

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Taxi costs

**Senator: Senator Ludwig**

**Question reference number: PM136**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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?

How much did the department spend on taxis during the specified period for their minister or minister's office?

**Answer:**

1. \$1,201.74 (ex GST) for the period 14 September 2015 to 31 December 2015
2. General travel - primarily airport transfers
3. Nil

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Hospitality and Entertainment

**Senator: Senator Ludwig**

**Question reference number: PM137**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 2

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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:**

1. Nil
2. N/A

3. \$4,403 (ex GST) for the period 14 September 2015 to 31 December 2015. A full breakdown is prepared at the end of the FBT period.
4. N/A
5. Nil
6. N/A
7. \$500 (ex GST) is forecasted to 30 June 2016
8. N/A
9. No

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**Prime Minister and Cabinet Portfolio**

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Executive coaching and leadership training

**Senator: Senator Ludwig**

**Question reference number: PM138**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 2

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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:
  - a) The name and nature of the service purchased
  - b) Whether the service is one-on-one or group based
  - c) The number of employees who received the service and their employment classification
  - d) The total number of hours involved for all employees (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)
5. 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's incurred to use the location

6. 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?
7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

**Answer:**

1. Nil

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd

**Topic:** Staffing profile

**Senator:** Senator Ludwig

**Question reference number:** PM139

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Has there been any change to the staffing profile of the department/agency?
2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)

**Answer:**

1. No
2. N/A

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Staffing reductions**

**Senator: Senator Ludwig**

**Question reference number: PM140**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. How many staff reductions/voluntary redundancies have occurred?
  - a) 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:**

1. Nil

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**  
**Topic: Staffing recruitment**

**Senator: Senator Ludwig**  
**Question reference number: PM141**  
**Type of question: Written**  
**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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. 2 x Finance, 1 x Merchandise, 6 x Store Managers
2. Nil
3. 6 x Store Managers are on 2 year contracts



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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Kitchen Appliances**

**Senator: Senator Ludwig**

**Question reference number: PM142**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased, leased or rented any kitchen appliances over the value of \$1000?
  1. If yes, provide a list that includes the type of appliance, the cost, the amount, and any ongoing costs such as purchase of consumables and when the appliance was purchased?
  2. Why were the appliances purchased?
  3. Has there been a noticeable difference in staff productivity since the appliances were purchased? Are staff leaving the office premises less during business hours as a result?
  4. Where did the funding for the appliances come from?
  5. Who has access?
  6. Who is responsible for the maintenance of the appliances? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
  7. What are the other ongoing costs of the appliances?

**Answer:**

1. No

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Boards (for Departments or agencies with boards)

**Senator: Senator Ludwig**

**Question reference number: PM143**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 2

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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. Outback Stores Board, Audit & Risk Committee, Social Outcomes Committee, Store Acquisition Committee. All have met once during the period ended 31 December 2015
2. \$13,977.79 for the period 14 September 2015 to 31 December 2015
3. 100%
4. 100%
5. Declared at the start of each Board and Sub Committee Meeting and is a standing agenda item and recorded in Meeting Minutes
6. The following conflicts of interest have been reported:
  - a) Mr Hudson noted the following roles:  
Chairman of Audit and Risk Committee at Menzies School of Health;  
Director of Ti Tree Grocery Store;  
Director of Cardwell Supermarket Pty Ltd; and

- Contracted to Deloitte.
- b) Mr Robinson noted the following directorship:  
Director of Cardwell Supermarket Pty Ltd.
  - c) Mr Graham Cook  
Contracted to the NT Government and Numbulawar Association Inc to work on tourism ventures.
  - d) Mr Steve Bradley  
Contracted as a consultant for Woolworths Pty Ltd;  
Director of Ti Tree Grocery Store; and  
Director of Cardwell Supermarket Pty Ltd.
  - e) Mr Geoff Thomas noted the following role:  
Consulting work for Woolworths Pty Ltd.
  - f) Ms Dutton noted the following roles:  
Member of the ALPA Investment Committee; and  
Member of the Audit and Risk Committee at Menzies School of Health.

No other directors or guests declared a conflict of interest.

- 7. \$58,867 for the period 14 September 2015 to 31 December 2015
- 8. N/A
- 9. No
- 10. Nil
- 11. \$1,438.75 for the period 14 September 2015 to 31 December 2015

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd

**Topic:** Corporate cars

**Senator:** Senator Ludwig

**Question reference number:** PM144

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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

**Answer:**

1. 38
  - a. NT, WA, SA, QLD
  - b. Operations
  - c. Approximately \$60,000 for the total fleet
  - d. Manual log books are maintained but not available for this period as yet
2. Nil

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Government payments of accounts

**Senator: Senator Ludwig**

**Question reference number: PM145**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 2

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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. When due on average of 21 days
2. 90%
3. 10%
4. 90%
5. Nil
6. No
7. N/A

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd  
**Topic:** Hire cars

**Senator:** Senator Ludwig

**Question reference number:** PM146

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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. \$13,713.61 (ex GST) for the period 14 September 2015 to 31 December 2015
2. Hire cars are used where there are not enough pool vehicles for operational purposes
3. N/A

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Credit cards**

**Senator: Senator Ludwig**

**Question reference number: PM147**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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:**

N/A



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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd  
**Topic:** Functions

**Senator:** Senator Ludwig

**Question reference number:** PM148

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:
  - a) The guest list of each function
  - b) The party or individual who initiated the request for the function
  - c) The menu, program or list of proceedings of the function
  - d) A list of drinks consumed at the function
2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.

**Answer:**

1. Nil
2. Nil

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Red tape reduction**

**Senator: Senator Ludwig**

**Question reference number: PM149**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Please detail changes to structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?
  - a) What is the progress of that red tape reduction target
2. How many officers have been placed in those units and at what level?
3. How have they been recruited?
4. What process was used for their appointment?
5. What is the total cost of this unit?
6. What is the estimated total salary cost of the officers assigned to the unit. \_
7. Do members of the unit have access to cabinet documents?
8. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.\_
9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

**Answer:**

1. Nil

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**  
**Topic: Land costs**

**Senator: Senator Ludwig**  
**Question reference number: PM150**  
**Type of question: Written**  
**Date set by the committee for the return of answer: 1 April 2016**

**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:**

Nil response

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Contracts for Temporary Staff**

**Senator: Senator Ludwig**

**Question reference number: PM151**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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. Nil
2. 6 staff – Store Managers
3. 6 Staff
4. Nil
5. No

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd  
**Topic:** Printing

**Senator:** Senator Ludwig

**Question reference number:** PM152

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Please list all documents that have been printed at the expense of the department/agency where 500 or more copies have been produced? Please include the total number produced as well.
  - a) How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
  - a) If so, what companies were used?
  - b) How were they selected?
3. What was the total cost of this printing by item?

**Answer:**

Nil response to all questions.

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Communications staff

**Senator: Senator Ludwig**

**Question reference number: PM153**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**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:
  - 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
  - d) How many are graphic designers?
  - e) How many are media managers?
  - f) How many organise events?
  
2. Have these arrangements changed since the change of Prime Minister on 14 September, 2015?

If yes, please detail.

**Answer:**

Nil response to all questions.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd  
**Topic:** Reviews

**Senator:** Senator Ludwig

**Question reference number:** PM154

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 2

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:
  - a) the date they were ordered
  - b) the date they commenced
  - c) the minister responsible
  - d) the department responsible
  - e) the nature of the review
  - f) their terms of reference
  - g) the scope of the review
  - h) Who is conducting the review
  - i) the number of officers, and their classification level, involved in conducting the review
  - j) the expected report date
  - k) the budgeted, projected or expected costs
  - l) If the report will be tabled in parliament or made public
2. For any review commenced or ordered, have any external people, companies or contractors being engaged to assist or conduct the review?
  - a) If so, please list them, including their name and/or trading name/s and any known alias or other trading names
  - b) If so, please list their managing director and the board of directors or equivalent
  - c) If yes, for each is the cost associated with their involvement, including a break down for each cost item
  - d) If yes, for each, what is the nature of their involvement
  - e) If yes, for each, are they on the lobbyist register, provide details.



- f) If yes, for each, what contact has the Minister or their office had with them
  - g) If yes, for each, who selected them
  - h) If yes, for each, did the minister or their office have any involvement in selecting them,
    - i. If yes, please detail what involvement it was
    - ii. If yes, did they see or provided input to a short list
    - iii. If yes, on what dates did this involvement occur
    - iv. If yes, did this involve any verbal discussions with the department
    - v. If yes, on what dates did this involvement occur
3. Which reviews are on-going?
- a) Please list them.
  - b) What is the current cost to date expended on the reviews?
4. Have any reviews been stopped, paused or ceased? Please list them.
5. Which reviews have concluded? Please list them.
6. How many reviews have been provided to Government? Please list them and the date they were provided.
7. When will the Government be responding to the respective reviews that have been completed?
8. What reviews are planned?
- a) When will each planned review be commenced?
  - b) When will each of these reviews be concluded?
  - c) When will government respond to each review?
  - d) Will the government release each review? If so, when? If not, why not?

**Answer: N/A**

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Commissioned Reports

**Senator: Senator Ludwig**

**Question reference number: PM155**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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:**

Nil response.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd  
**Topic:** Appointments

**Senator:** Senator Ludwig

**Question reference number:** PM156

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Please detail any board appointments made 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. Mr Graham Cook was appointed as non-director 15/09/2015 – expiry 14/09/2018  
Mr Geoffrey Thomas was appointed 15/09/2015 - expiry 14/09/2018  
Mr Naum Onikul was appointed as non-director 15/09/2015 - expiry 14/09/2016
2. Board – 5 male and 2 female
3. No
4. N/A

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Stationary Requirements

**Senator: Senator Ludwig**

**Question reference number: PM157**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?
  - a. Detail the items provided to the minister's office.
  - b. 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.
3. 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 response to all questions

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Electronic Equipment

**Senator: Senator Ludwig**

**Question reference number: PM158**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office.
  - a) List the items
  - b) List the items location or normal location
  - c) List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level
  - d) List the total cost of the items
  - e) List an itemised cost breakdown of these items
  - f) List the date they were provided to the office
  - g) Note if the items were requested by the office or proactively provided by the department

**Answer:**

Outback Stores do not supply equipment to the Minister’s office.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Media subscriptions**

**Senator: Senator Ludwig**

**Question reference number: PM159**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 2**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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

**Answer:**

1. Foxtel provided by OBS for store managers
  - a. We provide all channels, this comes in the platinum package which is provided at a reduced rate of \$60 per month per service.
  - b. \$8,610.56 (ex GST) for the period 14 September 2015 to 31 December 2015
  - c. N/A
  - d. N/A
2. Nil
3. Nil
4. Nil

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**Prime Minister and Cabinet Portfolio**

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Meeting costs**

**Senator: Senator Ludwig**

**Question reference number: PM160**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 2**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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 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.**

- 17th and 18<sup>th</sup> November 2015 - Area Managers meeting at OBS Darwin support office - travel \$444.71, accommodation \$780, catering \$594
- 25/9/2015, 30/10/2015 and 27/11/2015 – Monthly MOB meeting for Darwin support office staff business update, held at Darwin support office - \$402.08
- 18<sup>th</sup> December 2015 staff end of year review at OBS Darwin office - \$574.40
- 12<sup>th</sup> December 2015 staff Christmas party at a Darwin restaurant (social club function) - \$1,818.18 OBS contribution towards cost of food.
- 25<sup>th</sup> and 26<sup>th</sup> November 2015 - OBS Board meeting – OBS support office Darwin – travel \$5,993.15, accommodation \$3,921.35, catering \$2,162.74

2. N/A



3.

- Monthly MOB meetings (last Friday of every month), location as above, cost per meeting approximately \$120 per meeting
- Area managers meetings – quarterly, location as above, cost per meeting approximately \$4380 (note only 2 out of 6 area managers available to attend the meeting noted above, therefore costs were minimal for meeting)
- OBS Board meetings – 24<sup>th</sup> and 25<sup>th</sup> February 2016 / 2<sup>nd</sup> and 3<sup>rd</sup> June / 24<sup>th</sup> and 25<sup>th</sup> August 2015 – location at the Darwin, approximate cost per meeting \$12,983

2. N/A

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Media training**

**Senator: Senator Ludwig**

**Question reference number: PM161**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 2**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. In relation to media training services purchased by each department/agency, please provide the following information:
  - a) Total spending on these services
  - b) An itemised cost breakdown of these services
  - c) The number of employees offered these services and their employment classification
  - d) The number of employees who have utilised these services and their employment classification
  - e) The names of all service providers engaged
  - f) The location that this training was provided
2. For each service purchased from a provider listed under (1), 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:
4. The location used
5. The number of employees who took part on each occasion

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

**Answer:**

1. Nil
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd  
**Topic:** Consultancies

**Senator:** Senator Ludwig

**Question reference number:** PM162

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. 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.
3. Have any consultancies not gone out for tender?
  - a) List each, including name, cost and purpose
  - b) If so, why?

**Answer:**

1. Nil
2. One recently planned and completed. This has not been listed.
  - a. Subject matter – review a store’s retail operations
  - b. Duration – 8 days
  - c. \$8,000 + sundries
  - d. Procurement – selected through industry contacts
  - e. Name – Stephen Bate
3. One

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**Prime Minister and Cabinet Portfolio**

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Provision of equipment - Departmental

**Senator: Senator Ludwig**

**Question reference number: PM164**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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:
  - a) What has been provided?
  - b) The purchase cost.
  - c) The ongoing cost.
  - d) 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).
  - e) A breakdown of what staff and staff classification receives each item.

**Answer:**

a) and b)

Staff name	Devices	Cost	Date Purchased
Andrew Johanson	Toshiba R30 13.3" Portege Laptop	\$2,206.55	Oct-15
Andrew Johanson	iPad Air 16GB	\$720.00	Oct-15
Louise Dutton	iPhone 6s 16GB	\$1,080.00	Oct-15
Andrew Johanson	iPhone 6s Plus 16GB	\$1,224.00	Oct-15
Ryan Buckley	iPhone 6 16GB	\$912.00	Oct-15
Ross McDermott	iPhone 6 16GB	\$912.00	Oct-15
Josiah Clift	iPhone 6 16GB	\$912.00	Oct-15
Kulwinder Singh	iPhone 6 16GB	\$912.00	Nov-15
John Quill	iPhone 6 16GB	\$912.00	Nov-15
<b>Total Cost</b>		<b>\$9,790.55</b>	

- c) The items listed above are purchased outright with no ongoing cost. Any repairs are budgeted accordingly
- d) Accessories are not provided with any of the above devices or it is included in the overall cost of the equipment
- e) All equipment listed above relates to Manager level or above

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd  
**Topic:** Computers

**Senator:** Senator Ludwig

**Question reference number:** PM165

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**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:**

Not applicable.

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Travel Costs - Departmental

**Senator: Senator Ludwig**

**Question reference number: PM166**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 2

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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. When is the minister notified, when is approved provided?
6. 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).
7. 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.
8. What date was the minister or their office notified of the travel?
9. What date did the minister or their office approve the travel?
10. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.



**Answer:**

N/A

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**  
**Topic: Grants**

**Senator: Senator Ludwig**  
**Question reference number: PM167**  
**Type of question: Written**  
**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. What guidelines are in place to administer grants?
2. How are grants applied for?
3. Are there any restrictions on who can apply for a grant? If yes, please detail.
  - a) Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved.
4. What is the procedure for selecting who will be awarded a grant?
5. Who is involved in this selection process?
6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail.
  - a) Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.
7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.
8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.

**Answer:**

N/A

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Enterprise Bargaining Agreements (EBAs)

**Senator: Senator Ludwig**

**Question reference number: PM171**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

1. Please list all related EBAs with coverage of the department.
2. Please list their starting and expiration dates.
3. What is the current status of negotiations for the next agreement/s? Please detail.

**Answer:**

1. Nil
2. N/A
3. N/A

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Existing Resources Program

**Senator: Senator Ludwig**

**Question reference number: PM172**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Conditions of Government Contracts and Agreements

**Senator: Senator Ludwig**

**Question reference number: PM173**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 2

**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 or 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 response.

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Statutory Review Provisions

**Senator: Senator Ludwig**

**Question reference number: PM174**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 2

**Question:**

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

1. What work has been done towards preparing for the review? If none, why not?
2. Please provide a schedule or a workplan for the review
3. When did/will this work begin?
4. When is/was the review due to commence.
5. What is the expected report date.
6. Who is the minister responsible for the review
7. What department is responsible for the review
8. List the specific clauses or legislation under review caused by the statutory provision.
9. List the terms of reference.
10. What is the scope of the review.
11. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
12. What is the budgeted, projected or expected costs of the review?
13. When was the Minister briefed on this matter?
14. What decision points are upcoming for the minister on this matter?
15. List the number of officers, and their classification level, involved in conducting the review
16. Will the report will be tabled in parliament or made public. If so, when?



**Answer:**

N/A

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Sunset Provisions**

**Senator: Senator Ludwig**

**Question reference number: PM175**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**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:
  - a. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
  - b. Has any consideration been given to delaying or alerting the sunset provisions?
  - c. Please provide a schedule or a workplan for the sunset provisions becoming active
  - d. When did/will this work begin?
2. Will there be any reviews of or relating to the legislation before or after the sunset provision is enacted? If yes:
  - a. When is/was the review due to commence.
  - b. What is the expected report date.
  - c. Who is the minister responsible for the review
  - d. What department is responsible for the review
  - e. List the specific clauses or legislation under review caused by the statutory provision.
  - f. List the terms of reference.
  - g. What is the scope of the review.
  - h. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
  - i. What is the budgeted, projected or expected costs of the review?
  - j. When was the Minister briefed on this matter?
  - k. What decision points are upcoming for the minister on this matter?
  - l. List the number of officers, and their classification level, involved in conducting the review
3. Will the the report will be tabled in parliament or made public. If so, when?

**Answer:**

Nil

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd  
**Topic:** Legal Costs

**Senator:** Senator Ludwig  
**Question reference number:** PM176  
**Type of question:** Written  
**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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. \$11,150.66 (ex GST) for the period 14 September 2015 to 31 December 2015
2. General legal advice as required
3. N/A
4. Following our procurement policy

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Procedure Manuals (Departmental)

**Senator: Senator Ludwig**

**Question reference number: PM177**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Has the minister's office had any input into the content of the manual? If so, please detail.
5. Who is the manual distributed to?
6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

**Answer:**

No

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Vending machines

**Senator: Senator Ludwig**

**Question reference number: PM178**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?
  - a. If so, list these
  - b. If so, list the total cost for these items
  - c. If so, list the itemised cost for each item of expenditure
  - d. If so, where were these purchased
  - e. If so, list the process for identifying how they would be purchased
  - f. If so, what is the current location for these items?
  - g. If so, what is the current usage for each of these items?

**Answer:**

No

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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Self-initiated work

**Senator: Senator Ludwig**

**Question reference number: PM179**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc that are devised by staff without being directed by the minister's office or department management)?
2. Please list all ongoing projects. For each, please detail:
3. When did the project commence?
4. When is it expected to conclude?
5. What will the total cost of the project be?
6. Where did the money for the project come from?
7. Where is the project based?

**Answer:**

No

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd  
**Topic:** Staff Awards

**Senator:** Senator Ludwig

**Question reference number:** PM180

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Has the Department / Agency given out awards to staff for any reason? If yes:
  - a. What was the reason for the awards?
  - b. What was the criteria for the awards?
  - c. What form did the award take? (e.g. Certificate, gift vouchers etc)
  - d. How much was spent on the award?
2. How were the awards presented?
3. Who presented the awards?
4. Was there a ceremony or party for the awards? If yes:
  - a. Where was it held?
  - b. Was there a fee for the venue? If yes, how much?
  - c. How much was spent on catering?
  - d. How many people attended?
  - e. Did the minister attend?
  - f. Did the minister's staff attend? If yes, how many?

**Answer:**

Nil



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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**  
**Topic: Change Management**

**Senator: Senator Ludwig**

**Question reference number: PM181**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Has the Department/Agency engaged in a policy of Change Management? If yes:
  - a. Please detail the policy.
  - b. When was the policy introduced?
  - c. What are the goals of the policy?
  - d. How much was spent on consulting for the policy and who was contracted for this consultation?
  - e. How much was spent implementing this policy?

**Answer:**

No

# OUTBACK Stores *Working With Communities*

## 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 annually..

### 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.

Code of Conduct			
<u>Document Author:</u> HR Manager	<u>Reference Number:</u> HRM-07-POL-26	<u>Version Number:</u> 4	<u>Revision Approval Date:</u> 6 March 2016
<u>Approved By:</u> Chief Executive Officer	<u>Original Approval Date:</u> 24 August 2011	<u>Next Review:</u> March 2017	<u>Page:</u> 1 of 3

## **CODE OF CONDUCT**

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.

### **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**

Code of Conduct			
<u>Document Author:</u> HR Manager	<u>Reference Number:</u> HRM-07-POL-??	<u>Version Number:</u> 5	<u>Revision Approval Date:</u> 6 March 2016
<u>Approved By:</u> Chief Executive Officer	<u>Original Approval Date:</u> 24 August 2011	<u>Next Review:</u> March 2017	<u>Page:</u> 2 of 3

## CODE OF CONDUCT

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.

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> 5	<u>Revision Approval Date:</u> 6 March 2016
<u>Approved By:</u> Chief Executive Officer	<u>Original Approval Date:</u> 24 August 2011	<u>Next Review:</u> March 2017	<u>Page:</u> 3 of 3

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Departmental Staff Misconduct

**Senator: Senator Ludwig**

**Question reference number: PM182**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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?
  - a. If yes, list the breaches identified, broken by staffing classification level.
  - b. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
  - c. If yes, when was the breach identified? By whom? When was the Minister made aware?
  - d. If yes, were there any legal ramifications for the department or staff member? Please detail.

**Answer:**

1. Attached
2. No

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Fee for services

**Senator: Senator Ludwig**

**Question reference number: PM183**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include:
2. Name of the fee and a short description of what it covers.
3. How much is the fee (and is it a flat fee or a percentage of the service).
4. The date the fee came into place.
5. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.
6. What consultation was carried out before the fee was put into place?
7. How was the fee put into place (e.g. through legislation, regulation changes etc)?
8. What justification is there for the fee?

**Answer:**

Not applicable.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Documents provided to minister

**Senator: Senator Ludwig**

**Question reference number: PM184**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**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. 1
2. Annual Report
3. Email
4. Email & Hard copy (Final)
5. We send to Minister Scullion's office

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Merchandise or promotional material

**Senator: Senator Ludwig**

**Question reference number: PM185**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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 these 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:**

No



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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Report Printing

**Senator: Senator Ludwig**

**Question reference number: PM188**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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:**

No

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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Prime Minister and Cabinet Portfolio

**Department/Agency:** Outback Stores Pty Ltd  
**Topic:** FoI Requests

**Senator:** Senator Ludwig  
**Question reference number:** PM189  
**Type of question:** Written  
**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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:
  - a. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
  - b. For how many has a redacted document been provided?

**Answer:**

Nil.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Lobbyist Register Meetings**

**Senator: Senator Ludwig**

**Question reference number: PM192**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. List all interactions between the department/agency with any representative listed on the lobbyist register
2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting
3. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting.

**Answer:**

Nil response.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Workplace assessments

**Senator: Senator Ludwig**

**Question reference number: PM193**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent on workplace ergonomic assessments?
  - a. List each item of expenditure and cost
2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up?
3. If so, list each item of expenditure and cost related to those changes

**Answer:**

1. Nil
2. No
3. N/A

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Freedom of Information - Stats**

**Senator: Senator Ludwig**

**Question reference number: PM194**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. How many FOI requests were received to date.
2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?
3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?
4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?
5. How many of those requests were finalised out of time?

**Answer:**

Nil response.

**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Multiple tenders

**Senator: Senator Ludwig**

**Question reference number: PM195**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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

**Answer:**

Nil

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Market Research**

**Senator: Senator Ludwig**

**Question reference number: PM196**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. List any market research conducted by the department/agency:
  - a. List the total cost of this research
  - b. List each item of expenditure and cost, broken down by division and program
  - c. Who conducted the research?
  - d. How were they identified?
  - e. Where was the research conducted?
  - f. In what way was the research conducted?
  - g. Were focus groups, round tables or other forms of research tools used?
  - h. How were participants for these focus groups et al selected?
  - i. How was the firm or individual that conducted the review selected?
  - j. What input did the Minister have?
  - k. How was it approved?
  - l. Were other firms or individuals considered? If yes, please detail.

**Answer:**

Nil response.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Departmental Upgrades

**Senator: Senator Ludwig**

**Question reference number: PM197**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?
  - a. If so, list these
  - b. If so, list the total cost for these changes
  - c. If so, list the itemised cost for each item of expenditure
  - d. If so, who conducted the works?
  - e. If so, list the process for identifying who would conduct these works
  - f. If so, when are the works expected to be completed?

**Answer:**

No



**Senate Finance and Public Administration Legislation Committee**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Wine Coolers / Fridges**

**Senator: Senator Ludwig**

**Question reference number: PM198**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?
  - a. If so, list these
  - b. If so, list the total cost for these items
  - c. If so, list the itemised cost for each item of expenditure
  - d. If so, where were these purchased
  - e. If so, list the process for identifying how they would be purchased
  - f. If so, what is the current location for these items?
  - g. If so, what is the current stocking level for each of these items?

**Answer:**

No.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**  
**Topic: Office Plants**

**Senator: Senator Ludwig**

**Question reference number: PM199**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 1**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased any office plants?
  - a. If so, list these
  - b. If so, list the total cost for these items
  - c. If so, list the itemised cost for each item of expenditure
  - d. If so, where were these purchased
  - e. If so, list the process for identifying how they would be purchased
  - f. If so, what is the current location for these items?

**Answer:**

No

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Office recreation facilities

**Senator: Senator Ludwig**

**Question reference number: PM200**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 1

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?
  - a. If so, list these
  - b. If so, list the total cost for these items
  - c. If so, list the itemised cost for each item of expenditure
  - d. If so, where were these purchased
  - e. If so, list the process for identifying how they would be purchased
  - f. If so, what is the current location for these items?
  - g. If so, what is the current usage for each of these items?

**Answer:**

No

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic: Building Lease Costs**

**Senator: Senator Ludwig**

**Question reference number: PM201**

**Type of question: Written**

**Date set by the committee for the return of answer: 1 April 2016**

**Number of pages: 2**

**Question:**

Since the change of Prime Minister on 14 September, 2015:

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:
  - a. Date the lease agreement is active from.
  - b. Date the lease agreement ends.
  - c. Is the lease expected to be renewed? If not, why not?
  - d. Location of the building (City and state).
  - e. Cost of the lease.
  - f. 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:
  - a. Date from which the lease agreement was active.
  - b. Date the lease agreement ended.
  - c. Why was the lease not renewed?
  - d. Location of the building (City and state).
  - e. Cost of the lease.
  - f. 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:
  - a. Date the lease agreement is expected to become active.
  - b. Date the lease agreement is expected to end.
  - c. Expected location of the building (City and state).
  - d. Expected cost of the lease.
  - e. Has this cost been allocated into the budget?
  - f. Why the building is necessary for the operations of the agency / department.
5. For each building owned or leased by the department:
  - a. What is the current occupancy rate for the building?
  - b. If the rate is less than 100%, detail what the remaining being used for.

**Answer:**

1. \$61,407.16
2. Darwin Support Office
  - 1/1/2015
  - 31/12/2020
  - Yes
  - Berrimah, Darwin NT
  - \$215,975.00 pa
  - Support office for the business

Alice Springs Office

- 12/12/2014
  - 11/12/2016
  - Yes
  - Alice Springs
  - \$24,426.91 pa
  - Base for Alice Springs region
3. N/A
  4. N/A
  5. a) 100%, b) N/A

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
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Prime Minister and Cabinet Portfolio

**Department/Agency: Outback Stores Pty Ltd**

**Topic:** Government advertising/marketing

**Senator: Senator Ludwig**

**Question reference number: PM202**

**Type of question:** Written

**Date set by the committee for the return of answer:** 1 April 2016

**Number of pages:** 2

**Question:**

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent by the department / agency on marketing?
  - a. List the total cost
  - b. List each item of expenditure and cost
  - c. List the approving officer for each item.
  - d. Detail the ministerial or ministerial staff involvement in the commissioning process.
  - e. Which firm provided the marketing?
2. How much has been spent by the department / agency on government advertising (including job ads)?
  - a. List the total cost
  - b. List each item of expenditure and cost
  - c. Where the advertising appeared
  - d. List the approving officer for each item.
  - e. Detail the ministerial or ministerial staff involvement in the commissioning process.
  - f. Detail the outlets that were paid for the advertising.
3. What government advertising is planned for the rest of the financial year?
  - a. List the total expected cost.
  - b. List each item of expenditure and cost.
  - c. Where the advertising will appear
  - d. List the approving officer for each item.
  - e. Detail the ministerial or ministerial staff involvement in the commissioning process.
  - f. Detail the outlets that have been or will be paid for the advertising.

4. Provide copies of approvals for advertising, 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:**

Nil