

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 135

Topic: Grants programme

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. To date, how much of the 2012-13 budget appropriations has DRALGAS received?
2. For 2012-13 please list each grant program DRALGAS administers, and the total funding of each program.
3. Please list each grant program that has not been paused as part of the Government wide grants pause.
4. Please provide the total cash value of each program that has not been paused?
5. Please list each grant program that has currently been "paused" as part of the Government wide grants pause.
6. Please provide the total cash value of each program that has been paused, and the total value of all grants paused?
7. On what date did DRALGAS receive advice from the government to pause certain grants programs?
8. How was the instruction received, and from whom was it received?
9. Please list the dates the Minister for Finance met with DRALGAS senior department officials to discuss the grants pause and the DRALGAS Minister met with senior department officials
10. From what date was DRALGAS told to implement the grants pause?
11. When did it do so?
12. Has DRALGAS been provided with information regarding when the grants pause would end?
13. If so, what was the date?
14. Was DRALGAS advised if it could communicate when the grants pause would end to grant applicants?
15. Please provide the advice DRALGAS gave to Department of Finance regarding which programs should be included in the grants pause.
16. Did DRALGAS receive advice/instruction from the Department of Finance regarding how best to communicate the grants pause to grant applicants, the media and other external stakeholders?
17. What information has been provided to grant applicants regarding the grants pause? Please provide scripts if these have been given to call centres, or any other information sheets which have been used internally for discussing the grants pause with applicants.
18. Has DRALGAS been advised by the Department of Finance of further grants pauses in the future? If so
19. When did DRALGAS receive notification of future grants pauses?
20. What is the date of future grants to be paused

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21. Which grants programs will be paused?
22. What is total value of pauses in future grants programs?
23. When will notification of these future grants pauses be made public?
24. How many staff are employed to administer grant programs within DRALGAS?
25. During the Grants Pause what activities are these staff involved with?
26. Have staff been moved to other divisions during the grants pause?
27. During the Grants Pause are decisions on grants being made, but applicants not being alerted?

Answer:

Not applicable. ASADA does not have a grants program.

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Question: 136

Topic: Staffing - Recruitment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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 7 November 2012, one ongoing staff member has been recruited at the APS5 level.
2. As at 7 November 2012 the Authority has four non-ongoing positions at the following classification levels:
 - 3 x APS5 and 1 x APS6

In addition to the above, as at 7 November 2012 the Authority has a further 270 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, and this group of employees averages approximately 12 full time equivalents for the financial year.

3. As at 7 November 2012 the authority has had two employees employed on a contract basis at the EL1 classification level for an average of 6 month periods.

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Question: 137

Topic: Staffing – Separations 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How many ongoing staff left the department/Agency in the financial year 2011/12? What classification were these staff?
2. How many non-ongoing staff left the department/agency in the financial year 2011-12? What classification were these staff?
3. How many contract staff left the department/agency in the year 2011-12? What classification were these staff?

Answer:

1. The Authority had 12 staff separations for the 2011-12 financial year at the following classification levels:
 - 2 x APS4; 3 x APS5; 4 x APS6; 2 x EL1; and 1 x EL2
2. The Authority had 7 non-ongoing staff separations for the 2011-12 financial year at the following classification years:
 - 2 x APS3; 2 x APS4; 1 x APS5; 2 x APS6
3. The Authority had one contract staff member at the EL1 classification level leave.

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Question: 138

Topic: Staffing – Recruitment 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How many ongoing staff were recruited in the year 2011-12? What classifications were these staff?
2. How many non-ongoing staff were recruited in the year 2011-12? What classification were these staff?
3. How many contract staff were recruited in the year 2011-12? What classification were these staff? What is the average length of their employment period?

Answer:

1. During the year 2011-12 the Authority recruited 7 on-going staff at the following classification levels:
 - 1 x APS4; 4 x APS5; 2 x APS6
2. During the year 2011-12 the Authority recruited 10 non-ongoing staff at the following classification levels:
 - 3 x APS3; 2 x APS4; 3 x APS5; 1 x APS6; and 1 x EL1
3. During the year 2011-12 the authority recruited one contract staff member at the EL1 Classification level for a period of 1 month.

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Question: 139

Topic: Staff Reductions

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Are there any plans for staff reduction? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
2. If there are plans for staff reductions, please give the reason why these are happening.

Answer:

1. In the 2012-13 Portfolio Budget Statements, the Authority forecast a reduction in the Average Staffing Level (ASL) of two ASL. This reflects the result of an on-going review of the Authority's operations aimed at ensuring appropriate investment in support activities and maximising the resource available to program activities, including increasing the Authority's capability in Science and Results Management, and Intelligence and Investigations.
2. The staff reductions reflect a tight fiscal environment combined with the need for the Authority to respond to emerging trends in the Anti-Doping environment.

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Question: 140

Topic: Making the Public Service more efficient

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

1. Please detail how the department/agency will achieve savings over the forward estimates through pursuing further efficiencies in the way the public service operates (see media release by the Minister for Finance and Deregulation and the Special Minister of State of 25 September 2012 http://www.financeminister.gov.au/media/2012/mr_1982012.html).
2. In addition, please provide the following detail:
3. How will reductions in air travel spending be achieved? What is the estimated savings for each year over the forward estimates?
4. What restrictions will be implemented for business flights? What are the estimated savings for each year over the forward estimates?
5. How will the use of external consultants and contractors be reduced? How will this impact on the Department/agency? What are the estimated savings for each year over the forward estimates?
6. How will the department/agency manage moving recruitment advertising online? Will all future recruitment advertisement be online only? If not, explain why. What are the estimated savings for each year over the forward estimates?
7. How will printing costs be reduced? Explain if and how the department/agency will reduce its printing costs by five per cent, or if it will not, why not? How will it be determined what documents will no longer be printed? What are the estimated savings for each year over the forward estimates?

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Answer:

1. The Authority has conducted an on-going review of the efficiency and effectiveness of its operations. In responding to the survey conducted by the Special Minister for State, between 2010-11 and 2011-12 ASADA achieved reductions across all areas highlighted in the savings measures, with the exception of travel costs. Travel costs rose marginally over 2011-12 as a result of a planned focus on increased international relations in accordance with the Authority's key performance indicators combined with increases domestic investment in intelligence and investigative activities.
2. Not applicable.
3. The Authority continues to seek to achieve reductions in travel costs where possible through compliance with the whole of government travel requirements. At this time the Authority is unable to accurately estimate potential savings over the forward estimates.
4. Business class travel in ASADA is limited to the Chief Executive Officer and two SES Officers for domestic travel and for all officers undertaking international travel over five hours duration. The Authority will implement revised government guidelines on the application of business class travel.
At this time the Authority is unable to accurately estimate potential savings over the forward estimates.
5. The Authority will continue to closely review its discretionary use of consultants and contractors over the forward estimates. As a small Authority the use of consultants and contractors is focussed on areas of expertise not able to be maintained with the existing structures and resources e.g. Contracted internal audit services and targeted IT expertise. The likely impact on the Authority is a continued prioritisation of the use of consultants and contractors on higher risk activities.
At this time the Authority is unable to accurately estimate potential savings over the forward estimates.

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6. In 2011-12 the Authority spent \$2,242 on recruitment advertising. The Authority with minor exceptions has moved all recruitment advertising to online providers. At this time the Authority is unable to accurately estimate potential savings over the forward estimates.
7. The Authority printing costs are currently focussed on the publication of the :
 - Annual report,
 - athlete testing guides, and
 - Strategic and business plans.

The Authority will continue to explore options for reduced costs within the limitations of ASADA's WADA Code and statutory obligations.

At this time the Authority is unable to accurately estimate potential savings over the forward estimates.

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Question: 141

Topic: Recruitment Advertising

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How much was spent on recruitment advertising in 2011-12? How much of this was spent online and how much of this was spent on print advertising?
2. Please list where recruitment advertising was listed online and in print media.
3. How much has been spent on recruitment advertising this financial year to date? How much of this was spent online and how much of this was spent on print advertising?
4. Please list where recruitment advertising was listed online and in print media.

Answer:

1. During 2011-12 the Authority spent:
 - \$933.88 on SEEK/MY Career websites
 - \$1,532.56 in the APS GazetteThese expenses were spent to cover online advertising only.
2. Advertising was completed in online format only on SEEK, My Career and the APS Gazette.
3. No recruitment advertising has been spent for this financial year to date.
4. To date this financial year, four positions have been placed in the APS Gazette. Invoices for these advertisements occur at the end of the financial year.

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Question: 142

Topic: Printing Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

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

Answers:

1. In the 2011-12 financial year, the Authority spent \$43,208 on the design and printing of documents the major components of which were design and printing of the annual report, the Athlete testing guide, the ASADA strategic plan, and commissioning stock images for use in ASADA publications.
2. The following documents were printed in the 2011-12 financial year:
 - ASADA 2010-11 Annual Report: 500 printed; published online
 - ASADA 2010-14 Strategic Plan: 500 printed; published online, intranet only
 - ASADA 2010-11 Business Plan: 500 printed; published online, intranet only
 - Athlete Testing Guide: printed and published online.

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3. Of the documents that were printed in the 2011-12 financial year, the following were delivered:
 - Athlete Testing Guide: provided to athletes during the doping process, and to sporting organisations and athlete support personnel on request at a small delivery cost.
 - ASADA 2010-11 Annual Report: provided to Members of Parliament and Senators, and selected national and international stakeholders at an immaterial delivery cost
 - ASADA 2010-14 Strategic Plan: provided to selected national sporting and international stakeholders at an immaterial delivery cost.
4. For the 2012-13 financial year to 30 September 2012, the Authority has spent \$10,000 on printing costs relating to the 2011-12 annual report and the Athlete Privacy Notice.
5. The following documents have been printed this financial year
 - Athlete Privacy Notice: 2,000 printed; published on-line
 - ASADA 2011-12 Annual Report: 420 printed; published on-line.

All of the above documents are published or available online however the Authority is obligated to provide hardcopies of the Athlete testing booklet to Athletes as part of the testing process.

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Australian Sports Anti-Doping Authority

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Question: 143

Topic: Graduate Recruitment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How much has been spent on 2013 Graduate Recruitment? Please itemise and detail costs.
2. Has any travel been incurred for 2013 Graduate Recruitment? Please itemise and detail costs.

Answer:

1. ASADA has no graduate recruitment planned for 2013.
2. ASADA has incurred no travel for the 2013 Graduate Recruitment Program.

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Australian Sports Anti-Doping Authority

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Question: 144

Topic: Graduate Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

How much is estimated to be spent on 2013 Graduate Training? Provide details of what training is to be provided, why and the estimated cost for each.

Answer:

ASADA has no graduate recruitment planned for 2013. Therefore the estimate on graduate training is nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

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Australian Sports Anti-Doping Authority

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Question: 145

Topic: Government Advertising FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. What was the total cost of all advertising for the financial year to date?
2. Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.
4. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.
5. 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.
6. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
7. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

Answer:

1. The Authority for the 2012-13 financial year to 30 September incurred no advertising costs.
2. Not applicable.
3. Not applicable.

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4. Not applicable.
5. Not applicable.
6. The Authority undertook the following communications programs in the 2012-13 financial year to 30 September 2012. These programs were conducted utilising in-house resources:
 - Athlete Biological Passport launch
 - Annual changes to the World Anti-Doping Agency's Prohibited List
 - London 2012 Olympic and Paralympic Games Pure Performance Program.
7. The Authority is planning to undertake the following communications programs in the remainder of the 2012-13 financial year. These programs will be conducted utilising in-house resources:
 - Annual changes to the World Anti-Doping Agency's Prohibited List.
 - Changes to the World Anti-Doping Code.
 - Anti-doping education services.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 146

Topic: Government Advertising 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. What was the total cost of all advertising for 2011-12?
2. Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.
4. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.
5. 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.
6. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services that was undertaken in 2011-12.

Answer:

1. The total cost of all advertising for the Authority for the 2011-12 financial year was \$2,242 (exclusive of GST).
2. All advertising undertaken was non-campaign advertising relating to recruitment conducted through whole of government arrangements.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. The Authority undertook the following communications programs in 2011-12; conducted utilising in-house resources:
 - Advisory to athletes regarding clenbuterol contamination of meat products
 - Annual changes to the World Anti-Doping Agency's Prohibited List
 - London 2012 Olympic and Paralympic Games Pure Performance Program.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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Question: 147

Topic: Hospitality and Entertainment FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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/Agency'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.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?

Answer:

1. The Authority has not spent any resources on official hospitality in the financial year to 30 September 2012.
2. Not applicable.
3. The Authority has not spent any resources on official entertainment in the financial year to 30 September 2012.
4. Not applicable.

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5. Although the Authority maintains a modest budget, at this time ASADA has no current hospitality commitments.
6. Not applicable.
7. The Authority intends to conduct its annual program of forums with the CEO's of major sports organisations. ASADA anticipates a similar expense to the 2011-12 financial year (\$4,303).
8. Not applicable.
9. The Authority has no current plan to reduce its modest commitments of resources to these activities.

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Question: 148

Topic: Hospitality and Entertainment 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. What is the Department/Agency's hospitality spend for 2011-12? Detail date, location, purpose and cost of all events.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for 2011-12. Detail date, location, purpose and cost of each event.
3. What is the Department/Agency's entertainment spend for 2011-12? Detail date, location, purpose and cost of all events.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for 2011-12. Detail date, location, purpose and cost of each event.

Answer:

1. The Authority's spend on official hospitality for 2011-12 was \$375. This involved three dinners to entertain officials from visiting National Anti-Doping Organisations.
2. Not applicable.
3. The Authority's spend on entertainment for 2011-12 was \$4,303. This involved four CEO forums conducted by the Authority.
4. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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Question: 149

Topic: Board Appointment FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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's response to this question for all appointments across the Portfolio.

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Question: 150

Topic: Board Appointments 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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 for 2011-12.
2. What was the gender ratio on each board and across the portfolio for 2011-12?

Answer:

Refer to DRALGAS's response to this question for all appointments across the Portfolio.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 151

Topic: Freedom of Information

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. Has the department/agency received any updated advice on how to respond to FOI requests?
2. What is the total cost to the department/agency to process FOI requests for 2011-12?
3. How many FOI requests did the department/agency receive in 2011-12?
4. How many requests were denied and how many were granted?
5. Did the department fail to meet the processing times outlined in the FOI Act for any requests? If so, how many?
6. Do any of these requests remain outstanding?
7. What is the total cost to the department to process FOI requests for this financial year to date?
8. How many FOI requests has the Department received for this financial year to date?
9. How many requests have been denied and how many have been granted?
10. Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why?
11. Do any of these requests remain outstanding? If so, how many and why?

Answer:

1. ASADA has not received updated advice on how to respond to FOI requests.
2. Total cost to process FOI requests for 2011-12 was \$4239.00.
3. ASADA received 3 FOI requests in 2011-12.
4. One FOI request was denied, one request was granted in part and one request was withdrawn.
5. ASADA did not fail to meet processing times.
6. N/A

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7. \$0 (ASADA has not spent money processing FOI requests in the financial year to date).
8. ASADA has received 1 FOI request to date in this financial year.
9. The request is still being considered within prescribed processing times.
10. ASADA has not failed to meet any processing times.
11. N/A.

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Question: 152

Topic: Community Cabinet 2012-13

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.
2. 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. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.
3. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

Answer:

Not applicable.

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Question: 153

Topic: Community Cabinet 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How many Community Cabinet meetings did the Minister attend in 2011-12? List date and location.
2. How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for 2011-12? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.
3. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for 2011-12?

Answer:

Not applicable.

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Question: 154

Topic: Reviews FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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. Has the Government responded to all reviews within the timeframe? If not, why not?
6. What is the estimated cost of each of these Reviews?
7. What reviews are planned?
8. When will each of these reviews be concluded?

Answer:

For both the 2011-12 financial year and the 2012-13 financial year to 30 September 2012, the Authority has neither commissioned nor conducted any major reviews which would be provided to Government.

The Authority has no current plans to commission or conduct a major review which would be provided to Government.

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Question: 155

Topic: Reviews 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

For 2011-12:

1. How many Reviews were undertaken?
2. Where all reviews have, and for those that are still ongoing, when will those reviews be concluded?
3. Which of these reviews has been provided to Government?
4. Did the Government respond to all reviews within the timeframe? If not, why not?
5. What was the estimated cost of each of these Reviews?
6. For any ongoing reviews, when will each of these reviews be concluded?

Answer:

For both the 2011-12 financial year and the 2012-13 financial year to 30 September 2012, the Authority has neither commissioned nor conducted any major reviews which would be provided to Government.

The Authority has no current plans to commission or conduct a major review which would be provided to Government.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 156

Topic: Consultancies FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. 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.
2. 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:

For the 2012-13 financial year to 30 September 2012, the cost of consultancies was \$57,792. This primarily represents contracted internal audit services by an external provider to deliver the Authority's independent assurance program as outlined above.

As at 30 September 2012, the Authority had not commissioned any further consultancies for the 2012-13 financial year. 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.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 157

Topic: Consultancies 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

How many consultancies were undertaken in 2011-12 and how many consultancies have been undertaken this financial year to date up to 30 September 2012.

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.

Answer:

For the 2011-12 FY there was one (1) existing consultancy and five (5) new consultancies. The cost of consultancies was \$273,000.

The use of consultancy services in the main consists of:

- IT Consulting, \$95,672 - primarily relating to the final instalment of the Authority's redevelopment of the test planning and results management database.
- Stakeholder Research, \$11,136 – the annual cost of the independent stakeholder survey conducted to support the Authority's performance management framework.
- IT Strategy, \$47,373 – an independent review to support the Authority's development of a revised IT framework.
- Intranet Sitecore Implementation, \$17,700 – partial payment for the independent design and development of the Authority's Intranet site.
- Internal Audit Services, \$97,500 – primarily represents contracted internal audit services by an external provider to deliver the Authority's independent assurance program.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 158

Topic: Media Monitoring FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. What is 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?
2. Which agency or agencies provided these services?
3. What is the estimated budget to provide these services for the year 2012-13?
4. What has been spent providing these services this financial year to date?
5. 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?
6. Which agency or agencies provided these services?
7. What is the estimated budget to provide these services for the year 2012-13?
8. What has been spent providing these services this financial year to date?

Answer:

1, 4, 5, 8. The Australian Sports Anti-Doping Authority (ASADA) supplies the Minister's office and the department with the ASADA daily media report. The total cost (GST inclusive) of media monitoring services provided to ASADA for this financial year to date is \$11,917.03.

2, 6. ASADA uses Media Monitors and Meltwater News to provide these services.

3, 7. The 2012-13 estimated budget (GST inclusive) for media monitoring services is \$43,000.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 159

Topic: Media Monitoring 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. What was the actual total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for 2011-12?
2. Which agency or agencies provided these services?
3. What was the estimated budget to provide these services for the year 2011-12?
4. What was the actual total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2011-12?
5. Which agency or agencies provided these services?
6. What was the estimated budget to provide these services for the year 2011-12?

Answer:

1 & 4. The Australian Sports Anti-Doping Authority (ASADA) supplied the Minister's office and the department with the ASADA daily media report during 2011-12. The total cost (GST inclusive) of media monitoring services provided to ASADA for 2011-12 was \$28,917.43.

2 & 5. ASADA used Media Monitors and Meltwater News to provide these services.

3 & 6. The 2011-12 estimated budget (GST inclusive) for media monitoring services was \$43,000.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 160

Topic: Social Media

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 4

1. Has there been any changes to department and agency social media or protocols about staff access and useage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issue.
2. Does the department/agency monitor usage of social media?
3. If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks)
4. If no, will the department/agency monitor usage in the future?
5. Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours)

Answer:

1. On 4 June 2012, ASADA formalised a Social Media Policy for staff. See Appendix A for ASADA's Social Media Policy that is available to staff via its Intranet.
2. ASADA currently monitors general Internet usage only. However, it does have the capacity to monitor social media usage if required.
3. Not applicable
4. ASADA currently has no intentions to monitor social media usage in the future.
5. Social media does not impact on employee productivity at ASADA due to restrictions placed upon access.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

ASADA has robust protocols on staff access and usage of social media under its Information Technology (IT) Framework which prohibit employees accessing social media in the workplace.

These restrictions apply to the majority of ASADA's employees, the exceptions being the:

- Communications team
- Athlete Services team
- Investigations and Intelligence team (via a standalone computer).

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

ASADA's Athlete Services team accesses social media as a part of their Whereabouts functions.

ASADA's Investigations and Intelligence team uses social media to compile intelligence on matters of interest.

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.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

APPENDIX A

Social Media Policy

Purpose

To detail the policy for staff use of social media in official and personal capacities.

Scope

This policy applies to all staff (including on-going, non-on-going and casual staff) members who use social media officially, and all staff who may use social media personally.

Definitions

Social media refers to online communication including but not limited to blogs, Facebook, Twitter, online forums and other websites and networks.

Introduction

ASADA uses social media to share announcements about anti-doping violations and other proactive statements.

ASADA also replies on social media to inquiries from stakeholders, journalists and the general public.

Any comments from ASADA via social media must be made:

- in accordance with paragraph 12 (1) (m) of the ASADA Act and with clause 4.22 of the 2008 National Anti-Doping (NAD) Scheme, which relates to public disclosure of information
- with an understanding and informed knowledge of the enquiry or topic
- with an understanding of relevant ASADA policies and procedures and ASADA's purpose, functions, positioning and strategic goals.

Official use of social media

Strategic Communication manages all official social media networking sites/pages. Strategic Communication is responsible for engaging with stakeholders and the public in an official capacity online.

When engaging online for ASADA, staff are required to:

- use the official ASADA accounts and, if the official account does not make it clear, disclose they are an employee of ASADA
- disclose only publicly available information; this includes information available on relevant agency websites or in annual reports
- where the information is available on the internet, provide a direct link to the page so if changes are made to the content/rules, people continue to access the most current information
- get approval from Director, Strategic Communication for all posts
- ensure any content is factually accurate and complies with privacy guidelines

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

- ensure they do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity
- ensure they do not disclose their or other people's personal information on social media sites
- be polite and respectful of others' opinions, even in times of heated discussion and debate
- adhere to the terms of use, and seek to conform to the cultural and behavioural norms of the social media platform being used
- respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms.

Personal use of social media platforms

ASADA supports staff who choose to use social media in their capacity as private citizens, however they should be aware that content published on social media sites is publicly available— even on their personal accounts.

Staff should never comment about operational matters and should not include the Australian Government crest, ASADA logo or Pure Performance icon in their postings.

Staff should also be careful to avoid giving the impression that they have any information that could only be known by being an ASADA employee, especially if commenting on sport.

If staff are asked about their employment during an online discussion on sport, anti-doping or related topics, they should identify themselves as an employee of ASADA, and ensure they do not imply in any way that they are authorised to speak on behalf of ASADA. Staff should also inform a member of the Strategic Communication team of the conversation to see if any official response is needed.

ASADA staff are bound by the APS Values and Code of Conduct, even outside work hours.

Personal privacy and security online

If staff identify themselves as employees of ASADA on a social media site, they should be aware that this information may be searchable, even by people who are not 'friends' or 'followers'. Staff should familiarise themselves with the terms and conditions and privacy notices of the social media sites they use, and adjust their privacy settings according to their own needs.

Breach of policy

In situations where a staff member's online behaviour potentially breaches the APS Values or Code of Conduct, the issue will be referred to their manager and Human Resources for investigation and action.

Related Documents

Social media procedures [BDOC12-1228]

ASADA Strategic Plan 2011:14

APS Values and Code of Conduct.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 161

Topic: Internet Problems

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

Has the Department experienced any internet problems, such as but not limited to slow internet, or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?

Answer:

During the 2011-12 financial year, the Authority experienced a small number of internet problems none of which were considered outside of normal operating parameters. None of the problems impacted on the Ministers office.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 162

Topic: Staff Amenities

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

What amenities are provided to staff? Provide a list

Answer:

The Authority provides the following amenities to staff:

- Tea, coffee, sugar and milk;
- Water coolers in the Sydney office; and
- Coffee machine

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 163

Topic: Coffee Machines

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Has the department/agency purchased coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
2. Why were coffee machines purchased?
3. Where did the funding for the coffee machines come from?
4. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in 2011-12 and how much this financial year to date, include a list of what maintenance has been undertaken. Where does this funding for maintenance come from?

Answer:

1. The Agency has purchased a coffee machine for staff usage. The coffee machine is a Jura Impressa C9 and was purchased on 4 May 2011 for \$1,718. Ongoing costs include approximately \$90 per month for coffee beans and \$45 per month for cleaning tablets and filters.
2. The coffee machine was purchased following a business case by staff to management to add to the Agency staff amenities under the ASADA Collective Agreement 2009-12.
3. Funding for the coffee machine is from the staff amenities budget.
4. Cosmorex Coffee Pty Ltd is responsible for the maintenance of the coffee machine. No maintenance has been required since the purchase of the coffee machine.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 164

Topic: Contractors FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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.
10. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

Answer:

- 1-9. For the 2012-13 financial year to 30 September 2012, the Authority has not engaged or considered engaging in any capacity any of the nominated companies.
10. For the 2012-13 financial year to date as at 30 September 2012, the cost of contractors and contracted services was \$74,719.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 165

Topic: Contractors 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

For the 2011-12 financial and 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.
10. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Answer:

- 1-9. For the 2011-12 financial year, the Authority has not engaged or considered engaging in any capacity any of the nominated companies.
10. For the 2011 -12 financial year the cost of contractors and contracted services was \$399,000.

The use of contractors and contracted services for the 2011-12 financial year in the main consisted of:

- Contracted Audit Services \$108,206
- Short Term Employee Placements \$53,522
- Contracted Payroll Services \$57,288
- Professional & Legal Services \$68,964

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 166

Topic: Grants FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Could the department/agency provide a list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.

Answer:

Not applicable. ASADA does not have a grants program.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 167

Topic: Grants 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Could the department/agency provide a list of all grants, including ad hoc and one-off grants for 2011-12? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Were all grant agreement details published on its website within the required timeframe? If not, provide details.

Answer:

Not applicable. ASADA does not have a grants program.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 168

Topic: Commissioned Reports 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How many Reports were commissioned by the Government in your department/agency in 2011-12? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
2. How much did each report cost/or is estimated to cost?
3. How many departmental staff were involved in each report and at what level?
4. What is the current status of each report? Did the Government report within the required timeframe? If not, when is the Government intending to respond to these reports?

Answer:

No reports were commissioned by the Government in the Authority in either the 2011-12 financial year or the 2012-13 financial year to the 30 September 2012.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 169

Topic: Commissioned Reports FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How many Reports have been commissioned by the Government in your department/agency 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.
2. How much did each report cost/or is estimated to cost?
3. How many departmental staff were involved in each report and at what level?
4. What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

No reports were commissioned by the Government in the Authority in either the 2011-12 financial year or the 2012-13 financial year to 30 September 2012.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 170

Topic: Government Payment of Accounts

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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)?
2. If not, why not? Provide details, including 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)
3. 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?
4. 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 2011-12 financial year where its obligations to settle accounts did not comply with those obligations.

Over the 2011-12 financial year, the Authority has not been required to pay interest. All accounts for 2011-12 have been paid.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 171

Topic: Government Payment of Accounts 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. For 2011-12, did the department/agency pay its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?
2. If not, why not? Provide details, including 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)
3. For accounts not paid within 30 days, is/was 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?
4. Where interest is being paid, what rate of interest is being paid and how is this rate determined?
5. Have all accounts from 2011-12 been paid? If no, why not?

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 2011-12 financial year where its obligations to settle accounts did not comply with those obligations.

Over the 2011-12 financial year the Authority has not been required to pay interest. All accounts for 2011-12 have been paid.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 172

Topic: Stationery Requirements FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

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?
2. What are the department/agency's stationery costs for the financial year to date?

Answer:

1. Not applicable
2. The Authority's stationery cost for the financial year to 30 September 2012 was \$4,964 (Exclusive of GST).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 173

Topic: Stationery Requirements 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

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) in 2011-12?
2. What were the department/agency's stationery costs for 2011-12?

Answer:

1. Not applicable.
2. The Authority's stationery cost for 2011-12 was \$15,442 (exclusive of GST).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 174

Topic: Media Subscriptions

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Has there been any change to your pay TV subscription since the 2012-13 Budget Estimates (May 2012)
If yes, please provide the reason why, the cost and what channels.
 - a. What is the cost for this financial year to date?
2. Has there been any change to your newspaper subscriptions since the 2012-13 Budget Estimates (May 2012)
 - a. If yes, please provide the reason why, the cost and what newspapers
 - b. What is the cost for this financial year to date?
3. Has there been any change to your magazine subscriptions since the 2012-13 Budget Estimates (May 2012)
 - a. If yes, please provide the reason why, the cost and what magazines.
 - b. What is the cost for this financial year to date?
4. What was the 2011-12 cost for:
 - a. TV subscriptions
 - b. Newspaper subscriptions
 - c. Magazine subscriptions
5. Does the department/agency provide any media subscriptions to its Ministers/Parliamentary Secretaries? If yes, provide details of what is provided and the cost this financial year to date and for 2011-12.

Answer:

1. There has been no change in the Authority's pay TV subscription since the 2012-13 Budget Estimates (May 2012). The Authority's TV subscription cost for this financial year to 30 September 2012 was \$169 (exclusive of GST).
2. There has been no change in the Authority's newspaper subscription since the 2012-13 Budget Estimates (May 2012).
3. The Authority's newspaper subscription cost for this financial year to 30 September 2012 was \$278 (Exclusive of GST). The Authority has no magazine subscriptions
4. The Authority's TV subscription cost for the 2011-2012 financial year was \$654 (Exclusive of GST). The Authority's newspaper subscription cost for the 2011-12 financial year was \$1,047 (Exclusive of GST). The Authority had no magazine subscriptions for the 2011-12 financial year.
5. The Authority does not provide any media subscriptions to its Ministers/ Parliamentary Secretaries.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 175

Topic: Travel Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

1. For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
3. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel
4. (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel
5. (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, 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 total costs of the lounge memberships.
7. When SES employees travel, do any support or administrative staff (such as an 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.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Answer:

The following details the Australian Sports Anti-Doping Authority's (ASADA) travel activities for the 2012-13 financial year to date, to 30 September 2012.

1. This Question is not applicable to the Authority.
2. The following table provides a breakdown of the Authority's travel costs for the 2012-13 financial year, to 30 September 2012.

A. Domestic Travel Costs

Travel Type	Costs (\$)
Domestic Airfares	21,000
Domestic Accommodation	17,740
Domestic Travel Allowance	9,250
Domestic Car Hire	752
Domestic Travel Fares – Taxi, Train, Bus	6,150
Total	54,892

For the financial year to date, to 30 September 2012, details of the Authority's travel patterns include:

- 77 tickets at an overall average ticket price of \$284 per ticket.
- 21 per cent of tickets were business class with the remaining 79 per cent economy class.

B. International Travel Costs

Travel Type	Costs (\$)
International Airfares	19,249
International Accommodation	5,102
International Travel Allowance	1,069
Total	25,420

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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The following table provides a breakdown of the international travel undertaken by the officers of the Authority for the 2012-13 financial year to date, to 30 September 2012.

Trip Destination/Date	Traveller	Purpose of Travel	Costs (\$)
USA (12 Oct to 15 Oct'12)	Manager – Science and Results Management	Attend 11th Annual USADA Symposium on Anti-Doping Science in Atlanta, Georgia	9,914
United Kingdom (25 Aug to 31 Aug'12)	CEO/ COO	CEO - Attend INADO Board Meeting, IADA Meeting & Post IADA Meeting. COO - Attend IADA Meeting & Post IADA Meeting & workshop	15,506
		Total	25,420

3. The Authority's domestic air travel policy is conducted in accordance with the Commonwealth's Whole of Australian Government travel guidelines.
4. The Authority's international air travel policy is conducted in accordance with the Commonwealth's Whole of Australian Government travel guidelines.
5. The Authority's conducts limited international travel by the senior executive. All travel is planned and conducted in accordance with the Commonwealth's Whole of Australian Government travel guidelines.
6. The Authority provides airline lounge memberships to officers who meet the criteria for frequent travel (i.e. greater than eight projected trips per financial year). The Authority is currently providing lounge memberships to seven officers at an average cost of \$275 per membership.
7. No support or administrative officers of the Authority travel with any SES officers.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 176

Topic: Travel Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

1. For 2011-12, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For 2011-12, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).

Answer:

The following details the Australian Sports Anti-Doping Authority's travel activities for the 2011-12 financial year.

1. This Question is not applicable to the Authority.
2. The Following table provides a breakdown of the Authority's travel costs for the 2011-12 financial year.

A. Domestic Travel Costs

Travel Type	Costs (\$)
Domestic Airfares	143,897
Domestic Accommodation	55,473
Domestic Travel Allowance	46,361
Domestic Car Hire	38,238
Domestic Travel Fares – Taxi, Train, Bus	9,724
Total	293,693

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.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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For the period 1 August 2011 to 30 June 2012, details of the Authority's travel patterns include:

- 328 tickets at an overall average ticket price of \$432 per ticket.
- 21 per cent of tickets are business class with 79 per cent being economy class.

B. International Travel Costs

Travel Type	Costs (\$)
International Airfares	99,648
International Accommodation	39,587
International Travel Allowance	17,385
International Incidentals	3,645
Total	160,265

The following table provides a breakdown of the international travel undertaken by the officers of the Authority for the financial year 2011-12.

Trip Destination/ Date	Traveller	Purpose of Travel	Costs (\$)
Switzerland/ United Kingdom / Singapore (12 – 19 Aug'11)	CEO/COO	Meeting with a number of International Sports Federations	25,930
United Kingdom/ Germany (28 Sept - 7 Oct'11)	Science and Results Manager	Science and Results Manager	8,609
New Zealand (11 – 15 Oct'11)	ASADA Legal Team	ANZLA	11,680
France/ Switzerland/ United Kingdom (4 – 18 Nov'11)	CEO/GM ADPLS	Attend Council of Europe (COE), UNESCO & International Anti-Doping Arrangement meetings. Meeting with international anti-doping organisations	30,952
United Kingdom/ France/ Switzerland (10 – 23 Mar'12)	CEO/ COO	Tackling Doping in Sport Conference COE meetings WADA Symposium	31,032
USA / UK (6 – 18 Mar'12)	Director - Legal	Tackling Doping in Sport Conference Meetings with WADA & USADA	17,681
USA	Manager - Investigations	Secondment to USA Major Baseball League	2,652
USA / Canada (5 - 17 June)	Director - Investigations & Intelligence, Intelligence Analyst	WADA intelligence and Technology Innovation Forum	28,123

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Fiji (25 June - 1 July 2012)	Manager - Sports Operations	Engagement with Oceania Regional Anti- Doping Organisation	3,606
		Total	160,265

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 177

Topic: Legal Costs 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. What sum did each portfolio department and agency spend on legal services for 2011-12?
Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services for 2011-12 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 for 2011-12?
Please provide a list of each service and costs.
4. What sum did each portfolio department and agency spend on legal services for 2011-12 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 2011-12 was \$91,204.61 (exclusive of GST). The services and costs incurred by the Authority was as follows:
 - \$42,213.18 on the total value of briefs to external Counsel;
 - \$3,212.56 on disbursements;
 - \$16,420.80 to the Australian Government Solicitor; and
 - \$29,358.07 to Ashurst.
2. The amount spent by the Authority for 2011-12 on legal services from the Australian Government Solicitor was \$16,420.80 (exclusive of GST).
3. Please refer to the answer for question 1.
4. The amount spent by the Authority for 2011-12 on legal services from other sources is \$74,783.81 (exclusive of GST). The services and costs incurred by the Authority was as follows:
 - \$42,213.18 on the total value of briefs to external Counsel;
 - \$3,212.56 on disbursements; and
 - \$29,358.07 to Ashurst.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 178

Topic: Legal Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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 2012-13, to 30 September 2012 was \$11,264 (exclusive of GST) for Counsel expenses.
2. The amount spent by the Authority for 2012-13, to 30 September 2012 on legal services from the Australian Government Solicitor was nil.
3. The amount spent by the Authority for 2012-13, to 30 September 2012 on legal services from private firms was nil.
4. The amount spent by the Authority for 2012-13, to 30 September 2012 on legal services from other sources (that is, Counsel) was \$11,264 (exclusive of GST).

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 179

Topic: Education expenses – study leave

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.
2. For this financial year to date, detail all education expenses (i.e. inhouse courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

Answer:

1. There has been no change to the Authority's guidelines on study leave since the 2012-13 Budget Estimates.
2. The following details the Authority's current financial year to date education expenses :

A total of \$4,800 for in-house courses:

- Mental Health Awareness for Senior Executive and Senior Managers (10 attendees), \$1,200.
- Mental health Awareness for Managers and Supervisors (16 attendees), \$2,000
- Mental Health Awareness for non- Managers (20 attendees), \$1,600

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A total of \$24,170 for tertiary course support:

- 1 x APS5 - undergraduate degree \$1,810 plus a commitment to 5 hours study leave per week
- 1 x APS6 - graduate certificate \$nil plus a commitment to 4 hours study leave per week
- 1 x APS5 - postgraduate degree \$1,860
- 1 x EL2 - Australia and New Zealand School of Government (ANZSOG) Executive Masters of Public Administration \$20,500.

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Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 180

Topic: Education expenses 2011 - 12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages:2

- 1. For 2011-12 detail all education expenses (i.e. in-house courses and tertiary studies) for each portfolio department and agency. Include:**
 - a. What type of course**
 - b. The total cost**
 - c. Cost per participant**
 - d. The employment classification of each participant;**
 - e. How many participants; and**
 - f. The amount of study leave granted to each participant (provide a breakdown for each employment classification)**
 - g. Also include the reason for the study and how it is beneficial for the department/agency.**

Answer:

The following details the education expenses for 2011-12:

- A total of \$67,670 for in-house courses:
 - 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
 - Casual Chaperone re-accreditation (270 attendees) - \$21,170 (including travel and accommodation for Agency presenters and venue hire)
- A total of \$27,949 for tertiary courses:
 - 1x APS5 undergraduate degree, \$1,004 plus a commitment of 3 hours study leave per week

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- 1 x APS6 graduate certificate - \$2,365
- 1 x APS5 postgraduate degree - \$1,800
- 1 x EL2 Australia and New Zealand School of Government (ANZSOG)
Executive Masters of Public Administration - \$22,780

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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Question: 181

Topic: Executive Coaching and Leadership Training FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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 (provide a breakdown for each employment classification)
 - 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 name of employees who received the service and their employment classification
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - 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 (provide a breakdown for each employment classification)
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. Any costs the department or agency incurred to use the location.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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Answer:

The following summarises the Authority's executive coaching and leadership training activities for the financial year to date totalling \$11,000.

- Learning Group Membership provided by Jeff Whalan Learning group, 2 participants;
1 x Senior Executive Level \$6,000 ; 1 x EL2 level, \$5,000.
- All of these activities were conducted off-site.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 182

Topic: Executive Coaching and Leadership Training 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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 2011-12:
 - 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 (provide a breakdown for each employment classification)
 - 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 name of employees who received the service and their employment classification
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - 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 (provide a breakdown for each employment classification)
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. Any costs the department or agency incurred to use the location.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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Answer:

The following summarises the Authority's executive coaching and leadership training activities for the 2011-12 financial year totalling \$32,745:

- EL1 transition course provided by the Australian Public Service Commission, 1 attendee at APS 6 level, \$635
- Building New Leadership provided by the Centre for Public Management (CPM), 1 participant at EL1, \$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 a Senior Executive level, \$5,850
- All of these activities were conducted off-site

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 183

Topic: Media Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

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 (provide a breakdown for each employment classification)
 - 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 (provide a breakdown for each employment classification)
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - 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 (provide a breakdown for each employment classification)
 - d. Any costs the department or agency's incurred to use the location

Answer:

No media training services have been purchased by ASADA for this financial year to date.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 184

Topic: Media Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. In relation to media training services purchased by each department/agency, please provide the following information for 2011-12:
 - 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 (provide a breakdown for each employment classification)
 - 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 (provide a breakdown for each employment classification)
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - 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 (provide a breakdown for each employment classification)
 - d. Any costs the department or agency's incurred to use the location

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Answer:

1.
 - a. For the 2011-12 the total spend (GST exclusive) on media training services was \$1,500 (GST exclusive).
 - 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 was \$1,500 (GST exclusive).
 - 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 ASADA's Canberra premises.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 185

Topic: Paid Parental Leave

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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 and their classification 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. Three staff members have received paid parental leave for this financial year to date. Their classification levels are:
 - 1 x APS6
 - 2 x APS5

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 186

Topic: Paid Parental Leave – 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

For 2011-12 to date which department/agency is providing its employees with payments under the Government's Paid Parental Leave Scheme? Please list how many staff and their classification are in receipt of these payments.

Answer:

For financial year 2011-12, three (3) employees were in receipt of the paid Parental Leave Scheme payments. Their classifications are:

- 1 x APS6
- 2 x APS5

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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Question: 187

Topic: Training for Ministers and Parliamentary Secretaries FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 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:

Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 188

Topic: Training for Ministers and Parliamentary Secretaries 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. For 2011-12, 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 2011-12, 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 2011-12, 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:

Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 189

Topic: Corporate Cars for 2012-13

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - a. How cars are owned by each department/agency?
 - b. Where is the car/s located?
 - c. What is the car/s used for?
 - d. What is the cost of each car for this financial year to date?
 - e. How far did each car travel this financial year to date?

Answer:

There have been no changes since Budget Estimates 2012-13 (May 2012).

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 190

Topic: Corporate Cars for 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

- a. How many cars are owned by each department/agency?
- b. Where is the car/s located?
- c. What is the car/s used for?
- d. What is the cost of each car?
- e. How far did each car travel?

Answer:

The following table details of the use of leased vehicles by the Authority for the 2011-12 financial year.

The Authority does not own any cars; however, the Authority currently leases four motor vehicles.

Location	ACT	NSW	QLD	VIC
Usage	Executive Vehicle Scheme (EVS)	Testing Missions	Testing Missions	Testing Missions
Cost 2011-12	\$19,625	\$9,538	\$10,517	\$7,997
Kilometres 2011-12	10,061	22,425	15,884	10,151

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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Question: 191

Topic: Taxis Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. 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.
2. What are the reasons for taxi costs?

Answer:

1. Expenditure on taxis and equivalents for the 2012-13 financial year, as at 30 September 2012 was \$6,150 (exclusive of GST), comprising:
 - \$3,011 for corporate activities, and
 - \$3,139 for program activities.
2. Taxi costs primarily relate to domestic travel conducted by officers in the conduct of the Authority's business.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 192

Topic: Taxi Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. How much did each department/agency spend on taxis in 2011-12? Provide a breakdown of each business group in each department/agency.
2. What are the reasons for taxi costs?

Answer:

1. Expenditure for the 2011-12 financial year on taxis and equivalents was \$31,446 (exclusive of GST), comprising:
 - \$15,423 for corporate activities, and
 - \$16,023 for program activities.
2. Taxi costs primarily relate to domestic travel conducted by officers in the conduct of the Authority's business.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 193

Topic: Credit Cards

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - a. What action is taken if the corporate credit card is misused?
 - b. How is corporate credit card use monitored?
 - c. What happens if misuse of a corporate credit card is discovered?
 - d. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
 - e. What action is taken to prevent corporate credit card misuse?

Answer:

1. As at 30 September 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. Credit Card use is monitored through a monthly reconciliation process. For the 2011-12 financial year, the Authority recorded two certificate of compliance (CoC) breaches in relation to the inadvertent use of a corporate credit card. Both breaches related to officers at the executive level one classification. 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. In both cases investigations were undertaken which established the breaches as inadvertent. In both cases the Chief Executive Officer formally wrote to officers involved.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

Supplementary Budget Estimates 16 October 2012

Question: 194

Topic: Credit Cards

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. For 2011-12 how many instances of corporate credit card misuse were there?
List staff classification and what the misuse was, and the action taken.

Answer:

1. Credit Card use is monitored through a monthly reconciliation process. For the 2011-12 financial year, the Authority recorded two certificate of compliance (CoC) breaches in relation to the inadvertent use of a corporate credit card. Both breaches related to officers at the executive level one classification. 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. In both cases investigations were undertaken which established the breaches as inadvertent. In both cases the Chief Executive Officer formally wrote to officers involved.

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ANSWERS TO QUESTIONS ON NOTICE

Australian Sports Anti-Doping Authority

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Question: 195

Topic: Provision of Equipment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs.
2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date? What were the running costs for 2009-10 and 2010-11?
3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.
4. Please update if there have been any changes since Budget Estimates 2011-12 (May 2012):
5. 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.

Answer:

1. Not applicable.
2. Not applicable.
3. The Authority currently provides equipment to its employees as follows:
 - Mobile phones to SES and Executive level required to be on call as a part of their responsibilities, and to Doping Control Officers (DCOs). SES and Executive level officers are issued with smartphones (currently Iphone4); with

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field staff issued with standard Telstra mobiles under the existing Telstra agreement.

- DCO's are issued with Laptops and wireless modems necessitated by the requirement to operate in home office arrangements and in performance of testing missions.
- All equipment provided to staff including cost of purchases and on-going costs are in accordance with Whole of Government contracts negotiated by the Department of Finance and Deregulation.

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Australian Sports Anti-Doping Authority

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Question: 196

Topic: Provision of Equipment 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided, the cost and what were the ongoing costs for 2011-12.
2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what type of electronic equipment was provided, the cost and what were the ongoing costs for 2011-12.
3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) was provided to department/agency staff for 2011-12, provide details of what was provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.

Answer:

1. Not applicable.
2. Not applicable.
3. The Authority currently provides equipment to its employees as follows:
 - Mobile phones to SES and Executive level required to be on call as a part of their responsibilities, and to Doping Control Officers (DCOs). SES and Executive level officers are issued with smartphones (currently Iphone4); with field staff issued with standard Telstra mobiles under the existing Telstra agreement.
 - DCO's are issued with Laptops and wireless modems necessitated by the requirement to operate in home office arrangements and in performance of testing missions.

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- All equipment provided to staff including cost of purchases and on-going costs are in accordance with Whole of Government contracts negotiated by the Department of Finance and Deregulation.

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Question: 197

Topic: Electricity Purchasing

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Provide details of any update of the department/agency electricity purchasing agreement if there has been a change since Budget Estimates 2011-12 (May 2012).
2. What are the department/agency electricity costs for 2011-12?
3. What are the department/agency electricity costs for this financial year to date?

Answer:

1. ASADA is part of the Whole of government (ACT) electricity procurement contract of which the Department of Defence is the lead Agency. There have been no changes to the purchasing agreement since Budget Estimates 2011-12 (May 2012).
2. Electricity Costs for the 2011-12 financial year were \$36,611 (exclusive of GST).
3. Electricity Costs for this financial year to date to 30 September 2012 were \$12,822 (exclusive of GST).

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Question: 198

Topic: Shredders

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. Did the department/agencies purchase any shredders in 2011-12? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.
2. Has the department/agencies purchased any shredders since Budget Estimates 2011-12 (May 2012)? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.

Answer:

The Authority purchased no shredders in either the 2011-12 financial year, or 2012-13 financial year to 30 September 2012.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 199

Topic: Protective Security Policy Framework

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.

Answer:

The Authority's Protective Security Plan is based on, and complies with the Commonwealth Protective Security Policy Framework (PSPF) and outlines the four core protective security policies covering Governance, Personnel, Physical and Information security. These four policies incorporate a total of 33 mandatory protective security requirements.

ASADA undertakes annual information and security awareness training to ensure Staff are aware of, and meet the requirements of the PSPF.

ASADA's carries out annual reviews of the Protective Security Plan to ensure it meets the requirements of the Agency.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 200

Topic: Office Locations

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 4

1. Please provide a list of all office locations for DRALGAS and agencies within the portfolio by:
 - a. Department/Agency;
 - b. Location;
 - c. Leased or Owned;
 - d. Size;
 - e. Number of Staff at each location and classification;
 - f. If rented, the amount and breakdown of rent per square metre;
 - g. If owned, the value of the building;
 - h. Depreciation of buildings that are owned;
 - i. Type of functions and work undertaken.

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Answer:

Australian Sports Anti-Doping Authority (ASADA)

b) Location	c) Leased or Owned	d) Size (sqm)	e) Number of Staff at each location and classification	f) If rented, the amount and breakdown of rent per square	g) If owned, the value of the building	h) Depreciation of buildings that are owned	i) Type and Function of Work
Unit 6/5 Tennant Street Fyshwick ACT	Leased	1,416	54 1 x SES3 2 x SES1 7 x EL2 12 x EL1 10 x APS6 14 x APS5 6 x APS4 2 x APS3	2011-12 Financial Year - \$446,052 (exclusive of GST) \$316 per sqm	NA	NA	Protecting the health of athletes and the integrity of Australian sport, including through deterrence, detection and enforcement to eliminate doping.

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ANSWERS TO QUESTIONS ON NOTICE

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b) Location	c) Leased or Owned	d) Size (sqm)	e) Number of Staff at each location and classification	f) If rented, the amount and breakdown of rent per square	g) If owned, the value of the building	h) Depreciation of buildings that are owned	i) Type and Function of Work
Level 2, 6 Figtree Dve Sydney Olympic Park	Leased	80	4 2 x APS6 2 x APS4	2011-12 Financial Year - \$17,400 (exclusive of GST) \$218 per sqm	NA	NA	Protecting the health of athletes and the integrity of Australian sport.
NSW Home Office	NA	NA	1 1 x APS4	NA	NA	NA	General administration. Storage of testing equipment, inventory and samples awaiting transport.
Victorian Home Offices	NA	NA	3 3 x APS4	NA	NA	NA	General administration. Storage of testing equipment, inventory and samples awaiting transport.
Queensland Home Office	NA	NA	1 1 x APS4	NA	NA	NA	General administration. Storage of testing equipment, inventory and samples awaiting transport.

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b) Location	c) Leased or Owned	d) Size (sqm)	e) Number of Staff at each location and classification	f) If rented, the amount and breakdown of rent per square	g) If owned, the value of the building	h) Depreciation of buildings that are owned	i) Type and Function of Work
Casual workforce DCO's/ chaperones – Various locations	NA	NA	14	NA	NA	NA	Protecting the health of athletes and the integrity of Australian sport.

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Question: 201

Topic: PR / Comms / Media Staff

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 1

1. For DRALGAS and agencies, please provide – in relation to all public relations, communications and media staff – the following:
 - a. How many ongoing staff, the classification, the type of work they undertake and their location.
 - b. How many non-ongoing staff, their classification, type of work they undertake and their location
 - c. How many contractors, their classification, type of work they undertake and their location

Answer:

- 1a. As at 9 November 2012, the Authority had five ongoing staff employed in public relations, communications and media positions with the following classifications, responsibilities and locations:
 - 0.5 x EL2: public relations, communications and media, Canberra
 - 1 x EL1: public relations, communications and media, Canberra
 - 1 x APS6: public relations, communications and media, Sydney
 - 1 x APS5: online communications, Canberra
 - 1 x APS4: communications, Canberra
- 1b. As at 9 November 2012, the Authority had no non-ongoing staff employed in public relations, communications and media positions.
- 1c. As at 9 November 2012, the Authority had no contract staff employed in public relations, communications and media positions.