

OUTBACK *Stores*

Thursday 4th December 2014

To the Committee,

The following Questions on Notice are not applicable to Outback Stores.

1-66, 69- 72, 75, 78, 80-82, 85-87, 89, 91- 94, 97, 105, 106, 109, 111, 112, 119-121, 127, 128, 130, 131, 133, 136, 150-161.

Regards,

Tierney White

Marketing & Administration Officer

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: Outcome 2, Indigenous
Topic: Commissioned reports

Senator: Senator the Hon Joseph Ludwig
Question reference number: QoN 67
Type of question: Written
Date set by Committee for the return of the answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency?
 1. 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? How many departmental or external staff were involved in each report and at what level?
3. What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

1. One – Annual Report
 - 1.1. Annual report - Not handed to Gov or published yet
2. Expected to cost= zip print cost + couriers cost, Staff - 3 internal staff. 3 external staff
3. Status – waiting ANO audit opinion

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE 2014 SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Statutory Review Provisions

Senator: Joe Ludwig

Question reference number: 68

Type of question: Written

Date set by the committee for the return of answer: 31 December, 2014

Number of pages: 1

Question:

Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s.

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Procedure Manuals (Ministerial)

Senator: Joe Ludwig
Question reference number: 73
Type of question: Written
Date set by the committee for the return of answer: 31 December, 2014

Number of pages: 1

Question:

Does the minister's office have a procedure manual for communication between the minister's office and the department?

Answer:

No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Procedure Manuals (Departmental)

Senator: Joe Ludwig

Question reference number: 74

Type of question: Written

Date set by the committee for the return of answer: 31 December, 2014

Number of pages: 1

Question:

Does the department have a procedure manual for communication between the department and the minister?

Answer:

No.

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: Indigenous

Topic: Reviews

Senator: Senator J Ludwig

Question reference number: QoN 76

Type of question: Hansard reference – written Q

Date set by Committee for the return of the answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced?

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1 Prime Minister and Cabinet

Topic: Sunset Provisions

Senator: Senator Joe Ludwig

Question Reference Number: 77

Type of Question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of Pages: 2

Question:

1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:
 1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
 2. Has any consideration been given to delaying or alerting the sunset provisions?
 3. Please provide a schedule or a work plan for the sunset provisions becoming active
 4. When did/will this work begin?
 5. When is/was the review due to commence.
 6. What is the expected report date.
 7. Who is the minister responsible for the review
 8. What department is responsible for the review
 9. List the specific clauses or legislation under review caused by the statutory provision.
 10. List the terms of reference.
 11. What is the scope of the review.
 12. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
 13. What is the budgeted, projected or expected costs of the review?
 14. When was the Minister briefed on this matter?
 15. What decision points are upcoming for the minister on this matter?
 16. List the number of officers, and their classification level, involved in conducting the review

17. Will the report will be tabled in parliament or made public. If so, when?

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: FOI Requests

Senator: Joe Ludwig
Question reference number: 79
Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many requests for documents under the FOI Act have been received?
2. Of these, how many documents have been determined to be deliberative documents?
3. Of those assessed as deliberative documents:
 - 3.1 For how many has access to the document been refused on the basis that it would be contrary to the public interest?
 - 3.2 For how many has a redacted document been provided?

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Building Lease Costs

Senator: Joe Ludwig

Question reference number: 83

Type of question: Written

Date set by the committee for the return of answer: 31 December, 2014

Number of pages: 2

Question:

1. What has been the total cost of building leases for the agency / department?
2. Please provide a detailed list of each building that is currently leased. Please detail by:
 1. Date the lease agreement is active from.
 2. Date the lease agreement ends.
 3. Is the lease expected to be renewed? If not, why not?
 4. Location of the building (City and state).
 5. Cost of the lease.
 6. Why the building is necessary for the operations of the agency / department.
3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:
 1. Date from which the lease agreement was active.
 2. Date the lease agreement ended.
 3. Why was the lease not renewed?
 4. Location of the building (City and state).
 5. Cost of the lease.
 6. Why the building was necessary for the operations of the agency / department.
4. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:
 1. Date the lease agreement is expected to become active.
 2. Date the lease agreement is expected to end.
 3. Expected location of the building (City and state).
 4. Expected cost of the lease.
 1. Has this cost been allocated into the budget?
 5. Why the building is necessary for the operations of the agency / department.
5. For each building owned or leased by the department:

1. What is the current occupancy rate for the building?
2. If the rate is less than 100%, detail what the remaining being used for.

Answer:

1. \$93,333.81
2. :
 1. A) 8/5/2009 B)12/12/11 C)19/2/14
 2. A)7/5/15 B)11/12/14 C)18/2/15
 3. Yes to all
 4. A) Darwin B) Alice Springs C)Tennant Creek
 5. A)\$195,550.32 p/a
 6. A) Support Office Darwin Operations B) Support Office Alice Springs C) Manager House Tennant Creek
3. N/A
 1. N/A
 2. N/A
 3. N/A
 4. N/A
 5. N/A
 6. N/A
4. All of the above will continue
 1. All continuing
 2. A)7/5/15 B)11/12/14 C)18/2/15
 3. A) Darwin B) Alice Springs C)Tennant Creek
 4. Expected cost of the lease.
 1. Continuation plus CPI
 5. A) Support Office Darwin Operations B)Support Office Alice Springs C) Manager House Tennant Creek
5. For each building owned or leased by the department:
 1. A) 60 100% B) 5 100% C) 1 100%
 2. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Government advertising

Senator: Joe Ludwig

Question reference number: 84

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much has been spent on government advertising (including job ads)?
 1. List each item of expenditure and cost
 2. List the approving officer for each item
 3. Detail the outlets that were paid for the advertising
2. What government advertising is planned for the rest of the financial year?
 1. List the total expected cost
 2. List each item of expenditure and cost
 3. List the approving officer for each item
 4. Detail the outlets that have been or will be paid for the advertising

Answer:

1. \$5,506.87
 1. Job advertising \$1,085, Ngukurr Store photo \$2,168.32, Palmerston Regional Business Advertising \$1,620, DSO photos \$200, Website Renewal \$190, Campaign Monitor Bulletin \$61.63 and Map Artwork \$181.82
 2. CEO
 3. Palmerston Regional Business Association, Elise Derwin Photography, Captovate.
2. :
 1. TBA
 2. TBA
 3. CEO

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Multiple tenders

Senator: Joe Ludwig

Question reference number: 88

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. List any tenders that were re-issued or issued multiple times:
 1. Why were they re-issued or issued multiple times?
 2. Were any applicants received for the tenders before they were re-issued or repeatedly issued?
 3. Were those applicants asked to resubmit their tender proposal?

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Departmental Upgrades

Senator: Joe Ludwig

Question reference number: 90

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?
 1. If so, list these
 2. If so, list the total cost for these changes
 3. If so, list the itemised cost for each item of expenditure
 4. If so, who conducted the works?
 5. If so, list the process for identifying who would conduct these works
 6. If so, when are the works expected to be completed?

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Legal Costs

Senator: Joe Ludwig

Question reference number: 95

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. List all legal costs incurred by the department or agency
2. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external
3. List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial)
4. How was each piece of advice procured? Detail the method of identifying legal advice

Answer:

1. \$5,796.83
2. Global X information-Annual Fee 1.7.14 to 20.06.15 \$250; ASIC-appoint officeholder for OBS \$74; Bowden McCormack Lawyers & Advisors-Advice on Potential Liabilities and Risk Management Regarding Store managers out of work \$3,357.5; Legal Fees-Nissan Warranty Dispute \$2,115.33; ALL EXTERNAL
3. N/A
4. GlobalX and ASIC mandatory, Bowden McCormack Lawyers are specialists in Aboriginal and relevant NT laws.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Provision of equipment – departmental

Senator: Joe Ludwig

Question reference number: 96

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of:
2. What has been provided?
3. The purchase cost.
4. The ongoing cost.
5. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).
6. A breakdown of what staff and staff classification receives each item.

Answer:

1. Yes
2. 2 x Laptops and 2x iPhone 5
3. \$1,996.75 and \$2,061.82. \$726.36 and \$545.45
4. 0
5. Carry bags for laptops
6. Laptops-HR Department and Finance. iPhones - Area managers

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Appointments

Senator: Joe Ludwig

Question reference number: 98

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Please detail any board appointments made from to date.
2. What is the gender ratio on each board and across the portfolio?
3. Has the department instigated or changed its gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board.
4. Please specify when these gender ratio or participation policies were changed.

Answer:

1. Nil
2. 2:1
Male: female
3. N/A
4. N/A

Total employees now : 154

		Under 18	18 - 25	26 - 35	36 - 45	46 - 55	56 and over
82 female	8 WA		1		1	3	3
	72 NT	1	6	18	15	17	15
	2 SA						2

72 male	7 WA		1	1		4	1
	62 NT			17	12	11	22
	2 SA					1	1
	1 Vic						1

June 30 2013

Total employees : 123

64 female	9 WA
	54 NT
	1 SA

59 male	8 WA
	49 NT
	1 SA
	1 Vic

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Staff Transfers

Senator: Joe Ludwig

Question reference number: 99

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 6

Question:

1. How many people does your department employ?
2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level?
3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?
4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?
5. number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?
6. with co
7. How many of these people are employed in Canberra?
8. How many people did your department employ in Canberra immediately prior to the 2013 federal election?
9. How many employees have been transferred out of Canberra since the 2013
10. How many of your employees have been transferred to Canberra since the 2013 federal election?
11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.
13. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
14. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.

15. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.
16. For every transferred employee please provide an explanation for their transfer?
17. For every transferred employee please provide any other cost incurred by the department because of that transfer?
18. Please provide all relevant dates.

Redundancies

19. How many positions have been made redundant in your department since the 2013 federal election?
 1. How many of these positions were non-ongoing?
 2. How many of these positions were situated in the Australian Capital Territory?
2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
 1. How many of these employees were ongoing?
 2. How many of these employees were non-ongoing?
 3. How many of these employees were situated in the Australian Capital Territory?
3. How many of these employees were offered voluntary redundancies since the 2013 federal election?
 1. How many of these employees were ongoing?
 2. How many of these employees were non-ongoing?
 3. How many of these employees were situated in the Australian Capital Territory?
4. How many accepted voluntary redundancies since the 2013 federal election?
 1. How many of these employees were ongoing?
 2. How many of these employees were non-ongoing?
 3. How many of these employees were situated in the Australian Capital Territory?
5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?
 1. How many of these employees were ongoing?
 2. How many of these employees were non-ongoing?
 3. How many of these employees were situated in the Australian Capital Territory?
6. For all employees who accepted voluntary redundancies since the 2013 federal election please:
 1. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.
 2. Please specify what component of that figure was paid out entitlements (annual leave etc).
 3. Please specify any other costs incurred by the department because of this redundancy.
 4. Please provide the reason a voluntary redundancy was offered for their position.
 5. Please provide all relevant dates.
7. For all employees who were redeployed please provide:
 1. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these

- positions, the contract type (non-ongoing versus ongoing) and where they were located.
- 2. Please specify any other costs incurred by the department because of this redeployment.
- 3. Please provide the reason for that redeployment.
- 4. Please provide all relevant dates.
- 8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?
 - 1. How many of these employees were ongoing?
 - 2. How many of these employees were non-ongoing?
 - 3. How many of these employees were situated in the Australian Capital Territory?
- 9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
 - 1. How many of these employees were ongoing?
 - 2. How many of these employees were non-ongoing?
 - 3. How many of these employees were situated in the Australian Capital Territory?
- 10. For employees who were made forcibly redundant since the 2013 federal election please provide:
 - 1. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.
 - 2. Please specify what component of that figure was paid out entitlements (annual leave etc).
 - 3. Please specify any other costs incurred by the department because of this redundancy.
 - 4. Please provide the reason for that redundancy.
 - 5. Please provide all relevant dates.

Hiring

- 20. How many people are employed in your department on non-ongoing contracts?
- 21. How many people are employed in your department on ongoing contracts?
- 22. How many non-ongoing contracts has your department extended since the 2013 federal election?
- 23. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
- 24. How many of these extensions were approved by the Public Service Commission?
 - 1. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.
- 2. How many of these extensions were rejected by the Public Service Commission?
 - 1. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why

the extension was rejected by the Public Service Commission, as well as all relevant dates.

3. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?
 1. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.
4. How many non-ongoing contracts have expired without extension since the 2013 federal election?
 1. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.
5. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?
6. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?
7. How many of these new non-ongoing engagements were approved by the Public Service Commission?
 1. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
8. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
 1. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
9. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
 1. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.
10. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?
11. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?

12. How many of these new ongoing engagements were approved by the Public Service Commission?
 1. For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
13. How many of these new ongoing employee applications were rejected by the Public Service Commission?
 1. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
14. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
 1. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

Answer:

1. 154
2. see attached
3. see attached
4. NIL
5. N/A
6. N/A
7. N/A
8. N/A
9. N/A
10. N/A
11. N/A
12. N/A
13. N/A
14. N/A
15. N/A
16. N/A
17. N/A
18. N/A

Redundancies

For questions relating to section 19 – no redundancies were completed since the 2013 election

Hiring

20. 61
21. 93

- 22. N/A
- 23. N/A
- 24. N/A
- 1. N/A
- 2. N/A
- 3. N/A
 - 1. N/A
- 4. N/A
 - 5. 90 store managers
 - 6. N/A
 - 7. N/A
 - 1. N/A
 - 8. N/A
 - 1. N/A
 - 9. N/A
 - 1. N/A
 - 10. 40 employees
 - 11. N/A
 - 12. N/A
 - 1. N/A
 - 13. N/A
 - 1. N/A
 - 14. N/A
 - 1. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Existing Resources Program

Senator: Joe Ludwig

Question reference number: 100

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'?
2. List each
3. List the staffing assigned to each task
4. What is the nominal total salary cost of the officers assigned to the project?
5. What resources or equipment has been assigned to the project?

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Conditions of Government Contracts and Agreements

Senator: Joe Ludwig

Question reference number: 101

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contract. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations on restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created?
4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?
6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change?
7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website?
8. If no consultation has occurred, why not?
9. Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with?

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Market Research

Senator: Joe Ludwig

Question reference number: 102

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. List any market research conducted by the department/agency:
 1. List the total cost of this research
 2. List each item of expenditure and cost, broken down by division and program
 3. Who conducted the research?
 4. How were they identified?
 5. Where was the research conducted?
 6. In what way was the research conducted?
 7. Were focus groups, round tables or other forms of research tools used?
 8. How were participants for these focus groups et al selected?
 9. How was the firm or individual that conducted the review selected?
 10. What input did the Minister have?
 11. How was it approved?
2. Were other firms or individuals considered? If yes, please detail.

Answer:

1. Price comparisons conducted quarterly.
 1. There is no cost associated with completing the comparisons
 2. N/A
 3. Merchandise assistant
 4. N/A
 5. Darwin Office
 6. on line
 7. Nil
 8. N/A
 9. Nil
 10. N/A

11. Nil
2. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: Indigenous

Topic: Prequalified, Multi-use list tenders

Senator: Senator J Ludwig

Question reference number: QoN 103

Type of question: Hansard reference – written

Date set by Committee for the return of the answer: 31 December, 2014

Number of pages: 1

Question:

1. Does the Department/Agency have existing prequalified or multi-use list panels for tenders?
2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency?
3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?
4. Do any Ministerial staff have directorships in any of the firms on your panels?
5. Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel?
6. Have the minister or ministerial staff made representations concerning the panels?
7. Is Australian Public Affairs on any of your panels?

Answer:

1. No
2. N/A
3. No
4. No
5. No
6. No
7. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Communications staff

Senator: Joe Ludwig

Question reference number: 104

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
2. How many ongoing staff, the classification, the type of work they undertake and their location.
3. How many non-ongoing staff, their classification, type of work they undertake and their location
4. How many contractors, their classification, type of work they undertake and their location
5. How many are graphic designers?
6. How many are media managers?
7. How many organise events?

Answer:

- 1.
2. One staff member, fulltime, Darwin
3. Nil
4. One, Michel Warrens Munday, strategic communications specialist, ad-hoc, Darwin
5. Nil
6. Nil
7. Nil

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Red tape reduction

Senator: Joe Ludwig

Question reference number: 107

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?

Answer:

1. Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Land costs

Senator: Joe Ludwig

Question reference number: 108

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 2

Question:

1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?
2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
 - a. What is the current occupancy level and occupant of the items identified in (3)?
 - b. What is the value of the items identified in (3)?
 - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).
6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?

Answer:

1. 0
2. n/a
3. n/a
4. 5
 1. 67 Pruen Rd, Berrimah
 2. 4/9 Ghan Rd, Alice Springs
 3. Ti Tree house and store
 4. 15/80-84 Schmidt St, Tennant Creek NT- Tennant asst manager house.
 5. 8 Griggs St Tennant Creek- main manager house in Tennant Creek
5.
 1. Ti Tree house and store lot 535 Ti Tree community via Alice Springs NT 0872. Size 502m2
Value \$2.65m, Owned by Ti Tree Grocery Store Pty Ltd which is a wholly owned subsidiary of OBS
 2. 8 Griggs St Tennant Creek NT, Value \$418,000, Size 1350m2
6. 100%

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Boards (for Departments or agencies with boards)

Senator: Joe Ludwig

Question reference number: 110

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:

1. How often has each board met, break down by board name;
2. What travel expenses have been incurred;
3. What has been the average attendance at board meetings;
4. List each member's attendance at meetings;
5. How does the board deal with conflict of interest;
6. What conflicts of interest have been registered;
7. What remuneration has been provided to board members;
8. How does the board dismiss board members who do not meet attendance standards?
9. Have any requests been made to ministers to dismiss board members?
10. Please list board members who have attended less than 51% of meetings
11. What have been the catering costs for the board meetings held during this period?
Please break down the cost list.

Answer:

1. Board of Directors-twice
2. \$24,069.8
3. 6-full attendance
4. Steve Bradley, Robert Hudson, Alastair King, Drew Robinson, Kerin O'Dea, Natasha Short.
5. Notifies Auditors of any conflicts or potential conflicts
6. Alastair King-Non Executive Director is CEO of ALPA-a company who we deal with.
7. \$62,183.29
8. Has not been an issue
9. No
10. None

11. \$172.62 for meals provided in office (provisions purchased from Woolworths)
\$903.75 for meals provided outside the office.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Supplementary Budget Estimates 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Credit cards

Senator: Joe Ludwig
Question reference number: 113
Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
2. Have there been any changes to action taken in the event that the corporate credit card is misused?
3. Have there been any changes to how corporate credit card use is monitored?
4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
5. Please list staff classification and what the misuse was, and the action taken.
6. Have there been any changes to what action is taken to prevent corporate credit card misuse?
7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Contracts for Temporary Staff

Senator: Joe Ludwig
Question reference number: 114
Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much did the department/agency spend on temporary or contract staff?
2. How many temporary or contract staff have been employed?
3. What is the total number of temporary or contract staff currently employed?
4. How much was paid for agencies/companies to find temporary/contract staff?
5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?

Answer:

1. \$113,047.10
2. 11
3. 0
4. 0
5. None

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Hire cars

Senator: Joe Ludwig

Question reference number: 115

Type of question: Written

Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much did each department/agency spend on hire cars during the specified period? Provide a breakdown of each business group in each department/agency.
2. What are the reasons for hire car costs?
3. How much did the department spend on hire cars during the specified period for their minister or minister's office?

Answer:

1. Admin-\$46.89, Operations-\$7,429.07, Business Development- \$2,304.72 and Training \$1,470.44
2. Company owned Vehicles broken down, Travelling to remote areas where we have no pool vehicles.
3. 0

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Unallocated Equipment

Senator: Joe Ludwig
Question reference number: 116
Type of question: Written
Date set by the committee for the return of answer: 5 December 2014

Number of pages: 1

Question:

1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff
2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.

Answer:

1. Outback Stores has limited stock available in reserve and only covers approximately four users. Equipment is sourced locally on an as required basis. We also hold spare equipment for stores including two full Point of Sale (POS) lanes and Back Office computers for emergencies and additional stock is either in transit or already allocated waiting for the project start date. Although purchased initially by Outback Stores this equipment is a store expense not Outback Stores Pty Ltd and will be either rented to stores or invoiced to the store.
2. As spare and unallocated stock levels are limited, all equipment is stored at the Darwin Support Office (head office in Darwin). The approximate total value of the stock on hand or Outback Stores Pty Ltd use is less than \$10,000. There are no ongoing costs associated with this equipment until it is installed and ready for use which triggers a support & maintenance agreement with service providers (if applicable).

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Advertising

Senator: Joe Ludwig
Question reference number: 117

Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much has the Department/Agency spent on Advertising? Including through the use of agencies.
2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning.
3. Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate or the department or their delegate.

Answer:

1. \$2000
2. Public awareness campaign on protecting your bank details
3. N/A



CODE OF CONDUCT

PURPOSE

Outback Stores wishes to be an employer of choice. To achieve this, employees need to know and understand the Standards of Behaviour that are acceptable.

The 'Outback Stores Way' is based on three (3) guiding principles

1. Everyone must have ownership and work within the Outback Stores systems;
2. We improve our system through diligent and innovative employees; and
3. Variations from OBS systems produce poor results / outcomes and therefore are not acceptable.

SCOPE

This Code of Conduct applies to all employees of Outback Stores Pty Ltd.

AUTHORITY

The Human Resource Manager is accountable to ensure this Policy is reviewed bi-annually.

The CEO approves this Policy and it cannot be altered without authority

DURATION

This Policy will be reviewed in March 2016.

DEFINITIONS

CEO – Chief Executive Officer

Outback Stores or OBS – the company Outback Stores Pty Ltd

CULTURE

We promote our culture that is based on:

Health & Safety – our desire to achieve zero harm is a fundamental aspirant to all our activities;

Integrity - we are committed to the principles of truth and honesty, including being equitable, ethical and professional;

Diversity - we respect and embrace cultural differences and encourage innovation;

Simplicity - we value and practise simplicity;

Quality - we measure quality by our stakeholder satisfaction; and

Accountability - as individuals we will be transparent and accountable to each other, our organisation, and stakeholders.

CODE OF CONDUCT

This code is not intended to be a comprehensive set of rules but rather a set of principles and standards that will form a framework for your conduct.

Outback Stores expects our employees to read and comply with the obligations imposed upon you and adhere to the standards set out below.

If you have any concerns about the material contained in this document or you are uncertain about your responsibilities or the lawfulness or appropriateness of a particular practice or direction, you should discuss your concern with your supervisor or a more senior manager.

Code of Conduct			
<u>Document Author:</u> HR Manager	<u>Reference Number:</u> HRM-07-POL-26	<u>Version Number:</u> 3	<u>Revision Approval Date:</u> 26 March 2014
<u>Approved By:</u> Chief Executive Officer	<u>Original Approval Date:</u> 24 August 2011	<u>Next Review:</u> March 2016	<u>Page:</u> 1 of 3



CODE OF CONDUCT

BEHAVIOUR STANDARDS

Zero Harm

- Through your behaviour you are committed to achieve zero harm to our employees, Communities, suppliers and contractors, environment, plant & equipment, finance and reputation.

Conflict of Interest

- You will declare any actual or potential conflict of interest to Outback Stores.

Authority

- You act in accordance with your delegated authority;
- You will obey lawful directions or instructions given to you in the course of your employment;
- You will seek clearance before making any comment to the media about the Outback Stores business.

Policies and Procedures

- You will abide by Outback Stores' policies, procedures, and processes.

Lawful Behaviour

- You will pay for any items of stock available for purchased in an Outback Store;
- When purchasing stock, employees are to be served by other staff or supervisors, whenever possible.
- You will not work under the influence of drugs or alcohol in the workplace (except for authorised workplace functions approved by the CEO).

Good Faith & Fidelity

- You will not disclose confidential information without authorisation;
- You will not take bribes and secret commissions.
- Any gifts taken in the course of the business must be declared at the completion of each working month;
- You will ensure your actions maintain the positive reputation of the business.

Appropriate Dress

- You will dress appropriately for your position and ensure that your appearance is presentable, in accordance with the Dress Standards Policy.

BREACHES

Any breach of this Code of Conduct is considered a serious matter and may be subject to disciplinary action, which may include termination of employment.

Code of Conduct			
<u>Document Author:</u> HR Manager	<u>Reference Number:</u> HRM-07-POL-??	<u>Version Number:</u> 3	<u>Revision Approval Date:</u> 26 March 2014
<u>Approved By:</u> Chief Executive Officer	<u>Original Approval Date:</u> 24 August 2011	<u>Next Review:</u> March 2016	<u>Page:</u> 2 of 3



CODE OF CONDUCT

I, , (name of employee) have read and understood the Code of Conduct.

I accept being bound by this Code of Conduct and my Contract of Employment whilst employed by Outback Stores.

I understand and acknowledge that if I breach the Code of Conduct that discipline action may be taken.

Signature

Date

Code of Conduct			
<u>Document Author:</u> HR Manager	<u>Reference Number:</u> HRM-07-POL-??	<u>Version Number:</u> 3	<u>Revision Approval Date:</u> 26 March 2014
<u>Approved By:</u> Chief Executive Officer	<u>Original Approval Date:</u> 24 August 2011	<u>Next Review:</u> March 2016	<u>Page:</u> 3 of 3

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Departmental Staff Misconduct

Senator: Joe Ludwig
Question reference number: 118

Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Please provide a copy of the departmental staff code of conduct.
2. Have there been any identified breaches of this code of conduct by departmental staff?
 1. If yes, list the breaches identified, broken by staffing classification level.
 2. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
 3. If yes, when was the breach identified? By whom? When was the Minister made aware?
 4. If yes, were there any legal ramifications for the department or staff member? Please detail.

Answer:

1. See attached
2. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Documents provided to Minister

Senator: Joe Ludwig
Question reference number: 122

Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.
2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
3. How are they transmitted to the office?
4. What mode of delivery is used (hardcopy, email) for those documents?
5. What level officer are they provided to in the minister's office?

Answer:

1. One
2. General updates in June & December (twice per year) to keep Minister up to date
3. Via email
4. Email
5. To the Minister

OUTBACK Stores PTY LTD

PURCHASE ORDER

ABN: 63 120 661 234
GPO Box 3699, Darwin NT 0801
Level 1 Optus Building
49 Woods Street Darwin NT 0800
Ph: 08 8982 1900 Fax: 08 8982 1901

PO No. OBS 11545

Date: 31-7-14

Ordered by: Javer

VENDOR SALES@STICKERSandSTUFF.com.au SHIP TO

STICKERS and STUFF

Phone :

Payment Terms :

SHIPPING METHOD

SHIPPING TERMS

DELIVERY DATE

ENTERED

QTY	ITEM #	DESCRIPTION	REQUIRED FOR	UNIT PRICE	LINE TOTAL
80		BAG AP5310			\$1176
80		PEN F339			\$487
80		MUG G4099			\$714
80		LANYARD PCLO4			\$330
100		A4 Notepad 25pages			\$426
		Artwork Approx			\$100

Please contact us immediately if there is any reason that our order should be delayed.

Please forward your invoice (with reference to our purchase order) to:

Accounts Payable
Finance Office - OBS
mail: FinanceTeam@outbackstores.com.au

Sm Conf

6-3460/06

GL A/c No / Detail:

GST

TOTAL GST INC

3233

Authorised by:

Name

Date

Signature

Ordered by:

Name

Date

Signature

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Merchandise or promotional material

Senator: Joe Ludwig

Question reference number: 123

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since 7 September 2013:

1. Has the department purchased any merchandise or promotional material?
2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)
3. List the cost for each item
4. List the quantity of each item
5. Who suggested this material be created?
6. Who approved its creation?
7. Provide copies of authorisation
8. When was the Minister informed of the material being created?
9. Who created the material?
10. How was that person selected?
11. How many individuals or groups were considered in selecting who to create the material?

Answer:

1. Yes.
2. Bags, pens, lanyards, mugs, notepads, all to give to each Store Manager at annual Store Managers Conference
3. Bags - \$14.7, pens - \$6.08, note pads - \$4.26, 80 mugs - \$8.93, lanyards - \$3.30
4. 80 bags, 80 pens, 100 note pads, 80 mugs, 100 lanyards,
5. Operations Team
6. Operations Manager John Quill and CEO Steve Moore
7. PO signed by Ops manager attached.
8. N/A
9. "Stickers and Stuff"
10. We support local business and considered a selection.
11. Members of the Operations Team and the Operations Manager

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Freedom of Information - Stats

Senator: Joe Ludwig
Question reference number: 124

Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. How many FOI requests were received between 7 September 2013 to date.

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Savings and Efficiency Measures

Senator: Joe Ludwig
Question reference number: 125

Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since the Appropriate Bills 2014 were passed by the parliament:

1. How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued?

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Contracts under \$10,000

Senator: Joe Ludwig

Question reference number: 126

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Media subscriptions

Senator: Joe Ludwig

Question reference number: 129

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. What pay TV subscriptions does your department/agency have?
 1. Please provide a list of channels and the reason for each channel.
 2. What has been the cost of this package/s during the specified period?
 3. What is provided to the Minister or their office?
 4. What has been the cost of this package/s during the specified period?
2. What newspaper subscriptions does your department/agency have?
 1. Please provide a list of newspaper subscriptions and the reason for each.
 2. What has been the cost of this package/s during the specified period?
 3. What is provided to the Minister or their office?
 4. What has been the cost of this package/s during the specified period?
3. What magazine subscriptions does your department/agency have?
 1. Please provide a list of magazine subscriptions and the reason for each.
 2. What has been the cost of this package/s during the specified period?
 3. What is provided to the Minister or their office?
 4. What has been the cost of this package/s during the specified period?
4. What publications does your department/agency purchase?
 1. Please provide a list of publications purchased by the department and the reason for each.
 2. What has been the cost of this package/s during the specified period?
 3. What is provided to the Minister or their office?
 4. What has been the cost of this package/s during the specified period?

Answer:

1. Foxtel
 1. Foxtel for Business Platinum package
 2. \$6,682.27
 3. N/A

4. N/A
2. N/A
 1. N/A
 2. N/A
 3. N/A
 4. N/A
3. N/A
 1. N/A
 2. N/A
 3. N/A
 4. N/A
4. N/A
 1. N/A
 2. N/A
 3. N/A
 4. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Report Printing

Senator: Joe Ludwig

Question reference number: 132

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of?
2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Computers

Senator: Joe Ludwig

Question reference number: 134

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used
2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location
3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs

Answer:

1. Outback Stores own all computers used in the business. All equipment can be accessed by the Minister's Office if required.
 2. Outback Stores own all computers used in the business. All equipment can be accessed by the Minister's Office if required and this equipment is located in the Darwin Support Office.
 3. Outback Stores uses a range of Windows operating systems and a mix of in house and outsourced arrangements are in place for ongoing support.
- All Level 1 Desktop support is provided in-house and Level 2 and above support is outsourced under a service agreement at an ongoing cost of \$10.25 per user per month (ex GST).
- Outback Stores do not subscribe to any software assurance programs for operating system purchases.

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ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Travel costs - department

Senator: Joe Ludwig
Question reference number: 135

Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
2. If so, under what policy?
3. Provide a copy of that policy.
4. When was this policy implemented?
5. List all occurrences of travel that this has occurred under.
6. Detail the process.
7. When is the minister notified, when is approved provided?
8. Detail all travel (domestic and international) 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).
9. 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). Also provide a reason and brief explanation for the travel.
10. What date was the minister or their office was notified of the travel?
11. What date did the minister or their office approve the travel?
12. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer:

Not applicable, except question 9 (Board and CEO travel)

9. \$25,196.87 for Board Travel

Split:

\$10,145.98 flights

\$13,610.75 accommodation

\$1,440.14 Meals

This includes board meetings travel for board members, and Chairman visit to stores.

CEO Travel

Airfares: \$2,190.53 for trip to Sydney Uni and stores visit.

Accommodation: \$400 stores visit.

***note: all airfares booked are economy**

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Senate estimates briefing

Senator: Joe Ludwig

Question reference number: 137

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

1. How many officers have been responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?
2. How many officer hours were spent on preparing that information?
 1. Please break down the hours by officer APS classification
3. Were drafts shown to the Minister or their office before senate estimates? a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 1. If so, when did this occur?
 2. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
 3. When were the changes made?
5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

Answer:

1. Nil

2. Nil

1. Nil

3. No

4. No

5. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Government payments of accounts

Senator: Joe Ludwig
Question reference number: 138

Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others?
2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?
3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?
4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?
5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?
6. 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 since Estimates, 2014?
7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

1. 15.7
2. 937 and 88.9%
3. 114 and 10.8%
4. 3 and .31%
5. 0
6. N/A
7. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: Outcome 2, Indigenous
Topic: Statutory Requirements

Senator: Senator the Hon Joseph Ludwig
Question reference number: QoN 139
Type of question: Written
Date set by Committee for the return of the answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?
 1. Detail the items provided to the minister's office.
 2. Please specify how many reams of paper have been supplied to the Minister's office.
2. How much has been spent on departmental stationary requirements to date.

Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Meeting costs

Senator: Joe Ludwig

Question reference number: 140

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from Estimates, 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

1. Admin - \$792.19
Morning Tea for Support office - Staff leaving, new stores, MOB meetings.
Operations- \$7,246.23 Area Managers Meeting in Darwin
2. \$0
3. N/A
4. None

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Hospitality and entertainment

Senator: Joe Ludwig
Question reference number: 141

Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. What has been the Department/Agency's hospitality spend including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. What has been the Department/Agency's entertainment spend? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer:

Nil.

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ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Executive coaching and leadership training

Senator: Joe Ludwig

Question reference number: 142

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 2

Question:

Since Budget Estimates in June, 2014:

Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. 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)
4. The names of all service providers engaged For each service purchased form a provider listed under (4), please provide:
 1. The name and nature of the service purchased
 2. Whether the service is one-on-one or group based
 3. The number of employees who received the service and their employment classification
 4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 5. The total amount spent on the service
 6. A description of the fees charged (i.e. per hour, complete package)
5. Where a service was provided at any location other than the department or agency's own
6. premises, please provide:
 1. The location used
 2. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
 3. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 4. Any costs the department or agency's incurred to use the location

7. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?
8. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

Answer:

Nil.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Staffing profile

Senator: Joe Ludwig

Question reference number: 143

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Has there been any change to the staffing profile of the department/agency?

Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)

Answer:

No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Staffing reductions

Senator: Joe Ludwig

Question reference number: 144

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many staff reductions/voluntary redundancies have occurred?
 1. What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? 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.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.
6. How many ongoing staff left the department/agency? What classification were these staff?
7. How many non-ongoing staff left department/agency from? What classification were these staff?
8. What are the voluntary redundancy packages offered? Please detail for each staff level and position
9. How do the packages differ from the default public service package?
10. How is the department/agency funding the packages?

Answer:

Nil.

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SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Staffing recruitment

Senator: Joe Ludwig

Question reference number: 145

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many ongoing staff have been recruited? What classification are these staff?
2. How many non-ongoing positions exist or have been created? What classification are these staff?
3. How many staff have been employed on contract and what is the average length of their employment period?

Answer:

1. 35 total employees recruited, classification N/A
2. 85 non-ongoing positions, classification N/A
3. 26 employees on 2 year contracts

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Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Coffee machines

Senator: Joe Ludwig

Question reference number: 146

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased, leased or rented any coffee machines for staff usage?

Answer:

No.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Printing

Senator: Joe Ludwig
Question reference number: 147

Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many documents (include the amount of copies) have been printed?
 1. How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
 1. If so, what companies were used?
 2. How were they selected?
 3. What was the total cost of this printing by item?

Answer:

1. One (500 copies)
 1. Nil.
2. Yes. Annual Report & Business Cards
 1. ZipPrint
 2. Local business with the cheapest quote
 3. Annual Report \$5,665, Business Cards \$165

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores

Outcome/Program: 1.1

Topic: Corporate cars

Senator: Joe Ludwig

Question reference number: 148

Type of question: Written

Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How many cars are owned by each department/agency?
 1. Where are the cars located?
 2. What are the cars used for?
 3. What is the cost of each car during the specified period?
 4. How far did each car travel during the specified period?
2. How many cars are leased by each department/agency?
 1. Where are the cars located?
 2. What are the cars used for?
 3. What is the cost of each car during the specified period?
 4. How far did each car travel during the specified period?

Answer:

1. 36 on asset register
 1. 5 area managers, 1 BD, 3 at ASP, 4 at Darwin support, 1 at Kunurra, 22 Store Rented and 1 waiting to be disposed at Auction
 2. Pool vehicles to get store managers in and out of community on relief management, Area Managers vehicles to visit their stores, Store based vehicles.
 3. Varies depending on mechanical issues, how far they travel etc-cant put a figure to each vehicle
 4. Log sheets are not kept for store based vehicles. CB36XF- 4833, CM38EF-5550, CA05JN- 17096, CA48AM- 14461, CA20KO-14790, CA37FI- 6521, CA51EH- 3042, CA65CF-6786, CB47MO- 12017, CB30DL- 12693, CB34OB-4173, CB36XE-13305, CA05JO-11232
2. Nil – Outback Stores own these vehicles.

1. N/A
2. N/A
3. N/A
4. N/A

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ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Outback Stores
Outcome/Program: 1.1
Topic: Taxi costs

Senator: Joe Ludwig
Question reference number: 149

Type of question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

1. How much did each department/agency spend on taxis during the specified period?
Provide a breakdown for each business group in each department/agency.
2. What are the reasons for taxi costs?
3. How much did the department spend on taxis during the specified period for their minister or minister's office?

Answer:

1. Taxi Department Costs \$1,738.92
Admin - \$139.45 = CEO travel
Merchandise - \$130.88 = Merchandise manager travel
HR - \$129.56 = HR Manager Travel
Operations - \$572.72 = Operations Manager/Area Managers travel
Business Development - \$546.47 Business Development Manager travel
Training - \$219.84 Training staff travel
2. Main reasons for this travel is to and from home/office, to airport, and vice versa. Much more financially feasible to get a taxi than pay for parking at airport.
3. 0