

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Additional Estimates 13 – 16 February 2012

Question: 26b

Topic: Climate Change

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

Are there climate change sections or areas that work on climate change in your department/agency? If yes, list details.

Answer:

No.

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Question: 65

Topic: Staffing FYTD

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. How many ongoing staff recruited this financial year to date? What classification are these staff?
2. How many non ongoing positions exist or have been created this financial year to date? What classification are these staff?
3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

1. As at 29 February 2012, six ongoing staff were recruited at the following levels:
 - 1 x APS4; 3 x APS 5; 2 x APS6.
2. As at 29 February 2012 the Authority had four non-ongoing staff employed in non-testing positions at the following levels:
 - 2 x APS3; 1 x APS 4; and 2 x APS5.

In addition to the above, as at 29 February 2012 the Authority has a further 262 non-ongoing staff (Doping Control Officers (DCOs) and Chaperones) who are casual employees. Employment levels fluctuate in accordance with the Authority's test planning requirements, but this group of employees averages approximately 12 full time equivalents for the financial year.

3. For the 2011-12 financial year (as at 29 February 2012) the Authority has not engaged any staff under contract arrangements.

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Question: 66

Topic: Staffing 2010-11

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. How many ongoing staff left in the year 2010-11? What classification were these staff?
2. How many non ongoing staff left in the year 2010-11? What classification were these staff?

Answer:

1. The Authority had four ongoing staff separations for the 2010-11 financial year at the following levels:
 - 1 x SES; 1 x EL1; 1 x APS6; and 1 x APS 5.
2. The Authority had seven non-ongoing staff separations for the 2010-11 financial year at the following levels:
 - 1 x EL1; 1 x APS6; 2 x APS4; and 3 x APS3.

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Question: 67

Topic: Staff Reductions

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. Are there any plans for staff reduction? If so, please advise details i.e. reduction target, how this will be achieved, services/programs to be cut etc.
2. If there are plans for staff reductions, please give the reason why these are happening.

Answer:

1. The Authority has no current plans for staff reductions.
2. Not applicable.

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Question: 68

Topic: Efficiency Dividend

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 2

1. What is the effect of the efficiency dividend increase from 1.5 per cent to 4 per cent on the department/agency's budget bottom line during financial years 2012-13, 13-14, 14-15?
2. What percentage of the department/agency's budget is designated to staffing?
3. What is the size of the department/agency's staffing establishment? Include figures for FTE, PT, casual, contractors, and consultants.
4. What specific strategies will the department/agency adopt to ensure continued operation within budget?
5. Will or has consideration been made to reducing staffing compliment including contractors, and consultants?

Answer:

1. The effect of the efficiency dividend increase from 1.5 percent to 4 per cent on the Australian Sports Anti-Doping Authority's funding for the 2012-13, 2013-14, and 2014-15 financial years is \$323,000, \$325,000, and \$327,000 respectively.
2. Please refer to the Department of the Prime Minister and Cabinet PBS 2011-12 pg374.
3. The Authority's projected average staffing level (ASL) for 2011-12 is 65 ASL of which 12 ASL represent 262 (at 29 February 2012) Doping Control Officers and Chaperones employed on a casual basis in the Authority's testing operations.

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4. The Authority has ongoing processes in place to ensure it operates within the Government's budget operating guidelines. These processes encompass all aspects of the Authority's operations. The Authority's strategies currently focus primarily on leveraging portfolio and whole of Government purchasing and service provision arrangements to achieve economies of scale and reduce transactional costs.
5. As per 4 above. The Authority has no current plans to reduce its staffing complement. The Authority also closely monitors the use of contractors and consultants.

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Question: 69

Topic: Staffing – SES Numbers

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

Please list the SES positions have you in your department/agency in the years 2007-08, 2008-09, 2009-10, 2010-11 and financial year to date. Identify the different levels and how many are permanent positions.

Answer:

The following summarises SES positions from the 2007-08 financial year through to the 2011-12 financial year:

- 2007-08
 - SES1 – General Manager Anti-Doping Programs
 - SES1 – Chief Operating Officer
 - SES1 – General Counsel
- As part of a consolidation of senior management roles, in April 2009 the Anti-Doping Programs and Legal Services Groups were merged into a single Anti-Doping Programs and Legal Services Group, headed by a Senior Executive General Manager.
- From April 2009; 2009-10; 2010-11, and 2011-12 year to date:
 - SES1 – General Manager Anti-Doping Programs and Legal Services
 - SES1 – Chief Operating Officer
- Until 31 March 2011, the Senior Executive General Manager, Anti-Doping Programs and Legal Services were made available to ASADA under a contract for services with the Australian Government Solicitor.

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Question: 70

Topic: Staffing - Graduates

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. How many graduates have been engaged this year? Where have they been placed in the department/agency? Were these empty positions or are they new positions?
2. List what training will be provided, the name of the provider and the cost.

Answer:

1. The Authority has employed no graduates during the 2011-12 financial year to date.
2. Not applicable.

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Question: 71

Topic: Government Advertising

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 3

1. What was the total cost of all advertising for 2007-08, 2008-09, 2009-10 and 2010-11?
2. For each of those years, list whether the advertising is campaign or non-campaign and details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.
4. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.
5. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
6. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

Answer:

1&2.

Due to the implementation of a new finance system in early 2009, any advertising costs for the 2007-08 and 2008-09 financial years have been archived. Extracting this information would require manual sourcing and processing, and could not be achieved within the deadline set for this Question on Notice.

The only campaign advertising undertaken by the Authority since 2008-09 was the 'You can never win your reputation back' campaign.

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This campaign aimed to raise awareness amongst the Australian sporting community about the risks and repercussions of doping.

Total expenditure during the 2009-10 financial year was \$20,000 including online advertising via Google and Facebook. The campaign was managed by the Master Media Agency for Planning and Placement of Campaign Advertising for the Commonwealth of Australia (Universal McCann).

The Authority has incurred non-campaign recruitment advertising costs of \$9,347 and \$12,980 respectively for the 2009-10 and 2010-11 financial years.

3. Available records indicate that advice was not provided by the Department of Finance and Deregulation for the 'You can never win your reputation back' campaign.
4. The 'You can never win your reputation back' campaign was conducted in accordance with the five guiding principles for information and advertising campaigns.
5. The Authority annually communicates to its key audiences changes to the World Anti-Doping Agency's Prohibited List. This communication program is conducted utilising in-house resources.

In 2009-2010 the Authority ran a communication program for the 'You can never win your reputation back' campaign. Based on the available archived records, the total (non-advertising) expenditure for this campaign was \$21,191, comprising:

- \$5,000: Earlybird Marketing and Events to manage the campaign activities.
- \$2,500: for the media launch (including venue fees and athlete travel)
- \$1,000: for signage production, and
- \$12,691: for poster graphic design, printing and distribution.

Since October 2010, the Authority has conducted an ongoing awareness campaign with the Australian sporting community to carefully consider the use of supplements, especially products containing the prohibited substance methylhexanamine. This communication program has been conducted utilising in-house resources and with the assistance of sports through their communication channels.

In 2010-11 the Authority launched its free online anti-doping education modules for the Australian sporting community.

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The design and development of collateral material to support the launch was provided by Earlybird Marketing & Events at a total expenditure of \$8,470.

In 2011-2012, the Authority issued an advisory to Australian athletes competing or training in China, Mexico, and countries in the European Union. The advisory instructed sports to be aware of important information released by international anti-doping organisations regarding clenbuterol contamination of meat products in these countries. The communication program was conducted utilising in-house resources and with the assistance of sports through their communication channels.

6. There are currently no plans for the Authority to undertake campaign advertising in the foreseeable future.

The Authority anticipates limited but on-going non-campaign advertising in response to recruitment needs as they arise.

The Authority will continue to conduct communication programs to inform sports about:

- the annual changes to the World Anti-Doping Agency's Prohibited List;
- issues surrounding supplement products containing prohibited substances;
- health advisories with a potential impact on athletes;
- accessible anti-doping education services;
- changes to the World Anti-Doping Code; and
- the London 2012 Olympic and Paralympic pre-Games anti-doping program.

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Question: 72

Topic: Hospitality and Entertainment

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 2

1. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of each event.
3. What is the Department's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of each event.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.

Answer:

1. The Australian Sports Anti-Doping Authority's expenditure on hospitality and entertainment is \$437 for the 2011-12 financial year as at 29 February 2012 :

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Following is a breakdown of the cost:

Date	Location	Purpose Of Event	Amount Spent
26/10/11	Onred Restaurant, Red Hill, ACT	Lunch for CEOs of Anti-Doping Switzerland and Lithuanian Anti-Doping Organisation.	\$320
13/12/11	Hudson Catering, ACT	Working lunch with staff of National Measurement Institute – Australian Sports Drug Testing Laboratory	\$117
		Total	\$437

2. Not applicable.
3. Not applicable.
4. Not applicable.
5. The budget for the 2011-12 financial year for hospitality and entertainment is \$5,100.
The Authority does not anticipate exceeding the budget.
6. Not applicable.
7. Refer to 5.
8. Not applicable.

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Question: 73

Topic: Board Appointments

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.
2. What is the gender ratio on each board and across the portfolio?
3. Please detail any board appointments for this financial year to date.

Answer:

Refer to DRALGAS' response to this question for all appointments across the Department and Portfolio agencies.

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Question: 74

Topic: Grants

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

Has the Department complied with interim requirements relating to the publication of discretionary grants?

Answer:

Not applicable.

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Question: 75

Topic: Freedom of Information

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 2

1. Has the Department/agency received any advice on how to respond to FOI requests?
2. What was the total cost to the department to process FOI requests for 2009-10 and 2010-11?
3. What is the total cost to the department to process FOI requests for this financial year to date?
4. How many FOI requests did the Department receive for the financial year 2009-10 and 2010-11? For each financial year, how many requests were denied and how many were granted? Did the department fail to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?
5. How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?
6. How many conclusive certificates have been issued in relation to FOI requests for this financial year to date?

Answer:

1. Yes. Key personnel within the Australian Sports Anti-Doping Authority received a training seminar conducted by the office of the Australian Government Solicitor in May 2011 in regards to the amended FOI regime.

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2. The Authority has incurred no costs in processing FOI requests for the 2009-10 and 2010-11 financial years.
3. For the 2011-12 financial year as at 29 February the Authority has incurred \$6,770 in costs in processing FOI requests.
4. In 2009-10, the Authority received no FOI requests.
In 2010-11, the Authority received no FOI requests.
5. The Authority has received two FOI requests in the 2011-12 financial year to date.
One request was subsequently withdrawn by the FOI Applicant.

The Authority has met the processing times outlined in the FOI Act for all FOI requests this financial year.

The remaining request is currently being processed in accordance with the provisions of the FOI Act.
6. No conclusive certificates have been issued in relation to FOI requests for this financial year to date.

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Question: 76

Topic: Community Cabinet

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this financial year to date?
2. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel?
3. How many Departmental officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses.
4. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

Answer:

1-4 Not applicable.

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Question: 77

Topic: Reviews

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

For this financial year to date:

1. How many Reviews are being undertaken?
2. What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded
3. Which of these reviews has been provided to Government?
4. When will the Government be responding to the respective reviews that have been completed?
5. What is the estimated cost of each of these Reviews?
6. What reviews are planned?
7. When will each of these reviews be concluded?

Answer:

1-7. Not applicable.

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Question: 78

Topic: Consultancies

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 2

1. How many consultancies were undertaken in 2007-08, 2008-09 and 2009-10?
2. How many consultancies have been undertaken this financial year to date?
Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (i.e. open tender, direct source, etc). Also include total value for all consultancies.
3. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.

Answer:

1. The following table details the number of consultancies undertaken in 2007-08, 2008-09 and 2009-10 by the Authority:

Year	2007-08	2008-09	2009-10
Number of consultancies	2	1	2

2. For the 2011-12 financial year, as at 29 February 2012, the Authority had undertaken two consultancies.

Consultant Name	Description	Duration	Contract Price	Selection Process	Justification
Crystal Approach Pty Ltd	Eugene redevelopment project	1/7/10 to 30/6/12	\$478,361	Open tender	Need for specialised or professional skills

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Reading Room Australia Pty Ltd	Intranet Sitecore Implementation	30/11/11 to 30/6/12	\$68,200	Select Request For Quotation (RFQ)	Need for specialised or professional skills
Total			\$546,561		

3. As at 29 February 2012, the Authority has commissioned no further consultancies in addition to those outlined above. Prior to the commencement of each financial year the Authority reports all planned consultancies meeting the criteria for inclusion in the Annual Procurement Plan. The Authority reports any further consultancies in accordance with its obligations under the Commonwealth Procurement Guidelines and Senate orders.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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Question: 79

Topic: Media Monitoring

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 2

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for 2007-08, 2008-09, 2009-10 and 2010-11?
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2007-08, 2008-09, 2009-10 and 2010-11
3. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?
 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide this same services for the year 2011-12?
 - c. What has been spent providing these services this financial year to date?
4. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide this same services for the year 2011-12?
 - c. What has been spent providing these services this financial year to date?

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Answer:

1-4

Due to the implementation of a new finance system in 2009, the media monitoring costs for 2007-08 and 2008-09 have been archived. To extract this information would require manual sourcing and processing, and could not be achieved within the deadline set for this Question on Notice.

The total cost of media monitoring services for the Authority in 2009-10, 2010-11 and 2011-12 (to 29 February) and budget for 2011-12 is:

	Cost (\$)	Budget (\$)
2009-10	39,568	N/A
2010-11	44,000	N/A
2011-12	18,209	43,000

The Authority uses Media Monitors and Meltwater News to compile daily media reports which are provided to the Ministers Office at no additional cost.

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Question: 80

Topic: Social Media

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

Has there been any changes to department and agency social media or protocols about staff access and usage of YouTube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since publication of the Australian Public Service Commission's Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online? If yes, please explain and provide copies of any advice that has been issued. If no, please explain why not.

Answer:

It has not been necessary for ASADA to change its policies in response to circular 2012/1.

The Authority has robust protocols on staff access and usage of social media under its Information Technology (IT) Framework which prohibit employees accessing YouTube, online social media (such as Facebook, MySpace and Twitter), and online discussion forums and blogs in the workplace.

These restrictions apply to most Authority employees, the exceptions being ASADA intelligence staff and investigators, and the Strategic Communication team.

The Authority's Strategic Communication team utilises digital forms of media (the ASADA Facebook page, ASADA Twitter feed and ASADA blog) to distribute anti-doping information to its key stakeholders such as athletes, athlete support personnel, and sporting organisations.

The IT Framework also defines employee obligations more generally under the Privacy Act, the APS Act (including the APS Values and Code of Conduct), and the ASADA Act.

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Question: 81

Topic: Contractors

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

For this financial year to date:

1. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.
2. Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.
3. Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details.
4. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.
5. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.
6. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.
7. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.
8. Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.
9. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

Answer:

1-9. No

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Question: 82

Topic: Discretionary Grants

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. Could the Department provide a list of all discretionary grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.
2. Has the Department complied with interim requirements relating to the publication of discretionary grants?

Answer:

1-2. Not applicable.

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Question: 83

Topic: Commissioned Reports

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. How many reports were commissioned by the government in your portfolio in 2007-08, 2008-09, 2009-10 and 2010-11?
2. How many Reports have been commissioned by the Government in your portfolio this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
 - a. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
 - b. What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

1-2. Not applicable.

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Question: 84

Topic: Government Payment of Accounts

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)? If not, why not, and what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)
 - a. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
 - b. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

The Authority has procedures in place to ensure that it complies with its government policy obligations primarily through the registration of creditors' terms of trade within the Financial Management Information System (FMIS). The Authority is not aware of any circumstances arising during the current financial year where its obligations to settle accounts did not comply with those obligations.

In late 2010-11 a comprehensive audit of accounts payable conducted by the Authority's independent internal audit providers (Deloitte) using data analytic techniques confirmed the Authority's compliance with these obligations.

Over the 2010-11 financial year and the 2011-12 financial year to date, the Authority has not been required to pay interest.

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Question: 85

Topic: Government stationery requirements

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?

Answer:

Nil.

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Question: 86

Topic: Media Subscriptions

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 2

1. Does your department or agencies within your portfolio subscribe to pay TV (for example Foxtel)?
 - a. If yes, please provide the reason why, the cost and what channels.
 - b. What is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?
2. Does your department or agencies within your portfolio subscribe to newspapers?
 - a. If yes, please provide the reason why, the cost and what newspapers.
 - b. What is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?
3. Does your department or agencies within your portfolio subscribe to magazines?
 - a. If yes, please provide the reason why, the cost and what magazines.
 - b. What is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?

Answer:

1.
 - a. Yes, the Australian Sports Anti-Doping Authority (ASADA) subscribes to the Foxtel “Business Info & Sports” corporate package, particularly for the sports channels. The subscription allows ASADA personnel to keep abreast of current issues directly related to our core business. The cost for the corporate package as at 29 February 2012 was \$62 per month.

The channels received as part of the package are:
Sport

Fox Sports 1, 2 and 3. Foxsports News. EuroSport and EuroSport News. ESPN. Fuel TV, Speed.

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News

Sky News National, Sky News Local, Sky News Business, Sky News MultiView, BBC World News, CNN, The Weather Channel, Bloomberg, FoxNews, CNBC, A-pac.

Other

Discovery Channel

Comedy Channel

- b. The estimated cost for 2011-12 is \$714.
 - c. The 2011-12 financial year to date cost as at 29 February 2012 is \$466.
- 2.
- a. Yes, ASADA subscribes to newspapers, to allow ASADA personnel to keep abreast of current issues directly related to our core business. The cost is \$73 per month for two newspapers a day – the Sydney Morning Herald, and the Canberra Times. The Financial Review is delivered on Fridays only.
 - b. The estimated cost for 2011-12 is \$1,118.
 - c. The 2011-12 financial year to date cost as at 29 February 2012 is \$826.
3. ASADA does not subscribe to magazines.

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Question: 87

Topic: Travel Costs

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 4

1. For the financial year to date, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
2. For the financial year to date, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
3. For the financial year to date, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
4. For the financial year to date, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
5. Are employees taking the most direct route when travelling? If not, please explain why.
6. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the cost per employee.

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7. When SES employees travel, do any support or administrative staff (such as their Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.

Answer:

- 1-3. Not applicable.
4. The following table provides a breakdown of the Authority's travel costs for the 2011-12 financial year, as at 29 February 2012.

A. Domestic Travel Costs

Travel Type	Costs (\$)
Domestic Airfares	84,842
Domestic Accommodation	33,581
Domestic Travel Allowance	26,493
Domestic Car Hire	7,059
Total	151,975

Comprehensive details of the Authority's domestic travel arrangements have only been readily available since the move to a new travel provider on 1 August 2011. For the period 1 August 2011 to 29 February 2012, details of the Authority's travel patterns include:

- 184 tickets at an average cost of \$446 per ticket
- 21 per cent of tickets are business class with 79 per cent are economy class.

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B. International Travel Costs

Travel Type	Costs (\$)
International Airfares	61,781
International Accommodation	21,224
International Travel Allowance	8,252
International Incidentals	2,504
Total	93,761

The following table provides a breakdown of the international travel undertaken by the officers of the Authority in the 2011-12 financial year to date, as at 29 February 2012

Trip Destination	Traveller	Purpose of Travel	Costs (\$)
Switzerland/UK	CEO/ GM Anti-Doping Programs and Legal Services	Meeting with a number of International Sport Federations, UK Anti-Doping and Anti-Doping Switzerland	37,332
UK/Germany	Science and Results Manager	USADA Annual Science Symposium Meeting with representatives of WADA Accredited Laboratory in Cologne	8,609
France	CEO/GM Anti-Doping Programs and Legal Services	Attended Council of Europe (COE), UNESCO Conference of Parties & International Anti-Doping Arrangement meetings. Meeting with international anti-doping organisations	20,836
USA	Investigations Manager	Secondment to USA Major Baseball League	2,652
New Zealand	ASADA Legal Team and CEO (5 pax)	Australia and New Zealand Sports Law Association annual	10,394

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Trip Destination	Traveller	Purpose of Travel	Costs (\$)
		conference	
London/ France/ Switzerland NB. This travel is being undertaken in March 2012. Costs reflect pre- paid ticket costs.	CEO/ COO	Tackling Doping in Sport Conference Council of Europe Meetings World Anti-Doping Agency Symposium	13,938
		Total	93,761

5. Travel undertaken by ASADA staff is conducted in accordance with the Commonwealth's Whole of Australian Government travel guidelines.
6. The Authority currently provides seven airlines lounge memberships to officers who the meet the criteria for frequent travel (i.e. greater than eight projected trips per financial year). All current memberships are with Qantas at a cost of \$275 per membership.
7. No support or administrative officers of the Authority travel with any SES officers.

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Australian Sports Anti-Doping Authority

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Question: 88

Topic: Legal Costs

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.
3. What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.
4. What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.

Answer:

1. The total amount spent on legal services by the Authority for the 2011-12 financial year as at 29 February 2012 is \$29,048 (exclusive of GST).
2. The amount spent by the Authority for the 2011-12 financial year as at 29 February 2012 on legal services from the Australian Government Solicitor is \$6,770 (exclusive of GST).
3. The amount spent by the Authority for the 2011-12 financial year as at 29 February 2012 on legal services from private firms is \$10,938 (exclusive of GST).
4. The amount spent by the Authority for the 2011-12 financial year as at 29 February 2012 on legal services from other sources (that is, counsel) is \$11,340 (exclusive of GST).

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Question: 89

Topic: Education Expenses

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, how many participants and the amount of study leave granted to each participant. Also include the reason for the study.

Answer:

The following details the Authority's 2011-12 total education expenses as at 29 February 2012:

- A total of \$46,502 for in-house courses, consisting of:
 - Doping Control Officer Conference and re-accreditation (30 attendees), \$40,000 (including travel and accommodation for interstate attendees)
 - Workplace Health and Safety training (65 attendees), \$4,400
 - Performance Management training (58 attendees), \$2,100
- A total of \$27,949 for tertiary course support consisting of:
 - 1 undergraduate degree, \$1,004 plus a commitment of 3 hours study leave per week
 - 1 graduate certificate, \$2,365
 - 1 postgraduate degree, \$1,800
 - 1 Australia and New Zealand School of Government (ANZSOG) Executive Masters of Public Administration, \$22,780.

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Question: 90

Topic: Executive Coaching and Leadership Training

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 2

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:
 - a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (d), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification
 - d. The total number of hours involved for all employees
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion
 - c. The total number of hours involved for all employees who took part
 - d. Any costs the department or agency's incurred to use the location

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Answer:

1-3.

The following summarises the Authority's executive coaching and leadership training activities for the 2011-12 financial year as at 29 February 2012 totalling \$32,745 (inclusive of GST):

- EL1 transition course provided by Australian Public Service Commission, 1 attendee at APS6 level, \$635.
- Building New Leadership provided by the Centre for Public Management (CPM), 1 participant at EL1 level, \$3,260.
- Learning Group Membership provided by Jeff Whalan Learning Group, 2 participants – 1 x Senior Executive Level; 1 x EL2 level, \$23,000.
- Company Directors Course provided by the Australian Institute of Company Directors, 1 x participant at Senior Executive level, \$5,850.
- All of these activities were conducted off-site.

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Question: 91

Topic: Media Training

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 2

1. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:
 - a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (d), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification
 - d. The total number of hours involved for all employees
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion
 - c. The total number of hours involved for all employees who took part
 - d. Any costs the department or agency's incurred to use the location

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Answer:

1.
 - a. For the 2011-12 year-to-date, as at 29 February 2012, the total spend (GST exclusive) on media training services is expected to be \$1,500. (Note: training occurred in March 2012 and a tax invoice is yet to be received from the service provider)
 - b. One employee was offered this service and their employment classification is SES Band 1
 - c. One employee utilised this service, their employment classification is SES Band 1 and no study leave was granted to utilise this service
 - d. Laurie Wilson & Associates Pty Ltd was the service provider engaged.
2.
 - a. Laurie Wilson & Associates Pty Ltd was engaged to provide a half-day media training session
 - b. One-on-one session
 - c. One employee was offered this service and their employment classification is SES Band 1
 - d. The total number of training hours was three
 - e. The total spend (GST exclusive) on media training services is expected to be \$1,500. (Note: training occurred in March 2012 and a tax invoice is yet to be received from the service provider)
 - f. The service provider charges a minimum of three hours plus preparation - at \$375 (GST exclusive) per hour.
3. Not applicable. The training was conducted in the Authority's Canberra premises.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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Question: 92

Topic: Paid Parental Leave

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
2. For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff are in receipt of these payments.

Answer:

1. Subject to the eligibility requirements under the legislation, all the Authority's staff are eligible to receive benefits under the Paid Parental Leave Scheme.
2. ASADA is currently not making any paid parental leave payments. However, the Authority expects to commence paying benefits to three eligible staff members before the end of the 2011-12 financial year.

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Question: 93

Topic: Training for Portfolio Minister and Parliamentary Secretaries

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
2. For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
3. For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.

Answer:

- 1-3. Not applicable.

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Question: 94

Topic: Corporate Cars

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. How many cars are owned by each department and agency in your portfolio?
2. Where is the car/s located?
3. What is the car/s used for?
4. What is the cost of each car for this financial year to date?
5. How far did each car travel this financial year to date?

Answer:

1-5. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 95

Topic: Taxi Costs

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. How much did each department/agency spend on taxis in 2007-08, 2008-09, 2009-10 and 2010-11? Provide a breakdown of each business group in each department/agency.
2. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown of each business group in each department/agency.

Answer:

1. Due to the implementation of a new financial system during the 2008-09 financial year, the Authority's expenditure on taxis and equivalents for the 2007-08 and 2008-09 financial years has been archived, and is not able to be retrieved within the timeframe required for the Authority to respond.
Expenditure for the 2009-10 financial year on taxis and equivalents was \$35,503 (exclusive of GST), comprising:
 - \$18,350 for program activities, and
 - \$17,153 for corporate activities.Expenditure for the 2010-11 financial year on taxis and equivalents was \$39,972 (exclusive of GST), comprising:
 - \$22,338 for program activities, and
 - \$17,634 for corporate activities.
2. Expenditure on taxis and equivalents for the 2011-12 financial year, as at 29 February 2012 was \$15,086 (exclusive of GST) , comprising:
 - \$9,207 for program activities, and
 - \$5,879 for corporate activities.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 96

Topic: Credit Cards

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 2

1. How many staff in each department and agency have a corporate credit card?
What is their classification?
2. What action is taken if the corporate credit card is misused?
3. How is corporate credit card use monitored?
4. What happens if misuse of a corporate credit card is discovered?
5. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
6. What action is taken to prevent corporate credit card misuse?

Answer:

1. As at 29 February 2012, 20 employees of the Authority had been issued with corporate credit cards. Credit cards are issued to SES and most Executive Level employees for the purposes of official travel, with other cards issued to employees who are frequent travellers, and employees in cases where credit cards are considered the most efficient process by which to effect minor purchases.
2. In all cases where potential misuse is identified, an entry is made on the Authority's Certificate of Compliance (CoC) breach register. A formal investigation is then undertaken in accordance with the Authority's obligations under the FMA Act including an assessment of potential fraud.
3. The Authority monitors credit card usage through a combination of review and authorisation of monthly statements by delegated officers, and secondary review by the Authority's Finance team. All potential breaches of the FMA Act and/or Authority policy are escalated to the Chief Financial Officer for investigation.

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4. Please refer to the answer to Question 2 above. The process adopted by the Authority conforms with its obligations under the FMA Act. If the investigation process results in a finding of misuse of a corporate credit card the potential sanctions are determined in accordance with APS Code of Conduct processes. If the investigation outcome indicates fraudulent misuse, the Authority would refer the matter to the Australian Federal Police.
5. All breaches of the FMA Act have been reported through the Authority's annual CoC return completed by the Chief Executive Officer and submitted to the Minister for Finance and Deregulation, the Minister for Sport, and tabled in Parliament. For the 2011-12 financial year, the Authority has recorded one CoC breach in relation to the inadvertent use of a corporate credit card.
6. Please refer to the answer to Question 3 above. The Authority has recently formulated revised credit card Chief Executive Instructions (CEI's) and Financial Rules. In conjunction with the issue of revised CEI's, the Authority has conducted a full review of card holdings and credit limits.

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Question: 97

Topic: Printing of Documents

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

Does the department/agency print any hard copies of reports/statements/papers they produce? If yes, please list how many copies, where they are delivered and the cost.

Answer:

Yes. The following provides details of the Authority's printing activities for the 2011-12 financial year as at 29 February 2012:

- 5,000 copies of the Athlete Testing Guide were printed at the end of 2010-11 financial year and the invoice was paid at the start of 2011-12. The Guide is provided to athletes during the doping control process and is also made available to sporting organisations and athlete support personnel on request. The total cost (GST inclusive) of printing the Athlete Testing Guide was \$5,333.
- 500 copies of the 2010-11 ASADA Annual Report, which was tabled in Parliament on 12 October 2011. In addition to being made available to Members of Parliament and Senators, the annual report was distributed to staff and to selected international stakeholders. The total cost (GST inclusive) of printing the 2010-11 Annual Report was \$9,599.
- 500 copies of the 2011-14 ASADA Strategic Plan. The document has been distributed to selected international stakeholders and national sporting organisations. The total cost (GST inclusive) of printing the 2011-14 Strategic Plan was \$2,703.
- 100 copies of the 2011-12 ASADA Business Plan. The document has been distributed to ASADA staff. The total cost (GST inclusive) of printing the 2011-12 Business Plan was \$1,121.

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Question: 98

Topic: Provision of Equipment

Asked By: Senator HUMPHRIES

Type of Question: Written

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

Number of pages: 1

1. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.
2. What equipment is provided to department/agency staff? Please list what the equipment is, the cost, the classification of the staff receiving the equipment and the reason why.

Answer:

1. No.
2. The Authority provides equipment to its employees as follows:
 - Mobile phones to SES and Executive level and other employees required to be on call as a part of their responsibilities at an estimated replacement cost of \$16,000
 - Laptops and anti-doping testing equipment required by Doping Control Officers (DCOs) in the performance of testing missions, and
 - Home office and sample storage equipment to full time and part time DCO's
 - For insurance purposes the estimated replacement value of equipment issued to DCO's as outlined above is \$30,000 across six home office arrangements.

Additionally, the Authority provides reimbursement to DCOs for the use of vehicles in the conduct of testing missions.

The Authority provides leased vehicles to permanent DCOs in limited circumstances where it has been assessed as the most effective option available. The Authority currently provides three vehicles under such arrangements, which prohibit use for non-Authority purposes. The estimated cost of these vehicles for the 2011-12 financial year is \$31,990.