		
2013/14		1m	1f	2f		1m	1f			1m			
2012/13		1m	1f	2f		1m	1f			1m			
2011/12		4f	1f		1f					1m			
2010/11		4f	1m		1f			1m					

	20-30	31-40	41-50	51-60	61-70
2016/17	1M, 2F	1M, 3F	3F	2F	1M
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m
2013/14	2f 1m	1m	2f	1m	
2012/13	3f 1m	1m	1f	1m	
2011/12	3f	1f		1f 1m	
2010/11	3f	1f		1f 1m	

TRAINING, TRAVEL AND OTHER EXPENSES

How much was spent on catering in the 2016/17 financial year? What policies were in place for the use of catering and were there any changes to these?

Expenditure on catering is uncommon for DFSNZ and no formal policy exists. Catering for Board and other meetings is less than \$1,000 for the year.

How much was spent on domestic travel in the 2016/17 financial year and how does this compare to each of the previous six financial years? Please provide a list of the positions of the top twenty spenders on domestic travel for 2016/17 including the amount spent.

Year	Cost (\$)	Positions
2016/17	25,000	All staff travel nationally as required.
2015/16	23,000	
2014/15	23,000	
2013/14	19,000	
2012/13	12,000	
2011/12	12,000	
2010/11	12,000	

How much was spent on international travel in the 2016/17 financial year, how does this compare to each of the previous six financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2016/17, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

Year	Cost (\$)		Positions
2016/17	57,000	1.6%	CEO and Senior managers
2015/16	66,000	2.2%	Information unavailable
2014/15	68,000	2.2%	
2013/14	48,000	1.9%	
2012/13	50,000	2.2%	
2011/12	42,000	1.6%	
2010/11	41,000	1.7%	

How many staff have Koru Club memberships paid for by your department, agency or organisation, and how does this compare with each of the previous six financial years? What is the policy regarding entitlement to Koru Club membership?

No staff had Koru Club memberships paid for by DFSNZ in 2016/17 or 2015/16. In earlier years up to one staff member had had Koru membership by DFSNZ.

How many staff had the use of vehicles paid for by your department, agency or organisation in 2016/17; what are the estimated costs; how do these numbers compare to each of the previous six financial years?

One person has the use of a leased car to facilitate out-of-hours and/or during the day no-notice sample collection. In 2016/17 the cost of this was 12,304. The cost in earlier financial years is not available.

How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2016/17? How does this compare to each of the previous six financial years? For each year please include:

- e. Purpose
- f. Venue

g. Cost (including travel and accommodation costs)

h. Activities undertaken

Year	Purpose	Venue	Cost (\$)	Activities
16/17	Educators Conference	Auckland	3,000	Training
15/16	Team Building	NZOC/DFSNZ	6,000	Team Building
	Educators Conference	Auckland	1,500	Training
	DCO Conference	Auckland	9,000	Training
	BCO Conference	Auckland	3,000	Training
14/15	DCO Conference	Auckland	9,000	Training
13/14	DCO Conference	Auckland	8,000	Training
12/13	DCO Conference	Auckland	5,556	Training
11/12	DCO Conference	Lake Karapiro	10,233	Training

What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

Attendees evaluate their satisfaction or potential impact rating of seminars and conferences.

How much was spent on staff training in 2016/17; and what percentage of the vote does the amount represent? How does this compare to each of the previous six financial years?

Year	Cost (\$)	
2016/17	15,259	0.4%
2015/16	9,000	0.4%
2014/15	Not available	
2013/14	Not available	
2012/13	Not available	
2011/12	Not available	
2010/11	Not available	

This was slightly higher than in previous years

What specific activities or events were conducted that contributed towards staff morale in the last financial year?

DFSNZ has a Christmas function and financial year end meal for staff. Flexible working options are available to staff and each staff member is given half a day off at Christmas to complete Christmas shopping.

How much was spent on pay television in the last financial year? How much was spent in each of the previous six financial years and how much has been budgeted for the latest financial year?

\$2,147 in 2016/17

Nil for previous six years

What is the total amount spent, if any, on speakers' fees and/or speaker honorariums for year of the last seven financial years by event, event date, speaker and amount received?

Nil

Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so what was the total amount of travel and/or accommodation costs paid over the last seven financial years by speaker and event spoken at?

No

What special units, task forces or reviews have been set up; and what particular issue or issues are they providing advice or analysis on? How many people are in any such units or reviews, and from what other government departments or outside organisations, if any, are they drawn? What is the total cost of this work?

None

What actions, if any, have been taken to improve the seismic safety of buildings, offices, and workplaces; or the seismic resilience of key infrastructure? What is the total cost of this work?

None undertaken by DFSNZ

What actions, if any, have been taken to lower greenhouse gas emissions; and how does the level of greenhouse gas emissions in 2016/17 compare to previous years? What is the total cost of this work?

None undertaken by DFSNZ

What actions, if any, have been take to improve the gender pay gap; and how does the gender pay gap in 2016/17 compare to previous years? What is the total cost of this work?

None undertaken by DFSNZ

What specific work, if any, has the department, agency or organisation undertaken in relation to the Government's 100-day plan? Has this required the employment of additional staff, contractors or consultants; if so, for what purpose? What is the total or budgeted cost for undertaking this work?

None

For the Social Services and Community
Select Committee

Supplementary questions 117-130

Prepared 15th March 2019

We note the Auditor-General has recommended improvements to Drug Free Sport New Zealand's financial information systems and controls, and service performance information and associated systems and controls. What action has been taken or is planned to address these recommendations?

Financial information systems and controls

We have restricted the ability of users within the financial information system to make changes within the system without appropriate oversight and control. Audit NZ are visiting DFSNZ in March and we expect they will verify that we have resolved this issue.

Service performance information and controls

We continue to work with sports people and bodies, as recommended by the Auditor-General, to improve the response rate to our end of year athlete survey reflecting service performance.

We are also working with the Auditor-General's team and others, including our international peers, to review our service performance indicators as a whole to ensure they are fit for purpose and appropriately measure and reflect DFSNZ's performance.

The Committee notes that after two successive years' of running a deficit, and reducing its reserves, DFSNZ forecasts in its 2017/18 annual report that it will break even in 2018/19.

Is DFSNZ still on track to break even for 2018/19?

We confirm that all our analysis work this financial year, and our reforecast through to year end, are consistent with our break-even projection.

How much does DFSNZ anticipate that laboratory test costs will increase by?

How will this be managed, for example will it require additional government funding or might costs be managed by reducing the number of tests undertaken?

DFSNZ uses the Australian *Government's testing lab*, which is the closest WADA approved lab to New Zealand. The costs of laboratory tests is largely controlled and while it has varied over time, the overall trend over 10 years is downwards i.e. laboratory costs per test has been decreasing. However, DFSNZ testing numbers have significantly increased over the same 10-year period, meaning the overall laboratory costs incurred by DFSNZ have also increased. Further to this, new approaches to detection have required DFSNZ to employ a full-time science manager to lead the

Athlete Biological Passport programme, and an Intelligence and Investigations manager to lead our intelligence management and investigations.

The costs of this programme could be managed downwards by reducing the number of tests carried out, but we believe the deterrence effect of our current testing levels is of material benefit.

The Committee notes the recent clenbuterol investigation and subsequent prosecutions. Please update the Committee on DFSNZ's ongoing engagement with Customs, Police and Medsafe.

Does DFSNZ anticipate that joint intelligence will play a greater role in detecting and deterring doping in the future? What new, or different capabilities (resources and people) does DFSNZ need to make best use of intelligence information?

Yes. We are already increasing our work in the investigations and intelligence areas, and certainly expect this will increase detection and deterrence of doping behaviours in the future. Closer relationships with the organisations noted have been a priority this year, and will remain so in future. For example, for the first time we have established relationships with the National Drug Intelligence Bureau this year, a joint action team set up by the NZ Police, Customs and the Ministry of Health. We continue to work closely with Medsafe and meet with them regularly.

We are currently relaunching our whistle-blower programme "*Speak Out*" and anticipate that will further increase the intelligence reports we receive. We employed a dedicated Investigations and Intelligence Manager 12 months ago, and the enhanced capability we now have is already bearing dividends. This is a relatively new area in anti-doping internationally, and an area we may wish to expand in the future.

Data analytics is another area new in anti-doping but proving to show dividends, as demonstrated by the Australian Anti-Doping Authority. We will work with them and leverage off their resources and experiences in the first instance to learn more.

Would making better use of intelligence, and investing in technology reduce dependency on the current testing regime and enable better prioritised drug testing?

Yes. Enhanced Intelligence and Investigations will impact how we prioritise and target our testing, but we would need to be sure that results of Intelligence and Investigations work were making a significant difference before we would consider any reduction in our dependency on testing as a core part of anti-doping deterrence and detection. It is simply too early to conclude on this point.

We are exploring other technologies. For example, we are assessing the cost-effectiveness and feasibility of using "*Dried Blood Spot*" testing, being a *quick test of someone's* blood rather than requiring the provision of a urine sample. However, the Committee should note that this is emerging technology, and that it must be recognised by WADA before evidence from such testing could be used before a disciplinary tribunal. Additionally our growing intelligence area has already identified some specific risks and areas for us to focus our testing.

How is the effectiveness of DFSNZ's work with young athletes being evaluated?

After each of our education activities we survey recipients and organisers to evaluate the programme being delivered. This is reflected in our performance measures each year.

We have built user evaluation tools into each of our electronic education activities to capture real-time insights to specific aspects of our work. We capture analytic information on all electronic learning activities, and educator feedback on all face to face engagement, to identify areas of strength in our work and areas where development may be required.

How does DFSNZ work with other organisations to educate young people about doping in sport?

For three years DFSNZ has run a Good Clean Sport Youth programme. This is a values-based education programme for secondary school aged youths aimed at teaching them about strong values and making good decisions. In the year to 30 June 2018 DFSNZ attended 88 secondary schools throughout New Zealand and educated over 2,200 young people. We are also actively continuing to work on a wider Good Clean Sport programme. This programme will lead and facilitate the sharing of values-based education collateral or product between National Sporting Organisations and others in the sports education space, where we have found many pockets of organisations seeking support, guidance and materials to save them having to create content themselves. Our vision is to have a consistent message, under a single Good Clean Sport Youth banner, presented to our emerging sporting talent, with the potential to be taken up across NZ's sporting landscape.

What are the emerging findings and issues relating to doping and supplement use in junior sport?

Our Education Manager is also a PhD candidate at AUT. As part of her ongoing PhD research, she has recently completed a nationwide quantitative study which gathered data via questionnaire from over 1300 adolescent athletes. She is now leading and facilitating focus groups with adolescent athletes and their support personnel to gain qualitative insights. As such her findings are not yet ready for publication, and her PhD still has a year before it is completed, but early indications are that the analysis will confirm that supplement use in junior sport is at far greater levels than previously imagined. We will continue to monitor those research developments and when *they've* been peer-reviewed and published, we will use them to inform our education programs.

What did DFSNZ learn from the wider sport integrity work in 2018?

Please describe DFSNZ's input into the Sport New Zealand review on sport integrity?

DFSNZ provided support to Sport New Zealand's review on sport integrity and provided feedback on the consultation document that was published late last year. We have also provided a formal submission in response to that consultation document. We remain ready to assist Sport New Zealand in any aspect of the review process where our input might be valuable and look forward to seeing the results of that review when they become available.

What consideration is DFSNZ giving to expanding its role to include working to tackle threats to sport integrity?

DFSNZ is positive about the overall direction and philosophy of the sports integrity work. We look forward to reviewing the Integrity Review report when it is released, along with submissions as appropriate, and will give careful consideration to expanding our work into the wider sports integrity arena, should this emerge as an option from the review.

Please provide the evidence that you are referring to when you say that Cannabis does not enhance performance

- Each year WADA publishes the Prohibited List of substances that are not allowed in sport. When WADA consulted with stakeholders on the 2019 draft Prohibited List we sought input from other relevant NZ agencies. At that time, the High Performance Sport New Zealand expert medical team provided the following feedback:

“HPSNZ recommends (as per previous years) that WADA remove cannabinoids from the prohibited list. There remains no evidence for performance enhancement (see attached reviews), and this is an unnecessary inconsistency in the modern Prohibited List.”

However, despite our submission WADA resolved to retain cannabinoids on the prohibited list.

For the *Committee's* information, two of these reviews referred to are appended to these answers.

When did you make a submission to WADA to remove marijuana from the prohibited substance list?

WADA issues an updated Prohibited List every year, and invites submissions from its membership before finalising and publishing it. In our responses, we have normally made a submission on cannabinoids specifically. These submissions have adopted two strategies; either recommending the removal of cannabinoids from the Prohibited List or, in the alternative, that a different regime is developed for dealing with cannabinoid issues.

Please release the submission or submissions you made to WADA to remove marijuana from the prohibited substance list.

Examples from our submissions within the past 6 years are pasted into Appendix A. These submissions are informed after consulting externally, as required, with HPSNZ, sports medical people and DFSNZ's TUE committee. Examples of these are referenced in Q122 above.

Have you been consulted by the Government on your views around the impact of the potential legalisation of marijuana and its impact on sport? If so, when were you consulted?

No

Do you expect that the potential legalisation of marijuana would result in an increase cases of doping in sport and therefore warrant an increase in funding for DFSNZ to manage this?

It is difficult to predict. There is nothing to suggest that cannabis will be removed from the Prohibited List. Our education would bring an increased focus on informing athletes that cannabis remains prohibited in sport.

Has DFSNZ done any research or work to investigate the impact of the potential legalisation of marijuana on its use in sport and the potential increase in doping convictions?

No

If so, what were your findings?

N/A

If not, does DFSNZ have plans to conduct such research?

No plans at this stage, but we continue to work with colleagues overseas, such as Canada. Their experiences, from October 2018 (their legalisation month) through to 2020/21 will be invaluable in informing our preparations should legislation be planned to legalise marijuana in NZ after the 2020 referendum.

What are the current statistics held by DFSNZ on the number of athletes charged with doping with marijuana in sport in the last five years?

The following information is taken from our Annual reports, citing total number of Anti-Doping Rule Violations decided by the NZ Sports Tribunal or NZ Rugby Judiciary in relation to cannabis each year:

2018/19 year to 28 February – 1
2017/18 – nil
2016/17 – 2
2015/16 – nil
2014/15 – nil
2013/14 - nil

Given prevention is key in reducing doping in sport, what strategies will DFSNZ focus on developing in the lead up to the 2020 referendum on the legalisation of marijuana?

We anticipate a lead in period after any referendum in 2020 and will develop strategies at that time, learning from and working with our overseas colleagues.

What concerns have been raised with you by sporting or health entities around the potential decriminalisation marijuana and its impact on sport?

none

APPENDIX A – EXAMPLE DFSNZ SUBMISSIONS to WADA REGARDING THE PROHIBITED LIST:

2018 SUBMISSION ON WADA PROPOSED 2019 PROHIBITED LIST:

S8: Cannabinoids

DFSNZ recommends WADA remove cannabinoids from the prohibited list as there remains no evidence for performance enhancement (3).

3. Kennedy, M. 2017 Cannabis: Exercise performance and sport. A systematic review. J. Sci. Med. Sport 20, 825-829

2017 SUBMISSION ON WADA PROPOSED 2018 PROHIBITED LIST:

S.8 CANNABINOIDS

DFSNZ regards these changes as a good example of why the continued existence of this class is an unnecessary distraction to the work of WADA and ADOs and should be removed.

2015 SUBMISSION ON WADA PROPOSED 2016 PROHIBITED LIST:

S.8 CANNABINOIDS

DFSNZ continues to maintain that the current methodologies available to anti-doping organisations to deal with cannabis use are inappropriate and counterproductive. If cannabis is to continue to be prohibited (and our long term view is that it shouldn't) different testing methods and responses, better tuned to the nature of the substance and circumstances of its use, need to be provided for anti-doping organisations.

We note, in particular, comments from the Netherlands in relation to the identification of long lasting metabolites and the potential for alternative detection methods to be employed.

DFSNZ proposes:

*Cannabinoids be removed from the Prohibited List or failing that:
That a review of the methodology required to address the use of cannabinoids be undertaken so that the entirely different context in which it is used is taken into account.*

2014 SUBMISSION ON WADA PROPOSED 2015 PROHIBITED LIST:

S.8 CANNABINOIDS

DFSNZ continues to maintain that the current methodologies available to anti-doping organisations to deal with cannabis use are inappropriate and counterproductive. If cannabis is to continue to be prohibited different testing methods and responses, better tuned to the nature of the substance and circumstances of its use, need to be provided for anti-doping organisations.

2012 SUBMISSION ON WADA PROPOSED 2013 PROHIBITED LIST:

S.8 CANNABINOIDS

The difficulties posed by adding cannabis to the Prohibited List have apparently been recognised by the anti-doping community and reflected in the weight of submissions received as part of the Code review. The DFSNZ position has been spelt out over a number of

years. It is that cannabis simply does not fit with the current methodologies and responses available under the Code. If it is to be included at all it must be under a regime which is much better tuned to the real circumstances and needs of athletes and the sport community.

1/ We propose that, until the matter can be appropriately dealt with by the new Code, the interim position be (if cannabis is to remain on the List) a significant elevation of the threshold which constitutes an ADRV. (It is possible that lower levels could still be reported leading to an engagement with the athlete and possibly a warning that future reports would lead to sanctions.)

2/ We propose that WADA give this matter more attention and bring interested parties together to seek agreement on a way forward which properly recognises the fundamentally different circumstances and challenges posed by cannabis in contrast to substances which are taken for performance enhancing purposes.

Attachments:

Expert reports on the performance enhancing qualities of cannabinoids, in support of our submission to WADA on the Prohibited List.

Finally, there was a comment at the end of the transcript relating to the purpose of an item of travel (question 98). This may relate to DFSNZ travel; on review of our printed submission the purpose of that item was recorded on the following page due to page sizing issues, and thus the response may have appeared to be missing. For clarity, Q98 and the DFSNZ response is re-produced in its entirety below:

How much was spent on international travel in the 2017/18 financial year, how does this compare to each of the previous four financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2017/18, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

DFSNZ Feb19 response:

Year	Cost (\$)		Positions
2017/18	65,000	1.7%	CEO and Senior Managers
2016/17	57,000	1.6%	CEO and Senior managers
2015/16	66,000	2.2%	
2014/15	68,000	2.2%	
2013/14	48,000	1.9%	

All international travel undertaken in 2017/18 is summarised below:

Date	Position	Approx cost	Location	Reason visited	Outcomes achieved
Sep-17	Chief Executive	6,500	USA	Meeting of NADO leaders to discuss international issues	Joint statement made on Russia and other issues
Oct-17	Chief Executive	2,500	Australia	Attend & present at ANZ Sports law conference	Relationship building with key stakeholders
Oct-17	Science Manager	6,500	UAS	Attend annual USADA Science symposium	Technical update and relationship building
Oct-17	TUE Liaison	9,000	Finland	Attend Biennial TUE Symposium	Technical update and relationship building
Nov-17	Chief executive (and athlete)	10,000	Switzerland	IADA meeting, and iNADO CEO/Athlete symposium	Presented papers, contributed to discussions
Mar-18	Chief Executive	12,000	Switzerland	Annual WADA Doping symposium and iNADO technical update	Relationship building with key stakeholders
Apr-18	Chief Executive	2,500	Australia	Insight into ASADA approach to Commonwealth games	Insight into ASADA approach to Commonwealth games
Jun-18	Chief Executive	2,000	Samoa	Attend ORADO board meeting and give technical update	Capacity building in the pacific
Jun-18	Senior Team (4 pax)	6,000	Australia	Annual meeting with ASADA senior team	Relationship building with key stakeholders
Ongoing	Science Manager	5,000	Australia	Meetings at the Australian Sport doping testing lab	Technical update and relationship building

2017/18 Annual Review Drug Free Sport New Zealand

E35

For the Social Services and Community Select Committee

Prepared 1 February 2019

Please answer the following questions about your department, agency or organisation. If you have a wholly owned/controlled subsidiary who is not independently answering these questions please also answer on their behalf.

RESTRUCTURING/REVIEWS

What restructuring occurred during 2017/18 and each of the previous four financial years? Please provide copies of any evaluations carried out prior to restructuring, and details of the structural change; the objective of restructuring; staff increases or reductions as a result; and all costs associated with the change including costs of redundancy.

DFSNZ Feb19 response: None for the four years before 2017/18, but there was a restructuring in 2017/18. One position was disestablished and some reporting lines changed as a consequence – providing for three direct reports to the CE vs one previously (the position disestablished). The objective of the restructuring was to establish more direct relationships between the CE and the leaders of the three key functional areas (testing, education and corporate services). This entailed the creation of a new role, which was sourced externally. There was net zero change in headcount. There was no external review conducted; the CE conducted and oversaw the process, and prepared supporting material and the proposal, which was subject to a consultative process. The costs of the change included legal fees, a redundancy payment, and a fee to a consultant to source the new employee (approximately \$30,000 in total).

Was any work conducted around mergers with other agencies in the 2017/18 year? If so, for each such project, what agencies were being considered for mergers?

DFSNZ Feb19 response: None for 2017/18.

Was any rebranding undertaken in the 2017/18 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous four financial years?

DFSNZ Feb19 response:

Year	Description	Cost (\$)
2017/18	None	0
2016/17	None	0
2015/16	None	0
2014/15	Design of new logo and website	61,226
2013/14	None	0

Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation -
- The reason for the inquiry/investigation
- The expected completion date

DFSNZ Feb19 response: None for 2017/18.

How many reviews, working groups, inquiries or similar does the department operate or participate in? Please list by title.

DFSNZ Feb19 response: None for 2017/18.

For each review, working group or inquiry, what is the estimated cost for 2018/19, 19/20, and 20/21?

DFSNZ Feb19 response: None for 2017/18.

For each review, working group or inquiry, what are the key dates and milestones including start dates, regular reporting dates, and end dates?

DFSNZ Feb19 response: None for 2017/18.

For each review, working group or inquiry how many departmental staff are involved by head count and by FTE?

DFSNZ Feb19 response: None for 2017/18.

For each review, working group or inquiry what reports, briefings or documents have been produced? Please list by title and date produced.

DFSNZ Feb19 response: None for 2017/18.

BUDGET INITIATIVES

If your entity does not prepare Budget initiatives, please answer N/A to this section

For each new spending initiative introduced over the last seven Budgets (ie Budget 2011, Budget 2012, Budget 2013, Budget 2014, Budget 2015, Budget 2016, and Budget 2017), what evaluation has been undertaken of its effectiveness during 2017/18 and what were the findings of that initiative? Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

DFSNZ Feb19 response:

In 2015/16 a new spending initiative was introduced to target funds received from the Proceeds of Crime Fund towards developing and supporting a drug free culture amongst young athletes.

The initiative has research, education, testing and information sharing components. It allowed temporary staff members to be employed who have since been made permanent since the end of the 2016/17 year.

N/A for the previous six budgets.

COST AND SERVICE CHANGES

What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

DFSNZ Feb19 response: None for 2017/18.

What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

DFSNZ Feb19 response: None for 2017/18.

What programmes or projects, if any, were delayed in the 2017/18 financial year and what was the reason for any delay in delivery or implementation?

DFSNZ Feb19 response: None for 2017/18.

How much funding for specific projects, policies or programmes has been carried forward from the 2017/18 financial year to the current financial year? For each, please provide the following details:

- Name of project, policy or programme -
- Amount of funding brought forward
- Amount of funding already spent
- Amount of funding originally budgeted for the project - Estimation completion date.

DFSNZ Feb19 response: None for 2017/18.

How many projects or contracts that were due to be completed in 2017/18 were shelved, curtailed or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2017/18?

DFSNZ Feb19 response: None for 2017/18.

USER CHARGES

If your entity does not operate user charges, please answer N/A to this section

What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous financial year?

DFSNZ Feb19 response:

DFSNZ carries out testing on behalf of other Anti-Doping Organisations (International Federations and Major Event Organisations) and for professional sports leagues on a user pays basis. As in previous years user charges are charged on an estimated cost recovery basis:

<i>User charges</i>	<i>Revenue (\$)</i>
2017/18	301,254
2016/17	263,774

PROPERTY/CAPITAL WORKS

How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous four financial years?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

What land, building, and other assets were sold in 2017/18? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous four financial years?

DFSNZ Feb19 response: No land or buildings owned or sold in 2017/18 or the previous four years. Very little electronic equipment, software and furniture have been disposed of in recent years and assets have been written off at the end of their useful lives. For the past 5 years, the Annual Report discloses that receipts from the sale of assets is \$0.

How much floor space does your department, agency or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous four financial years?

DFSNZ Feb19 response:

<i>Floor space</i>	<i>Space (m2)</i>	<i>Cost per m2 (\$)</i>	TOTAL COST (\$)
2017/18	187.45	267.53	50,149
2016/17	187.45	245.99	47,498
2015/16	187.45	246.60	46,225
2014/15	187.45	246.60	46,225
2013/14	187.45	246.60	46,225

Were any of your offices relocated in 2017/18? In each case please provide where did the office move from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous four financial years.

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2017/18 financial year? For each, please provide the following details:

- a. A description of the renovation carried out
- b. Location of the project
- c. Name of provider(s) or manufacturer(s)
- d. Type of product or service generally provided by the above
- e. Cost of the project
- f. Completion date
- g. Whether tenders were invited, if so, how many were received
- h. List separately any single item of furniture or fixture worth more than \$2,500 with its cost.

DFSNZ Feb19 response: None for 2017/18.

What offices were closed in 2017/18 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous four financial years?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

What offices did your department, agency or organisation open in 2017/18 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous four financial years?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

How many regional offices, other than your department, agency or organisation's head office, reduced their opening hours during the 2017/18 financial year listed by new and former opening hours, date of change, and location?

DFSNZ Feb19 response: None for 2017/18.

How many vehicles did your department, agency or organisation own during the 2017/18 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

DFSNZ Feb19 response: In June 2018 DFSNZ bought one vehicle, a Suzuki S-Cross, and this is assigned to the Auckland office (our only location). No vehicles were owned in the previous 4 years.

What was the total amount spent on purchasing vehicles during the 2017/18 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

DFSNZ Feb19 response: Vehicle cost \$21,662. No vehicles were purchased in the previous 4 years

Were any labour and/or contractor costs been capitalised into capital project costs during the 2017/18 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

DFSNZ Feb19 response: None for 2017/18.

ICT

Does your department, agency or organisation have a policy about the use of personal email accounts (e.g. Gmail accounts) in the workplace; if so, what policies are in place and do those policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous four financial years?

DFSNZ Feb19 response:

Yes, the Drug Free Sport NZ staff handbook details an Email Use policy and specifically states that use of personal email accounts for official business is prohibited. No breaches of this policy have been identified in the previous four years.

What IT projects, if any, were shelved or curtailed in the 2017/18 year and how much will have been spent on each project before it is shelved or curtailed?

DFSNZ Feb19 response: None for 2017/18.

What IT projects, if any, were completed or under way in the 2017/18 year? For each, please provide the following details:

DFSNZ Feb19 response:

- Name of project UPGRADE TO REVERA
Initial estimated budget: \$50,000
Initial estimated time frame To November 2017
Start date : February 17
Completion date or estimated completion date. December 17
Total cost at completion or estimated total cost at completion. \$60,000

- Name of project VIRTUAL REALITY TESTING
Initial estimated budget: \$20,000
Initial estimated time frame To January 2019
Start date : May 2018
Completion date or estimated completion date. February 2019
Total cost at completion or estimated total cost at completion. \$20,000

How much was spent for software licensing fees in the 2017/18 financial year and how does this compare with spending in each of the previous four financial years?

DFSNZ Feb19 response:

For 2017/18:

Microsoft Office and related personal software: DFSNZ pays a bulk fee (approximately \$108,000) incorporating software licensing to our IT managed services provider, an arrangement which commenced in November 2017. This compares to approximately \$59,000 for similar licence fees and outsourced services in the previous five years (note that additional costs relate to extra security and resilience provided by new supplier). It is not possible to report on software licence costs in isolation.

Additional licencing fees for US-origin bespoke anti-doping software = US\$5,000/annum

Local machine antivirus software for DFSNZ (14 devices) is approximately \$2,000/annum.

Learning management system licence (for our education services) is approximately \$8,000/annum

Total spend in 2016/17 was estimated as \$70,000.

Total spend in 2015/16, and previous years, was estimated as \$47,000

How many websites did your department, agency or organisation run in 2017/18 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

DFSNZ Feb19 response:

DFSNZ operates one live website at www.drugfreesport.org.nz. It went live on 01 January 2015 and is Drug Free Sport NZ's website and athlete access point. It is also the primary source of information on anti-doping including Sports Anti-Doping Rules. It costs \$7,000pa (including support costs)

How many data security issues were identified in 2017/18 and how many data security issues were there in each of the previous four financial years? If there were breaches, what were they and what are the titles of any reports into them?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2017/18 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous four financial years?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

REPORTS, PLANNING, AND EVALUATION

Please provide a list of all reports that were prepared in 2017/18 relating to:
baseline update (if applicable)
value for money
savings identified

DFSNZ Feb19 response: None for 2017/18.

36. Please provide copies of the current work plan.

DFSNZ Feb19 response: Refer to the Drug Free Sport NZ Statement of Intent and Statement of Performance Expectations on the DFSNZ website.

37. Please list projects and major policy initiatives progressed in 2017/18.

DFSNZ Feb19 response:

Good Clean Sport – Youth
testing at Secondary School TOP 4 Rugby competition.
Major revision of DFSNZ strategy, vision and agency values, involving all staff
Appeal to the Court of Arbitration in Sport in relation to an acquittal of an athlete in New Zealand for anti-doping rule violations, in which we were successful
Pursuit of our first major Intelligence and Investigations case, and a world-first, involving NZ Clenbuterol, resulting in approximately 40 cases
Our first elite athlete forum, involving 50 elite athletes, to develop relationships and discover more about their concerns and perspectives

Please provide copies of any reports made to the Minister in 2017/18 about performance against the agency or organisation's Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

DFSNZ Feb19 response: Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results (pages 16-18).

How many evaluations of policies or programmes were completed in 2017/18? Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

DFSNZ Feb19 response: None for 2017/18.

What reviews of capability were started or completed in 2017/18? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will they be completed?

DFSNZ Feb19 response: None for 2017/18.

Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency or organisation in the 2017/18 financial year (including details of all performance measures, targets and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

DFSNZ Feb19 response: Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results.

GIFTS AND EXTERNAL RELATIONSHIPS

What policies were in place in 2017/18 on accepting corporate gifts or hospitality? How did this compare to the previous financial year? Please list all corporate gifts or hospitality accepted by staff in the 2017/18 financial year with the following details:

- Gift or hospitality accepted
- Position of staff member who accepted - Estimated value
- Date received
- Name of the organisation or individual who paid for/gave the gift or hospitality.

DFSNZ Feb19 response: DFSNZ has a policy on Gifts in its Staff Handbook, which includes reference to and incorporates the principles of the State Services Guidelines. This is an extract from the Gift Register for 2017/18.

18/09/2017	Education Manager	Bottle of wine and box of fudge as a thank you for conference presentation	Less than \$50	NZ Secondary Schools Sport Council	Accepted
1/09/2017	Chief Executive	Hosted at the All Whites vs Solomon Islands game		NZ Football	Accepted
11/9/2017	Chief Executive	Hosted at the Denver Broncos, Denver		USADA	Accepted
18/09/2017	Education Co-ordinator	Bottle of wine and box of fudge as thank you for booth session at conference	Less than \$50	NZ Secondary Schools Sport Council	Accepted
5/10/17	Chief Executive	Hosted at the NZ vs Aus game		Netball NZ	Accepted
25/10/17	Chief Operating Officer	NZ Kiwis v Samoa Saturday, October 28 Mt Smart Stadium, Auckland.	Unknown	Revera	Declined
11/12/2017	General Office	Ferrero Rocher	Less than \$50	Absolute Cleaners	Accepted
18/12/2017	Communications manager	Mini Christmas cake	Less than \$20	Pip O'Rorke	Accepted
18/12/2017	Chief Executive	Bottle of wine from as Xmas thank you for work	<\$50	Shaileshni Chand	Accepted
2/02/2018	Education team	Invitation to NZRL awards night	Unknown	NZRL – Nigel Vagana	Accepted
17/5/18	Chief Executive	Invite to Karate Oceania Champs	<\$50	Karate NZ	Accepted
17/5/18	Chief Executive	Invite to Warriors vs Rabbitohs	?	Vodafone NZ	Declined

What policies were in place in 2017/18 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2017/18 financial year. For each, please provide the following details:

- Gift given
- Name of external organisation or individual - Reason given
- Estimated value
- Date given.

DFSNZ Feb19 response: On rare occasions DFSNZ may give a gift to an external organisation or individual. This is always with the approval of the Chief Executive and consistent with the SSC *"The Good Practice Guide – Controlling sensitive expenditure"*. No gifts were given in 2017/18.

What policies were in place in 2017/18 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2017/18 financial year. For each, please provide the following details:

- Gift given
- Position of staff member - Reason given
- Estimated value
- Date given.

DFSNZ Feb19 response: There is no formal internal policy but the State Services Guidelines are referred to. No gifts exceeding \$100 were given.

What potential conflicts of interest were identified regarding the board, management or senior staff in 2017/18? For each, please provide the following details:

- Conflict identified.
- Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.
- Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.

Steps taken to mitigate any possible conflict in granting any contract, policy, consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous three financial years.

DFSNZ Feb19 response: Each DFSNZ Board Member discloses and updates an *'interest register'* at the beginning of every board meeting for the purpose of identifying any conflicts of interest. No actual conflict has been identified in the previous six years.

No contract has been entered into beyond testing agreements with sports in which board members may have an interest. Should a conflict (real or perceived) be identified, that member is moved from any related topic discussion or contract discussion. All DFSNZ staff follow the Conflict of Interest policy set out in the staff handbook.

What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2017/18? For each, what was the cost for each of its memberships? How does this compare to each of the previous four financial years?

DFSNZ Feb19 response: INADO (Institute of National Anti-Doping Organisations) \$7,000USD and has been for many years at the same approximate cost

In the four previous years DFSNZ has also been a member of the Australia New Zealand Sports Law Association (\$250), but is no longer a member.

INVOICES AND PROCUREMENT

How many penalties for late payment of an invoice were incurred in the 2017/18 year and what was the total cost of that. How does this compare to each of the previous four financial years?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

How many and what proportion of invoices and bills received in the 2017/18 financial year were not paid on time, and how does this compare to each of the previous four financial years?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

ADVERTISING, POLLING, AND PUBLIC RELATIONS

What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- a. Who conducted the work
- b. When the work commenced
- c. When it was completed (or due to be completed)
- d. Estimated total cost
- e. Whether tenders were invited; if so, how many were received.

DFSNZ Feb19 response: Annual confidential survey of athletes, to provide athlete assessment of DFSNZ education and testing programmes, conducted by DFSNZ directly using a licenced online survey tool. Results are provided in the 2017/18 Annual Report (pages 16-18). Estimated cost under \$500.

How much was spent on advertising, public relations campaigns or publications in the last financial year? How does this compare to the cost of this in the previous four financial years?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

For each advertising or public relations campaign or publication conducted or commissioned in the 2017/18 financial year, please provide the following:

- a. Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs
- b. Who conducted the project
- c. Type of product or service generally provided by the above
- d. Date the work commenced
- e. Estimated completion date
- f. Total cost
- g. Whether the campaign was shown to the Controller and Auditor-General
- h. Whether tenders were or are to be invited; if so, how many were or will be received.

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

How many public relations and/or communications staff, contractors/consultants or providers of professional services were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? How does that compare with each of the previous four financial years? Provide a numerical and percentage breakdown of public relations or communications staff by employment status ie permanent, contractor/consultant, provider of professional service.

DFSNZ Feb19 response: One communications staff member was employed part time in 2017/18. Salary withheld for privacy reasons. This was a new position in 2014/15, and there was no previous position.

How much was spent in 2017/18 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, policies or marketing? How did this compare to each of the previous four financial years? For each invoice over \$1,000 in 2017/18 please provide the item purchased, the amount purchased, costs and the intended use.

DFSNZ Feb19 response:

Year	Item description	Total spend in year
2017/18	<i>Uniforms – shirts and jackets</i>	\$5,555
	<i>Education Outreach collateral</i>	\$3,000
2016/17	<i>Towels and drink bottles – Education outreach</i>	\$4,940
2015/16	<i>Drink bottles, pens, bags – Education outreach</i>	\$6,990
2014/15	<i>Information unavailable</i>	-

Individual invoices over \$1,000 for 2017/18:

Item	Cost (\$)	Number	Use/purpose
Beanies, polos, jackets	\$2,584	Various	Uniforms for staff, educators and test personnel at work
Jackets	\$1,580	17	As above
Pens	\$1,000	1,000	For education and outreach activities
Pedometers and skipping ropes	\$2,000	500	As above

How many press releases, if any, were released in the 2017/18 financial year? How many were released in each of the previous four financial years?

DFS NZ Feb19 response:

Press releases	#
2017/18	14
2016/17	33
2015/16	19
2014/15	18
2013/14	Data not retained

OFFICIAL INFORMATION AND PRIVACY

If your entity is not covered by the Official Information Act, please answer N/A to the relevant questions.

In 2017/18, did your department, agency or organisation have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous four financial years?

DFS NZ Feb19 response: No such group for 2017/18 and for previous four years.

What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2017/18? What were these numbers for each of the previous four financial years?

DFS NZ Feb19 response:

Year	Requests received	Responded < 20 days	Responded > 20 days	Transferred	Declined
2017/18	7	5	2 (within extension)	0	0
2016/17	2	2	0	0	0
2015/16	1	1	0	0	0

Information not available for prior years

What was the average response time for Official Information Act Requests during 2017/18? What was this number for each of the previous four financial years?

DFSNZ Feb19 response:

2017/18 = 16 working days (including the 2 requests where an extension was requested) 2016/17 = 17 days

2015/16 = approximately one week (data does not exist to provide accurate calculations)

How many complaints were received under the Privacy Act or Official Information Act during 2017/18 broken down by whether each has been upheld, dismissed, or still under investigation? How does this compare to each of the previous four financial years?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office? Have any of these policies changed since the new Government was sworn in?

DFSNZ Feb19 response: No formal policy in place however practice is to inform the monitoring department (the Ministry for Culture and Heritage) and with Sport NZ prior to proceeding with a response for any requests on a no-surprises basis and where it is considered that the request may have implications for matters of government policy or priority.

Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

DFSNZ Feb19 response: DFSNZ does not have such a policy

What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2016/17?

DFSNZ Feb19 response: None for 2017/18.

Were any privacy issues identified in the 2017/18 financial year and in the previous four financial years? If so, what were they and what are the titles of any reports into them?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS

If the information sought in this section is found in the department, agency or *organisation's* Annual Report with the same breakdown as requested, your response may refer to this, giving details. However your response **MUST** be specific and cite therelevant page numbers.

If the question is not relevant to your department, agency or organisation (for example if it does not have a policy function or a staffing cap) please answer N/A

How many staff positions in the policy area were left unfilled in the 2017/18 financial year broken down by policy area in total? How did that compare with each of the previous four financial years? How is the agency or organisation continuing to carry out work in the absence of staff in these positions?

DFSNZ Feb19 response: None for 2017/18 and for previous four years; DFSNZ does not employ policy positions.

How many permanent staff were employed within your department, agency or organisation during the last financial year? How does this compare to each of the previous four financial years? Please breakdown by:

- Role (e.g. policy/admin/operational)
- Classification (full and part-time)
- Office (e.g. geographical location)

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

DFSNZ Feb19 response: All staff are operational and located at the offices of Drug Free Sport New Zealand, in Auckland. The increase in staff over time has reflected the increased demand for specialist roles and the expansion of the education team.

	2017/18	2016/17	2016/15	2015/14	2014/13
FTE	13	13	11	9	8
Headcount	14	13	11	9	8
Male	5	4	4	3	3
Female	7	9	7	6	5
Vacancy	2				
Age					
20-30	3	3	1	2	Not available
31-40	4	5	5	3	Not available
41-50	3	3	3	3	Not available
51-60	2	1	1	0	Not available
60+	0	1	1	1	Not available

Please provide a breakdown by role (e.g. policy/administration/operational) and location of the agency or organisation's staff numbers in 2017/18 and each of the previous four financial years, by age and gender.

DFSNZ Feb19 response: See Q64.

If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2017/18, what was the figure at which it was capped? How many FTEs were employed in 2017/18, and how does this compare to each of the previous four financial years?

DFSNZ Feb19 response: n/a.

How many of the total staff employed are considered to be frontline staff and how many are considered back office staff (both in nominal terms and as a percentage of total staff) and how does that number compare to the number of frontline and back office staff in each of the past four financial years?

DFSNZ Feb19 response: Of 14 total staff (13 FTE), 4 perform back office functions (equivalent to 3.0 FTE). 3 FTE is 23% of our total FTE count. This proportion is similar to each of the previous four years.

CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS OF PROFESSIONAL SERVICES

How many contractors, consultants, including those providing professional services, were engaged or employed in 2017/18 and what was the estimated total cost? How did this compare to each of the previous four financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous four financial years please provide the following details:

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor - Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged - Date of the contract
- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received
- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

DFSNZ Feb19 response: Officials "*in the field*" who collect samples and deliver education programmes on behalf of the organisation are independent contractors who are located all around New Zealand to simplify logistics and travel. There are approximately 120 such contractors, all of whom work a number of hours each year which could be fairly characterised as casual as opposed to part-time. The cost of these services is approximately \$180k per annum (2018 Annual Report = \$182,728) and has been consistent over a number of years.

At Head Office, in the year 2017/18 DFSNZ has further engaged three part-time contractors with specialist knowledge in aspects of anti-doping administration. After year-end, these positions were absorbed with other responsibilities into permanent staff roles.

Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this at compare with each of the previous four financial years?

DFSNZ Feb19 response: None for 2017/18.

What is the policy of your department, agency or organisation on the use of consultants, contractors or people providing professional services as opposed to regular employees? Has this policy changed in the last financial year, if so, why and how?

DFSNZ Feb19 response: DFSNZ ongoing practice is to evaluate the required skill set and duration of any particular task against in-house expertise and capacity. If an internal staff member has the capacity and expertise, in-house resource is utilised. In cases where an in-house resource is not available external contractors or consultants are engaged where budget permits. This policy has not changed for a number of years

How many consultants, contractors or people providing professional services contracted in 2017/18 were previously employed permanently within your department, agency or organisation during the previous two financial years broken down by whether they had received a redundancy payment, severance or other termination package or not? How many contractors hired in each of the previous four financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

DFSNZ Feb19 response: Two contractors in 2016/17 were previously employed permanently. Neither received a redundancy payment severance or other termination package. They were re-engaged as contractors due to the specialist nature of DFSNZ work and their background knowledge. This is comparable to the previous four years

Were any consultants, contractors or agencies contracted to provide communications, media or public relations advice or services in the 2017/18 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous four financial years?

DFSNZ Feb19 response: None for 2017/18.

How many temporary staff were contracted by your department, agency or organisation in the 2017/18 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

DFSNZ Feb19 response: None for 2017/18.

How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2017/18 financial year? How does this compare to the number hired on each of these contracts in each of the previous four financial years?

DFSNZ Feb19 response: None for 2017/18.

How many staff were employed on a fixed term contract in total in 2017/18? How does this compare to each of previous four financial years?

DFSNZ Feb19 response: None for 2017/18.

COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES

How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

DFSNZ Feb19 response: None for 2017/18.

Please provide a summary of any collective employment agreement negotiations completed in the 2017/18 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2018/19?

DFSNZ Feb19 response: None for 2017/18.

How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous four financial years?

DFSNZ Feb19 response: All DFSNZ employees have individual employment agreements, same as for previous four years.

Were any specific instructions, directions or advice received in relation to employment agreement matters from the State Services Commission or responsible Minister in the 2017/18 financial year? If so, please provide details.

DFSNZ Feb19 response: None for 2017/18.

LEAVE AND EAP

How many days of annual leave did employees have accrued on average during 2017/18? How does this compare to each of the previous four years? What strategies are used to encourage employees to reduce annual leave balances?

DFSNZ Feb19 response: At 30 June 2018 total leave accrued (and unused) averaged 8.4 days per employee. Staff who have over 15 days leave outstanding are expected to provide a plan for reducing that leave balance

How many annual leave applications did the agency or organisation cancel or refuse during 2017/18? How does this compare to each of the previous four financial years?

DFSNZ Feb19 response: No applications were cancelled or refused in 2017/18. Same as for previous years.

How many employees sold their fourth week of annual leave in the 2017/18 financial year? How does this compare to each of the previous financial years since this policy came into effect?

DFSNZ Feb19 response: Two staff members sold a week of Annual Leave in 2017/18, which is comparable to recent years when One staff member has done this each year.

How many days of sick leave did employees take on average during 2017/18? How does this compare to each of the previous four financial years? What strategies are used to reduce the amount of sick leave employees need to take?

DFSNZ Feb19 response: 2.7 days per employee which is reasonable and well within the norms from past years (2016/17 = 2.5 days; 2015/16 = 3 days). At such a low level we believe this is to be expected as a genuine level of sick leave and no further strategies are required to reduce this level.

How much was spent on EAP or workplace counselling in the 2017/18 financial year and how did that compare to each of the previous four financial years?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

SECONDED STAFF

If your department, agency or organisation does not second staff to *Ministers' offices*, please answer N/A to these questions

What was the number and cost of staff seconded to Ministerial offices during 2017/18 and how many of these had their salaries paid by the department, agency or organisation rather than Ministerial Services? What were these numbers in each of the previous four financial years? For each staff member seconded, please provide the following details:

- How long they were seconded for (less than 6 months, 6-12 months, 12-24 months or months or more);
- The role they were seconded to;
- The role they were seconded from;
- The reason for the secondment;
- The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2017/18 and what was it for each of the previous four financial years?

DFSNZ Feb19 response: None for 2017/18 and for previous four years.

Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2017/18; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

DFSNZ Feb19 response: None for 2017/18 and for previous three years.

STAFF TURNOVER/TERMINATION OF EMPLOYMENT

What was the staff turnover for 2017/18 and what was the staff turnover for each of the previous four financial years by category? Please provide this information both as a

percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2018/19?

DFSNZ Feb19 response: Staff turnover was high in 2017/18, and staff left for typically for career enhancement opportunities. In a small agency, a few additional staff members leaving results in a high percentage change. Very capable replacements for departed staff were found in reasonably short order.

	<i>Turnover</i>
2017/18	4=28%
2016/17	1=7%
2015/16	1=8%
2014/15	2=18%
2013/14	1=13%

What was the average length of service in your department, agency or organisation in the 2017/18 financial year and each of the previous four financial years? Please also provide this information broken down by age and gender.

DFSNZ Feb19 response: The detailed analysis of information in Male/Female and by Age is not available in past years, but data has been collected to allow this to be reported for 2017/18 and into future years. The information as presented to Select Committee in past years has been included for completeness.

	All Staff	Male	Female	<31	31-40	41-50	51-60	60+
2017/18	3.5 years	2.3 years	4.2 years	1.5	4.3	4.1	2.7	N/A
2016/17	2.5-4.0							
2015/16	4.8							
2014/15	5.1							
2013/14	4.6							

	Under 31	31-40	41-50	51-60	61+
2016/17	1M,2F	1M,3F	3F	2F	1M
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m
2013/14	2f 1m	1m	2f	1m	

How many staff resigned during 2017/18, what were the reasons provided, and what are the possible implications for the agency or organisation? Please also provide the number broken down by age and gender.

DFSNZ Feb19 response: 3 staff resigned in 2017/18 (1M (over-60), 2F (both 40-50)). All three had served DFSNZ for more than 3 years; in one case for more than 20. Two left NZ and one took up work much closer to home for personal reasons. Very capable replacements for departed staff were found in reasonably short order.

How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2017/18 financial year? How does that compare to the number and amount spent in each of the previous four financial years?

DFSNZ Feb19 response: 1 staff member received compensation and other benefits in relation to cessation in 2017/18 (\$15,713). In each of the previous 4 financial years this was NIL.

How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2017/18 financial year? How does this compare to the individual total amounts paid out in redundancy, severance or other termination packages in each of the previous four financial years? DFSNZ Feb19 response: See response to Q91

SALARIES AND BONUSES

How much was spent on performance bonuses, incentive payments or additional leave in 2017/18 and each of the previous four financial years? Please provide a breakdown of the number of bonuses received during 2017/18 in \$5,000 bands. What were the specific criteria for such performance payments? Has there been any changes to the criteria since November 2008; if so, what specific changes and why?

DFSNZ Feb19 response: One person received a performance bonus linked to achievement of targets in the Statement of Performance Expectations and other Board considerations.

Performance bonus was in \$10,000-15,000 bracket, the same as the previous 5 years.

In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous four financial years? Please also provide this information by age and gender.

DFSNZ Feb19 response: Last year's reporting did not fully answer the question. New and complete tables have been prepared for this year's response and have also been able to be prepared for the 2016/17 year. The information as presented to Select Committee in past years has been included for completeness.

2017/18

<i>Analysis</i>	<i>Male</i>	<i>Female</i>	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
40-50k		1	1				
50-60k		1	1				
60-70k	1		1				
70-80k	1	1		2			
80-90k		2		2			
90-100k		1			1		
100-110k	1				1		
110-120k	1					1	
120-130k		1				1	
130-190k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
190-200k	1				1		

2016/17

<i>Analysis</i>	<i>Male</i>	<i>Female</i>	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
40-50k		2	1		1		
50-60k		1	1				
60-70k	1		1				
70-80k	1	1		2			
80-90k		2		2			
90-100k		1			1		
100-120k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
120-130k	1	1		1		1	
130-160k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
160-170k	1					1	

Previous year's data (as presented in past responses). This information does not fully provide a response to the question, but is in the same format as past responses and will be superseded as the higher quality information in the above tables is developed for future years

	40-50k	50-60k	60-70k	70-80k	80-90k	90-100k	100-110k	110-120k	120-130k	130-140k	140-150k	150-160k	160-170k
2015/16			1f 2m	1f	2f		1m	1f			1m		
2014/15			1f 1m	1f	2f		1m	1f			1m		
2013/14		1m	1f	2f		1m	1f			1m			

ages	20-30	31-40	41-50	51-60	61-70
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m
2013/14	2f 1m	1m	2f	1m	

TRAINING, TRAVEL AND OTHER EXPENSES

How much was spent on catering in the 2017/18 financial year? What policies were in place for the use of catering and were there any changes to these?

DFSNZ Feb19 response: DFSNZ does not keep records specifically for catering. Expenditure on catering is not common and no formal policy is in place. Catering for Board and other meetings is less than \$1,000 for the year.

How much was spent on domestic travel in the 2017/18 financial year and how does this compare to each of the previous four financial years? Provide a breakdown of spending on airfares, taxis/UBER and rental cars. Please provide a list of the positions of the top twenty spenders on domestic travel for 2017/18 including the amount spent.

DFSNZ Feb19 response:

Year	Cost (\$)	Positions
2017/18	71,000 (2.2% of funding)	Most staff travel nationally as required, and travel is required for some testing and education contractors
2016/17	25,000	All staff travel nationally as required.
2015/16	23,000	
2014/15	23,000	
2013/14	19,000	

We are reporting a significant increase in spending on domestic travel for the past year. This 2017/18 total includes domestic air travel, accommodation, vehicle travel and sundries and incidentals whilst travelling. We believe that is due to Drug Free Sport not including all these items in this response in previous years.

In 2017/18, the top spenders on domestic air travel were:

<i>Chief Executive</i>	<i>\$2,457</i>
<i>Board Chair</i>	<i>\$2,174</i>
<i>Legal Counsel</i>	<i>\$2,123</i>
<i>Programme Director, Testing and Investigations</i>	<i>\$2,117</i>
<i>Board member</i>	<i>\$2,085</i>
<i>Assistant Manager Education</i>	<i>\$1,533</i>
<i>Programme Manager, Testing</i>	<i>\$1,448</i>
<i>Education trainer</i>	<i>\$1,251</i>
<i>Education trainer</i>	<i>\$1,212</i>
<i>Education trainer</i>	<i>\$1,178</i>

No-one else incurred more than \$1000 in domestic airfares in the 2017/18 year.

What domestic airlines are used by staff and why? Provide a breakdown of spending on each airline used in 2017/18 financial year and how does this compare to each of the previous four financial years?

DFSNZ Feb19 response: The vast majority of domestic air travel is on Air New Zealand. Domestic airfares over the past five years, including sundry charges, are:

2017/18	\$35,736.62
2016/17	\$29,376.21
2015/16	\$21,672.50
2014/15	\$23,720.21
2013/14	\$26,635.91

How much was spent on international travel in the 2017/18 financial year, how does this compare to each of the previous four financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2017/18, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

DFSNZ Feb19 response:

Year	Cost (\$)		Positions
2017/18	65,000	1.7%	CEO and Senior Managers
2016/17	57,000	1.6%	CEO and Senior managers
2015/16	66,000	2.2%	
2014/15	68,000	2.2%	
2013/14	48,000	1.9%	

All international travel undertaken in 2017/18 is summarised below:

Date	Position	Approx. cost	Location	Reason visited	Outcomes achieved
Sep-17	Chief Executive	6,500	USA	Meeting of NADO leaders to discuss international issues Attend and present at ANZ	Joint statement made on Russia and other issues
Oct-17	Chief Executive	2,500	Australia	Sports law conference Attend annual USADA	Relationship building with key stakeholders
Oct-17	Science Manager	6,500	UAS	Science symposium	Technical update and relationship building
Oct-17	TUE Liaison	9,000	Finland	Attend Biennial TUE Symposium IADA meeting, and iNADO	Technical update and relationship building
Nov-17	Chief executive (and athlete)	10,000	Switzerland	CEO/Athlete symposium	Presented papers, contributed to discussions

Mar-18	Chief Executive	12,000	Switzerland	Annual WADA Doping symposium and iNADO technical update	Relationship building with key stakeholders Insight into ASADA approach to Commonwealth games
Apr-18	Chief Executive	2,500	Australia	Insight into ASADA approach to Commonwealth games	Relationship building with key stakeholders
Jun-18	Chief Executive	2,000	Samoa	Attend ORADO board meeting and give technical update	Capacity building in the pacific
Jun-18	Senior Team (4 pax)	6,000	Australia	Annual meeting with ASADA senior team	Relationship building with key stakeholders
ongoing	Science Manager	5,000	Australia	Meetings at the Australian Sport doping testing lab	Technical update and relationship building

How many staff have Koru Club memberships paid for by your department, agency or organisation, and how does this compare with each of the previous four financial years? What is the policy regarding entitlement to Koru Club membership?

DFSNZ Feb19 response: No staff had Koru Club memberships paid for by DFSNZ in the last three years (back to 2015/16). In earlier years up to one staff member had Koru membership by DFSNZ.

How many staff had the use of vehicles paid for by your department, agency or organisation in 2017/18; what are the estimated costs; how do these numbers compare to each of the previous four financial years?

DFSNZ Feb19 response: One person has the use of a leased car to facilitate out-of-hours and/or during the day no-notice sample collection. Costs for each year are:

2017/18 = \$11,334

2016/17 = \$12,304

Costs for prior years are not available

How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2017/18? How does this compare to each of the previous four financial years? For each year please include:

- a. Purpose
- b. Venue
- c. Cost (including travel and accommodation costs)
- d. Activities undertaken

DFSNZ Feb19 response:

Year	Purpose	Venue	Cost (\$)	Activities
17/18	Educators Conference	Auckland	2,000	Training
	Team values sessions	Auckland	10,000	Team workshops
	Senior Manager strategy	Auckland	3,400	Working sessions
	DCO Conference	Auckland	13,000	Training
16/17	Educators Conference	Auckland	3,000	Training
15/16	Team Building	NZOC/DFSNZ	6,000	Team Building
	Educators Conference	Auckland	1,500	Training
	DCO Conference	Auckland	9,000	Training
	BCO Conference	Auckland	3,000	Training
14/15	DCO Conference	Auckland	9,000	Training
13/14	DCO Conference	Auckland	8,000	Training

What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

DFSNZ Feb19 response: Evaluation form is completed at the conclusion of seminars and conferences.

How much was spent on staff training in 2017/18; and what percentage of the vote does the amount represent? How does this compare to each of the previous four financial years?

DFSNZ Feb19 response:

Year	Cost (\$)	
2017/18	29,788	0.9%
2016/17	15,259	0.4%
2015/16	9,000	0.4%
2014/15	Not available	
2013/14	Not available	

This was slightly higher than in previous years

What specific activities or events were conducted that contributed towards staff morale in the last financial year?

DFSNZ Feb19 response: DFSNZ has a Christmas function and financial year end meal for staff. Flexible working options are available to staff and all staff are given "departmental days" as supplementary leave between Christmas day and New Year's day.

How much was spent on pay television subscriptions (such as SKY and Netflix) in the last financial year and for how many subscriptions? How much was spent in each of the previous four financial years and how much has been budgeted for the latest financial year?

DFSNZ Feb19 response: \$2,688 in 2017/18 for one subscription to SKY in the office. \$2,147 in 2016/17. Nil for previous years. Budget for 2018/19 = \$2700.

What is the total amount spent, if any, on speakers' fees and/or speaker honorariums for year of the last seven financial years by event, event date, speaker and amount received?

DFSNZ Feb19 response: None for 2017/18 or for previous seven years.

Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so what was the total amount of travel and/or accommodation costs paid over the last seven financial years by speaker and event spoken at?

DFSNZ Feb19 response: None for 2017/18 or for previous seven years.

What special units, task forces or reviews have been set up; and what particular issue or issues are they providing advice or analysis on? How many people are in any such units or reviews, and from what other government departments or outside organisations, if any, are they drawn? What is the total cost of this work?

DFSNZ Feb19 response: None undertaken by DFSNZ.

What actions, if any, have been taken to improve the seismic safety of buildings, offices, and workplaces; or the seismic resilience of key infrastructure? What is the total cost of this work?

DFSNZ Feb19 response: None undertaken by DFSNZ.

What actions, if any, have been taken to lower greenhouse gas emissions; and how does the level of greenhouse gas emissions in 2017/18 compare to previous years? What is the total cost of this work?

DFSNZ Feb19 response: None undertaken by DFSNZ.

What actions, if any, have been taken to improve the gender pay gap; and how does the gender pay gap in 2017/18 compare to previous years? What is the total cost of this work?

DFSNZ Feb19 response: None undertaken by DFSNZ in this or previous years. Given the small number of staff in the agency, statistics on gender pay can fluctuate significantly year to year. The senior team comprises 50% male and 50% female, and there is only one area where we have both male and female staff doing essentially the same role. In this case, there is no gender pay gap.

What specific work, if any, has the department, agency or organisation undertaken in relation to the Government's 100 day plan? Has this required the employment of additional staff, contractors or consultants; if so, for what purpose? What is the total or budgeted cost for undertaking this work?

DFSNZ Feb19 response: None for 2017/18.

How many briefings has your department presented to the responsible Minister in the last year?

DFSNZ Feb19 response: None in 2017/18, however we engage as required with *the Minister's office on a "no surprises" basis, and work regularly with our monitoring department the Ministry of Culture and Heritage*

How many reports has your department presented to your responsible Minister in the last year?

DFSNZ Feb19 response: None in 2017/18, however we engage as required with *the Minister's office on a "no surprises" basis, and work regularly with our monitoring department the Ministry of Culture and Heritage*

How many meetings have your officials attended with your responsible Minister in the last year?
undertaking this work?

DFSNZ Feb19 response: None for 2017/18.

What processes does your department use to ensure political impartiality in all functions and processes you undertake?

DFSNZ Feb19 response: We are an ICE and as such are governed by an independent Board. Our focus, functions and processes directly impact athletes and sporting organisations, and our role in a quasi-judicial process requires impartiality, as does our empowering legislation. We endeavour to keep Sport NZ, the Ministry for Culture and Heritage and/or the *Minister's* office apprised of any significant work or public statements we make on a no surprises basis.

Drug Free Sport New Zealand

2018/19 Annual Review

**For the Social Services and Community Select
Committee**

Responses to written questions 1 - 117Submitted

25 February 2020

Contents

RESTRUCTURING/REVIEWS (Q1-9).....	84
BUDGET INITIATIVES (Q10)	86
COST AND SERVICE CHANGES (Q11-15).....	86
USER CHARGES (Q16).....	87
PROPERTY/CAPITAL WORKS (Q17-27)	87
ICT (Q28-34)	89
REPORTS, PLANNING, AND EVALUATION (Q35-41)	91
GIFTS AND EXTERNAL RELATIONSHIPS (Q42-46)	92
INVOICES AND PROCUREMENT (Q47-48)	94
ADVERTISING, POLLING, AND PUBLIC RELATIONS (Q49-54).....	95
OFFICIAL INFORMATION AND PRIVACY (Q55-62)	97
PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS (Q63-67).....	98
CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS OF PROFESSIONAL SERVICES (Q68-75)	100
COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES (Q76-79)	102
LEAVE AND EAP (Q80-84).....	103
SECONDED STAFF (Q85-87).....	104
STAFF TURNOVER/TERMINATION OF EMPLOYMENT (Q88-92).....	105
SALARIES AND BONUSES (Q93-94)	106
TRAINING, TRAVEL AND OTHER EXPENSES (Q95-111).....	108
SUPPLEMENTARY QUESTIONS (Q112-117)	113

Please answer the following questions about your department, agency or organisation. If you have a wholly owned/controlled subsidiary who is not independently answering these questions please also answer on their behalf.

RESTRUCTURING/REVIEWS (Q1-9)

What restructuring occurred during 2018/19 and each of the previous four financial years? Please provide copies of any evaluations carried out prior to restructuring, and details of the structural change; the objective of restructuring; staff increases or reductions as a result; and all costs associated with the change including costs of redundancy.

None for the four years before 2017/18.

There was a restructuring in 2017/18. One position was disestablished and some reporting lines changed as a consequence – providing for three direct reports to the CE vs one previously (the position disestablished). The objective of the restructuring was to establish more direct relationships between the CE and the leaders of the three key functional areas (testing, education and corporate services). This entailed the creation of a new role, which was sourced externally. There was net zero change in headcount. There was no external review conducted; the CE conducted and oversaw the process, and prepared supporting material and the proposal, which was subject to a consultative process. The costs of the change included legal fees, a redundancy payment, and a fee to a consultant to source the new employee (approximately \$30,000 in total).

There was also a restructuring in 2018/19. In this work, we consolidated three part-time contractor roles and one permanent staff role into two new permanent full-time staff roles. The objective of the restructuring was to eliminate the contract roles and bring knowledge back into the organisation, whilst at the same time providing for more administrative capability to take workload off other staff. There was no external review conducted; the CE conducted and oversaw the process, and prepared supporting material and the proposal, which was subject to a consultative process. The costs of the change included provision of legal advice on process (\$1,500). No staff were made redundant – the incumbent for the one permanent staff role that was subject to the review chose to resign.

Was any work conducted around mergers with other agencies in the 2018/19 year? If so, for each such project, what agencies were being considered for mergers?

None for 2018/19.

Was any rebranding undertaken in the 2018/19 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous four financial years?

Year	<i>Description</i>	Cost (\$)
2018/19	None	0
2017/18	None	0
2016/17	None	0
2015/16	None	0
2014/15	<i>Design of new logo and website</i>	61,226

Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation -
- The reason for the inquiry/investigation
- The expected completion date

None for 2018/19.

How many reviews, working groups, inquiries or similar does the department operate or participate in? Please list by title.

None for 2018/19.

For each review, working group or inquiry, what is the estimated cost for 2018/19, 19/20, 20/21 and 21/22?

None for 2018/19.

For each review, working group or inquiry, what are the key dates and milestones including start dates, regular reporting dates, and end dates?

None for 2018/19.

For each review, working group or inquiry how many departmental staff are involved by head count and by FTE?

None for 2018/19.

For each review, working group or inquiry what reports, briefings or documents have been produced? Please list by title and date produced.

None for 2018/19.

BUDGET INITIATIVES (Q10)

If your entity does not prepare Budget initiatives, please answer N/A to this section

For each new spending initiative introduced over the last seven Budgets (ie, Budget 2012, Budget 2013, Budget 2014, Budget 2015, Budget 2016, Budget 2017 and Budget 2018), what evaluation has been undertaken of its effectiveness during 2018/19 and what were the findings of that initiative? Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

In 2015/16 a new spending initiative was introduced using funds received from the Proceeds of Crime Fund for developing and supporting a drug free culture amongst young athletes.

The initiative has research, education, testing and information sharing components. It allowed temporary staff members to be employed who have since been made permanent since the end of the 2016/17 year.

N/A for the other six budget years.

COST AND SERVICE CHANGES (Q11-15)

What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

None for 2018/19.

What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

None for 2018/19.

What programmes or projects, if any, were delayed in the 2018/19 financial year and what was the reason for any delay in delivery or implementation?

None for 2018/19.

How much funding for specific projects, policies or programmes has been carried forward from the 2018/19 financial year to the current financial year? For each, please provide the following details:

- Name of project, policy or programme -
- Amount of funding brought forward
- Amount of funding already spent
- Amount of funding originally budgeted for the project
- Estimation completion date.

None for 2018/19.

How many projects or contracts that were due to be completed in 2018/19 were shelved, curtailed or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2018/19?

None for 2018/19.

USER CHARGES (Q16)

If your entity does not operate user charges, please answer N/A to this section

What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous financial year?

DFSNZ carries out testing on behalf of other Anti-Doping Organisations (International Federations and Major Event Organisations) and for professional sports leagues on a user pays basis. As in previous years user charges are charged on an estimated cost recovery basis:

User charges	Revenue (\$)
2018/19	357,541
2017/18	301,254

PROPERTY/CAPITAL WORKS (Q17-27)

How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous four financial years?

None for 2018/19 and for the previous four years.

What land, building, and other assets were sold in 2018/19? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous four financial years?

No land or buildings owned or sold in 2018/19 or the previous four years. Very little electronic equipment, software and furniture have been disposed of in recent years and assets have been written off at the end of their useful lives. In 2018/19 we sold some old items of furniture, advertising these on TradeMe, and receiving \$183 for the items.

How much floor space does your department, agency or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous four financial years?

Floor space	Space (m2)	Cost per m2 (\$)	TOTAL COST (\$)
2018/19	187.45	267.53	50,149
2017/18	187.45	267.53	50,149
2016/17	187.45	245.99	47,498
2015/16	187.45	246.60	46,225
2014/15	187.45	246.60	46,225

Were any of your offices relocated in 2018/19? In each case please provide where did the office move from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous four financial years.

None for 2018/19 and for previous four years.

How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2018/19 financial year? For each, please provide the following details:

- a. A description of the renovation carried out
- b. Location of the project
- c. Name of provider(s) or manufacturer(s)
- d. Type of product or service generally provided by the above
- e. Cost of the project
- f. Completion date
- g. Whether tenders were invited, if so, how many were received
- h. List separately any single item of furniture or fixture worth more than \$2,500 with its cost.

None for 2018/19.

What offices were closed in 2018/19 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous four financial years?

None for 2018/19 and for previous four years.

What offices did your department, agency or organisation open in 2018/19 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous four financial years?

None for 2018/19 and for previous four years.

How many regional offices, other than your department, agency or organisation's head office, reduced their opening hours during the 2018/19 financial year listed by new and former opening hours, date of change, and location?

None for 2018/19 and for previous four years.

How many vehicles did your department, agency or organisation own during the 2018/19 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

In June 2018 DFSNZ bought one vehicle, a Suzuki S-Cross, and this is assigned to the Auckland office (our only location). No vehicles were owned in the previous 4 years.

What was the total amount spent on purchasing vehicles during the 2018/19 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Vehicle cost \$21,662 (2017/18 year). No vehicles were purchased in the previous 4 years, or in 2018/19.

Were any labour and/or contractor costs been capitalised into capital project costs during the 2018/19 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

None for 2018/19.

ICT (Q28-34)

Does your department, agency or organisation have a policy about the use of personal email accounts (e.g. Gmail accounts) in the workplace; if so, what policies are in place and do those policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous four financial years?

Yes, the Drug Free Sport NZ staff handbook details an Email Use policy and specifically states that use of personal email accounts for official business is prohibited. No breaches of this policy have been identified in the previous four years.

What IT projects, if any, were shelved or curtailed in the 2018/19 year and how much will have been spent on each project before it is shelved or curtailed?

None for 2018/19.

What IT projects, if any, were completed or under way in the 2018/19 year? For each, please provide the following details:

- Name of project
- Initial estimated budget
- Initial estimated time frame - Start date
- Completion date or estimated completion date.
- Total cost at completion or estimated total cost at completion.

- Name of project PAPERLESS

Initial estimated budget: \$165,000
Initial estimated time frame February to November 2019
Start date : February 19
Completion date or estimated completion date. November 2019
Total cost at completion or estimated total cost at completion.
\$155,000 (\$32,000 incurred to 30 June 2019)

- Name of project GLOBALDRO

Initial estimated budget: \$25,000
Initial estimated time frame To July 2019
Start date : May 2018
Completion date or estimated completion date. December 2019
Total cost at 30 June 2019 = \$7,185
Total cost estimated to completion = \$20,000

- Name of project ANNUAL LAPTOP REFRESH FOR OBSOLESCENCE

Initial estimated budget: \$8,000
Initial estimated time frame April-June 2019
Start date : April 2019
Completion date or estimated completion date. June 2019
Total cost at completion or estimated total cost at completion. \$7,800

- Name of project WEBSITE SUPPLEMENT FRAMEWORK

Initial estimated budget: \$8,000
Initial estimated time frame April-June 2019
Start date : April 2019
Completion date or estimated completion date. June 2019
Total cost at completion or estimated total cost at completion. \$8,400

How much was spent for software licensing fees in the 2018/19 financial year and how does this compare with spending in each of the previous four financial years?

For 2017/18 and 2018/19:

Microsoft Office and related personal software: DFSNZ pays a bulk fee (approximately \$108,000) incorporating software licensing to our IT managed services provider, an arrangement which commenced in November 2017. This compares to approximately \$59,000 for similar licence fees and outsourced services in the previous five years (note that additional costs relate to extra security and resilience provided by new supplier). It is not possible to report on software licence costs in isolation.

Additional licencing fees for US-origin bespoke anti-doping software = US\$5,000/annum

Local machine antivirus software for DFSNZ (14 devices) is approximately \$2,000/annum.

Learning management system licence (for our education services) is approximately \$8,000/annum

Total spend in 2016/17 was estimated as \$70,000.

Total spend in 2015/16, and previous years, was estimated as \$47,000

How many websites did your department, agency or organisation run in 2018/19 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

DFSNZ operates one live website at www.drugfreesport.org.nz. It went live on 01 January 2015 and is Drug Free Sport NZ's website and athlete access point. It is also the primary source of information on anti-doping including Sports Anti-Doping Rules. It costs \$7,000pa (including support costs)

How many data security issues were identified in 2018/19 and how many data security issues were there in each of the previous four financial years? If there were breaches, what were they, how were these addressed and what are the titles of any reports into them? What involvement, if any, was there from either the GCSB or the National Cyber Security Centre?

None for 2018/19 and for previous four years.

How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2018/19 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous four financial years?

None for 2018/19 and for previous four years.

REPORTS, PLANNING, AND EVALUATION (Q35-41)

Please provide a list of all reports that were prepared in 2018/19 relating to:
baseline update (if applicable)
- value for money -
savings identified

None for 2018/19.

36. Please provide copies of the current work plan.

Refer to the Drug Free Sport NZ Statement of Intent and Statement of Performance Expectations on the DFSNZ website.

Please list projects and major policy initiatives progressed in 2018/19.

Good Clean Sport – Youth

Testing at Secondary School TOP 4 Rugby competition.

Major revision of DFSNZ strategy, vision and agency values, involving all staff

Pursuit of a major Investigation, and a world-first, involving NZ Clenbuterol, resulting in approximately 40 cases

Initiated “drop-in” sessions at high performance centres to allow informal interaction and Q+A with athletes

IT projects as per Q30 (above)

Please provide copies of any reports made to the Minister in 2018/19 about performance against the agency or organisation’s Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results.

How many evaluations of policies or programmes were completed in 2018/19? Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

None for 2018/19.

What reviews of capability were started or completed in 2018/19? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will they be completed?

None for 2018/19.

Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency or organisation in the 2018/19 financial year (including details of all performance measures, targets and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results.

GIFTS AND EXTERNAL RELATIONSHIPS (Q42-46)

What policies were in place in 2018/19 on accepting corporate gifts or hospitality? How did this compare to the previous financial year? Please list all corporate gifts or hospitality accepted by staff in the 2018/19 financial year with the following details:

- Gift or hospitality accepted
- Position of staff member who accepted - Estimated value
- Date received
- Name of the organisation or individual who paid for/gave the gift or hospitality.

DFSNZ has a policy on Gifts in its Staff Handbook, which includes reference to and incorporates the principles of the State Services Guidelines. This is an extract from the Gift Register for 2018/19:

FY 2018/19	Recipient	Description of gift or hospitality	Estimated Value	Provider of gift or hospitality	Accept/ Decline
25/7/18	Chief Executive	Invite to Beldisloe Cup	\$100	NZ Rugby	Accepted
3/12/18	Chief Executive	Invite to NZOC annual gala	\$100	NZ Olympic Committee	Accepted
7 Dec 2018	Director Testing and Investigations	Gift basket of food/crackers/treats	\$50	Visionbox, Colorado USA	Accepted
13/12/18	Chief Executive	Invite to NZRugby annual Rugby awards	\$100	NZR	Accepted
14 Dec 18	Corporate Services Mgr	Small box chocolates; 1 x bottle wine	\$25	Absolute Cleaners	Accepted
15/02/19	Education Manager	Invitation to NZ Sport Connecting Codes networking function	Unknown	NZ Football	Accepted
21/02/19	Chief Executive	Invite to Halberg Awards	\$200	Meredith Connell	Accepted
25/02/19	Chief Executive	Invite to Carbine Club golf day	\$45	Paul David QC	Accepted
19/03/19	Education Manager and Director Test and Investgn	Prezi cards provided as a thank you for Performance Summit 2019 workshop facilitation	\$250 each (\$500 total)	HPSNZ (Chris Morrison)	Accepted
21/3/19	Chief Executive	Invite to Athletics NZ meet, Waitakere	\$30	Athletics NZ	Accepted
12/6/19	Chief Executive	Opening of Britomart Chambers	\$25	Michael Heron QC	Accepted
20/6/19	Chief Executive	World Class KEA awards	Unknown	Peter Miskimmin	Accepted

What policies were in place in 2018/19 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2017/18 financial year. For each, please provide the following details:

- Gift given
- Name of external organisation or individual - Reason given
- Estimated value
- Date given.

On rare occasions DFSNZ may give a gift to an external organisation or individual. This is always with the approval of the Chief Executive and consistent with the SSC *"The Good Practice Guide – Controlling sensitive expenditure"*. In 2018/19 gifts reflecting NZ culture were given to:

Date	Gift	Recipient	Reason	Cost (\$)
Oct 2018	1 x Piko Ito ceramic	<i>Korean Anti-doping agency</i>	<i>Cultural exchange of gifts on KADA's visit to Auckland</i>	\$160
Mar 2019	1 x Piko Ito ceramic and box	<i>Head of Intelligence and Investigations at UK Anti-Doping</i>	<i>Appreciation for UKAD support of DFSNZ in visit to UK</i>	\$190
Mar 2019	1 x Piko Ito ceramic and box	<i>Intelligence Manager at Anti-Doping Denmark</i>	<i>Appreciation for ADD support of DFSNZ in visit</i>	\$190
June 2019	All Blacks scarves and NZ sweets	<i>Korean Anti-Doping Agency</i>	<i>Exchange of gifts for Korean hosts of anti-doping summit</i>	<i>Approx \$50 in total</i>

What policies were in place in 2018/19 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2018/19 financial year. For each, please provide the following details:

- Gift given
- Position of staff member - Reason given
- Estimated value
- Date given.

There is no formal internal policy but the State Services Guidelines are referred to. No gifts exceeding \$100 were given.

What potential conflicts of interest were identified regarding the board, management or senior staff in 2018/19? For each, please provide the following details:

- Conflict identified.
- Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.
- Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.
- Steps taken to mitigate any possible conflict in granting any contract, policy, consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous three financial years.

Each DFSNZ Board Member discloses and updates an 'interest register' at the beginning of every board meeting for the purpose of identifying any conflicts of interest. No actual conflict has been identified in the previous six years.

No contract has been entered into beyond testing agreements with sports in which board members may have an interest. Should a conflict (real or perceived) be identified, that member is moved from any related topic discussion or contract discussion. All DFSNZ staff follow the Conflict of Interest policy set out in the staff handbook.

What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2018/19? For each, what was the cost for each of its memberships? How does this compare to each of the previous four financial years?

INADO (Institute of National Anti-Doping Organisations) \$7,000USD and has been for many years at the same approximate cost

In the years prior to 2017/18 DFSNZ has also been a member of the Australia New Zealand Sports Law Association (\$250), but is no longer a member.

INVOICES AND PROCUREMENT (Q47-48)

How many penalties for late payment of an invoice were incurred in the 2018/19 year and what was the total cost of that. How does this compare to each of the previous four financial years?

In 2018/19 we were inadvertently late in paying a GST return, accruing a penalty of approximately \$1,000. No other penalties were accrued in 2018/19, or for the previous four years.

How many and what proportion of invoices and bills received in the 2018/19 financial year were not paid on time, and how does this compare to each of the previous four financial years?

None for 2018/19 and for previous four years.

ADVERTISING, POLLING, AND PUBLIC RELATIONS (Q49-54)

What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- a. Who conducted the work
- b. When the work commenced
- c. When it was completed (or due to be completed)
- d. Estimated total cost
- e. Whether tenders were invited; if so, how many were received.

Annual confidential survey of athletes, to provide athlete assessment of DFSNZ education and testing programmes, conducted by DFSNZ directly using a licenced online survey tool. Results are provided in the 2018/19 Annual Report. Estimated cost under \$500.

How much was spent on advertising, public relations campaigns or publications in the last financial year? How does this compare to the cost of this in the previous four financial years?

None for 2018/19 and for previous four years.

For each advertising or public relations campaign or publication conducted or commissioned in the 2018/19 financial year, please provide the following:

- a. Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs
- b. Who conducted the project
- c. Type of product or service generally provided by the above
- d. Date the work commenced
- e. Estimated completion date
- f. Total cost
- g. Whether the campaign was shown to the Controller and Auditor-General
- h. Whether tenders were or are to be invited; if so, how many were or will be received.

None for 2018/19 and for previous four years.

How many public relations and/or communications staff, contractors/consultants or providers of professional services were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? How does that compare with each of the previous four financial years? Provide a numerical and percentage breakdown of public relations or communications staff by employment status ie permanent, contractor/consultant, provider of professional service.

One communications staff member was employed part time in 2018/19. Salary withheld for privacy reasons. This was a new position in 2014/15, and there was no previous position.

How much was spent in 2018/19 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, policies or marketing? How did this compare to each of the previous four financial years? For each invoice over \$1,000 in 2018/19 please provide the item purchased, the amount purchased, costs and the intended use.

<i>Year</i>	<i>Item description</i>	<i>Total spend in year</i>
2018/19	<i>Uniforms – shirts</i>	\$100
	<i>Education outreach collateral</i>	\$6,048
2017/18	<i>Uniforms – shirts and jackets</i>	\$5,555
	<i>Education Outreach collateral</i>	\$3,000
2016/17	<i>Towels and drink bottles – Education outreach</i>	\$4,940
2015/16	<i>Drink bottles, pens, bags – Education outreach</i>	\$6,990
2014/15	Information unavailable	-

Individual invoices over \$1,000 for 2018/19:

<i>Item</i>	<i>Cost (\$)</i>	<i>Number</i>	<i>Use/purpose</i>
<i>Cooling towels</i>	\$1,058	250	<i>For education and outreach activities</i>
<i>Stress balls and cooling towels</i>	\$2,015	600	<i>For education and outreach activities</i>
<i>Drink bottles</i>	\$2,145	500	<i>For education and outreach activities</i>

How many press releases, if any, were released in the 2018/19 financial year? How many were released in each of the previous four financial years?

<i>Media releases</i>	<i>#</i>
2018/19	18
2017/18	14
2016/17	33
2015/16	19
2014/15	18

OFFICIAL INFORMATION AND PRIVACY (Q55-62)

If your entity is not covered by the Official Information Act, please answer N/A to the relevant questions.

In 2018/19, did your department, agency or organisation have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous four financial years?

No such group for 2018/19 and for previous four years.

What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2018/19? What were these numbers for each of the previous four financial years?

Official Information Act data:

<i>Year</i>	<i>Requests received</i>	<i>Responded < 20 days</i>	<i>Responded > 20 days</i>	<i>Transferred</i>	<i>Declined</i>
2018/19	5	4	0	1	0
2017/18	7	5	2 (within extension)	0	0
2016/17	2	2	0	0	0
2015/16	1	1	0	0	0

Information not available for prior years

What was the average response time for Official Information Act Requests during 2018/19? What was this number for each of the previous four financial years?

2018/19 = 7 working days

2017/18 = 16 working days (including the 2 requests where an extension was requested)

2016/17 = 17 days

2015/16 = approximately one week (data does not exist to provide accurate calculations)

How many complaints were received under the Privacy Act or Official Information Act during 2018/19 broken down by whether each has been upheld, dismissed, or still under investigation? How does this compare to each of the previous four financial years?

None for 2018/19 and for previous four years.

What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office? Have any of these policies changed since the new Government was sworn in?

No formal policy in place however practice is to inform the monitoring department (the Ministry for Culture and Heritage) and Sport NZ prior to proceeding with a response for any requests on a no-surprises basis and where it is considered that the request may have implications for matters of government policy or priority. This policy has not changed in recent years.

Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

DFSNZ does not have such a policy

What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2018/19?

None for 2018/19.

Were any privacy issues identified in the 2018/19 financial year and in the previous four financial years? If so, what were they and what are the titles of any reports into them?

None for 2018/19 and for previous four years.

PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS (Q63-67)

If the information sought in this section is found in the department, agency or organisation's Annual Report with the same breakdown as requested, your response may refer to this, giving details. However your response MUST be specific and cite the relevant page numbers.

If the question is not relevant to your department, agency or organisation (for example if it does not have a policy function or a staffing cap) please answer N/A

How many staff positions in the policy area were left unfilled in the 2018/19 financial year broken down by policy area in total? How did that compare with each of the previous four financial years? How is the agency or organisation continuing to carry out work in the absence of staff in these positions?

None for 2018/19 and for previous four years; DFSNZ does not employ policy positions.

How many permanent staff were employed within your department, agency or organisation during the last financial year? How does this compare to each of the previous four financial years? Please breakdown by:

- Role (e.g. policy/admin/operational)
- Classification (full and part-time)
- Office (e.g. geographical location)

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

All staff are operational and located at the offices of Drug Free Sport New Zealand, in Auckland. The increase in staff over time has reflected the increased demand for specialist roles and the expansion of the education team.

	2018/19	2017/18	2016/17	2016/15	2015/14
FTE	13	13	13	11	9
Headcount	14	14	13	11	9
Male	5	5	4	4	3
Female	8	7	9	7	6
Vacancy	1	2			

Age					
20-30	4	3	3	1	2
31-40	4	4	5	5	3
41-50	3	3	3	3	3
51-60	2	2	1	1	0
60+	0	0	1	1	1

Please provide a breakdown by role (e.g. policy/administration/operational) and location of the agency or organisation's staff numbers in 2018/19 and each of the previous four financial years, by age and gender.

See Q64.

If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2018/19, what was the figure at which it was capped? How many FTEs were employed in 2018/19, and how does this compare to each of the previous four financial years?

n/a.

How many of the total staff employed are considered to be frontline staff and how many are considered back office staff (both in nominal terms and as a percentage of total staff) and how does that number compare to the number of frontline and back office staff in each of the past four financial years?

Of 14 total staff (13 FTE), 4 perform back office functions (equivalent to 3.0 FTE). 3 FTE is 23% of our total FTE count. This proportion is similar to each of the previous four years.

*CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS
OF PROFESSIONAL SERVICES (Q68-75)*

How many contractors, consultants, including those providing professional services, were engaged or employed in 2018/19 and what was the estimated total cost? How did this compare to each of the previous four financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous four financial years please provide the following details:

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor - Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged - Date of the contract
- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received
- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

Officials "*in the field*" who collect samples and deliver education programmes on behalf of the organisation are independent contractors who are located all around New Zealand to simplify logistics and travel. There are approximately 140 such contractors, all of whom work a number of hours each year which could be fairly characterised as casual as opposed to part-time. The cost of these services was \$192,394 in 2018/19, a 5% increase on the previous year.

In 2018/19 DFSNZ three part-time contractors with specialist knowledge in aspects of anti-doping administration performed work for DFSNZ at Head Office. However, during the financial year, these three positions were absorbed with other responsibilities into permanent staff roles, and their contracts were ended. We occasionally re-engage one of these contractors for short-term project-specific or relief work, taking advantage of their anti-doping knowledge.

Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this compare with each of the previous four financial years?

None for 2018/19 or the previous four years.

What is the policy of your department, agency or organisation on the use of consultants, contractors or people providing professional services as opposed to regular employees? Has this policy changed in the last financial year, if so, why and how?

With the reorganisation in September 2018, DFSNZ is now a fully staffed organisation with permanent staff in roles which ordinarily allow absorption of ad hoc tasks and projects. If an internal staff member has the capacity and expertise, in-house resource is utilised. External contractor expertise is only obtained now occasionally for short-term project-specific or relief work, taking advantage of their specific knowledge of anti-doping administration, and where budget exists.

How many consultants, contractors or people providing professional services contracted in 2018/19 were previously employed permanently within your department, agency or organisation during the previous two financial years broken down by whether they had received a redundancy payment, severance or other termination package or not? How many contractors hired in each of the previous four financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

Two contractors in 2016/17 were previously employed permanently. Neither received a redundancy payment severance or other termination package. They were re-engaged as contractors due to the specialist nature of DFSNZ work and their background knowledge.

In the 2018/19 year these positions were absorbed into permanent staff and the contracts ended.

Were any consultants, contractors or agencies contracted to provide communications, media or public relations advice or services in the 2018/19 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous four financial years?

None for 2018/19.

How many temporary staff were contracted by your department, agency or organisation in the 2018/19 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

None for 2018/19.

How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2018/19 financial year? How does this compare to the number hired on each of these contracts in each of the previous four financial years?

Through 2018/19, two part-time contractors were engaged on contracts of 3-6 months

How many staff were employed on a fixed term contract in total in 2018/19? How does this compare to each of previous four financial years?

Staff employed on fixed term contracts	#
2018/19	None
2017/18	None
2016/17	2
2015/16	2

Two staff members were employed on 12-month fixed term contract in 2016/17 and in the prior year.

COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES (Q76-79)

How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

None for 2018/19.

Please provide a summary of any collective employment agreement negotiations completed in the 2018/19 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2019/20?

None for 2018/19.

How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous four financial years?

All DFSNZ employees have individual employment agreements, same as for previous four years.

Were any specific instructions, directions or advice received in relation to employment agreement matters from the State Services Commission or responsible Minister in the 2018/19 financial year? If so, please provide details.

None for 2018/19.

LEAVE AND EAP (Q80-84)

How many days of annual leave did employees have accrued on average during 2018/19? How does this compare to each of the previous four years? What strategies are used to encourage employees to reduce annual leave balances?

Annual leave accrued at 30 June	Average days
2018/19	10.2
2017/18	8.4

Numbers are unavailable for prior years.

Staff who have over 15 days leave outstanding are expected to provide a plan for reducing that leave balance

How many annual leave applications did the agency or organisation cancel or refuse during 2018/19? How does this compare to each of the previous four financial years?

No applications were cancelled or refused in 2018/19. Same as for previous years.

82. How many employees sold their fourth week of annual leave in the 2018/19 financial year? How does this compare to each of the previous financial years since this policy came into effect?

Staff who sold 4 th week of annual leave	#
2018/19	None
2017/18	2
2016/17	1
2015/16	1

83. How many days of sick leave did employees take on average during 2018/19? How does this compare to each of the previous four financial years? What strategies are used to reduce the amount of sick leave employees need to take?

Average days of sick leave taken per employee	#
2018/19	2.4
2017/18	2.7
2016/17	2.5
2015/16	3.0

At such a low level we believe this is to be expected as a genuine level of sick leave and no further strategies are required to reduce this level.

How much was spent on EAP or workplace counselling in the 2018/19 financial year and how did that compare to each of the previous four financial years?

\$568 in 2018/19. None for 2017/18 and for previous four years (DFSNZ was not a member of EAP in that time).

SECONDED STAFF (Q85-87)

If your department, agency or organisation does not second staff to *Ministers' offices*, please answer N/A to these questions

What was the number and cost of staff seconded to Ministerial offices during 2018/19 and how many of these had their salaries paid by the department, agency or organisation rather than Ministerial Services? What were these numbers in each of the previous four financial years? For each staff member seconded, please provide the following details:

- How long they were seconded for (less than 6 months, 6-12 months, 12-24 months or months or more);
- The role they were seconded to;
- The role they were seconded from;
- The reason for the secondment;
- The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.

None for 2018/19 and for previous four years.

What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2018/19 and what was it for each of the previous four financial years?

None for 2018/19 and for previous four years.

Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2018/19; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

None for 2018/19 and for previous three years.

STAFF TURNOVER/TERMINATION OF EMPLOYMENT (Q88-92)

What was the staff turnover for 2018/19 and what was the staff turnover for each of the previous four financial years by category? Please provide this information both as a percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2019/20?

Staff turnover was high in 2018/19, and staff left for typically for career enhancement opportunities. In a small agency, a few additional staff members leaving results in a high percentage change. Very capable replacements for departed staff were found in reasonably short order.

	<i>Turnover</i>
2018/19	6=43%
2017/18	4=28%
2016/17	1=7%
2015/16	1=8%
2014/15	2=18%

What was the average length of service in your department, agency or organisation in the 2018/19 financial year and each of the previous four financial years? Please also provide this information broken down by age and gender.

The detailed analysis of information in Male/Female and by Age is not available in past years, but data has been collected to allow this to be reported for 2017/18 and into future years. The information as presented to Select Committee in past years has been included for completeness.

	<i>All Staff</i>	<i>Male</i>	<i>Female</i>	<i><31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
2018/19	2.5 years	2.1 years	2.7 years	0.9	3.8	2.6	3.7	N/A
2017/18	3.5	2.3	4.2	1.5	4.3	4.1	2.7	N/A
2016/17	2.5-4.0							
2015/16	4.8							
2014/15	5.1							

	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>61+</i>
2016/17	1M,2F	1M,3F	3F	2F	1M
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m

How many staff resigned during 2018/19, what were the reasons provided, and what are the possible implications for the agency or organisation? Please also provide the number broken down by age and gender.

6 staff resigned in 2018/19 (2M (both 30-40), 4F (1 aged 20-30; 2 aged 30-40, and 1 aged 50-60). Three had served DFSNZ for more than 5 years; the other three for less than 2 years. Five left for other job opportunities. Very capable replacements for departed staff were found in reasonably short order. In a small agency, there are years when a number of staff leave because there are limited opportunities within the organisation; we do not consider this to be indicative of a major problem within the agency.

How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2018/19 financial year? How does that compare to the number and amount spent in each of the previous four financial years?

1 staff member received compensation and other benefits in relation to cessation in 2017/18 (\$15,713). In each of the previous 4 financial years, and for 2018/19, this was NIL.

How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2018/19 financial year? How does this compare to the individual total amounts paid out in redundancy, severance or other termination packages in each of the previous four financial years?

See response to Q91.

SALARIES AND BONUSES (Q93-94)

How much was spent on performance bonuses, incentive payments or additional leave in 2018/19 and each of the previous four financial years? Please provide a breakdown of the number of bonuses received during 2018/19 in \$5,000 bands. What were the specific criteria for such performance payments? Has there been any changes to the criteria since October 2017; if so, what specific changes and why?

One person received a performance bonus linked to achievement of targets in the Statement of Performance Expectations and other Board considerations. Performance bonus was in \$15,000-20,000 bracket, up from the \$10-15,000 bracket from the previous 4 years.

In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous four financial years? Please also provide this information by age and gender.

A full response to this question is included for the three years to 2018/19. The information as presented to Select Committee for 2015/16 and earlier is not complete, but the responses from those years have been included.

2018/19

<i>Analysis</i>	<i>Male</i>	<i>Female</i>	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
25-40k		2 (<i>part-time</i>)		1	1		
40-50k		1	1				
50-60k		1	1				
60-70k	2	1	2	1			
70-80k							

80-90k		1		1			
90-100k		1		1			
100-110k	1				1		
110-120k	1					1	
120-130k		1				1	
130-200k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
200-210k	1				1		

2017/18

<i>Analysis</i>	<i>Male</i>	<i>Female</i>	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
40-50k		1	1				
50-60k		1	1				
60-70k	1		1				
70-80k	1	1		2			
80-90k		2		2			
90-100k		1			1		
100-110k	1				1		
110-120k	1					1	
120-130k		1				1	
130-190k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
190-200k	1				1		

2016/17

<i>Analysis</i>	<i>Male</i>	<i>Female</i>	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
40-50k		2	1		1		
50-60k		1	1				
60-70k	1		1				
70-80k	1	1		2			
80-90k		2		2			
90-100k		1			1		
100-120k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
120-130k	1	1		1		1	
130-160k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
160-170k	1					1	

Previous year's data (as presented in past responses). This information does not fully provide a response to the question, but is in the same format as past responses and will be superseded as the higher quality information in the above tables is developed

	40-50K	50-60k	60-70k	70-80k	80-90k	90-100k	100-110k	110-120k	120-130k	130-140k	140-150k	150-160k	160-170k
2015/16			1f 2m	1f	2f		1m	1f			1m		
2014/15			1f 1m	1f	2f		1m	1f			1m		

ages	20-30	31-40	41-50	51-60	61-70
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m

TRAINING, TRAVEL AND OTHER EXPENSES (Q95-111)

How much was spent on catering in the 2018/19 financial year? What policies were in place for the use of catering and were there any changes to these?

DFSNZ does not keep records specifically for catering. Expenditure on catering is not common and no formal policy is in place. Catering for Board and other meetings is less than \$1,000 for the year.

How much was spent on domestic travel in the 2018/19 financial year and how does this compare to each of the previous four financial years? Provide a breakdown of spending on airfares, taxis/UBER and rental cars. Please provide a list of the positions of the top twenty spenders on domestic travel for 2018/19 including the amount spent.

Total domestic travel:

Year	Cost (\$)	Positions
2018/19	79,087	<i>Most staff travel nationally as required, and travel is required for the Board (4 members), and most testing and education contractors for test and education missions</i>
2017/18	71,000	
2016/17	25,000	<i>All staff travel nationally as required.</i>
2015/16	23,000	
2014/15	23,000	

We are reporting a significant increase in spending on domestic travel for the past two years. The 2017/18 and 2018/19 totals include domestic air travel, accommodation, vehicle travel and sundries and incidentals for all staff and our contractors whilst undertaking testing or education missions around New Zealand. We believe that is due to not including all these items for all personnel in this response in previous years.

In 2018/19, the top spenders on domestic air travel were:

<i>Chief Executive</i>	\$4,277
<i>Assistant Manager Education</i>	\$4,101
<i>Programme Director, Testing and Investigations</i>	\$3,352
<i>Board Chair</i>	\$2,821
<i>Intelligence and Investigations Manager</i>	\$2,296
<i>Board member</i>	\$2,016
<i>Education trainer</i>	\$1,706
<i>Education trainer</i>	\$1,647
<i>Education trainer</i>	\$1,279
<i>Education Manager</i>	\$1,044

No-one else incurred more than \$1000 in domestic airfares in the 2018/19 year.

What domestic airlines are used by staff and why? Provide a breakdown of spending on each airline used in 2018/19 financial year and how does this compare to each of the previous four financial years?

The vast majority of domestic air travel is on Air New Zealand. Domestic airfares over the past five years, including sundry charges, are:

<i>2018/19</i>	\$37,514.49
<i>2017/18</i>	\$35,736.62
<i>2016/17</i>	\$29,376.21
<i>2015/16</i>	\$21,672.50
<i>2014/15</i>	\$23,720.21

How much was spent on international travel in the 2018/19 financial year, how does this compare to each of the previous four financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2018/19, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

Year	Cost(\$)		Positions
	82,000		
<i>2018/19</i>	<i>65,000</i>	<i>2.4%</i>	<i>CEO, Senior Managers, specialist managers</i>
<i>2017/18</i>	<i>57,000</i>	<i>1.7%</i>	<i>CEO and Senior Managers</i>
<i>2016/17</i>	<i>66,000</i>	<i>1.6%</i>	<i>CEO and Senior managers</i>
<i>2015/16</i>	<i>68,000</i>	<i>2.2%</i>	
<i>2014/15</i>		<i>2.2%</i>	

How many staff have Koru Club memberships paid for by your department, agency or organisation, and how does this compare with each of the previous four financial years? What is the policy regarding entitlement to Koru Club membership? What is the total amount paid for Koru Club memberships during the 2018/19 financial year?

No staff had Koru Club memberships paid for by DFSNZ in the last four years (back to 2015/16). In earlier years up to one staff member had Koru membership by DFSNZ.

How many staff had the use of vehicles paid for by your department, agency or organisation in 2018/19; what are the estimated costs; how do these numbers compare to each of the previous four financial years?

One person has the use of a leased car to facilitate out-of-hours and/or during the day no-notice sample collection. Costs for each year are:

2018/19 = \$5,391 (including depreciation). Costs greatly reduced because vehicle is owned, not leased

2017/18 = \$11,334

2016/17 = \$12,304

Costs for prior years are not available

How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2018/19? How does this compare to each of the previous four financial years? For each year please include:

- Purpose
- Venue
- Cost (including travel and accommodation costs)
- Activities undertaken

Year	Purpose	Venue	Cost	Activities
18/19	• Board strategy (2 days)	Auckland (Waipuna)	\$9,400	Strategy development
	• Educator Conference	Auckland	\$2,500	Training
	• Regional Sport Director Educator Conference	Auckland	\$2,300	Training
	• DCO conference	Auckland (Novotel)	\$5,000	Training
17/18	Educators Conference	Auckland	2,000	Training
	Team values sessions	Auckland	10,000	Team workshops
	Senior Manager strategy	Auckland	3,400	Working sessions
	DCO Conference	Auckland	13,000	Training
16/17	Educators Conference	Auckland	3,000	Training
15/16	Team Building	NZOC/DFSNZ	6,000	Team Building
	Educators Conference	Auckland	1,500	Training
	DCO Conference	Auckland	9,000	Training
	BCO Conference	Auckland	3,000	Training
14/15	DCO Conference	Auckland	9,000	Training

What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

Evaluation form is completed at the conclusion of seminars and conferences. For sessions involving staff this is checked via annual staff survey. Additionally, for the Board strategy session management and the Board have continued to engage and build on the work in that session at all subsequent regular Board meetings.

How much was spent on staff training in 2018/19; and what percentage of the vote does the amount represent? How does this compare to each of the previous four financial years?

Year	Cost (\$)	
2018/19	22,440	0.7%
2017/18	29,788	0.9%
2016/17	15,259	0.4%
2015/16	9,000	0.4%
2014/15	Not available	

What specific activities or events were conducted that contributed towards staff morale in the last financial year?

DFSNZ has a Christmas function and financial year end meal for staff. Flexible *working options are available to staff and all staff are given "departmental days"* as supplementary leave between Christmas day and New Years day.

How much was spent on pay television subscriptions (such as SKY and Netflix) in the last financial year and for how many subscriptions? How much was spent in each of the previous four financial years and how much has been budgeted for the latest financial year?

Year	Cost (\$)
2019/20 budget	2,880
2018/19	2,883
2017/18	2,688
2016/17	2,147
2015/16	Nil

There is one subscription to SKY in the office.

What is the total amount spent, if any, on speakers fees and/or speaker honorariums for year of the last seven financial years by event, event date, speaker and amount received?

None for 2018/19 or for previous seven years.

Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so what was the total amount of travel and/or accommodation costs paid over the last seven financial years by speaker and event spoken at?

None for 2018/19 or for previous seven years.

What special units, task forces or reviews have been set up; and what particular issue or issues are they providing advice or analysis on? How many people are in any such units or reviews, and from what other government departments or outside organisations, if any, are they drawn? What is the total cost of this work?

None undertaken by DFSNZ.

What actions, if any, have been taken to improve the seismic safety of buildings, offices, and workplaces; or the seismic resilience of key infrastructure? What is the total cost of this work?

None undertaken by DFSNZ.

What actions, if any, have been taken to lower greenhouse gas emissions; and how does the level of greenhouse gas emissions in 2018/19 compare to previous years? What is the total cost of this work?

None undertaken by DFSNZ. However we have completed a baseline assessment of Drug Free *Sport's* carbon footprint, which has allowed us to prioritise our carbon reduction efforts. We will revisit this exercise annually to assess our progress.

What actions, if any, have been taken to improve the gender pay gap; and how does the gender pay gap in 2018/19 compare to previous years? What is the total cost of this work?

None undertaken by DFSNZ in this or previous years. Given the small number of staff in the agency, statistics on gender pay can fluctuate significantly year to year. The senior team comprises 50% male and 50% female, and there is only one area where we have both male and female staff doing essentially the same role. In this case, there is no gender pay gap.

SUPPLEMENTARY QUESTIONS (Q112-117)

As at the 2018 Annual Review, DFSNZ stated it had not been consulted by the Government on its views around the impact of the potential legalisation of marijuana and its impact on sport, has DFSNZ since been consulted by the Government on this issue?

No.

As at the 2018 Annual Review, DFSNZ stated it had not done any research or work to investigate the impact of the potential legalisation of marijuana on its use in sport and the potential increase in doping convictions, have you since conducted any such research?

We have discussed this issue with our Canadian counterparts, where cannabis was decriminalised earlier this year, and also with our American and Dutch counterparts. We will talk further with them when there is greater surety about whether cannabis will be decriminalised in NZ.

What conversations, if any, has DFSNZ had with the Minister of Sport or Sport New Zealand around the need for extra funding in the instance that cannabis is decriminalised, to provide increased education of athletes around drug use?

We have not discussed this with the Minister or Sport NZ. Our discussions to date on this matter lead us to believe that additional funding is not required for this particular issue. We educated 7,250 athletes and support personnel in face-to-face workshops in 2018/19, with a further 1,559 completing e-learning. We are looking to increase these numbers this year. If cannabis is decriminalised we will highlight this and adjust some of the messaging in our education materials but the delivery will be unchanged in respect of this issue. This is very similar to the approach taken in Canada.

Do you expect that the potential legalisation of marijuana would result in an increase cases of doping in sport and therefore warrant an increase in funding for DFSNZ to manage this?

No. Our testing regime is focused on high performance athletes and those tracking towards high performance. These athletes are typically been educated by us, are supported by High Performance Sport New Zealand and have other support personnel around them. They are typically aware that both a) marijuana is prohibited in sport and b) using it is unlikely to help them achieve their sporting goals.

In the instance that marijuana is decriminalised, does DFSNZ plan to release information to its athletes to inform them on how this will or will not affect drug use in sport?

We definitely plan to so, though the content and delivery method for that information will be decided, and we anticipate informed by the experiences of our counterparts in Canada and the USA.

How will Sport NZ work differently with NSOs and RSTs as a result of the Every Body Active strategy?

Not applicable for DFSNZ.

Drug Free Sport New Zealand

2018/19 Annual Review

**For the Social Services and Community Select
Committee**

Responses to written questions 1 - 117Submitted

25 February 2020

Contents

RESTRUCTURING/REVIEWS (Q1-9).....	84
BUDGET INITIATIVES (Q10)	86
COST AND SERVICE CHANGES (Q11-15).....	86
USER CHARGES (Q16).....	87
PROPERTY/CAPITAL WORKS (Q17-27)	87
ICT (Q28-34)	89
REPORTS, PLANNING, AND EVALUATION (Q35-41)	91
GIFTS AND EXTERNAL RELATIONSHIPS (Q42-46)	92
INVOICES AND PROCUREMENT (Q47-48)	94
ADVERTISING, POLLING, AND PUBLIC RELATIONS (Q49-54).....	95
OFFICIAL INFORMATION AND PRIVACY (Q55-62)	97
PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS (Q63-67).....	98
CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS OF PROFESSIONAL SERVICES (Q68-75)	100
COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES (Q76-79)	102
LEAVE AND EAP (Q80-84).....	103
SECONDED STAFF (Q85-87).....	104
STAFF TURNOVER/TERMINATION OF EMPLOYMENT (Q88-92).....	105
SALARIES AND BONUSES (Q93-94)	106
TRAINING, TRAVEL AND OTHER EXPENSES (Q95-111).....	108
SUPPLEMENTARY QUESTIONS (Q112-117)	113

Please answer the following questions about your department, agency or organisation. If you have a wholly owned/controlled subsidiary who is not independently answering these questions please also answer on their behalf.

RESTRUCTURING/REVIEWS (Q1-9)

What restructuring occurred during 2018/19 and each of the previous four financial years? Please provide copies of any evaluations carried out prior to restructuring, and details of the structural change; the objective of restructuring; staff increases or reductions as a result; and all costs associated with the change including costs of redundancy.

None for the four years before 2017/18.

There was a restructuring in 2017/18. One position was disestablished and some reporting lines changed as a consequence – providing for three direct reports to the CE vs one previously (the position disestablished). The objective of the restructuring was to establish more direct relationships between the CE and the leaders of the three key functional areas (testing, education and corporate services). This entailed the creation of a new role, which was sourced externally. There was net zero change in headcount. There was no external review conducted; the CE conducted and oversaw the process, and prepared supporting material and the proposal, which was subject to a consultative process. The costs of the change included legal fees, a redundancy payment, and a fee to a consultant to source the new employee (approximately \$30,000 in total).

There was also a restructuring in 2018/19. In this work, we consolidated three part-time contractor roles and one permanent staff role into two new permanent full-time staff roles. The objective of the restructuring was to eliminate the contract roles and bring knowledge back into the organisation, whilst at the same time providing for more administrative capability to take workload off other staff. There was no external review conducted; the CE conducted and oversaw the process, and prepared supporting material and the proposal, which was subject to a consultative process. The costs of the change included provision of legal advice on process (\$1,500). No staff were made redundant – the incumbent for the one permanent staff role that was subject to the review chose to resign.

Was any work conducted around mergers with other agencies in the 2018/19 year? If so, for each such project, what agencies were being considered for mergers?

None for 2018/19.

Was any rebranding undertaken in the 2018/19 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous four financial years?

Year	<i>Description</i>	Cost (\$)
2018/19	None	0
2017/18	None	0
2016/17	None	0
2015/16	None	0
2014/15	<i>Design of new logo and website</i>	61,226

Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation -
- The reason for the inquiry/investigation
- The expected completion date

None for 2018/19.

How many reviews, working groups, inquiries or similar does the department operate or participate in? Please list by title.

None for 2018/19.

For each review, working group or inquiry, what is the estimated cost for 2018/19, 19/20, 20/21 and 21/22?

None for 2018/19.

For each review, working group or inquiry, what are the key dates and milestones including start dates, regular reporting dates, and end dates?

None for 2018/19.

For each review, working group or inquiry how many departmental staff are involved by head count and by FTE?

None for 2018/19.

For each review, working group or inquiry what reports, briefings or documents have been produced? Please list by title and date produced.

None for 2018/19.

BUDGET INITIATIVES (Q10)

If your entity does not prepare Budget initiatives, please answer N/A to this section

For each new spending initiative introduced over the last seven Budgets (ie, Budget 2012, Budget 2013, Budget 2014, Budget 2015, Budget 2016, Budget 2017 and Budget 2018), what evaluation has been undertaken of its effectiveness during 2018/19 and what were the findings of that initiative? Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

In 2015/16 a new spending initiative was introduced using funds received from the Proceeds of Crime Fund for developing and supporting a drug free culture amongst young athletes.

The initiative has research, education, testing and information sharing components. It allowed temporary staff members to be employed who have since been made permanent since the end of the 2016/17 year.

N/A for the other six budget years.

COST AND SERVICE CHANGES (Q11-15)

What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

None for 2018/19.

What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

None for 2018/19.

What programmes or projects, if any, were delayed in the 2018/19 financial year and what was the reason for any delay in delivery or implementation?

None for 2018/19.

How much funding for specific projects, policies or programmes has been carried forward from the 2018/19 financial year to the current financial year? For each, please provide the following details:

- Name of project, policy or programme -
- Amount of funding brought forward
- Amount of funding already spent
- Amount of funding originally budgeted for the project - Estimation completion date.

None for 2018/19.

How many projects or contracts that were due to be completed in 2018/19 were shelved, curtailed or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2018/19?

None for 2018/19.

USER CHARGES (Q16)

If your entity does not operate user charges, please answer N/A to this section

What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous financial year?

DFSNZ carries out testing on behalf of other Anti-Doping Organisations (International Federations and Major Event Organisations) and for professional sports leagues on a user pays basis. As in previous years user charges are charged on an estimated cost recovery basis:

<i>User charges</i>	<i>Revenue (\$)</i>
2018/19	357,541
2017/18	301,254

PROPERTY/CAPITAL WORKS (Q17-27)

How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous four financial years?

None for 2018/19 and for the previous four years.

What land, building, and other assets were sold in 2018/19? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous four financial years?

No land or buildings owned or sold in 2018/19 or the previous four years. Very little electronic equipment, software and furniture have been disposed of in recent years and assets have been written off at the end of their useful lives. In 2018/19 we sold some old items of furniture, advertising these on TradeMe, and receiving \$183 for the items.

How much floor space does your department, agency or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous four financial years?

<i>Floor space</i>	<i>Space (m2)</i>	<i>Cost per m2 (\$)</i>	TOTAL COST (\$)
2018/19	187.45	267.53	50,149
2017/18	187.45	267.53	50,149
2016/17	187.45	245.99	47,498
2015/16	187.45	246.60	46,225
2014/15	187.45	246.60	46,225

Were any of your offices relocated in 2018/19? In each case please provide where did the office move from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous four financial years.

None for 2018/19 and for previous four years.

How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2018/19 financial year? For each, please provide the following details:

- a. A description of the renovation carried out
- b. Location of the project
- c. Name of provider(s) or manufacturer(s)
- d. Type of product or service generally provided by the above
- e. Cost of the project
- f. Completion date
- g. Whether tenders were invited, if so, how many were received
- h. List separately any single item of furniture or fixture worth more than \$2,500 with its cost.

None for 2018/19.

What offices were closed in 2018/19 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous four financial years?

None for 2018/19 and for previous four years.

What offices did your department, agency or organisation open in 2018/19 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous four financial years?

None for 2018/19 and for previous four years.

How many regional offices, other than your department, agency or organisation's head office, reduced their opening hours during the 2018/19 financial year listed by new and former opening hours, date of change, and location?

None for 2018/19 and for previous four years.

How many vehicles did your department, agency or organisation own during the 2018/19 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

In June 2018 DFSNZ bought one vehicle, a Suzuki S-Cross, and this is assigned to the Auckland office (our only location). No vehicles were owned in the previous 4 years.

What was the total amount spent on purchasing vehicles during the 2018/19 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Vehicle cost \$21,662 (2017/18 year). No vehicles were purchased in the previous 4 years, or in 2018/19.

Were any labour and/or contractor costs been capitalised into capital project costs during the 2018/19 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

None for 2018/19.

ICT (Q28-34)

Does your department, agency or organisation have a policy about the use of personal email accounts (e.g. Gmail accounts) in the workplace; if so, what policies are in place and do those policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous four financial years?

Yes, the Drug Free Sport NZ staff handbook details an Email Use policy and specifically states that use of personal email accounts for official business is prohibited. No breaches of this policy have been identified in the previous four years.

What IT projects, if any, were shelved or curtailed in the 2018/19 year and how much will have been spent on each project before it is shelved or curtailed?

None for 2018/19.

What IT projects, if any, were completed or under way in the 2018/19 year? For each, please provide the following details:

- Name of project
- Initial estimated budget
- Initial estimated time frame - Start date
- Completion date or estimated completion date.
- Total cost at completion or estimated total cost at completion.

- Name of project PAPERLESS

Initial estimated budget: \$165,000
Initial estimated time frame February to November 2019
Start date : February 19
Completion date or estimated completion date. November 2019
Total cost at completion or estimated total cost at completion.
\$155,000 (\$32,000 incurred to 30 June 2019)

- Name of project GLOBALDRO

Initial estimated budget: \$25,000
Initial estimated time frame To July 2019
Start date : May 2018
Completion date or estimated completion date. December 2019
Total cost at 30 June 2019 = \$7,185
Total cost estimated to completion = \$20,000

- Name of project ANNUAL LAPTOP REFRESH FOR OBSOLESCENCE

Initial estimated budget: \$8,000
Initial estimated time frame April-June 2019
Start date : April 2019
Completion date or estimated completion date. June 2019
Total cost at completion or estimated total cost at completion. \$7,800

- Name of project WEBSITE SUPPLEMENT FRAMEWORK

Initial estimated budget: \$8,000
Initial estimated time frame April-June 2019
Start date : April 2019
Completion date or estimated completion date. June 2019
Total cost at completion or estimated total cost at completion. \$8,400

How much was spent for software licensing fees in the 2018/19 financial year and how does this compare with spending in each of the previous four financial years?

For 2017/18 and 2018/19:

Microsoft Office and related personal software: DFSNZ pays a bulk fee (approximately \$108,000) incorporating software licensing to our IT managed services provider, an arrangement which commenced in November 2017. This compares to approximately \$59,000 for similar licence fees and outsourced services in the previous five years (note that additional costs relate to extra security and resilience provided by new supplier). It is not possible to report on software licence costs in isolation.

Additional licencing fees for US-origin bespoke anti-doping software = US\$5,000/annum

Local machine antivirus software for DFSNZ (14 devices) is approximately \$2,000/annum.

Learning management system licence (for our education services) is approximately \$8,000/annum

Total spend in 2016/17 was estimated as \$70,000.

Total spend in 2015/16, and previous years, was estimated as \$47,000

How many websites did your department, agency or organisation run in 2018/19 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

DFSNZ operates one live website at www.drugfreesport.org.nz. It went live on 01 January 2015 and is Drug Free Sport NZ's website and athlete access point. It is also the primary source of information on anti-doping including Sports Anti-Doping Rules. It costs \$7,000pa (including support costs)

How many data security issues were identified in 2018/19 and how many data security issues were there in each of the previous four financial years? If there were breaches, what were they, how were these addressed and what are the titles of any reports into them? What involvement, if any, was there from either the GCSB or the National Cyber Security Centre?

None for 2018/19 and for previous four years.

How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2018/19 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous four financial years?

None for 2018/19 and for previous four years.

REPORTS, PLANNING, AND EVALUATION (Q35-41)

Please provide a list of all reports that were prepared in 2018/19 relating to:
baseline update (if applicable)
- value for money -
savings identified

None for 2018/19.

36. Please provide copies of the current work plan.

Refer to the Drug Free Sport NZ Statement of Intent and Statement of Performance Expectations on the DFSNZ website.

Please list projects and major policy initiatives progressed in 2018/19.

Good Clean Sport – Youth

Testing at Secondary School TOP 4 Rugby competition.

Major revision of DFSNZ strategy, vision and agency values, involving all staff

Pursuit of a major Investigation, and a world-first, involving NZ Clenbuterol, resulting in approximately 40 cases

Initiated “drop-in” sessions at high performance centres to allow informal interaction and Q+A with athletes

IT projects as per Q30 (above)

Please provide copies of any reports made to the Minister in 2018/19 about performance against the agency or organisation’s Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results.

How many evaluations of policies or programmes were completed in 2018/19? Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

None for 2018/19.

What reviews of capability were started or completed in 2018/19? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will they be completed?

None for 2018/19.

Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency or organisation in the 2018/19 financial year (including details of all performance measures, targets and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results.

GIFTS AND EXTERNAL RELATIONSHIPS (Q42-46)

What policies were in place in 2018/19 on accepting corporate gifts or hospitality? How did this compare to the previous financial year? Please list all corporate gifts or hospitality accepted by staff in the 2018/19 financial year with the following details:

- Gift or hospitality accepted
- Position of staff member who accepted - Estimated value
- Date received
- Name of the organisation or individual who paid for/gave the gift or hospitality.

DFSNZ has a policy on Gifts in its Staff Handbook, which includes reference to and incorporates the principles of the State Services Guidelines. This is an extract from the Gift Register for 2018/19:

FY 2018/19	Recipient	Description of gift or hospitality	Estimated Value	Provider of gift or hospitality	Accept/ Decline
25/7/18	Chief Executive	Invite to Beldisloe Cup	\$100	NZ Rugby	Accepted
3/12/18	Chief Executive	Invite to NZOC annual gala	\$100	NZ Olympic Committee	Accepted
7 Dec 2018	Director Testing and Investigations	Gift basket of food/crackers/treats	\$50	Visionbox, Colorado USA	Accepted
13/12/18	Chief Executive	Invite to NZRugby annual Rugby awards	\$100	NZR	Accepted
14 Dec 18	Corporate Services Mgr	Small box chocolates; 1 x bottle wine	\$25	Absolute Cleaners	Accepted
15/02/19	Education Manager	Invitation to NZ Sport Connecting Codes networking function	Unknown	NZ Football	Accepted
21/02/19	Chief Executive	Invite to Halberg Awards	\$200	Meredith Connell	Accepted
25/02/19	Chief Executive	Invite to Carbine Club golf day	\$45	Paul David QC	Accepted
19/03/19	Education Manager and Director Test and Investgn	Prezi cards provided as a thank you for Performance Summit 2019 workshop facilitation	\$250 each (\$500 total)	HPSNZ (Chris Morrison)	Accepted
21/3/19	Chief Executive	Invite to Athletics NZ meet, Waitakere	\$30	Athletics NZ	Accepted
12/6/19	Chief Executive	Opening of Britomart Chambers	\$25	Michael Heron QC	Accepted
20/6/19	Chief Executive	World Class KEA awards	Unknown	Peter Miskimmin	Accepted

What policies were in place in 2018/19 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2017/18 financial year. For each, please provide the following details:

- Gift given
- Name of external organisation or individual - Reason given
- Estimated value
- Date given.

On rare occasions DFSNZ may give a gift to an external organisation or individual. This is always with the approval of the Chief Executive and consistent with the SSC *"The Good Practice Guide – Controlling sensitive expenditure"*. In 2018/19 gifts reflecting NZ culture were given to:

Date	Gift	Recipient	Reason	Cost (\$)
Oct 2018	1 x Piko Ito ceramic	<i>Korean Anti-doping agency</i>	<i>Cultural exchange of gifts on KADA's visit to Auckland</i>	\$160
Mar 2019	1 x Piko Ito ceramic and box	<i>Head of Intelligence and Investigations at UK Anti-Doping</i>	<i>Appreciation for UKAD support of DFSNZ in visit to UK</i>	\$190
Mar 2019	1 x Piko Ito ceramic and box	<i>Intelligence Manager at Anti-Doping Denmark</i>	<i>Appreciation for ADD support of DFSNZ in visit</i>	\$190
June 2019	All Blacks scarves and NZ sweets	<i>Korean Anti-Doping Agency</i>	<i>Exchange of gifts for Korean hosts of anti-doping summit</i>	<i>Approx \$50 in total</i>

What policies were in place in 2018/19 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2018/19 financial year. For each, please provide the following details:

- Gift given
- Position of staff member - Reason given
- Estimated value
- Date given.

There is no formal internal policy but the State Services Guidelines are referred to. No gifts exceeding \$100 were given.

What potential conflicts of interest were identified regarding the board, management or senior staff in 2018/19? For each, please provide the following details:

- Conflict identified.
- Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.
- Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.
- Steps taken to mitigate any possible conflict in granting any contract, policy, consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous three financial years.

Each DFSNZ Board Member discloses and updates an 'interest register' at the beginning of every board meeting for the purpose of identifying any conflicts of interest. No actual conflict has been identified in the previous six years.

No contract has been entered into beyond testing agreements with sports in which board members may have an interest. Should a conflict (real or perceived) be identified, that member is moved from any related topic discussion or contract discussion. All DFSNZ staff follow the Conflict of Interest policy set out in the staff handbook.

What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2018/19? For each, what was the cost for each of its memberships? How does this compare to each of the previous four financial years?

INADO (Institute of National Anti-Doping Organisations) \$7,000USD and has been for many years at the same approximate cost

In the years prior to 2017/18 DFSNZ has also been a member of the Australia New Zealand Sports Law Association (\$250), but is no longer a member.

INVOICES AND PROCUREMENT (Q47-48)

How many penalties for late payment of an invoice were incurred in the 2018/19 year and what was the total cost of that. How does this compare to each of the previous four financial years?

In 2018/19 we were inadvertently late in paying a GST return, accruing a penalty of approximately \$1,000. No other penalties were accrued in 2018/19, or for the previous four years.

How many and what proportion of invoices and bills received in the 2018/19 financial year were not paid on time, and how does this compare to each of the previous four financial years?

None for 2018/19 and for previous four years.

ADVERTISING, POLLING, AND PUBLIC RELATIONS (Q49-54)

What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- a. Who conducted the work
- b. When the work commenced
- c. When it was completed (or due to be completed)
- d. Estimated total cost
- e. Whether tenders were invited; if so, how many were received.

Annual confidential survey of athletes, to provide athlete assessment of DFSNZ education and testing programmes, conducted by DFSNZ directly using a licenced online survey tool. Results are provided in the 2018/19 Annual Report. Estimated cost under \$500.

How much was spent on advertising, public relations campaigns or publications in the last financial year? How does this compare to the cost of this in the previous four financial years?

None for 2018/19 and for previous four years.

For each advertising or public relations campaign or publication conducted or commissioned in the 2018/19 financial year, please provide the following:

- a. Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs
- b. Who conducted the project
- c. Type of product or service generally provided by the above
- d. Date the work commenced
- e. Estimated completion date
- f. Total cost
- g. Whether the campaign was shown to the Controller and Auditor-General
- h. Whether tenders were or are to be invited; if so, how many were or will be received.

None for 2018/19 and for previous four years.

How many public relations and/or communications staff, contractors/consultants or providers of professional services were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? How does that compare with each of the previous four financial years? Provide a numerical and percentage breakdown of public relations or communications staff by employment status ie permanent, contractor/consultant, provider of professional service.

One communications staff member was employed part time in 2018/19. Salary withheld for privacy reasons. This was a new position in 2014/15, and there was no previous position.

How much was spent in 2018/19 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, policies or marketing? How did this compare to each of the previous four financial years? For each invoice over \$1,000 in 2018/19 please provide the item purchased, the amount purchased, costs and the intended use.

<i>Year</i>	<i>Item description</i>	<i>Total spend in year</i>
2018/19	<i>Uniforms – shirts</i>	\$100
	<i>Education outreach collateral</i>	\$6,048
2017/18	<i>Uniforms – shirts and jackets</i>	\$5,555
	<i>Education Outreach collateral</i>	\$3,000
2016/17	<i>Towels and drink bottles – Education outreach</i>	\$4,940
2015/16	<i>Drink bottles, pens, bags – Education outreach</i>	\$6,990
2014/15	Information unavailable	-

Individual invoices over \$1,000 for 2018/19:

<i>Item</i>	<i>Cost (\$)</i>	<i>Number</i>	<i>Use/purpose</i>
<i>Cooling towels</i>	\$1,058	250	<i>For education and outreach activities</i>
<i>Stress balls and cooling towels</i>	\$2,015	600	<i>For education and outreach activities</i>
<i>Drink bottles</i>	\$2,145	500	<i>For education and outreach activities</i>

How many press releases, if any, were released in the 2018/19 financial year? How many were released in each of the previous four financial years?

<i>Media releases</i>	<i>#</i>
2018/19	18
2017/18	14
2016/17	33
2015/16	19
2014/15	18

OFFICIAL INFORMATION AND PRIVACY (Q55-62)

If your entity is not covered by the Official Information Act, please answer N/A to the relevant questions.

In 2018/19, did your department, agency or organisation have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous four financial years?

No such group for 2018/19 and for previous four years.

What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2018/19? What were these numbers for each of the previous four financial years?

Official Information Act data:

<i>Year</i>	<i>Requests received</i>	<i>Responded < 20 days</i>	<i>Responded > 20 days</i>	<i>Transferred</i>	<i>Declined</i>
2018/19	5	4	0	1	0
2017/18	7	5	2 (within extension)	0	0
2016/17	2	2	0	0	0
2015/16	1	1	0	0	0

Information not available for prior years

What was the average response time for Official Information Act Requests during 2018/19? What was this number for each of the previous four financial years?

2018/19 = 7 working days

2017/18 = 16 working days (including the 2 requests where an extension was requested)

2016/17 = 17 days

2015/16 = approximately one week (data does not exist to provide accurate calculations)

How many complaints were received under the Privacy Act or Official Information Act during 2018/19 broken down by whether each has been upheld, dismissed, or still under investigation? How does this compare to each of the previous four financial years?

None for 2018/19 and for previous four years.

What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office? Have any of these policies changed since the new Government was sworn in?

No formal policy in place however practice is to inform the monitoring department (the Ministry for Culture and Heritage) and Sport NZ prior to proceeding with a response for any requests on a no-surprises basis and where it is considered that the request may have implications for matters of government policy or priority. This policy has not changed in recent years.

Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

DFSNZ does not have such a policy

What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2018/19?

None for 2018/19.

Were any privacy issues identified in the 2018/19 financial year and in the previous four financial years? If so, what were they and what are the titles of any reports into them?

None for 2018/19 and for previous four years.

PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS (Q63-67)

If the information sought in this section is found in the department, agency or organisation's Annual Report with the same breakdown as requested, your response may refer to this, giving details. However your response MUST be specific and cite the relevant page numbers.

If the question is not relevant to your department, agency or organisation (for example if it does not have a policy function or a staffing cap) please answer N/A

How many staff positions in the policy area were left unfilled in the 2018/19 financial year broken down by policy area in total? How did that compare with each of the previous four financial years? How is the agency or organisation continuing to carry out work in the absence of staff in these positions?

None for 2018/19 and for previous four years; DFSNZ does not employ policy positions.

How many permanent staff were employed within your department, agency or organisation during the last financial year? How does this compare to each of the previous four financial years? Please breakdown by:

- Role (e.g. policy/admin/operational)
- Classification (full and part-time)
- Office (e.g. geographical location)

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

All staff are operational and located at the offices of Drug Free Sport New Zealand, in Auckland. The increase in staff over time has reflected the increased demand for specialist roles and the expansion of the education team.

	2018/19	2017/18	2016/17	2016/15	2015/14
FTE	13	13	13	11	9
Headcount	14	14	13	11	9
Male	5	5	4	4	3
Female	8	7	9	7	6
Vacancy	1	2			

Age					
20-30	4	3	3	1	2
31-40	4	4	5	5	3
41-50	3	3	3	3	3
51-60	2	2	1	1	0
60+	0	0	1	1	1

Please provide a breakdown by role (e.g. policy/administration/operational) and location of the agency or organisation's staff numbers in 2018/19 and each of the previous four financial years, by age and gender.

See Q64.

If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2018/19, what was the figure at which it was capped? How many FTEs were employed in 2018/19, and how does this compare to each of the previous four financial years?

n/a.

How many of the total staff employed are considered to be frontline staff and how many are considered back office staff (both in nominal terms and as a percentage of total staff) and how does that number compare to the number of frontline and back office staff in each of the past four financial years?

Of 14 total staff (13 FTE), 4 perform back office functions (equivalent to 3.0 FTE). 3 FTE is 23% of our total FTE count. This proportion is similar to each of the previous four years.

*CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS
OF PROFESSIONAL SERVICES (Q68-75)*

How many contractors, consultants, including those providing professional services, were engaged or employed in 2018/19 and what was the estimated total cost? How did this compare to each of the previous four financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous four financial years please provide the following details:

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor - Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged - Date of the contract
- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received
- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

Officials "*in the field*" who collect samples and deliver education programmes on behalf of the organisation are independent contractors who are located all around New Zealand to simplify logistics and travel. There are approximately 140 such contractors, all of whom work a number of hours each year which could be fairly characterised as casual as opposed to part-time. The cost of these services was \$192,394 in 2018/19, a 5% increase on the previous year.

In 2018/19 DFSNZ three part-time contractors with specialist knowledge in aspects of anti-doping administration performed work for DFSNZ at Head Office. However, during the financial year, these three positions were absorbed with other responsibilities into permanent staff roles, and their contracts were ended. We occasionally re-engage one of these contractors for short-term project-specific or relief work, taking advantage of their anti-doping knowledge.

Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this compare with each of the previous four financial years?

None for 2018/19 or the previous four years.

What is the policy of your department, agency or organisation on the use of consultants, contractors or people providing professional services as opposed to regular employees? Has this policy changed in the last financial year, if so, why and how?

With the reorganisation in September 2018, DFSNZ is now a fully staffed organisation with permanent staff in roles which ordinarily allow absorption of ad hoc tasks and projects. If an internal staff member has the capacity and expertise, in-house resource is utilised. External contractor expertise is only obtained now occasionally for short-term project-specific or relief work, taking advantage of their specific knowledge of anti-doping administration, and where budget exists.

How many consultants, contractors or people providing professional services contracted in 2018/19 were previously employed permanently within your department, agency or organisation during the previous two financial years broken down by whether they had received a redundancy payment, severance or other termination package or not? How many contractors hired in each of the previous four financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

Two contractors in 2016/17 were previously employed permanently. Neither received a redundancy payment severance or other termination package. They were re-engaged as contractors due to the specialist nature of DFSNZ work and their background knowledge.

In the 2018/19 year these positions were absorbed into permanent staff and the contracts ended.

Were any consultants, contractors or agencies contracted to provide communications, media or public relations advice or services in the 2018/19 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous four financial years?

None for 2018/19.

How many temporary staff were contracted by your department, agency or organisation in the 2018/19 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

None for 2018/19.

How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2018/19 financial year? How does this compare to the number hired on each of these contracts in each of the previous four financial years?

Through 2018/19, two part-time contractors were engaged on contracts of 3-6 months

How many staff were employed on a fixed term contract in total in 2018/19? How does this compare to each of previous four financial years?

Staff employed on fixed term contracts	#
2018/19	None
2017/18	None
2016/17	2
2015/16	2

Two staff members were employed on 12-month fixed term contract in 2016/17 and in the prior year.

COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES (Q76-79)

How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

None for 2018/19.

Please provide a summary of any collective employment agreement negotiations completed in the 2018/19 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2019/20?

None for 2018/19.

How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous four financial years?

All DFSNZ employees have individual employment agreements, same as for previous four years.

Were any specific instructions, directions or advice received in relation to employment agreement matters from the State Services Commission or responsible Minister in the 2018/19 financial year? If so, please provide details.

None for 2018/19.

LEAVE AND EAP (Q80-84)

How many days of annual leave did employees have accrued on average during 2018/19? How does this compare to each of the previous four years? What strategies are used to encourage employees to reduce annual leave balances?

Annual leave accrued at 30 June	Average days
2018/19	10.2
2017/18	8.4

Numbers are unavailable for prior years.

Staff who have over 15 days leave outstanding are expected to provide a plan for reducing that leave balance

How many annual leave applications did the agency or organisation cancel or refuse during 2018/19? How does this compare to each of the previous four financial years?

No applications were cancelled or refused in 2018/19. Same as for previous years.

82. How many employees sold their fourth week of annual leave in the 2018/19 financial year? How does this compare to each of the previous financial years since this policy came into effect?

Staff who sold 4 th week of annual leave	#
2018/19	None
2017/18	2
2016/17	1
2015/16	1

83. How many days of sick leave did employees take on average during 2018/19? How does this compare to each of the previous four financial years? What strategies are used to reduce the amount of sick leave employees need to take?

Average days of sick leave taken per employee	#
2018/19	2.4
2017/18	2.7
2016/17	2.5
2015/16	3.0

At such a low level we believe this is to be expected as a genuine level of sick leave and no further strategies are required to reduce this level.

How much was spent on EAP or workplace counselling in the 2018/19 financial year and how did that compare to each of the previous four financial years?

\$568 in 2018/19. None for 2017/18 and for previous four years (DFSNZ was not a member of EAP in that time).

SECONDED STAFF (Q85-87)

If your department, agency or organisation does not second staff to *Ministers' offices*, please answer N/A to these questions

What was the number and cost of staff seconded to Ministerial offices during 2018/19 and how many of these had their salaries paid by the department, agency or organisation rather than Ministerial Services? What were these numbers in each of the previous four financial years? For each staff member seconded, please provide the following details:

- How long they were seconded for (less than 6 months, 6-12 months, 12-24 months or months or more);
- The role they were seconded to;
- The role they were seconded from;
- The reason for the secondment;
- The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.

None for 2018/19 and for previous four years.

What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2018/19 and what was it for each of the previous four financial years?

None for 2018/19 and for previous four years.

Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2018/19; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

None for 2018/19 and for previous three years.

STAFF TURNOVER/TERMINATION OF EMPLOYMENT (Q88-92)

What was the staff turnover for 2018/19 and what was the staff turnover for each of the previous four financial years by category? Please provide this information both as a percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2019/20?

Staff turnover was high in 2018/19, and staff left for typically for career enhancement opportunities. In a small agency, a few additional staff members leaving results in a high percentage change. Very capable replacements for departed staff were found in reasonably short order.

	<i>Turnover</i>
2018/19	6=43%
2017/18	4=28%
2016/17	1=7%
2015/16	1=8%
2014/15	2=18%

What was the average length of service in your department, agency or organisation in the 2018/19 financial year and each of the previous four financial years? Please also provide this information broken down by age and gender.

The detailed analysis of information in Male/Female and by Age is not available in past years, but data has been collected to allow this to be reported for 2017/18 and into future years. The information as presented to Select Committee in past years has been included for completeness.

	<i>All Staff</i>	<i>Male</i>	<i>Female</i>	<i><31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
2018/19	2.5 years	2.1 years	2.7 years	0.9	3.8	2.6	3.7	N/A
2017/18	3.5	2.3	4.2	1.5	4.3	4.1	2.7	N/A
2016/17	2.5-4.0							
2015/16	4.8							
2014/15	5.1							

	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>61+</i>
2016/17	1M,2F	1M,3F	3F	2F	1M
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m

How many staff resigned during 2018/19, what were the reasons provided, and what are the possible implications for the agency or organisation? Please also provide the number broken down by age and gender.

6 staff resigned in 2018/19 (2M (both 30-40), 4F (1 aged 20-30; 2 aged 30-40, and 1 aged 50-60). Three had served DFSNZ for more than 5 years; the other three for less than 2 years. Five left for other job opportunities. Very capable replacements for departed staff were found in reasonably short order. In a small agency, there are years when a number of staff leave because there are limited opportunities within the organisation; we do not consider this to be indicative of a major problem within the agency.

How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2018/19 financial year? How does that compare to the number and amount spent in each of the previous four financial years?

1 staff member received compensation and other benefits in relation to cessation in 2017/18 (\$15,713). In each of the previous 4 financial years, and for 2018/19, this was NIL.

How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2018/19 financial year? How does this compare to the individual total amounts paid out in redundancy, severance or other termination packages in each of the previous four financial years?

See response to Q91.

SALARIES AND BONUSES (Q93-94)

How much was spent on performance bonuses, incentive payments or additional leave in 2018/19 and each of the previous four financial years? Please provide a breakdown of the number of bonuses received during 2018/19 in \$5,000 bands. What were the specific criteria for such performance payments? Has there been any changes to the criteria since October 2017; if so, what specific changes and why?

One person received a performance bonus linked to achievement of targets in the Statement of Performance Expectations and other Board considerations. Performance bonus was in \$15,000-20,000 bracket, up from the \$10-15,000 bracket from the previous 4 years.

In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous four financial years? Please also provide this information by age and gender.

A full response to this question is included for the three years to 2018/19. The information as presented to Select Committee for 2015/16 and earlier is not complete, but the responses from those years have been included.

2018/19

<i>Analysis</i>	<i>Male</i>	<i>Female</i>	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
25-40k		2 (<i>part-time</i>)		1	1		
40-50k		1	1				
50-60k		1	1				
60-70k	2	1	2	1			
70-80k							

80-90k		1		1			
90-100k		1		1			
100-110k	1				1		
110-120k	1					1	
120-130k		1				1	
130-200k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
200-210k	1				1		

2017/18

<i>Analysis</i>	<i>Male</i>	<i>Female</i>	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
40-50k		1	1				
50-60k		1	1				
60-70k	1		1				
70-80k	1	1		2			
80-90k		2		2			
90-100k		1			1		
100-110k	1				1		
110-120k	1					1	
120-130k		1				1	
130-190k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
190-200k	1				1		

2016/17

<i>Analysis</i>	<i>Male</i>	<i>Female</i>	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
40-50k		2	1		1		
50-60k		1	1				
60-70k	1		1				
70-80k	1	1		2			
80-90k		2		2			
90-100k		1			1		
100-120k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
120-130k	1	1		1		1	
130-160k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
160-170k	1					1	

Previous year's data (as presented in past responses). This information does not fully provide a response to the question, but is in the same format as past responses and will be superseded as the higher quality information in the above tables is developed

	40-50k	50-60k	60-70k	70-80k	80-90k	90-100k	100-110k	110-120k	120-130k	130-140k	140-150k	150-160k	160-170k
2015/16			1f 2m	1f	2f		1m	1f			1m		
2014/15			1f 1m	1f	2f		1m	1f			1m		

ages	20-30	31-40	41-50	51-60	61-70
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m

TRAINING, TRAVEL AND OTHER EXPENSES (Q95-111)

How much was spent on catering in the 2018/19 financial year? What policies were in place for the use of catering and were there any changes to these?

DFSNZ does not keep records specifically for catering. Expenditure on catering is not common and no formal policy is in place. Catering for Board and other meetings is less than \$1,000 for the year.

How much was spent on domestic travel in the 2018/19 financial year and how does this compare to each of the previous four financial years? Provide a breakdown of spending on airfares, taxis/UBER and rental cars. Please provide a list of the positions of the top twenty spenders on domestic travel for 2018/19 including the amount spent.

Total domestic travel:

Year	Cost (\$)	Positions
2018/19	79,087	<i>Most staff travel nationally as required, and travel is required for the Board (4 members), and most testing and education contractors for test and education missions</i>
2017/18	71,000	
2016/17	25,000	<i>All staff travel nationally as required.</i>
2015/16	23,000	
2014/15	23,000	

We are reporting a significant increase in spending on domestic travel for the past two years. The 2017/18 and 2018/19 totals include domestic air travel, accommodation, vehicle travel and sundries and incidentals for all staff and our contractors whilst undertaking testing or education missions around New Zealand. We believe that is due to not including all these items for all personnel in this response in previous years.

In 2018/19, the top spenders on domestic air travel were:

<i>Chief Executive</i>	\$4,277
<i>Assistant Manager Education</i>	\$4,101
<i>Programme Director, Testing and Investigations</i>	\$3,352
<i>Board Chair</i>	\$2,821
<i>Intelligence and Investigations Manager</i>	\$2,296
<i>Board member</i>	\$2,016
<i>Education trainer</i>	\$1,706
<i>Education trainer</i>	\$1,647
<i>Education trainer</i>	\$1,279
<i>Education Manager</i>	\$1,044

No-one else incurred more than \$1000 in domestic airfares in the 2018/19 year.

What domestic airlines are used by staff and why? Provide a breakdown of spending on each airline used in 2018/19 financial year and how does this compare to each of the previous four financial years?

The vast majority of domestic air travel is on Air New Zealand. Domestic airfares over the past five years, including sundry charges, are:

<i>2018/19</i>	\$37,514.49
<i>2017/18</i>	\$35,736.62
<i>2016/17</i>	\$29,376.21
<i>2015/16</i>	\$21,672.50
<i>2014/15</i>	\$23,720.21

How much was spent on international travel in the 2018/19 financial year, how does this compare to each of the previous four financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2018/19, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

Year	Cost(\$)		Positions
	82,000		
<i>2018/19</i>	65,000	2.4%	<i>CEO, Senior Managers, specialist managers</i>
<i>2017/18</i>	57,000	1.7%	<i>CEO and Senior Managers</i>
<i>2016/17</i>	66,000	1.6%	<i>CEO and Senior managers</i>
<i>2015/16</i>	68,000	2.2%	
<i>2014/15</i>		2.2%	

<i>Position</i>	<i>Cost</i>	<i>Date</i>	<i>Location</i>	<i>Purpose</i>	<i>Outcomes</i>
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Programme mgr	2,000	Aug 18	Canada	Meeting with WADA/ CCES	Relationships, support for IT projects
Programme Mgr (2)	2,300	Oct 18	Australia	Training with ASADA	Training
Chief Executive, Programme director T&I	3,500	Oct 18	Australia	IADA meetings, ANZSLA conference	<i>Int'l</i> obligations
Chief Executive	14,500	Oct 18	France, USA	NADO Leaders meeting	Pressure on WADA re Russia, review of <i>int'l</i> anti-doping system
Education Manager	6,000	Nov 18	China	WADA Education conference	Relationships and diplomacy
Science Manager	8,500	Nov 18	Italy	WADA APMU Conference	Training
Chief Executive Programme Director T&I	10,500	Nov 18	Azerbaijan	WADA Board meetings	Relationships and diplomacy
Chief Executive	4,500	Dec 18	Canada	CCES and NADOs re IT (DCA)	IT project
Chief Executive Intel and Inv Mgr	9,500	Mar 18	Switzerland	WADA annual symposium	Relationships and diplomacy
Chief Executive	11,500	Mar 18	UK	WADA ADIIN meeting and relationships	Relationships and diplomacy
Chief Executive	8,500	June 18	Denmark, Germany Norway	iNADO board and NADO leaders meeting	Relationships and diplomacy

How many staff have Koru Club memberships paid for by your department, agency or organisation, and how does this compare with each of the previous four financial years? What is the policy regarding entitlement to Koru Club membership? What is the total amount paid for Koru Club memberships during the 2018/19 financial year?

No staff had Koru Club memberships paid for by DFSNZ in the last four years (back to 2015/16). In earlier years up to one staff member had Koru membership by DFSNZ.

How many staff had the use of vehicles paid for by your department, agency or organisation in 2018/19; what are the estimated costs; how do these numbers compare to each of the previous four financial years?

One person has the use of a leased car to facilitate out-of-hours and/or during the day no-notice sample collection. Costs for each year are:

2018/19 = \$5,391 (including depreciation). Costs greatly reduced because vehicle is owned, not leased

2017/18 = \$11,334

2016/17 = \$12,304

Costs for prior years are not available

How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2018/19? How does this compare to each of the previous four financial years? For each year please include:

- a. Purpose
- b. Venue
- c. Cost (including travel and accommodation costs)
- d. Activities undertaken

Year	Purpose	Venue	Cost	Activities
18/19	• Board strategy (2 days)	Auckland (Waipuna)	\$9,400	Strategy development
	• Educator Conference	Auckland	\$2,500	Training
	• Regional Sport Director Educator Conference	Auckland	\$2,300	Training
	• DCO conference	Auckland (Novotel)	\$5,000	Training
17/18	Educators Conference	Auckland	2,000	Training
	Team values sessions	Auckland	10,000	Team workshops
	Senior Manager strategy	Auckland	3,400	Working sessions
	DCO Conference	Auckland	13,000	Training
16/17	Educators Conference	Auckland	3,000	Training
15/16	Team Building	NZOC/DFSNZ	6,000	Team Building
	Educators Conference	Auckland	1,500	Training
	DCO Conference	Auckland	9,000	Training
	BCO Conference	Auckland	3,000	Training
14/15	DCO Conference	Auckland	9,000	Training

What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

Evaluation form is completed at the conclusion of seminars and conferences. For sessions involving staff this is checked via annual staff survey. Additionally, for the Board strategy session management and the Board have continued to engage and build on the work in that session at all subsequent regular Board meetings.

How much was spent on staff training in 2018/19; and what percentage of the vote does the amount represent? How does this compare to each of the previous four financial years?

Year	Cost (\$)	
2018/19	22,440	0.7%
2017/18	29,788	0.9%
2016/17	15,259	0.4%
2015/16	9,000	0.4%
2014/15	Not available	

What specific activities or events were conducted that contributed towards staff morale in the last financial year?

DFSNZ has a Christmas function and financial year end meal for staff. Flexible working options are available to *staff and all staff are given "departmental days"* as supplementary leave between Christmas day and New Years day.

How much was spent on pay television subscriptions (such as SKY and Netflix) in the last financial year and for how many subscriptions? How much was spent in each of the previous four financial years and how much has been budgeted for the latest financial year?

Year	Cost (\$)
2019/20 budget	2,880
2018/19	2,883
2017/18	2,688
2016/17	2,147
2015/16	Nil

There is one subscription to SKY in the office.

What is the total amount spent, if any, on speakers fees and/or speaker honorariums for year of the last seven financial years by event, event date, speaker and amount received?

None for 2018/19 or for previous seven years.

Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so what was the total amount of travel and/or accommodation costs paid over the last seven financial years by speaker and event spoken at?

None for 2018/19 or for previous seven years.

What special units, task forces or reviews have been set up; and what particular issue or issues are they providing advice or analysis on? How many people are in any such units or reviews, and from what other government departments or outside organisations, if any, are they drawn? What is the total cost of this work?

None undertaken by DFSNZ.

What actions, if any, have been taken to improve the seismic safety of buildings, offices, and workplaces; or the seismic resilience of key infrastructure? What is the total cost of this work?

None undertaken by DFSNZ.

What actions, if any, have been taken to lower greenhouse gas emissions; and how does the level of greenhouse gas emissions in 2018/19 compare to previous years? What is the total cost of this work?

None undertaken by DFSNZ. However we have completed a baseline assessment of Drug Free *Sport's* carbon footprint, which has allowed us to

prioritise our carbon reduction efforts. We will revisit this exercise annually to assess our progress.

What actions, if any, have been taken to improve the gender pay gap; and how does the gender pay gap in 2018/19 compare to previous years? What is the total cost of this work?

None undertaken by DFSNZ in this or previous years. Given the small number of staff in the agency, statistics on gender pay can fluctuate significantly year to year. The senior team comprises 50% male and 50% female, and there is only one area where we have both male and female staff doing essentially the same role. In this case, there is no gender pay gap.

SUPPLEMENTARY QUESTIONS (Q112-117)

As at the 2018 Annual Review, DFSNZ stated it had not been consulted by the Government on its views around the impact of the potential legalisation of marijuana and its impact on sport, has DFSNZ since been consulted by the Government on this issue?

No.

As at the 2018 Annual Review, DFSNZ stated it had not done any research or work to investigate the impact of the potential legalisation of marijuana on its use in sport and the potential increase in doping convictions, have you since conducted any such research?

We have discussed this issue with our Canadian counterparts, where cannabis was decriminalised earlier this year, and also with our American and Dutch counterparts. We will talk further with them when there is greater surety about whether cannabis will be decriminalised in NZ.

What conversations, if any, has DFSNZ had with the Minister of Sport or Sport New Zealand around the need for extra funding in the instance that cannabis is decriminalised, to provide increased education of athletes around drug use?

We have not discussed this with the Minister or Sport NZ. Our discussions to date on this matter lead us to believe that additional funding is not required for this particular issue. We educated 7,250 athletes and support personnel in face-to-face workshops in 2018/19, with a further 1,559 completing e-learning. We are looking to increase these numbers this year. If cannabis is decriminalised we will highlight this and adjust some of the messaging in our education materials but the delivery will be unchanged in respect of this issue. This is very similar to the approach taken in Canada.

Do you expect that the potential legalisation of marijuana would result in an increase cases of doping in sport and therefore warrant an increase in funding for DFSNZ to manage this?

No. Our testing regime is focused on high performance athletes and those tracking towards high performance. These athletes are typically been educated by us, are supported by High Performance Sport New Zealand and have other support personnel around them. They are typically aware that both a) marijuana is prohibited in sport and b) using it is unlikely to help them achieve their sporting goals.

In the instance that marijuana is decriminalised, does DFSNZ plan to release information to its athletes to inform them on how this will or will not affect drug use in sport?

We definitely plan to so, though the content and delivery method for that information will be decided, and we anticipate informed by the experiences of our counterparts in Canada and the USA.

How will Sport NZ work differently with NSOs and RSTs as a result of the Every Body Active strategy?

Not applicable for DFSNZ.

Drug Free Sport New Zealand

2018/19 Annual Review

**For the Social Services and Community Select
Committee**

Responses to written questions 1 - 117 Submitted

25 February 2020

Contents

RESTRUCTURING/REVIEWS (Q1-9).....	84
BUDGET INITIATIVES (Q10)	86
COST AND SERVICE CHANGES (Q11-15).....	86
USER CHARGES (Q16).....	87
PROPERTY/CAPITAL WORKS (Q17-27)	87
ICT (Q28-34)	89
REPORTS, PLANNING, AND EVALUATION (Q35-41)	91
GIFTS AND EXTERNAL RELATIONSHIPS (Q42-46)	92
INVOICES AND PROCUREMENT (Q47-48)	94
ADVERTISING, POLLING, AND PUBLIC RELATIONS (Q49-54).....	95
OFFICIAL INFORMATION AND PRIVACY (Q55-62)	97
PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS (Q63-67).....	98
CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS OF PROFESSIONAL SERVICES (Q68-75)	100
COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES (Q76-79)	102
LEAVE AND EAP (Q80-84).....	103
SECONDED STAFF (Q85-87).....	104
STAFF TURNOVER/TERMINATION OF EMPLOYMENT (Q88-92).....	105
SALARIES AND BONUSES (Q93-94)	106
TRAINING, TRAVEL AND OTHER EXPENSES (Q95-111).....	108
SUPPLEMENTARY QUESTIONS (Q112-117)	113

Please answer the following questions about your department, agency or organisation. If you have a wholly owned/controlled subsidiary who is not independently answering these questions please also answer on their behalf.

RESTRUCTURING/REVIEWS (Q1-9)

What restructuring occurred during 2018/19 and each of the previous four financial years? Please provide copies of any evaluations carried out prior to restructuring, and details of the structural change; the objective of restructuring; staff increases or reductions as a result; and all costs associated with the change including costs of redundancy.

None for the four years before 2017/18.

There was a restructuring in 2017/18. One position was disestablished and some reporting lines changed as a consequence – providing for three direct reports to the CE vs one previously (the position disestablished). The objective of the restructuring was to establish more direct relationships between the CE and the leaders of the three key functional areas (testing, education and corporate services). This entailed the creation of a new role, which was sourced externally. There was net zero change in headcount. There was no external review conducted; the CE conducted and oversaw the process, and prepared supporting material and the proposal, which was subject to a consultative process. The costs of the change included legal fees, a redundancy payment, and a fee to a consultant to source the new employee (approximately \$30,000 in total).

There was also a restructuring in 2018/19. In this work, we consolidated three part-time contractor roles and one permanent staff role into two new permanent full-time staff roles. The objective of the restructuring was to eliminate the contract roles and bring knowledge back into the organisation, whilst at the same time providing for more administrative capability to take workload off other staff. There was no external review conducted; the CE conducted and oversaw the process, and prepared supporting material and the proposal, which was subject to a consultative process. The costs of the change included provision of legal advice on process (\$1,500). No staff were made redundant – the incumbent for the one permanent staff role that was subject to the review chose to resign.

Was any work conducted around mergers with other agencies in the 2018/19 year? If so, for each such project, what agencies were being considered for mergers?

None for 2018/19.

Was any rebranding undertaken in the 2018/19 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous four financial years?

Year	<i>Description</i>	Cost (\$)
2018/19	None	0
2017/18	None	0
2016/17	None	0
2015/16	None	0
2014/15	<i>Design of new logo and website</i>	61,226

Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation -
- The reason for the inquiry/investigation
- The expected completion date

None for 2018/19.

How many reviews, working groups, inquiries or similar does the department operate or participate in? Please list by title.

None for 2018/19.

For each review, working group or inquiry, what is the estimated cost for 2018/19, 19/20, 20/21 and 21/22?

None for 2018/19.

For each review, working group or inquiry, what are the key dates and milestones including start dates, regular reporting dates, and end dates?

None for 2018/19.

For each review, working group or inquiry how many departmental staff are involved by head count and by FTE?

None for 2018/19.

For each review, working group or inquiry what reports, briefings or documents have been produced? Please list by title and date produced.

None for 2018/19.

BUDGET INITIATIVES (Q10)

If your entity does not prepare Budget initiatives, please answer N/A to this section

For each new spending initiative introduced over the last seven Budgets (ie, Budget 2012, Budget 2013, Budget 2014, Budget 2015, Budget 2016, Budget 2017 and Budget 2018), what evaluation has been undertaken of its effectiveness during 2018/19 and what were the findings of that initiative? Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

In 2015/16 a new spending initiative was introduced using funds received from the Proceeds of Crime Fund for developing and supporting a drug free culture amongst young athletes.

The initiative has research, education, testing and information sharing components. It allowed temporary staff members to be employed who have since been made permanent since the end of the 2016/17 year.

N/A for the other six budget years.

COST AND SERVICE CHANGES (Q11-15)

What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

None for 2018/19.

What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

None for 2018/19.

What programmes or projects, if any, were delayed in the 2018/19 financial year and what was the reason for any delay in delivery or implementation?

None for 2018/19.

How much funding for specific projects, policies or programmes has been carried forward from the 2018/19 financial year to the current financial year? For each, please provide the following details:

- Name of project, policy or programme -
- Amount of funding brought forward
- Amount of funding already spent
- Amount of funding originally budgeted for the project - Estimation completion date.

None for 2018/19.

How many projects or contracts that were due to be completed in 2018/19 were shelved, curtailed or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2018/19?

None for 2018/19.

USER CHARGES (Q16)

If your entity does not operate user charges, please answer N/A to this section

What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous financial year?

DFSNZ carries out testing on behalf of other Anti-Doping Organisations (International Federations and Major Event Organisations) and for professional sports leagues on a user pays basis. As in previous years user charges are charged on an estimated cost recovery basis:

User charges	Revenue (\$)
2018/19	357,541
2017/18	301,254

PROPERTY/CAPITAL WORKS (Q17-27)

How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous four financial years?

None for 2018/19 and for the previous four years.

What land, building, and other assets were sold in 2018/19? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous four financial years?

No land or buildings owned or sold in 2018/19 or the previous four years. Very little electronic equipment, software and furniture have been disposed of in recent years and assets have been written off at the end of their useful lives. In 2018/19 we sold some old items of furniture, advertising these on TradeMe, and receiving \$183 for the items.

How much floor space does your department, agency or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous four financial years?

Floor space	Space (m2)	Cost per m2 (\$)	TOTAL COST (\$)
2018/19	187.45	267.53	50,149
2017/18	187.45	267.53	50,149
2016/17	187.45	245.99	47,498
2015/16	187.45	246.60	46,225
2014/15	187.45	246.60	46,225

Were any of your offices relocated in 2018/19? In each case please provide where did the office move from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous four financial years.

None for 2018/19 and for previous four years.

How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2018/19 financial year? For each, please provide the following details:

- a. A description of the renovation carried out
- b. Location of the project
- c. Name of provider(s) or manufacturer(s)
- d. Type of product or service generally provided by the above
- e. Cost of the project
- f. Completion date
- g. Whether tenders were invited, if so, how many were received
- h. List separately any single item of furniture or fixture worth more than \$2,500 with its cost.

None for 2018/19.

What offices were closed in 2018/19 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous four financial years?

None for 2018/19 and for previous four years.

What offices did your department, agency or organisation open in 2018/19 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous four financial years?

None for 2018/19 and for previous four years.

How many regional offices, other than your department, agency or organisation's head office, reduced their opening hours during the 2018/19 financial year listed by new and former opening hours, date of change, and location?

None for 2018/19 and for previous four years.

How many vehicles did your department, agency or organisation own during the 2018/19 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

In June 2018 DFSNZ bought one vehicle, a Suzuki S-Cross, and this is assigned to the Auckland office (our only location). No vehicles were owned in the previous 4 years.

What was the total amount spent on purchasing vehicles during the 2018/19 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Vehicle cost \$21,662 (2017/18 year). No vehicles were purchased in the previous 4 years, or in 2018/19.

Were any labour and/or contractor costs been capitalised into capital project costs during the 2018/19 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

None for 2018/19.

ICT (Q28-34)

Does your department, agency or organisation have a policy about the use of personal email accounts (e.g. Gmail accounts) in the workplace; if so, what policies are in place and do those policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous four financial years?

Yes, the Drug Free Sport NZ staff handbook details an Email Use policy and specifically states that use of personal email accounts for official business is prohibited. No breaches of this policy have been identified in the previous four years.

What IT projects, if any, were shelved or curtailed in the 2018/19 year and how much will have been spent on each project before it is shelved or curtailed?

None for 2018/19.

What IT projects, if any, were completed or under way in the 2018/19 year? For each, please provide the following details:

- Name of project
- Initial estimated budget
- Initial estimated time frame - Start date
- Completion date or estimated completion date.
- Total cost at completion or estimated total cost at completion.

- Name of project PAPERLESS

Initial estimated budget: \$165,000
Initial estimated time frame February to November 2019
Start date : February 19
Completion date or estimated completion date. November 2019
Total cost at completion or estimated total cost at completion.
\$155,000 (\$32,000 incurred to 30 June 2019)

- Name of project GLOBALDRO

Initial estimated budget: \$25,000
Initial estimated time frame To July 2019
Start date : May 2018
Completion date or estimated completion date. December 2019
Total cost at 30 June 2019 = \$7,185
Total cost estimated to completion = \$20,000

- Name of project ANNUAL LAPTOP REFRESH FOR OBSOLESCENCE

Initial estimated budget: \$8,000
Initial estimated time frame April-June 2019
Start date : April 2019
Completion date or estimated completion date. June 2019
Total cost at completion or estimated total cost at completion. \$7,800

- Name of project WEBSITE SUPPLEMENT FRAMEWORK

Initial estimated budget: \$8,000
Initial estimated time frame April-June 2019
Start date : April 2019
Completion date or estimated completion date. June 2019
Total cost at completion or estimated total cost at completion. \$8,400

How much was spent for software licensing fees in the 2018/19 financial year and how does this compare with spending in each of the previous four financial years?

For 2017/18 and 2018/19:

Microsoft Office and related personal software: DFSNZ pays a bulk fee (approximately \$108,000) incorporating software licensing to our IT managed services provider, an arrangement which commenced in November 2017. This compares to approximately \$59,000 for similar licence fees and outsourced services in the previous five years (note that additional costs relate to extra security and resilience provided by new supplier). It is not possible to report on software licence costs in isolation.

Additional licencing fees for US-origin bespoke anti-doping software = US\$5,000/annum

Local machine antivirus software for DFSNZ (14 devices) is approximately \$2,000/annum.

Learning management system licence (for our education services) is approximately \$8,000/annum

Total spend in 2016/17 was estimated as \$70,000.

Total spend in 2015/16, and previous years, was estimated as \$47,000

How many websites did your department, agency or organisation run in 2018/19 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

DFSNZ operates one live website at www.drugfreesport.org.nz. It went live on 01 January 2015 and is Drug Free Sport NZ's website and athlete access point. It is also the primary source of information on anti-doping including Sports Anti-Doping Rules. It costs \$7,000pa (including support costs)

How many data security issues were identified in 2018/19 and how many data security issues were there in each of the previous four financial years? If there were breaches, what were they, how were these addressed and what are the titles of any reports into them? What involvement, if any, was there from either the GCSB or the National Cyber Security Centre?

None for 2018/19 and for previous four years.

How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2018/19 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous four financial years?

None for 2018/19 and for previous four years.

REPORTS, PLANNING, AND EVALUATION (Q35-41)

Please provide a list of all reports that were prepared in 2018/19 relating to:
baseline update (if applicable)
- value for money -
savings identified

None for 2018/19.

36. Please provide copies of the current work plan.

Refer to the Drug Free Sport NZ Statement of Intent and Statement of Performance Expectations on the DFSNZ website.

Please list projects and major policy initiatives progressed in 2018/19.

Good Clean Sport – Youth

Testing at Secondary School TOP 4 Rugby competition.

Major revision of DFSNZ strategy, vision and agency values, involving all staff

Pursuit of a major Investigation, and a world-first, involving NZ Clenbuterol, resulting in approximately 40 cases

Initiated “drop-in” sessions at high performance centres to allow informal interaction and Q+A with athletes

IT projects as per Q30 (above)

Please provide copies of any reports made to the Minister in 2018/19 about performance against the agency or organisation’s Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results.

How many evaluations of policies or programmes were completed in 2018/19? Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

None for 2018/19.

What reviews of capability were started or completed in 2018/19? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will they be completed?

None for 2018/19.

Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency or organisation in the 2018/19 financial year (including details of all performance measures, targets and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

Refer Drug Free Sport New Zealand Annual Report – Statement of Service Performance and Athlete survey summary of results.

GIFTS AND EXTERNAL RELATIONSHIPS (Q42-46)

What policies were in place in 2018/19 on accepting corporate gifts or hospitality? How did this compare to the previous financial year? Please list all corporate gifts or hospitality accepted by staff in the 2018/19 financial year with the following details:

- Gift or hospitality accepted
- Position of staff member who accepted - Estimated value
- Date received
- Name of the organisation or individual who paid for/gave the gift or hospitality.

DFSNZ has a policy on Gifts in its Staff Handbook, which includes reference to and incorporates the principles of the State Services Guidelines. This is an extract from the Gift Register for 2018/19:

FY 2018/19	Recipient	Description of gift or hospitality	Estimated Value	Provider of gift or hospitality	Accept/ Decline
25/7/18	Chief Executive	Invite to Beldisloe Cup	\$100	NZ Rugby	Accepted
3/12/18	Chief Executive	Invite to NZOC annual gala	\$100	NZ Olympic Committee	Accepted
7 Dec 2018	Director Testing and Investigations	Gift basket of food/crackers/treats	\$50	Visionbox, Colorado USA	Accepted
13/12/18	Chief Executive	Invite to NZRugby annual Rugby awards	\$100	NZR	Accepted
14 Dec 18	Corporate Services Mgr	Small box chocolates; 1 x bottle wine	\$25	Absolute Cleaners	Accepted
15/02/19	Education Manager	Invitation to NZ Sport Connecting Codes networking function	Unknown	NZ Football	Accepted
21/02/19	Chief Executive	Invite to Halberg Awards	\$200	Meredith Connell	Accepted
25/02/19	Chief Executive	Invite to Carbine Club golf day	\$45	Paul David QC	Accepted
19/03/19	Education Manager and Director Test and Investgn	Prezi cards provided as a thank you for Performance Summit 2019 workshop facilitation	\$250 each (\$500 total)	HPSNZ (Chris Morrison)	Accepted
21/3/19	Chief Executive	Invite to Athletics NZ meet, Waitakere	\$30	Athletics NZ	Accepted
12/6/19	Chief Executive	Opening of Britomart Chambers	\$25	Michael Heron QC	Accepted
20/6/19	Chief Executive	World Class KEA awards	Unknown	Peter Miskimmin	Accepted

What policies were in place in 2018/19 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2017/18 financial year. For each, please provide the following details:

- Gift given
- Name of external organisation or individual - Reason given
- Estimated value
- Date given.

On rare occasions DFSNZ may give a gift to an external organisation or individual. This is always with the approval of the Chief Executive and consistent with the SSC *“The Good Practice Guide – Controlling sensitive expenditure”*. In 2018/19 gifts reflecting NZ culture were given to:

Date	Gift	Recipient	Reason	Cost (\$)
Oct 2018	1 x Piko Ito ceramic	<i>Korean Anti-doping agency</i>	<i>Cultural exchange of gifts on KADA's visit to Auckland</i>	\$160
Mar 2019	1 x Piko Ito ceramic and box	<i>Head of Intelligence and Investigations at UK Anti-Doping</i>	<i>Appreciation for UKAD support of DFSNZ in visit to UK</i>	\$190
Mar 2019	1 x Piko Ito ceramic and box	<i>Intelligence Manager at Anti-Doping Denmark</i>	<i>Appreciation for ADD support of DFSNZ in visit</i>	\$190
June 2019	All Blacks scarves and NZ sweets	<i>Korean Anti-Doping Agency</i>	<i>Exchange of gifts for Korean hosts of anti-doping summit</i>	<i>Approx \$50 in total</i>

What policies were in place in 2018/19 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2018/19 financial year. For each, please provide the following details:

- Gift given
- Position of staff member - Reason given
- Estimated value
- Date given.

There is no formal internal policy but the State Services Guidelines are referred to. No gifts exceeding \$100 were given.

What potential conflicts of interest were identified regarding the board, management or senior staff in 2018/19? For each, please provide the following details:

- Conflict identified.
- Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.
- Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.
- Steps taken to mitigate any possible conflict in granting any contract, policy, consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous three financial years.

Each DFSNZ Board Member *discloses and updates an 'interest register' at the beginning of every board meeting for the purpose of identifying any conflicts of interest. No actual conflict has been identified in the previous six years.*

No contract has been entered into beyond testing agreements with sports in which board members may have an interest. Should a conflict (real or perceived) be identified, that member is moved from any related topic discussion or contract discussion. All DFSNZ staff follow the Conflict of Interest policy set out in the staff handbook.

What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2018/19? For each, what was the cost for each of its memberships? How does this compare to each of the previous four financial years?

INADO (Institute of National Anti-Doping Organisations) \$7,000USD and has been for many years at the same approximate cost

In the years prior to 2017/18 DFSNZ has also been a member of the Australia New Zealand Sports Law Association (\$250), but is no longer a member.

INVOICES AND PROCUREMENT (Q47-48)

How many penalties for late payment of an invoice were incurred in the 2018/19 year and what was the total cost of that. How does this compare to each of the previous four financial years?

In 2018/19 we were inadvertently late in paying a GST return, accruing a penalty of approximately \$1,000. No other penalties were accrued in 2018/19, or for the previous four years.

How many and what proportion of invoices and bills received in the 2018/19 financial year were not paid on time, and how does this compare to each of the previous four financial years?

None for 2018/19 and for previous four years.

ADVERTISING, POLLING, AND PUBLIC RELATIONS (Q49-54)

What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- a. Who conducted the work
- b. When the work commenced
- c. When it was completed (or due to be completed)
- d. Estimated total cost
- e. Whether tenders were invited; if so, how many were received.

Annual confidential survey of athletes, to provide athlete assessment of DFSNZ education and testing programmes, conducted by DFSNZ directly using a licenced online survey tool. Results are provided in the 2018/19 Annual Report. Estimated cost under \$500.

How much was spent on advertising, public relations campaigns or publications in the last financial year? How does this compare to the cost of this in the previous four financial years?

None for 2018/19 and for previous four years.

For each advertising or public relations campaign or publication conducted or commissioned in the 2018/19 financial year, please provide the following:

- a. Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs
- b. Who conducted the project
- c. Type of product or service generally provided by the above
- d. Date the work commenced
- e. Estimated completion date
- f. Total cost
- g. Whether the campaign was shown to the Controller and Auditor-General
- h. Whether tenders were or are to be invited; if so, how many were or will be received.

None for 2018/19 and for previous four years.

How many public relations and/or communications staff, contractors/consultants or providers of professional services were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? How does that compare with each of the previous four financial years? Provide a numerical and percentage breakdown of public relations or communications staff by employment status ie permanent, contractor/consultant, provider of professional service.

One communications staff member was employed part time in 2018/19. Salary withheld for privacy reasons. This was a new position in 2014/15, and there was no previous position.

How much was spent in 2018/19 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, policies or marketing? How did this compare to each of the previous four financial years? For each invoice over \$1,000 in 2018/19 please provide the item purchased, the amount purchased, costs and the intended use.

<i>Year</i>	<i>Item description</i>	<i>Total spend in year</i>
2018/19	<i>Uniforms – shirts</i>	\$100
	<i>Education outreach collateral</i>	\$6,048
2017/18	<i>Uniforms – shirts and jackets</i>	\$5,555
	<i>Education Outreach collateral</i>	\$3,000
2016/17	<i>Towels and drink bottles – Education outreach</i>	\$4,940
2015/16	<i>Drink bottles, pens, bags – Education outreach</i>	\$6,990
2014/15	Information unavailable	-

Individual invoices over \$1,000 for 2018/19:

<i>Item</i>	<i>Cost (\$)</i>	<i>Number</i>	<i>Use/purpose</i>
<i>Cooling towels</i>	\$1,058	250	<i>For education and outreach activities</i>
<i>Stress balls and cooling towels</i>	\$2,015	600	<i>For education and outreach activities</i>
<i>Drink bottles</i>	\$2,145	500	<i>For education and outreach activities</i>

How many press releases, if any, were released in the 2018/19 financial year? How many were released in each of the previous four financial years?

<i>Media releases</i>	<i>#</i>
2018/19	18
2017/18	14
2016/17	33
2015/16	19
2014/15	18

OFFICIAL INFORMATION AND PRIVACY (Q55-62)

If your entity is not covered by the Official Information Act, please answer N/A to the relevant questions.

In 2018/19, did your department, agency or organisation have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous four financial years?

No such group for 2018/19 and for previous four years.

What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2018/19? What were these numbers for each of the previous four financial years?

Official Information Act data:

<i>Year</i>	<i>Requests received</i>	<i>Responded < 20 days</i>	<i>Responded > 20 days</i>	<i>Transferred</i>	<i>Declined</i>
2018/19	5	4	0	1	0
2017/18	7	5	2 (within extension)	0	0
2016/17	2	2	0	0	0
2015/16	1	1	0	0	0

Information not available for prior years

What was the average response time for Official Information Act Requests during 2018/19? What was this number for each of the previous four financial years?

2018/19 = 7 working days

2017/18 = 16 working days (including the 2 requests where an extension was requested)

2016/17 = 17 days

2015/16 = approximately one week (data does not exist to provide accurate calculations)

How many complaints were received under the Privacy Act or Official Information Act during 2018/19 broken down by whether each has been upheld, dismissed, or still under investigation? How does this compare to each of the previous four financial years?

None for 2018/19 and for previous four years.

What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office? Have any of these policies changed since the new Government was sworn in?

No formal policy in place however practice is to inform the monitoring department (the Ministry for Culture and Heritage) and Sport NZ prior to proceeding with a response for any requests on a no-surprises basis and where it is considered that the request may have implications for matters of government policy or priority. This policy has not changed in recent years.

Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

DFSNZ does not have such a policy

What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2018/19?

None for 2018/19.

Were any privacy issues identified in the 2018/19 financial year and in the previous four financial years? If so, what were they and what are the titles of any reports into them?

None for 2018/19 and for previous four years.

PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS (Q63-67)

If the information sought in this section is found in the department, agency or organisation's Annual Report with the same breakdown as requested, your response may refer to this, giving details. However your response MUST be specific and cite the relevant page numbers.

If the question is not relevant to your department, agency or organisation (for example if it does not have a policy function or a staffing cap) please answer N/A

How many staff positions in the policy area were left unfilled in the 2018/19 financial year broken down by policy area in total? How did that compare with each of the previous four financial years? How is the agency or organisation continuing to carry out work in the absence of staff in these positions?

None for 2018/19 and for previous four years; DFSNZ does not employ policy positions.

How many permanent staff were employed within your department, agency or organisation during the last financial year? How does this compare to each of the previous four financial years? Please breakdown by:

- Role (e.g. policy/admin/operational)
- Classification (full and part-time)
- Office (e.g. geographical location)

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

All staff are operational and located at the offices of Drug Free Sport New Zealand, in Auckland. The increase in staff over time has reflected the increased demand for specialist roles and the expansion of the education team.

	2018/19	2017/18	2016/17	2016/15	2015/14
FTE	13	13	13	11	9
Headcount	14	14	13	11	9
Male	5	5	4	4	3
Female	8	7	9	7	6
Vacancy	1	2			

Age					
20-30	4	3	3	1	2
31-40	4	4	5	5	3
41-50	3	3	3	3	3
51-60	2	2	1	1	0
60+	0	0	1	1	1

Please provide a breakdown by role (e.g. policy/administration/operational) and location of the agency or organisation's staff numbers in 2018/19 and each of the previous four financial years, by age and gender.

See Q64.

If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2018/19, what was the figure at which it was capped? How many FTEs were employed in 2018/19, and how does this compare to each of the previous four financial years?

n/a.

How many of the total staff employed are considered to be frontline staff and how many are considered back office staff (both in nominal terms and as a percentage of total staff) and how does that number compare to the number of frontline and back office staff in each of the past four financial years?

Of 14 total staff (13 FTE), 4 perform back office functions (equivalent to 3.0 FTE). 3 FTE is 23% of our total FTE count. This proportion is similar to each of the previous four years.

*CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS
OF PROFESSIONAL SERVICES (Q68-75)*

How many contractors, consultants, including those providing professional services, were engaged or employed in 2018/19 and what was the estimated total cost? How did this compare to each of the previous four financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous four financial years please provide the following details:

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor - Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged - Date of the contract
- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received
- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

Officials "*in the field*" who collect samples and deliver education programmes on behalf of the organisation are independent contractors who are located all around New Zealand to simplify logistics and travel. There are approximately 140 such contractors, all of whom work a number of hours each year which could be fairly characterised as casual as opposed to part-time. The cost of these services was \$192,394 in 2018/19, a 5% increase on the previous year.

In 2018/19 DFSNZ three part-time contractors with specialist knowledge in aspects of anti-doping administration performed work for DFSNZ at Head Office. However, during the financial year, these three positions were absorbed with other responsibilities into permanent staff roles, and their contracts were ended. We occasionally re-engage one of these contractors for short-term project-specific or relief work, taking advantage of their anti-doping knowledge.

Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this compare with each of the previous four financial years?

None for 2018/19 or the previous four years.

What is the policy of your department, agency or organisation on the use of consultants, contractors or people providing professional services as opposed to regular employees? Has this policy changed in the last financial year, if so, why and how?

With the reorganisation in September 2018, DFSNZ is now a fully staffed organisation with permanent staff in roles which ordinarily allow absorption of ad hoc tasks and projects. If an internal staff member has the capacity and expertise, in-house resource is utilised. External contractor expertise is only obtained now occasionally for short-term project-specific or relief work, taking advantage of their specific knowledge of anti-doping administration, and where budget exists.

How many consultants, contractors or people providing professional services contracted in 2018/19 were previously employed permanently within your department, agency or organisation during the previous two financial years broken down by whether they had received a redundancy payment, severance or other termination package or not? How many contractors hired in each of the previous four financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

Two contractors in 2016/17 were previously employed permanently. Neither received a redundancy payment severance or other termination package. They were re-engaged as contractors due to the specialist nature of DFSNZ work and their background knowledge.

In the 2018/19 year these positions were absorbed into permanent staff and the contracts ended.

Were any consultants, contractors or agencies contracted to provide communications, media or public relations advice or services in the 2018/19 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous four financial years?

None for 2018/19.

How many temporary staff were contracted by your department, agency or organisation in the 2018/19 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

None for 2018/19.

How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2018/19 financial year? How does this compare to the number hired on each of these contracts in each of the previous four financial years?

Through 2018/19, two part-time contractors were engaged on contracts of 3-6 months

How many staff were employed on a fixed term contract in total in 2018/19? How does this compare to each of previous four financial years?

Staff employed on fixed term contracts	#
2018/19	None
2017/18	None
2016/17	2
2015/16	2

Two staff members were employed on 12-month fixed term contract in 2016/17 and in the prior year.

COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES (Q76-79)

How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

None for 2018/19.

Please provide a summary of any collective employment agreement negotiations completed in the 2018/19 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2019/20?

None for 2018/19.

How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous four financial years?

All DFSNZ employees have individual employment agreements, same as for previous four years.

Were any specific instructions, directions or advice received in relation to employment agreement matters from the State Services Commission or responsible Minister in the 2018/19 financial year? If so, please provide details.

None for 2018/19.

LEAVE AND EAP (Q80-84)

How many days of annual leave did employees have accrued on average during 2018/19? How does this compare to each of the previous four years? What strategies are used to encourage employees to reduce annual leave balances?

Annual leave accrued at 30 June	Average days
2018/19	10.2
2017/18	8.4

Numbers are unavailable for prior years.

Staff who have over 15 days leave outstanding are expected to provide a plan for reducing that leave balance

How many annual leave applications did the agency or organisation cancel or refuse during 2018/19? How does this compare to each of the previous four financial years?

No applications were cancelled or refused in 2018/19. Same as for previous years.

82. How many employees sold their fourth week of annual leave in the 2018/19 financial year? How does this compare to each of the previous financial years since this policy came into effect?

Staff who sold 4 th week of annual leave	#
2018/19	None
2017/18	2
2016/17	1
2015/16	1

83. How many days of sick leave did employees take on average during 2018/19? How does this compare to each of the previous four financial years? What strategies are used to reduce the amount of sick leave employees need to take?

Average days of sick leave taken per employee	#
2018/19	2.4
2017/18	2.7
2016/17	2.5
2015/16	3.0

At such a low level we believe this is to be expected as a genuine level of sick leave and no further strategies are required to reduce this level.

How much was spent on EAP or workplace counselling in the 2018/19 financial year and how did that compare to each of the previous four financial years?

\$568 in 2018/19. None for 2017/18 and for previous four years (DFSNZ was not a member of EAP in that time).

SECONDED STAFF (Q85-87)

If your department, agency or organisation does not second staff to *Ministers' offices*, please answer N/A to these questions

What was the number and cost of staff seconded to Ministerial offices during 2018/19 and how many of these had their salaries paid by the department, agency or organisation rather than Ministerial Services? What were these numbers in each of the previous four financial years? For each staff member seconded, please provide the following details:

- How long they were seconded for (less than 6 months, 6-12 months, 12-24 months or months or more);
- The role they were seconded to;
- The role they were seconded from;
- The reason for the secondment;
- The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.

None for 2018/19 and for previous four years.

What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2018/19 and what was it for each of the previous four financial years?

None for 2018/19 and for previous four years.

Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2018/19; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

None for 2018/19 and for previous three years.

STAFF TURNOVER/TERMINATION OF EMPLOYMENT (Q88-92)

What was the staff turnover for 2018/19 and what was the staff turnover for each of the previous four financial years by category? Please provide this information both as a percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2019/20?

Staff turnover was high in 2018/19, and staff left for typically for career enhancement opportunities. In a small agency, a few additional staff members leaving results in a high percentage change. Very capable replacements for departed staff were found in reasonably short order.

	<i>Turnover</i>
2018/19	6=43%
2017/18	4=28%
2016/17	1=7%
2015/16	1=8%
2014/15	2=18%

What was the average length of service in your department, agency or organisation in the 2018/19 financial year and each of the previous four financial years? Please also provide this information broken down by age and gender.

The detailed analysis of information in Male/Female and by Age is not available in past years, but data has been collected to allow this to be reported for 2017/18 and into future years. The information as presented to Select Committee in past years has been included for completeness.

	<i>All Staff</i>	<i>Male</i>	<i>Female</i>	<i><31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
2018/19	2.5 years	2.1 years	2.7 years	0.9	3.8	2.6	3.7	N/A
2017/18	3.5	2.3	4.2	1.5	4.3	4.1	2.7	N/A
2016/17	2.5-4.0							
2015/16	4.8							
2014/15	5.1							

	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>61+</i>
2016/17	1M,2F	1M,3F	3F	2F	1M
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m

How many staff resigned during 2018/19, what were the reasons provided, and what are the possible implications for the agency or organisation? Please also provide the number broken down by age and gender.

6 staff resigned in 2018/19 (2M (both 30-40), 4F (1 aged 20-30; 2 aged 30-40, and 1 aged 50-60). Three had served DFSNZ for more than 5 years; the other three for less than 2 years. Five left for other job opportunities. Very capable replacements for departed staff were found in reasonably short order. In a small agency, there are years when a number of staff leave because there are limited opportunities within the organisation; we do not consider this to be indicative of a major problem within the agency.

How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2018/19 financial year? How does that compare to the number and amount spent in each of the previous four financial years?

1 staff member received compensation and other benefits in relation to cessation in 2017/18 (\$15,713). In each of the previous 4 financial years, and for 2018/19, this was NIL.

How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2018/19 financial year? How does this compare to the individual total amounts paid out in redundancy, severance or other termination packages in each of the previous four financial years?

See response to Q91.

SALARIES AND BONUSES (Q93-94)

How much was spent on performance bonuses, incentive payments or additional leave in 2018/19 and each of the previous four financial years? Please provide a breakdown of the number of bonuses received during 2018/19 in \$5,000 bands. What were the specific criteria for such performance payments? Has there been any changes to the criteria since October 2017; if so, what specific changes and why?

One person received a performance bonus linked to achievement of targets in the Statement of Performance Expectations and other Board considerations. Performance bonus was in \$15,000-20,000 bracket, up from the \$10-15,000 bracket from the previous 4 years.

In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous four financial years? Please also provide this information by age and gender.

A full response to this question is included for the three years to 2018/19. The information as presented to Select Committee for 2015/16 and earlier is not complete, but the responses from those years have been included.

2018/19

<i>Analysis</i>	<i>Male</i>	<i>Female</i>	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
25-40k		2 (<i>part-time</i>)		1	1		
40-50k		1	1				
50-60k		1	1				
60-70k	2	1	2	1			
70-80k							
80-90k		1		1			
90-100k		1		1			
100-110k	1				1		
110-120k	1					1	
120-130k		1				1	
130-200k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
200-210k	1				1		

2017/18

<i>Analysis</i>	<i>Male</i>	<i>Female</i>	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
40-50k		1	1				
50-60k		1	1				
60-70k	1		1				
70-80k	1	1		2			
80-90k		2		2			
90-100k		1			1		
100-110k	1				1		
110-120k	1					1	
120-130k		1				1	
130-190k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
190-200k	1				1		

2016/17

<i>Analysis</i>	<i>Male</i>	<i>Female</i>	<i>Under 31</i>	<i>31-40</i>	<i>41-50</i>	<i>51-60</i>	<i>60+</i>
40-50k		2	1		1		
50-60k		1	1				
60-70k	1		1				
70-80k	1	1		2			
80-90k		2		2			
90-100k		1			1		
100-120k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
120-130k	1	1		1		1	
130-160k	NIL	NIL	NIL	NIL	NIL	NIL	NIL
160-170k	1					1	

Previous year's data (as presented in past responses). This information does not fully provide a response to the question, but is in the same format as past responses and will be superseded as the higher quality information in the above tables is developed

	40-50k	50-60k	60-70k	70-80k	80-90k	90-100k	100-110k	110-120k	120-130k	130-140k	140-150k	150-160k	160-170k
2015/16			1f 2m	1f	2f		1m	1f			1m		
2014/15			1f 1m	1f	2f		1m	1f			1m		

ages	20-30	31-40	41-50	51-60	61-70
2015/16	1m	2f 2m	2f	1f	1m
2014/15	2f	2m	2f		1m

TRAINING, TRAVEL AND OTHER EXPENSES (Q95-111)

How much was spent on catering in the 2018/19 financial year? What policies were in place for the use of catering and were there any changes to these?

DFSNZ does not keep records specifically for catering. Expenditure on catering is not common and no formal policy is in place. Catering for Board and other meetings is less than \$1,000 for the year.

How much was spent on domestic travel in the 2018/19 financial year and how does this compare to each of the previous four financial years? Provide a breakdown of spending on airfares, taxis/UBER and rental cars. Please provide a list of the positions of the top twenty spenders on domestic travel for 2018/19 including the amount spent.

Total domestic travel:

Year	Cost (\$)	Positions
2018/19	79,087	<i>Most staff travel nationally as required, and travel is required for the Board (4 members), and most testing and education contractors for test and education missions</i>
2017/18	71,000	
2016/17	25,000	<i>All staff travel nationally as required.</i>
2015/16	23,000	
2014/15	23,000	

We are reporting a significant increase in spending on domestic travel for the past two years. The 2017/18 and 2018/19 totals include domestic air travel, accommodation, vehicle travel and sundries and incidentals for all staff and our contractors whilst undertaking testing or education missions around New Zealand. We believe that is due to not including all these items for all personnel in this response in previous years.

In 2018/19, the top spenders on domestic air travel were:

<i>Chief Executive</i>	<i>\$4,277</i>
<i>Assistant Manager Education</i>	<i>\$4,101</i>
<i>Programme Director, Testing and Investigations</i>	<i>\$3,352</i>
<i>Board Chair</i>	<i>\$2,821</i>
<i>Intelligence and Investigations Manager</i>	<i>\$2,296</i>
<i>Board member</i>	<i>\$2,016</i>

<i>Education trainer</i>	\$1,706
<i>Education trainer</i>	\$1,647
<i>Education trainer</i>	\$1,279
<i>Education Manager</i>	\$1,044

No-one else incurred more than \$1000 in domestic airfares in the 2018/19 year.

What domestic airlines are used by staff and why? Provide a breakdown of spending on each airline used in 2018/19 financial year and how does this compare to each of the previous four financial years?

The vast majority of domestic air travel is on Air New Zealand. Domestic airfares over the past five years, including sundry charges, are:

<i>2018/19</i>	<i>\$37,514.49</i>
<i>2017/18</i>	<i>\$35,736.62</i>
<i>2016/17</i>	<i>\$29,376.21</i>
<i>2015/16</i>	<i>\$21,672.50</i>
<i>2014/15</i>	<i>\$23,720.21</i>

How much was spent on international travel in the 2018/19 financial year, how does this compare to each of the previous four financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2018/19, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

Year	Cost (\$)		Positions
<i>2018/19</i>	<i>82,000</i>	<i>2.4%</i>	<i>CEO, Senior Managers, specialist managers</i>
<i>2017/18</i>	<i>65,000</i>	<i>1.7%</i>	<i>CEO and Senior Managers</i>
<i>2016/17</i>	<i>57,000</i>	<i>1.6%</i>	<i>CEO and Senior managers</i>
<i>2015/16</i>	<i>66,000</i>	<i>2.2%</i>	
<i>2014/15</i>	<i>68,000</i>	<i>2.2%</i>	

Position	Cost	Date	Location	Purpose	Outcomes
<i>Programme mgr</i>	<i>2,000</i>	<i>Aug 18</i>	<i>Canada</i>	<i>Meeting with WADA/ CCES</i>	<i>Relationships, support for IT projects</i>
<i>Programme Mgr (2)</i>	<i>2,300</i>	<i>Oct 18</i>	<i>Australia</i>	<i>Training with ASADA</i>	<i>Training</i>
<i>Chief Executive, Programme director T&I</i>	<i>3,500</i>	<i>Oct 18</i>	<i>Australia</i>	<i>IADA meetings, ANZSLA conference</i>	<i>Int'l obligations</i>

Chief Executive	14,500	Oct 18	France, USA	NADO Leaders meeting	Pressure on WADA re Russia, review of int'l anti-doping system
Education Manager	6,000	Nov 18	China	WADA Education conference	Relationships and diplomacy
Science Manager	8,500	Nov 18	Italy	WADA APMU Conference	Training
Chief Executive	10,500	Nov 18	Azerbaijan	WADA Board meetings	Relationships and diplomacy
Programme Director T&I	4,500	Dec 18	Canada	CCES and NADOs re IT (DCA)	IT project
Chief Executive	9,500	Mar 18	Switzerland	WADA annual symposium	Relationships and diplomacy
Intel and Inv Mgr	11,500	Mar 18	UK, Denmark, Germany	WADA ADIIN meeting and relationships	Relationships and diplomacy
Chief Executive	8,500	June 18	Norway	iNADO board and NADO leaders meeting	Relationships and diplomacy

How many staff have Koru Club memberships paid for by your department, agency or organisation, and how does this compare with each of the previous four financial years? What is the policy regarding entitlement to Koru Club membership? What is the total amount paid for Koru Club memberships during the 2018/19 financial year?

No staff had Koru Club memberships paid for by DFSNZ in the last four years (back to 2015/16). In earlier years up to one staff member had Koru membership by DFSNZ.

How many staff had the use of vehicles paid for by your department, agency or organisation in 2018/19; what are the estimated costs; how do these numbers compare to each of the previous four financial years?

One person has the use of a leased car to facilitate out-of-hours and/or during the day no-notice sample collection. Costs for each year are:

2018/19 = \$5,391 (including depreciation). Costs greatly reduced because vehicle is owned, not leased

2017/18 = \$11,334

2016/17 = \$12,304

Costs for prior years are not available

How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2018/19? How does this compare to each of the previous four financial years? For each year please include:

- a. Purpose
- b. Venue

- c. Cost (including travel and accommodation costs)
 d. Activities undertaken

Year	Purpose	Venue	Cost	Activities
18/19	• Board strategy (2 days)	Auckland (Waipuna)	\$9,400	Strategy development
	• Educator Conference	Auckland	\$2,500	Training
	• Regional Sport Director Educator Conference	Auckland	\$2,300	Training
	• DCO conference	Auckland (Novotel)	\$5,000	Training
17/18	Educators Conference	Auckland	2,000	Training
	Team values sessions	Auckland	10,000	Team workshops
	Senior Manager strategy	Auckland	3,400	Working sessions
	DCO Conference	Auckland	13,000	Training
16/17	Educators Conference	Auckland	3,000	Training
15/16	Team Building	NZOC/DFSNZ	6,000	Team Building
	Educators Conference	Auckland	1,500	Training
	DCO Conference	Auckland	9,000	Training
	BCO Conference	Auckland	3,000	Training
14/15	DCO Conference	Auckland	9,000	Training

What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

Evaluation form is completed at the conclusion of seminars and conferences. For sessions involving staff this is checked via annual staff survey. Additionally, for the Board strategy session management and the Board have continued to engage and build on the work in that session at all subsequent regular Board meetings.

How much was spent on staff training in 2018/19; and what percentage of the vote does the amount represent? How does this compare to each of the previous four financial years?

Year	Cost (\$)	
2018/19	22,440	0.7%
2017/18	29,788	0.9%
2016/17	15,259	0.4%
2015/16	9,000	0.4%
2014/15	Not available	

What specific activities or events were conducted that contributed towards staff morale in the last financial year?

DFSNZ has a Christmas function and financial year end meal for staff. Flexible working options are available to staff and all staff are given "departmental days" as supplementary leave between Christmas day and New Years day.

How much was spent on pay television subscriptions (such as SKY and Netflix) in the last financial year and for how many subscriptions? How much was spent in each of the previous four financial years and how much has been budgeted for the latest financial year?

Year	Cost (\$)
2019/20 budget	2,880
2018/19	2,883
2017/18	2,688
2016/17	2,147
2015/16	Nil

There is one subscription to SKY in the office.

What is the total amount spent, if any, on speakers fees and/or speaker honorariums for year of the last seven financial years by event, event date, speaker and amount received?

None for 2018/19 or for previous seven years.

Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so what was the total amount of travel and/or accommodation costs paid over the last seven financial years by speaker and event spoken at?

None for 2018/19 or for previous seven years.

What special units, task forces or reviews have been set up; and what particular issue or issues are they providing advice or analysis on? How many people are in any such units or reviews, and from what other government departments or outside organisations, if any, are they drawn? What is the total cost of this work?

None undertaken by DFSNZ.

What actions, if any, have been taken to improve the seismic safety of buildings, offices, and workplaces; or the seismic resilience of key infrastructure? What is the total cost of this work?

None undertaken by DFSNZ.

What actions, if any, have been taken to lower greenhouse gas emissions; and how does the level of greenhouse gas emissions in 2018/19 compare to previous years? What is the total cost of this work?

None undertaken by DFSNZ. However we have completed a baseline assessment of Drug Free *Sport's* carbon footprint, which has allowed us to prioritise our carbon reduction efforts. We will revisit this exercise annually to assess our progress.

What actions, if any, have been taken to improve the gender pay gap; and how does the gender pay gap in 2018/19 compare to previous years? What is the total cost of this work?

None undertaken by DFSNZ in this or previous years. Given the small number of staff in the agency, statistics on gender pay can fluctuate significantly year to year. The senior team comprises 50% male and 50% female, and there is only one area where we have both male and female staff doing essentially the same role. In this case, there is no gender pay gap.

SUPPLEMENTARY QUESTIONS (Q112-117)

As at the 2018 Annual Review, DFSNZ stated it had not been consulted by the Government on its views around the impact of the potential legalisation of marijuana and its impact on sport, has DFSNZ since been consulted by the Government on this issue?

No.

As at the 2018 Annual Review, DFSNZ stated it had not done any research or work to investigate the impact of the potential legalisation of marijuana on its use in sport and the potential increase in doping convictions, have you since conducted any such research?

We have discussed this issue with our Canadian counterparts, where cannabis was decriminalised earlier this year, and also with our American and Dutch counterparts. We will talk further with them when there is greater surety about whether cannabis will be decriminalised in NZ.

What conversations, if any, has DFSNZ had with the Minister of Sport or Sport New Zealand around the need for extra funding in the instance that cannabis is decriminalised, to provide increased education of athletes around drug use?

We have not discussed this with the Minister or Sport NZ. Our discussions to date on this matter lead us to believe that additional funding is not required for this particular issue. We educated 7,250 athletes and support personnel in face-to-face workshops in 2018/19, with a further 1,559 completing e-learning. We are looking to increase these numbers this year. If cannabis is decriminalised we will highlight this and adjust some of the messaging in our education materials but the delivery will be unchanged in respect of this issue. This is very similar to the approach taken in Canada.

Do you expect that the potential legalisation of marijuana would result in an increase cases of doping in sport and therefore warrant an increase in funding for DFSNZ to manage this?

No. Our testing regime is focused on high performance athletes and those tracking towards high performance. These athletes are typically been educated by us, are supported by High Performance Sport New Zealand and have other support personnel around them. They are typically aware that both a) marijuana is prohibited in sport and b) using it is unlikely to help them achieve their sporting goals.

In the instance that marijuana is decriminalised, does DFSNZ plan to release information to its athletes to inform them on how this will or will not affect drug use in sport?

We definitely plan to so, though the content and delivery method for that information will be decided, and we anticipate informed by the experiences of our counterparts in Canada and the USA.

How will Sport NZ work differently with NSOs and RSTs as a result of the Every Body Active strategy?

Not applicable for DFSNZ.