



To: **Minister Ley**

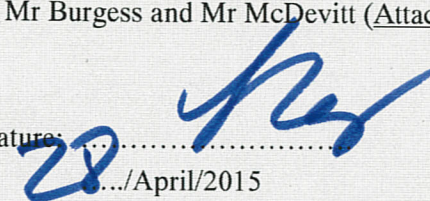
Subject: **ASADA CEO - TRAVEL AND ACTING ARRANGEMENTS**

Purpose: Implement arrangements to cover the absence of the Chief Executive Officer, Australian Sports Anti-Doping Authority (ASADA CEO), Mr Ben McDevitt AM APM, while he travels to Canada from 28 April to 4 May 2015 inclusive.

Critical

Date: **28 April 2015**

Reason: Acting arrangements should be in place on or prior to the departure of Mr McDevitt (letter advising travel was only received 27 April 2015).

Recommendations: That you: <ol style="list-style-type: none">Agree to appoint Mr Trevor Burgess as Acting ASADA CEO during the CEO's absence.Sign the Instrument of Appointment and letters of notification to Mr Burgess and Mr McDevitt (<u>Attachment A</u> refers) Signature:  28.../April/2015			<ol style="list-style-type: none">Agreed / Not agreedSigned / Not signed
Contact Officer:	Greg Morris	Acting Assistant Secretary - NISU	
Clearance Officer:	Andrew Stuart	Deputy Secretary	
		Ph: s22	
		Authorised for electronic transmission	

Appointment Details:

The provision to make acting arrangements during the absence of the ASADA CEO is detailed under Section 24C of the *Australian Sports Anti-Doping Authority Act 2006*. It provides that you may appoint, by written instrument, someone to act as the ASADA CEO as follows:

- during a vacancy in the office of CEO (whether or not an appointment has previously been made to that office; or
- during any period, or during all periods, when the CEO:
 - is absent from duty or from Australia; or
 - is, for any reason, unable to perform the duties of office.

Mr Trevor Burgess has previously acted as the ASADA CEO and we are not aware of any reason not to appoint him for this period.

Background:

On 27 March 2015 Mr McDevitt wrote to you advising of his upcoming travel to Canada to attend the inaugural meeting of the WADA NADO Ad-Hoc Working Group. A copy of the letter from the ASADA CEO is provided at Attachment B.

Attendance at the meeting will provide a valuable opportunity to build on foundations established at the recent WADA symposium. It is expected that further opportunities to meet with CEO's from National Anti-Doping Organisations from United Kingdom, United States, Denmark, Netherlands, Norway, Japan and Saudi Arabia will be available.

Under the *Australian Sports Anti-Doping Authority Act 2006*, the ASADA CEO does not require your approval for travel. Similarly, there is no requirement in the *Remuneration Tribunal Act 1973* or in the ASADA CEO's terms and conditions for employment that you approve overseas travel.

Gender Diversity on Australian Government Boards: N/A

Sensitivity: N/A

Remuneration/Financial Implications:

There are no financial implications. Costs associated with Mr McDevitt's travel and Mr Burgess' acting arrangement will be met by ASADA. A copy of the signed Instrument of Appointment should be attached to both letters.

Timing/Handling:

An Instrument of Appointment formalising the acting appointment and draft letters to both parties informing them of your decision are attached for your consideration.

Consultations: N/A

Communication Activities: There are no community awareness opportunities relating to this item.

Attachments:

- A:** Instrument of Appointment and letters to Mr Burgess and the ASADA CEO
- B:** Letter from ASADA CEO