

ATTACHMENT A – SCHEDULE OF DOCUMENTS

FOI

Document	Pages	Date	Description	Decision	FOI provision
1	1-4	22/06/15	SAC Meeting #94 – Operational Underpinning Budget 2015/16 for 18 stores including Wirib Store and Tourism Park NOTE: PM&C decision <u>not</u> required on Wirib Operational Underpinning	Exempt in part Irrelevant material deleted	s.47(1)(b) s.47F(1) s.22(1)(a)(ii)
2	–	24/06/16	SAC Meeting #102 – Additional Operational Underpinning for 2016/17 for Wirib Store and Tourism Park NOTE: PM&C decision <u>not</u> required on Wirib Operational Underpinning	Exempt in full	s.47(1)(b)
3	13-16	24/06/16	SAC Meeting #102 – Operational Underpinning Budget 2016/17 for 14 stores including Wirib Store and Tourism Park NOTE: PM&C decision <u>not</u> required on Wirib Operational Underpinning	Exempt in part Irrelevant material deleted	s.47(1)(b) s.47F(1) s.22(1)(a)(ii)
4	17-18	24/06/16	SAC Meeting #102 – Capital Underpinning Budget 2016/17 for multiple stores including Wirib Store and Tourism Park NOTE: PM&C decision required on Wirib Capital Underpinning	Exempt in part Irrelevant material deleted	s.47(1)(b) s.47F(1) s.22(1)(a)(ii)
5	19-20	22/06/16	PM&C decision and approval on capital underpinning including for Wirib Store and Tourism Park for SAC Meeting #102	Exempt in part Irrelevant material deleted	s.47(1)(b) s.47F(1) s.22(1)(a)(ii)
6	21-22	26/06/17	SAC Meeting #107 – Operational Underpinning Budget 2017/18 for 14 stores including Wirib Store and Tourism Park NOTE: PM&C decision not required on Wirib Operational Underpinning	Exempt in part Irrelevant material deleted	s.47(1)(b) s.47F(1) s.22(1)(a)(ii)
7	23-24	26/06/17	SAC Meeting #107 – Capital Underpinning Budget 2017/18 for multiple stores including Wirib Store and Tourism Park NOTE: PM&C decision required on Wirib Capital Underpinning	Exempt in part Irrelevant material deleted	s.47(1)(b) s.47F(1) s.22(1)(a)(ii)

ATTACHMENT A – SCHEDULE OF DOCUMENTS

Document	Pages	Date	Description	Decision	FOI provision
8	25-28	26/06/17	PM&C decision and approval on capital underpinning including for Wirib Store and Tourism Park for SAC Meeting #107	Exempt in part Irrelevant material deleted	s.47(1)(b) s.47F(1) s.22(1)(a)(ii)
9	–	31/01/17	SAC Meeting #108 – Unbudgeted Capital Underpinning for Wirib Store and Tourism Park NOTE: PM&C decision required on Wirib Capital Underpinning	Exempt in full	s.47(1)(b)
10	32-33	26/07/17	PM&C decision and approval on Unbudgeted Capital Underpinning for Wirib Store and Tourism Park for SAC Meeting #108	Exempt in part Irrelevant material deleted	s.47(1)(b) s.47F(1) s.22(1)(a)(ii)
11	–	06/11/17	SAC Meeting #110 – Unbudgeted Capital Underpinning for Wirib Store and Tourism Park NOTE: PM&C decision required on Wirib Capital Underpinning	Exempt in full	s.47(1)(b)
12	36-38	02/11/17	PM&C decision and approval on Unbudgeted Capital Underpinning for Wirib Store and Tourism Park for SAC Meeting #110	Exempt in part Irrelevant material deleted	s.47(1)(b) s.47F(1) s.22(1)(a)(ii)
13	–	15/01/18	SAC Meeting #111 – Short-term loan for Wirib Store and Tourism Park NOTE: PM&C decision <u>not</u> required on Wirib Operational Underpinning	Exempt in full	s.47(1)(b)
14	–	22/06/18	SAC Meeting #115 – Convert Short-term loan to Operational Underpinning NOTE: PM&C decision <u>not</u> required on Wirib Operational Underpinning	Exempt in full	s.47(1)(b)

The store budgets have been presented at the Board meeting in June and a number of stores have Operational Underpinning which needs approval for FY16.

s.22(1)(a)(ii)

s.22(1)(a)(ii)

s.22(1)(a)(ii)

s.22(1)(a)(ii)

Operational underpinning is released to stores only when they have cash flow issues. It is released as per the budgeted cash flow and any underpinning released in advanced is advised to the committee.

Table 2 ("Variation in Operational Underpinning between FY15 and FY 16") explains the variances in the Operational Underpinning between FY15 and FY16 (based on the operational underpinning forecast for FY15).

Management Recommendation

Management recommends the committee approve operational underpinning totalling s.22(1)(a) as per the stores budget and cash flow for FY16:

- s.22(1)(a)(ii)

-

Meeting Type	SAC	Meeting Date	22/06/2015	Paper version #	1
Meeting #	94	Paper Author	s.47F(1)	Paper revision #	0

Table 2 Variation in Operational Underpinning between FY15 and FY16

Store	FY16 budget	FY15 Forecast	Variance	Explanation of variances large variances
s.22(1)(a)(ii)				

Meeting Type	SAC	Meeting Date	22/06/2015	Paper version #	1
Meeting #	94	Paper Author	s.47F(1)	Paper revision #	0

s.22(1)(a)(ii)

Wirib Store & Tourist Park

s.47(1)(b)

s.47(1)(b)

s.22(1)(a)(ii)

Meeting Type	SAC	Meeting Date	22/06/2015	Paper version #	1
Meeting #	94	Paper Author	s.47F(1)	Paper revision #	0

Operational Underpinning request to the Store Assessment Committee FY17

Background

The store budgets have been presented at the Board meeting in June and a number of stores have Operational Underpinning which requires approval for FY17.

Table 1 ("Summary of All Underpinning per person FY17", attached separately) shows the budgeted Operational Underpinning required per store for FY17. The table will allow, on a quarterly basis, the underpinning per person to be reported to the committee. The table also shows: sales, population and capital underpinning which will also be updated quarterly.

s.47(1)(b)

Operational Underpinned Stores inside the Northern Territory funded by NTER funding			
s.22(1)(a)(ii)			
Wirib Tourist Park	Timber Creek		s.47(1)(b)
s.22(1)(a)(ii)			
Operational Underpinned Stores outside of the Northern Territory funded by FaHCSIA 2009 funding			
s.22(1)(a)(ii)			

Operational underpinning is released to stores only when they have cash flow issues. It is released as per the budgeted cash flow and any underpinning released in advanced is advised to the committee.

Meeting Type	SAC	Meeting Date	24/06/2016	Paper version #	1
Meeting #	102	Paper Author	s.47F(1)	Paper revision #	0

Table 2 ("Variation in Operational Underpinning between FY16 and FY 17") explains the variances in the Operational Underpinning between FY16 and FY17 (based on the operational underpinning forecast for FY16).

How we have completed the year end forecast

We have completed an extensive review of the stores underpinning at the end of the year to ensure the store are not given excess monies in the year.

We have created a template which shows how we have calculated the forecast which can be used each year. We believe the forecasts are accurate and are confident that no material changes will occur. We will update the committee once the Q4 numbers have been received in the underpinning per person spread sheet for FY16.

Further Information in relation to the table below

s.22(1)(a)(ii)

Meeting Type	SAC	Meeting Date	24/06/2016	Paper version #	1
Meeting #	102	Paper Author	s.47F(1)	Paper revision #	0

s.22(1)(a)(ii)

Management Recommendation

Management recommends the committee approve operational underpinning totalling s.22(1)(a)(ii) as per the stores budget and cash flow for FY16:

- s.22(1)(a)(ii)
-

Meeting Type	SAC	Meeting Date	24/06/2016	Paper version #	1
Meeting #	102	Paper Author	s.47F(1)	Paper revision #	0

Table 2 Variation in Operational Underpinning between FY16 and FY17

Store	FY17 budget	FY16 Approved Underpinning	FY16 Forecast (FY17 Budget Papers)	FY16 Forecast (Current) 22/6/2016	Variance Forecast Budget v Forecast Current	Variance FY16 Budget v Forecast Current	Variance FY17 Budget v Forecast Current	Explanation of large variance Budget FY17 to Current Forecast
s.22(1)(a)(ii)								
s.22(1)(a)(ii)								
Wirib Store & Tourist Park		s.47F(1)(b)						
s.22(1)(a)(ii)								

Meeting Type	SAC	Meeting Date	24/06/2016	Paper version #	1
Meeting #	102	Paper Author	s.47F(1)	Paper revision #	0

Capital Underpinning request to the Store Assessment Committee FY 17

Background

The stores' budgets have been presented at the Board meeting in June 2016 and a number of stores have capital projects which require capital underpinning approval for FY 17.

The attached spreadsheet ("SAC: Capital Projects FY2017", attached separately) shows the projects which have been highlighted as requiring funding. The source of this funding is FaHCSIA 2009. The projects are grouped as Barely Viable and Unviable on a store by store basis, with a total of all the funding requested for each store.

s.22(1)(a)(ii)

Capital underpinning is released only when the projects are invoiced to each store. Any surplus funds are returned to funding and is reported on a quarterly acquittal report to PM&C.

Management Recommendation

Management recommends the committee approve the capital underpinning as listed in the attached table as per the stores budgets for FY17 from the **FaHCSIA 2009 Funding**.

Meeting Type	SAC	Meeting Date	24/06/2016	Paper version #	2
Meeting #	102	Paper Author	s.47F(1)	Paper revision #	0

SAC: Capital Projects Financial Year 2015

DOCUMENT 4

Store	Management Agreement Expiry	Project Name	Description	Operations cost (exc GST)	S.47(1)(b)	Total underpinning request	Proposed start date	Details of assets purchased, if applicable	Performance Indicators
s.22(1)(a)(ii)									
Wirib	30/04/2018	GM Mobile	Supply & Install GM Mobile	\$	s.47(1)(b)		Aug 16	GM Mobile	Improve store operations
Wirib		Wireless Access Point	Install wireless access point	\$			Sep 16	Wireless Access Point	Improve living conditions for store managers, assists with staff retention
		Wirib Total		\$					
		TOTAL UNVIABLE		\$					
		GRAND TOTAL (Barely & Unviable)		\$					

**Request for PM&C Approval for use of 'FaHCSIA 09' funding for Outback Stores:
Stores Assessment Committee (SAC) Meeting, 24 June 2016 at 10am-11am**

To: Rachel O'Connor, Assistant Secretary, Strategic Policy and Coordination Branch

Recommendation:

That you approve and sign:

- 1. Capital underpinning for a range of projects for the following barely viable and unviable stores:** s.22(1)(a)(ii) [redacted]
s.22(1)(a)(ii) [redacted]
s.22(1)(a)(ii) [redacted] **and Wirib – for FY17 to the value of** s.47(1)(b) [redacted]

Issues:

- Outback Stores is required to seek PM&C prior approval for use of funding from the 'FaHCSIA 2009' bucket. This can be used for Capital Underpinning in all states and Operational Underpinning in states outside the NT (NTER funds are used for NT operational underpinning). There is currently s.47(1)(b) [redacted] unspent in this bucket.
- While OBS is not required to obtain PMC approval for projects under \$10K—as the CEO has delegation for these—OBS has listed projects both under and over \$10K for your approval. Rather than ask them to rearrange, we suggest it is easier to approve them all.
- Items relevant for your approval are highlighted in green in the attached and are listed below for ease of information:
 - s.22(1)(a)(ii) [redacted]
 - [redacted]
 - [redacted]
 - [redacted]

Assessment:

- The projects listed in the attached range from improvements to and requirements for stores and store manager accommodation. All projects appear to be reasonable and important to the smooth ongoing operations to the stores.
- Given the difficulty OBS has in retaining store managers in communities due to remoteness and because they are often away from their families, we consider all projects geared toward improving store manager accommodation to be important.
- If you agree, please sign the approval at the tab indicated.

s.22(1)(a)(ii) [redacted]

Senior Advisor, Food Security and School Nutrition Section
Strategic Policy and Coordination Branch

22 June 2016

Approval/rejection of the proposed project by PM&C Assistant Secretary

PROJECT DETAILS

To approve funding of s.47(1)(b) from the FaHCSIA 2009 fund for the purpose of underpinning capital purchases for stores in FY2017.

I Rachel O'Connor accept the proposed project, as described above, subject to the following conditions:

Signed: s.22(1)(a)(ii)

Date: 22/6/16

I seek clarification of the proposed project in relation to the following matters:

Signed:

Date:

I seek amendments to the proposed project for resubmission, to ensure that the following conditions apply:

Signed:

Date:

I reject the proposed project.

Signed:

Date:

Meeting Type	SAC	Meeting Date	24/06/2016	Paper version #	2
Meeting #	102	Paper Author	s.47F(1)	Paper revision #	0

Operational Underpinning request to the Store Assessment Committee FY18

Background

The store budgets have been presented at the Board meeting in June and a number of stores have Operational Underpinning which requires approval for FY18.

s.22(1)(a)(ii)

Operational Underpinned Stores inside the Northern Territory funded by NTER funding			
s.22(1)(a)(ii)			
Wirib Tourist Park	Timber Creek		s.47(1)(b)
s.22(1)(a)(ii)			
funding			
s.22(1)(a)(ii)			

Operational underpinning is released to stores only when they have cash flow issues. It is released as per the budgeted cash flow and any underpinning released in advanced is advised to the committee.

Table 1 ("Variation in Operational Underpinning between FY17 and FY 18") explains the variances in the Operational Underpinning between FY17 and FY18 (based on the operational underpinning forecast for FY17).

Meeting Type	SAC	Meeting Date	26/06/17	Paper version #	1
Meeting #	107	Paper Author	s.47F(1)	Paper revision #	0

Table 1 Variation in Operational Underpinning between FY17 and FY18

Store	FY18 budget	FY17 Forecast (Current) 26/6/2017	Variance FY18 Budget v Forecast Current (26/06/2017)	xplanation of large variances
s.22(1)(a)(ii)				
Wirib Store & Tourist Park		s.47(1)(b)		
s.22(1)(a)(ii)				

Meeting Type	SAC	Meeting Date	26/06/17	Paper version #	1
Meeting #	107	Paper Author	s.47F(1)	Paper revision #	0

Capital Underpinning request to the Store Assessment Committee FY 18

Background

The stores' budgets have been presented at the Board meeting in June 2017 and a number of stores have capital projects which require capital underpinning approval for FY 18.

The attached spreadsheet ("SAC: Capital Projects FY2018", attached separately) shows the projects which have been highlighted as requiring funding. The source of this funding is FaHCSIA 2009. The projects are grouped as Barely Viable and Unviable on a store by store basis, with a total of all the funding requested for each store.

Capital underpinning is released only when the projects are invoiced to each store. Any surplus funds are returned to funding and is reported on a quarterly acquittal report to PM&C.

Management Recommendation

Management recommends the committee approve the capital underpinning as listed in the attached table as per the stores budgets for FY18 from the **FaHCSIA 2009 Funding**.

Meeting Type	SAC	Meeting Date	26/06/17	Paper version #	1
Meeting #	107	Paper Author	S.47F(1)	Paper revision #	0

SAC: Capital Projects Financial Year 2018

DOCUMENT 7

Store	Management Agreement Expiry	Project Name	Description	Operations cost (exc GST)	s.47(1)(b)	Total underpinning request	Proposed start date	Details of assets purchased, if applicable	Performance Indicators
s.22(1)(a)(ii)									
Wirib	30/04/2018	GM Mobile	Supply & Install GM Mobile	\$	s.47(1)(b)		Aug 17	GM Mobile	Improve store operations
Wirib		Ride on Mower	Supply ride on mower for store	\$			Sep 16	Ride on Mower	Improve living conditions for store manager, reduce risk of fire
		Wirib Total		\$					
s.22(1)(a)(ii)									

Request for Approval for use of 'FaHCSIA 09' funding for Outback Stores:

Stores Assessment Committee (SAC) Meeting: 26th June 2017 (11.30am-12:30pm AEST)

To: s.22(1)(a)(ii) Senior Adviser, Food Security and School Nutrition, IAG, PM&C.

Recommendation:

That you approve and sign:

s.22(1)(a)(ii)

4. s.22(1)(a)(ii) for 2017-18 capital underpinning for 15 stores:

a. s.22(1)(a)(ii)

b.

c.

d.

e.

f.

g.

h.

i.

j.

k.

l.

m. Wirib Store and Tourist Park (Timber Creek) s.47(1)(b)

n. s.22(1)(a)(ii)

o.

Issues:

- Outback Stores is required to seek PM&C prior approval for use of funding from the 'FaHCSIA 2009' bucket. This can be used for capital underpinning in all states and operational underpinning in states outside the NT (NTER funds are used for NT operational underpinning).

Assessment:

1. s.22(1)(a)(ii)

2.

3.

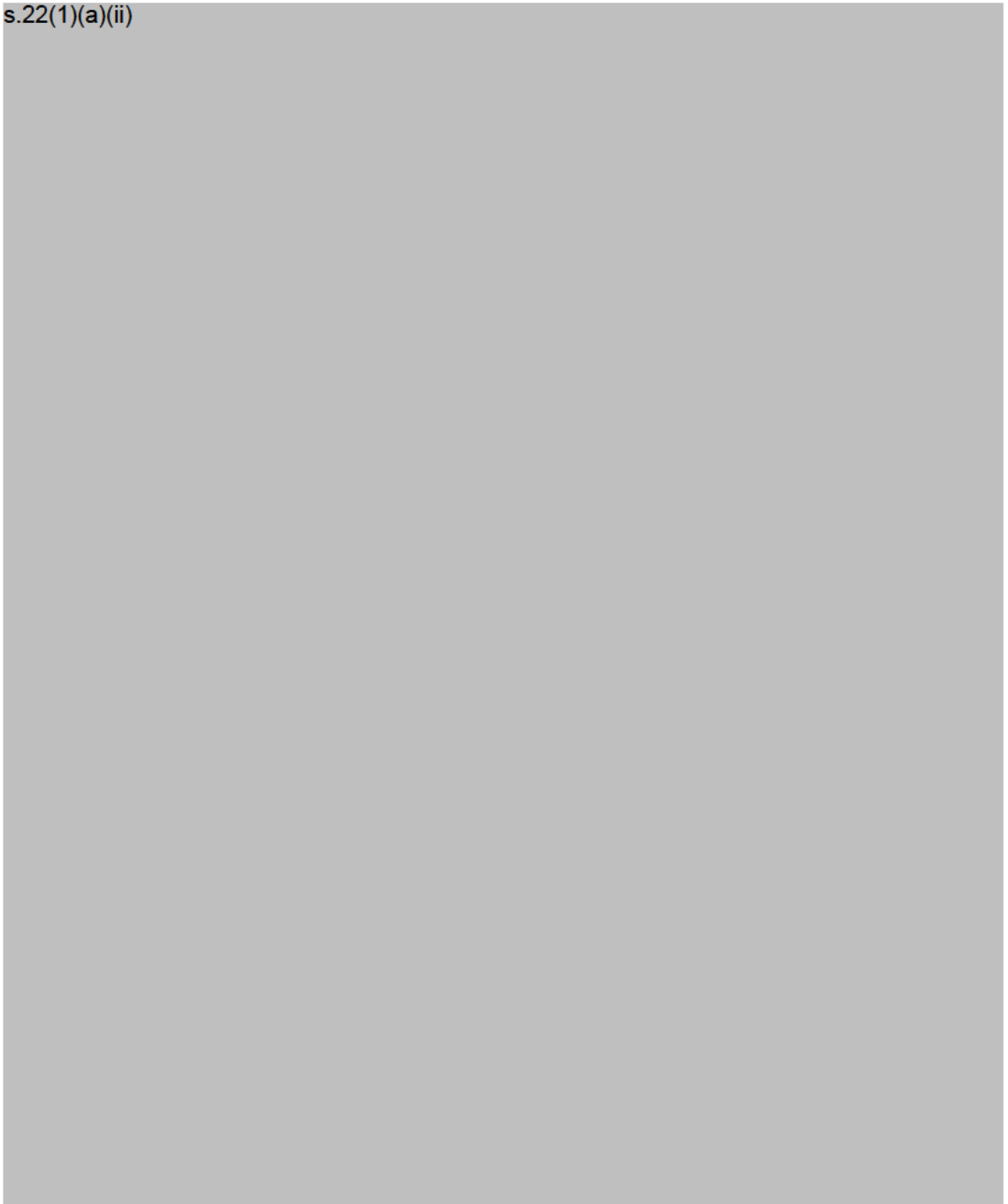
4. s.4/(1)(D) for 2017-18 capital underpinning for 15 stores

- While OBS is not required to obtain PM&C approval for projects under \$10K—as the CEO has delegation for these—OBS has listed projects both under and over \$10K for your approval.
- Items relevant for your approval are highlighted in green in the attached and are listed below for ease of information:

- s.22(1)(a)(ii)

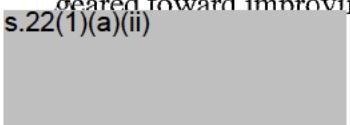
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s.22(1)(a)(ii)



- The projects listed in the attached request range from improvements to and requirements for stores and store manager accommodation. All projects appear to be reasonable and important to the smooth ongoing operations to the stores.
- Given the difficulty OBS has in retaining store managers in communities due to remoteness and because they are often away from their families, we consider all projects geared toward improving store manager accommodation to be important.

s.22(1)(a)(ii)



Food Security and School Nutrition Section
Strategic Policy and Coordination Branch

26 June 2017

Approval/rejection of the proposed project by Prime Minister & Cabinet Branch Manager

PROJECT DETAILS

To approve funding of s.47(1)(b) from the FaHCSIA 2009 fund for the purpose of underpinning capital purchases for stores in FY2018.

I, s.22(1)(a)(ii) (for Rachel O'Connor) accept the proposed project, as described above, subject to the following conditions:

Signed: s.22(1)(a)(ii) N/A

Date: 26/6/17

I seek clarification of the proposed project in relation to the following matters:

Signed:

Date:

I seek amendments to the proposed project for resubmission, to ensure that the following conditions apply:

Signed:

Date:

I reject the proposed project.

Signed:

Date:

Meeting Type	SAC	Meeting Date	26/06/17	Paper version #	1
Meeting #	107	Paper Author	s.47F(1)	Paper revision #	0

Request for Approval for use of 'FaHCSIA 09' funding for Outback Stores:**Stores Assessment Committee (SAC) Meeting, Monday 31 July 2017 at 11.30am (AEST)**

s.22(1)(a)(ii)

To: [redacted] 21/7 Senior Adviser, Food Security and SNP Section, Strategic Policy Branch, PM&C ✓

Recommendation:That you approve and sign:*Signed & Approved.*

1. s.22(1)(a)(ii) [redacted]
2. s.47(1)(b) unbudgeted capital underpinning for shelving at the Wirib Store and Tourist Park, Timber Creek.

Issues:

- Outback Stores is required to seek PM&C prior approval for use of funding from the 'FaHCSIA 2009' bucket. This can be used for Capital Underpinning in all states and Operational Underpinning in states outside the NT (NTER funds are used for NT operational underpinning).

Assessment:

- s.22(1)(a)(ii) [redacted]
- Wirib Store and Tourist Park secured ABA funding for a new store (planned completion is August 2017). Aboriginal Investments Group (AIG) are project managing the new store build on behalf of the store owner, Gunamu Aboriginal Corporation, including the grant application which did not include shelving. As the new store requires shelving to display food items, OBS are requesting approval to use s.47(1)(b) from the FaHCSIA 09 bucket for this purpose. OBS has also given preliminary approval to AIG for this funding.
 - While it is unfortunate that the grant application neglected to include shelving, the store cannot function properly without it. As PMC approved a similar request in April for shelving at s.22(1)(a)(ii) [redacted] I recommended that you approve this request.

s.22(1)(a)(ii)

Adviser

Food Security and School Nutrition Section
Strategic Policy and Coordination Branch
26 July 2017

Approval/rejection of the proposed project by Prime Minister & Cabinet Branch Manager *(Delegated to Senior Adviser)*

Outback Stores seeks approval of **s.47(1)(b)** from the FaHCSIA 2009 funding to procure and install shelving in the new Wirib Store in the community of Timber Creek.

I **s.22(1)(a)(ii)** accept the proposed project, as described above, subject to the following conditions:

n/a

Signed **s.22(1)(a)(ii)** Date: *27/7/17*

I seek clarification of the proposed project in relation to the following matters:

Signed: Date:

I seek amendments to the proposed project for resubmission, to ensure that the following conditions apply:

Signed: Date:

I reject the proposed project.

Signed: Date:

Meeting Type	SAC	Meeting Date	31/07/17	Paper version #	1
Meeting #	108	Paper Author	s.47F(1)	Paper revision #	0

Request for Approval for use of 'FaHCSIA 09' funding for Outback Stores:

Stores Assessment Committee (SAC) Meeting, 6th November at 12.30pm (AEDST)

To: s.22(1)(a)(ii) 2/11/17 Senior Adviser, Food Security and SNP Section, Health Branch, PM&C

Recommendation:

That you approve and sign:

1. s.22(1)(a)(ii)
2. Wirib Store, Timber Creek, Capital underpinning (CCTV units and installation; fresh produce cases and signage); s.47(1)(b) Approved
3. s.22(1)(a)(ii)

Issues:

- Outback Stores is required to seek PM&C prior approval for use of funding from the 'FaHCSIA 2009' bucket. This can be used for Capital Underpinning in all states and Operational Underpinning in states outside the NT (NTER funds are used for NT operational underpinning).
- Further detail on the three requests for funding are in the SAC papers attached. If you agree with the below assessment, please sign the approvals tabbed in the attached papers.


Assessment:

1. s.22(1)(a)(ii)

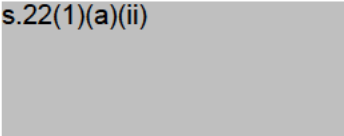
2. OBS is requesting approval of s.47(1)(b) capital underpinning for CCTV units and installation, fresh produce cases and signage for the Wirib store in Timber Creek. The new store build is nearly complete and a site visit by the OBS CEO in October revealed the need for the above 3 items, which projects managers AIG indicated they would not be able to source funding for.

- All items appear critical to store operations meaning this request is reasonable (cameras deter theft and property damage; food cases are essential for F&V sales; and current signage include old logos and need replacing).

3. s.22(1)(a)(ii)



s.22(1)(a)(ii)



Food Security and School Nutrition Section
Health Branch
November 2017

Approval/rejection of the proposed project by Prime Minister & Cabinet Branch Manager

Outback Stores seeks approval of s.47(1)(b) from the FaHCSIA 2009 funding to procure and install CCTV, Fresh Produce Cases and Signage in the new Wirib Store in the community of Timber Creek.

s.22(1)(a)(ii) ON BEHALF OF PETER ARNAUDO,

I _____ accept the proposed project, as described above,
subject to the following conditions:

N/A

Signed: s.22(1)(a)(ii)

Date: 2/11/17

I seek clarification of the proposed project in relation to the following matters:

Signed:

Date:

I seek amendments to the proposed project for resubmission, to ensure that the following conditions apply:

Signed:

Date:

I reject the proposed project.

Signed:

Date:

Meeting Type	SAC	Meeting Date	31/07/17	Paper version #	1
Meeting #	108	Paper Author	s.47F(1)	Paper revision #	0