

**Australian Government****Department of Infrastructure, Transport,
Regional Development and Local Government***File Reference: 03748-2009*

Mr 47F
Managing Director
I Cook Catering Aged Care Services
16 Adelaide St
DANDENONG VIC 3175

Dear 47F

Thank you for your letter dated 5 May 2009 to the Hon Anthony Albanese MP, Minister for Infrastructure, Transport, Regional Development and Local Government, about concerns and issues relating to the establishment of the Regional Food Kitchen. The Minister has asked me to reply on his behalf.

The Regional Food Kitchen (RFK) project is being funded through a competitive grants component of the *Community Infrastructure Program* (CIP). The aim of the CIP is to provide an immediate economic boost throughout Australia. The RFK project is just one of many local community infrastructure projects receiving record funding of \$800 million by the Australian Government under the CIP – the single largest investment in local infrastructure in Australia's history and an integral part of the National Stimulus Package.

Under the CIP, the Australian government has chosen local government to be the vehicle for injecting funds immediately into the economy. Local government has a national network, organisational structure and capability in place to ensure that the investment transfer is swift and efficient across Australia.

Under the *Strategic Projects* component of the program, local councils had the opportunity to submit infrastructure proposals as part of a national competitive grants process. Within a broad choice of eligible infrastructure types, each council chose to submit the project they considered most necessary for their communities.

It would be a breach of commercial-in-confidence protocols to discuss the specific details of the RFK project to a third party, but I can advise the following, as a result of discussions with the project manager about your concerns.

The RFK project was initiated following a state wide review of Meals on Wheels in Victoria that concluded that food security for older people was at risk, and that the current system exposed local governments to unacceptable standards of financial risk.

The development of the Regional Kitchen Facility was intended to provide certainty to a large group of older Australians. Fourteen local government authorities are partnered in this arrangement. The capacity to provide long term certainty to a wide group of older Australians in a way that maximised economies of scale was sufficient for the State Government to make an exemption of the *Local Government Act 1986* to tender. Under this arrangement, the Local Governments, as share holders, can now provide the service.

The Council's project manager is aware of the concerns of ICCACS and has committed to working with you to find ways that your two companies can complement each other.

I trust this information is of help to you and I wish you the best in working with the RFK in a mutually beneficial way.

Yours sincerely

47F



47F



Acting General Manager
Local Government Programs
7 June 2009

Community Infrastructure Program – Strategic Projects CIP-SP Reporting Pack (Progress Report)

Progress reporting - Items 2.4, 3.2 & 3.3 of the schedule to the Agreement

This template has been provided for the purpose of meeting Your Progress Report reporting requirements under the *CIP-SP* funding agreement (the Agreement). Funding recipients are required to prepare reports using this template.

If Assets have been purchased using *CIP-SP* funding, You are also required to complete the Asset Register.

Submitting reports

Please submit reports by email to RegionalGrants@infrastructure.gov.au attaching any evidence of progress such as photographs and copies of promotional materials as appropriate.

CIP-SP PROGRESS REPORT

Project Name: Regional Kitchen Project

SP Number: 740

Funding Recipient Name: Hobsons Bay City Council

Report Date: 5 August 2009

Please complete the following report and return it via email to: RegionalGrants@infrastructure.gov.au by:
6 August 2009.

Attach any evidence of progress such as photographs, copies of promotional materials together with any other supporting documentation, as appropriate.

Milestone Number	Milestone Description (please list all milestones)	Date due	Date achieved
1	<p>All requirements under Item 2.5(a) of the Schedule have been met. Item 2.5 (a) confirms that the first funding payment will not be made until Agreement executed and properly rendered invoice received by Department.</p> <p>Evidence – First payment received by Hobsons Bay City Council on 26 June 2009</p>	23 June 2009	24 June 2009
2	<p>Evidence that is acceptable to Us: 2.1 of the precise location of the site on which the Regional Kitchen will be constructed that clarifies the location of the land described at item 1.7 of this Schedule; Evidence:</p> <p><u>Attachment 2.1.1</u> - RKG TITLE 08401.pdf – this is the title search carried out within the last two weeks that locates Lot 10 on the plan of subdivision</p> <p><u>Attachment 2.1.2</u> – Building permit issued 27/7/09 for the Regional Kitchen identifying Lot 10 Drake Boulevard Altona as the site for construction.</p> <p>2.2 of either of the following, as the case requires: <ul style="list-style-type: none"> - that the site on which the Regional Kitchen will be constructed is not subject to inundation overlay; or - that the site on which the Regional Kitchen will be constructed is subject to inundation overlay and the risk treatment You propose to manage this risk; Evidence:</p> <p><u>Attachment: 2.2.1</u> - Copy of property information confirming The land is not flood prone and has not been designated as subject to uncontrolled overland drainage</p>	2 July 2009	27 July 09

CIP-SP PROGRESS REPORT

	<p>2.3 of Your plans for the ongoing management and maintenance of the facility;</p> <p>Evidence:</p> <p>Attachment: 2.3.1 – ASIC report which confirms the existence of a Board to manage the facility.</p> <p>Attachment: 2.3.2 – Current advertisement for production manager. A full maintenance schedule will be developed for the facility following appointment of the Production Manager.</p> <p>2.2 that steps have been taken to transfer the title to the land described at item 1.7 (as clarified by You) of this Schedule to Regional Kitchen Pty Ltd; and</p> <p>Evidence:</p> <p>Attachment: 2.4.1 – Macquarie Lawyers letter confirms steps have been taken to transfer the title</p> <p>2.4 that all co-funding has been secured.</p> <p>Evidence:</p> <p>Attachment: 2.5.1 – DHS funding confirmation letter</p> <p>Attachment 2.5.2 – Audited financial report. Pages 14 & 15 confirm member Councils' OPEX & CAPEX contributions</p>		
3	<p>Provision of:</p> <p>3.1 detailed specifications of the Activity, described in item 1.4 of this Schedule that further develops these requirements. The specifications must include, but need not be limited to, the dimensions, materials and costs of the structure that will constitute the Regional Kitchen building, and each part of that structure; and</p> <p>3.2an up-to-date, detailed and accurate timeline for completion of the Activity; and</p> <p>Evidence that is acceptable to Us that:</p> <p>3.3the required Government and all necessary approvals to commence the Project have been obtained, including a copy of the development application and approval;</p> <p>3.4 Council's lease and loan arrangements have been finalised;</p> <ul style="list-style-type: none"> - the transfer of the land described at item 1.7 of this Schedule to Regional Kitchen Pty Ltd is complete; - a qualified/experienced Project Manager has been appointed; and - a suitably qualified builder has been appointed. 	3 September 2009	
4	Evidence that is acceptable to Us that:	20 October 2009	

CIP-SP PROGRESS REPORT

	<ul style="list-style-type: none"> - all requirements under clause 2.5(b) of the Schedule have been met; - Your initial cost estimate, as provided to Us, is reasonable and has been reviewed by a quantity surveyor; - suitably qualified contractors have been appointed to install and commission the boiler, compressed air plant and glycol plant systems; - suitably qualified contractors have been appointed to install all necessary equipment; - construction of the facility has commenced; - the foundations for the facility have been laid; - site preparation works are complete; and - all contracts for all materials, equipment and services have been entered into and orders placed as applicable. 		
5	<p>Evidence that is acceptable to Us that:</p> <ul style="list-style-type: none"> - all requirements under clause 2.5(c) of this Schedule have been met; and - the external building works being complete to lock-up stage that is, the shell. 	13 January 2010	
6	<p>Evidence that is acceptable to Us that:</p> <ul style="list-style-type: none"> - all requirements under clause 2.5(c) of this Schedule have been met; - external building works are complete; - internal building works have commenced; - landscaping has commenced; - signage has been erected; and <p>the process of engaging staff to operate the facility has commenced.</p>	14 May 2010	
7	<p>Evidence that is acceptable to Us that:</p> <ul style="list-style-type: none"> - internal fit out is complete; - landscaping is complete; - signage has been erected; and - staff to operate the facility have been engaged. 	31 October 2010	
8	<p>Evidence that is acceptable to Us of:</p> <ul style="list-style-type: none"> - Activity Completion and an Occupancy Certificate or other certificate/s, certifying completion of the project to the appropriate standard under the Building Code of Australia and/or other standards as appropriate, have been awarded by the appropriate issuing authority/ies; and - the Regional Kitchen is open and operational for the Purpose set out at item 1.2 of this Schedule. 	13 January 2011	

1. Which Milestones (numbers) will you be reporting on in this report?

Milestones 1 & 2

2. How are you progressing towards delivering the Activity outlined in the Agreement? Have you achieved your required Milestone/s to date?

If NO: why and do you believe this will impact on your achievement of future Milestones?

If YES: please provide details of your achievement and attach appropriate evidence (e.g.: photos, employment records,

CIP-SP PROGRESS REPORT

contracts etc)

Milestones achieved

3. What issues have you encountered with delivering your Project (consider such things as delays, cost increases, access to resources, climatic conditions)?

No issues identified to date.

4. Have you obtained the in-kind contributions as outlined in Annexure B of the Agreement?

If NO: why not?

If YES: please provide details of the supplier and nature of the contribution and attach appropriate evidence (e.g. photos, employment records, etc)

Yes.

In-kind contributions consist of preparation for, attendance at, and contribution to various project meetings by member council staff and are ongoing.

Attachment 4.1 Lists all Council staff represented on each of the project groups

5. Please attach any copies of the following that relate to your project and indicate below what has been attached.

- | | |
|------------------------|---|
| • Published reports | <input type="checkbox"/> Attached |
| • Promotional material | <input type="checkbox"/> Attached |
| • Media publicity | <input type="checkbox"/> Attached |
| • Pamphlets | <input type="checkbox"/> Attached |
| • Other | <input type="checkbox"/> Attached, please specify |

6. If this Progress Report is linked to a payment of CIP-SP funding, have you:

- attached a tax invoice requesting your next payment? **No**
If no, why not? **Next progress payment not due till 20/10/09**

Please note that without a Tax Invoice, the Department is unable to make your Milestone payment.

This Progress Report is to be submitted by the Chief Executive Officer, Chief Financial Officer, or a person authorised by your organisation to complete and submit these forms on their behalf.

For Office Use Only

CIP-SP PROGRESS REPORT

Has the funding recipient provided, to our satisfaction, all the information required under the Funding Agreement?

Yes



No



Are we satisfied with the progress of the project?

Yes



No



If no, what action is to be taken:

Has an Asset Register and Statements of Receipts and Expenditure been submitted?

Yes



No



Comments: *NO Assets have been purchased.*

47F

Funding Agreement Manager

**STATEMENT OF RECEIPTS AND EXPENDITURE
CIP-SP FUNDING**

For the period: Date of first expenditure:

to Reporting date: 31/7/09

- **GST registered recipients: report receipts and expenditure exclusive of GST**
- **Expenditure: report cash payments made + tax invoices held and cleared for payment but not yet paid. If you are submitting this form as part of a Project Completion Report, please include Expenditure incurred on Activity Budget items to be funded (in arrears) by the CIP-SP final payment.**
- **Please complete shaded fields**

Total amount of Funding provided through CIP-SP: \$9,000,000.

Receipts		\$
CIP-SP Funding received		3,150,000
Interest on CIP-SP Funds ¹		11,629
Total receipts (A):		3,161,629
Cost Items as per the Activity Budget in Annexure B of the Agreement	Budgeted Expenditure for the Activity as per the Activity Budget at Annexure B of the Agreement \$	Actual Expenditure \$
Construction/fit-out	\$6,000,000	0
Plant/equipment purchase	\$1,853,169	0
Plant/equipment hire/lease	\$1,146,831	0
Total expenditure (B):	\$9,000,000	0
Net amount (A-B):		3,161,629

¹ Interest earned on CIP-SP Funds as received in your separate bank account or an appropriate allocation.

**STATEMENT OF RECEIPTS AND EXPENDITURE
OTHER CONTRIBUTIONS (EXCLUDING IN-KIND)**

For the period: Date of first expenditure: to Reporting date: 31/7/09

- **GST registered recipients: report all amounts exclusive of GST**
- **Other Contributors: list the names of the Other Contributors (excluding in-kind) listed in Annexure B of the Agreement**
- **Receipts: report actual cash received to date**
- **Expenditure: report cash payments made + tax invoices held and cleared for payment but not yet paid**

Name of Other Contributor	Cost Item (as per Annexure B of the Agreement)	Value of Other Contributions as per Annexure B of the Agreement \$ GST exclusive	Receipts \$ GST exclusive	Expenditure \$ GST exclusive
- Hobsons Bay City Council - Banyule City Council - Brimbank City Council - Greater Dandenong City Council - Darebin City Council - Greater Geelong City Council - Hume City Council - Macedon Ranges Shire Council - Maribyrnong City Council - Melton Shire Council - Moonee Valley City Council - Moreland City Council - Stonnington City Council - Yarra City Council	Wages, salary and superannuation, training, operating costs, materials, insurance and office expenses, construction/fit-out, plant equipment purchase, plant equipment hire/lease, project management, consultants, contractors, professional fees, legal & compliance	\$4,051,408		

Department of Human Services	Wages, salary and superannuation, training, operating costs, materials, insurance and office expenses, construction/fit-out, plant equipment purchase, plant equipment hire/lease, project management, consultants, contractors, professional fees, legal & compliance, Other costs – Interest on bank loans.			
Borrowings and Finance Leases		\$10,919,000		

ASSET REGISTER
As at: Reporting date:

Asset description (include barcode or other identifier if appropriate)	Location of Asset and contact officer	Purchase price or total lease cost (\$)	Purchase date or lease commencement date	Type and term of lease	Disposal date and method (and date of disposal approval)	Proportion of asset purchased with CIP-SP Funds (%)

CIP-SP funding recipients must maintain an asset register of all Assets (as defined in the Agreement). If an Asset is partly purchased using *CIP-SP* funds, you must record the proportion purchased with these funds in the register.

CERTIFICATION

Funding Recipient name: Hobsons Bay City Council

Project Name: Regional Kitchen Project

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure Transport Regional Development and Local Government and Hobsons Bay City Council for the Regional Kitchen Project executed on 24 June 2009 (the Agreement), I certify that:

1. All Funding and Other Contributions received was expended for the purpose of the Activity and Project, and expended and held in a manner in accordance with the Agreement; and
2. Salaries and allowances paid to any person involved in the Activity under the Agreement were in accordance with the applicable award or agreement in force under the relevant law on industrial or workplace relations; and
3. All information in this Report is true and correct.

Signed

47F



Name

47F



Date

6/8/09

Title

CEO

This Progress Report is to be signed by (or, if in electronic form, submitted by) the Chief Executive Officer, Chief Financial Officer, or a person authorised by your organisation to complete and submit these forms on their behalf.

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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

VOLUME 11117 FOLIO 979

Security no : 124030473281W
Produced 21/07/2009 01:42 pm

LAND DESCRIPTION

Lot 10 on Plan of Subdivision 619549W.

PARENT TITLES :

Volume 11117 Folio 492

Volume 11117 Folio 518 to Volume 11117 Folio 520

Created by instrument PS619549W 13/02/2009

REGISTERED PROPRIETOR

Estate Fee Simple

Sole Proprietor

HOBSONS BAY CITY COUNCIL OF 115 CIVIC PARADE ALTONA VIC 3018
AG426786H 30/03/2009

ENCUMBRANCES, CAVENDISH AND NOTICES

COVENANT PS443123M 11/02/2009

Hevenell

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE PS619549W FOR FURTHER DETAILS AND BOUNDARIES *Hevenell*

ACTIVITY IN THE LAST 125 DAYS

NUMBER	DISCHARGE OF MORTGAGE	STATUS	DATE
AG426785X		Registered	30/03/2009
3426786H	TRANSFER	Registered	30/03/2009
AG446733S	REMOVAL OF AGREEMENT	Registered	08/04/2009

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: DRAKE BOULEVARD ALTONA VIC 3018

DOCUMENT END



201.1

PLAN OF SUBDIVISION

Stage No. LR use only

PSG195649W

EDITION 1

Location of Land

County: Bourke
Parish: TRIGANINA
Section 8
Crown Allotment B (PART)
Crown Portion:

Council Certification and Endorsement
Council Name: City of Hobsons Bay Ref: CA0816594

LR base record: CHART 13

Title Reference:
Vol. 11117 Fol. 492 Vol. 11117 Fol. 516
Vol. 11117 Fol. 519 Vol. 11117 Fol. 520
Last Plan Reference: LOTS A,D,E & F ON PS443123M
Postal Address: Drake Boulevard, Altona 3018

MGA Co-ordinates: NS8089350
(01 approx. centre of plot) E309320

Zone55

Vesting of Roads or Reserves

Identifier Council/Body/Person

Notations

Depth Limitation: Does not apply

Staging This to/is not a staged subdivision
Planning Permit No.

Survey: - This plan is / is not based on survey.
To be completed where applicable.
This survey has been connected to permanent marks notes.
In proclaimed Survey Area no.

Easement Information

Legend: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)

Easement Reference	Purpose	Width (metres)	Origin	Land Benefited/In Favour Of
E-5	DRAINAGE	3m	PS443123M	CITY OF HOBSONS BAY & LOTS ON PS443123M

LR use only
Statement of Compliance / Exemption Statement

Received

Date 29/11/09

LR use only

PLAN REGISTERED
TIME 10.33 AM
DATE 13 / 2 / 09

Norman Ng

Assistant Registrar of Titles

Sheet 1 of 1 Sheets

KEARNEY and TYRELL SURVEYING

PTY. LTD.
LAND SURVEYORS
PLANNING CONSULTANTS
53 ROSE STREET
ESSENDON 3200
TELEPHONE 9391246
FAX 9391356

LICENSED SURVEYOR (PRINT) JOHN ANDREW J. POGGIO

SIGNATURE DATE 3/03/2008

REF 19670 VERSION 2 March 2008 ZIP - JP

DATE 18/09/2008
COUNCIL DELEGATE SIGNATURE

Original sheet size A3

PLAN OF SUBDIVISION

Stage No.

Plan Number
PS619549W

KOROROIT CREEK ROAD

MGA94 ZONE 55

KIMPTON WAY

BOULEVARD

BOULEVARD

DRAKE

BOULEVARD

DRAINAGE
RESERVE
NOT IN SUBDIVISION

KEARNEY and TYRELL SURVEYING
PTY LTD
LAND SURVEYORS
PLANNING CONSULTANTS
53 ROSE STREET
ESSENDON 3040
TELEPHONE 9331266
FAX 9331268



ORIGINAL
SHEET SCALE
1:1500
LENGTHS ARE IN METRES

SCALE

LICENSED SURVEYOR (PRU)
SIGNATURE

JOHN ANDREW PODOLZAK

DATE

3/03/2008

VERSION 2

REF 15670

ZIP-UP

DATE

2/21/2008

COUNCIL DELEGATE SIGNATURE

SHEET

2 SHEETS

15 0 15 30 45 60

0 10 20 30 40 50 60 70 80 90 100 110m

1 2 3 4 5 6

10 20 30 40 50 60 70 80 90 100 110m

1 2 3 4 5 6

10 20 30 40 50 60 70 80 90 100 110m

1 2 3 4 5 6

10 20 30 40 50 60 70 80 90 100 110m

1 2 3 4 5 6

10 20 30 40 50 60 70 80 90 100 110m

1 2 3 4 5 6

10 20 30 40 50 60 70 80 90 100 110m

1 2 3 4 5 6

PLAN OF SUBDIVISION

Stage No. LR use only

EDITION 2



Location of Land

County: Bourke

Parish: TRUGANINA

Section 8

Crown Allotment: B (PART)

Crown Portion:

LR base record: CHART 13

Title References:
Vol. 10018 Fol. 181

Last Plan Reference: LOT A ON PS61128Y
Postal Address: Kororoit Creek Road, Altona

MGA Co-ordinates: N5808100
(Of approx. centre of plan) E308850
Zone55

Vesting of Roads or Reserves

Identifier

ROADS R-1 & R-2
DRAINAGE RESERVE No.1
SUBSTATION RESERVE No.3
& RESERVE No.4

CITY OF HOBSONS BAY
CITY OF HOBSONS BAY
POWERCOR AUSTRALIA LTD

Council Certification and Endorsement

Council Name: City of Hobsons Bay Ref: CA0817474

1. This plan is certified under section 6 of the Subdivision Act 1988.

2. This plan is certified under section 11(1) of the Subdivision Act 1988.

3. This is a statement of compliance issued under section 6 of the Subdivision Act 1988.

Open Space

(1) A requirement for public open space under section 18 Subdivision Act 1988 has not been made.

Depth Limitation: Does not apply

Staging

This is/has not a staged subdivision
Planning Permit No.

On registration of this plan of subdivision the following restriction is created:
Land to be burdened: Lot F on this plan.
The registered proprietor or proprietor for the time being of lot F on this plan of subdivision shall not:
Description of the restriction:
Level of 4.5m AHD.
1. Construct any floor levels on Lot F below a finished floor

Survey:- This plan is / has not been based on survey.

To be completed where applicable.

This survey has been connected to permanent marks (nots).
In proclaimed Survey Area no.

Easement Information

Legend: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)

Easement Reference Purpose Width (Metres) Origin Land Benefitted/In Favour Of

E-1-E-2-E-3 R-1-R-2 WAY, DRAINAGE, SEWERAGE, SUPPLY OF GAS, WATER, ELECTRICITY AND TELEPHONE SERVICES

See plan See plan See plan See plan See plan See plan

C19267 THIS PLAN CITY WEST WATER LIMITED

PS61128Y THIS PLAN MELBOURNE WATER CORPORATION

THIS PLAN CITY OF HOBSONS BAY & LOTS ON THIS PLAN

THIS PLAN POWERCOR AUSTRALIA LTD

E-6 E-5 E-3, E-4 E-2

1.50m 3m See plan 2m

ELECTRICITY SUPPLY DRAINAGE CARRIAGEWAY SEWERAGE

THIS PLAN THIS PLAN THIS PLAN THIS PLAN

Sheet 1 of 4 Sheets

KEARNEY and TYRRELL SURVEYING



PTY. LTD.
LAND SURVEYORS
PLANNING CONSULTANTS
53 ROSE STREET
ESSENDON 3040
TELEPHONE 9394266
FAX 9394366

LICENSED SURVEYOR (PRINT) JOHN ANDREW POZOLZAK
SIGNATURE
DATE 24/10/2008
VERSION 12
ay 2 08
REF 1164 STAGE 1
ZIP - JP

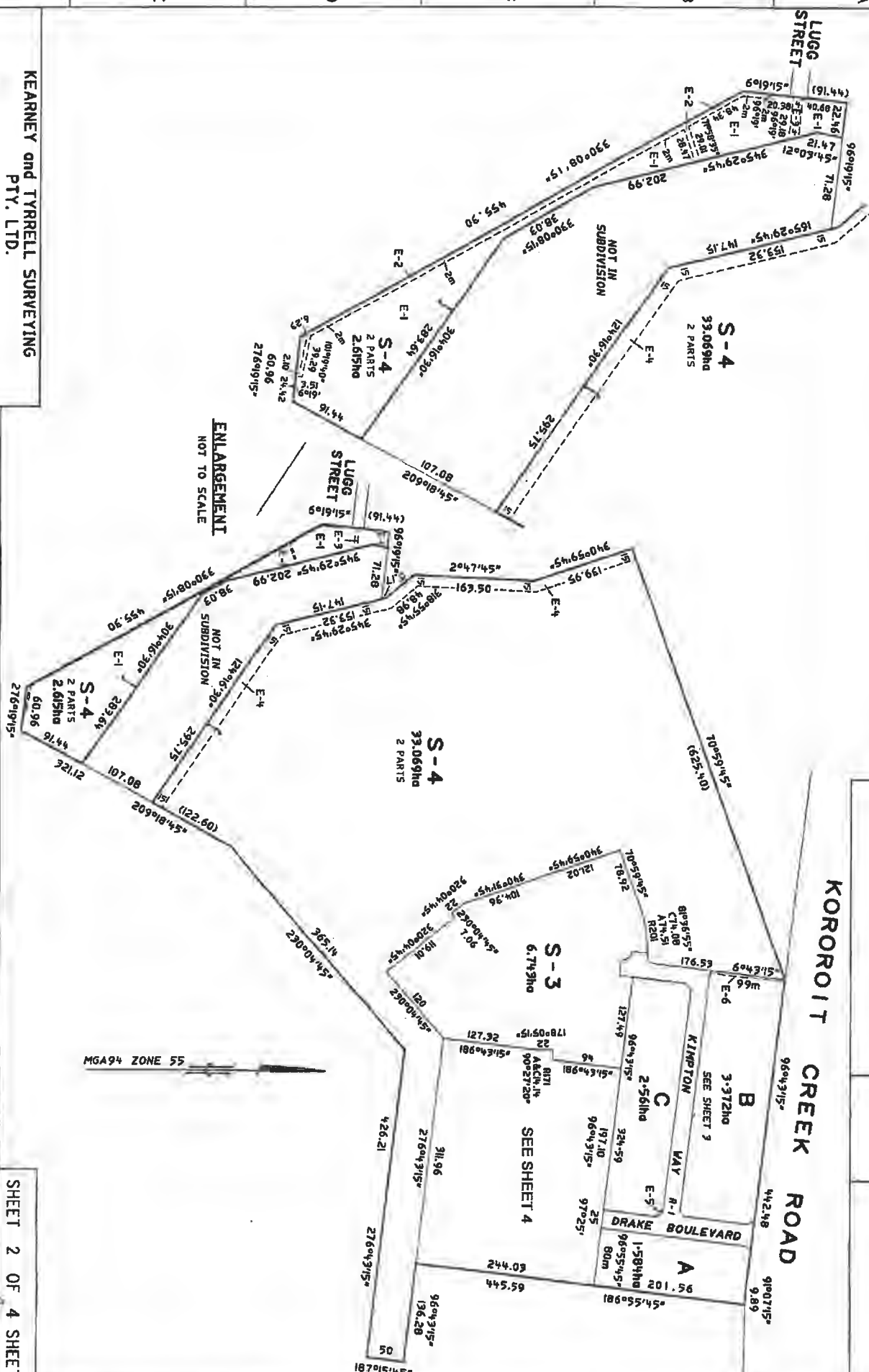
DATE 13/11/2009
COUNCIL DELEGATE SIGNATURE
Original sheet size A3

THIS IS A LAND
VICTORIA
COMPILED PLAN
FOR DETAILS SEE
MODIFICATION TABLE
HEREIN

Date 22 / 1 / 2009



Received
Statement of Compliance
/ Exemption Statement
LR use only



PLAN OF SUBDIVISION

Stage No.	Plan Number
	PS443123M

**KEARNEY and TYRRELL SURVEYING
PTY. LTD.**

**LAND SURVEYORS
PLANNING CONSULTANTS**



53 ROSE STREET
ESSENDON 3040
TELEPHONE 93314266
FAX 93314366


ORIGINAL

SCALE

SHEET SCALE
SIZE 1:5000
A3



LENGTHS ARE IN METRES

LICENSED SURVEYOR (PRINT)
SIGNATURE 
REF11164 STAGE 1

JOHN ANDREW PODOLZAK
DATE 24/10/2008
VERSION 12
Ma 2008 ZIP - JP

SHEET 2 OF 4 SHEETS

Paul Davis

DATE 13/11/2009

COUNCIL DELEGATE SIGNATURE

PLAN OF SUBDIVISION

Stage No.

Plan Number
PS443123M

KOROROIT CREEK ROAD

KEARNEY and TYRELL SURVEYING
PTY. LTD.

LAND SURVEYORS
PLANNING CONSULTANTS



53 ROSE STREET
ESSENDON 3040
TELEPHONE 93314266
+ FAX 93314366

ORIGINAL

SCALE



LENGTHS ARE IN METRES

LICENSED SURVEYOR (PRINT)

JOHN ANDREW PODOLZAK

SIGNATURE

VERSION 12

ZIP - JP

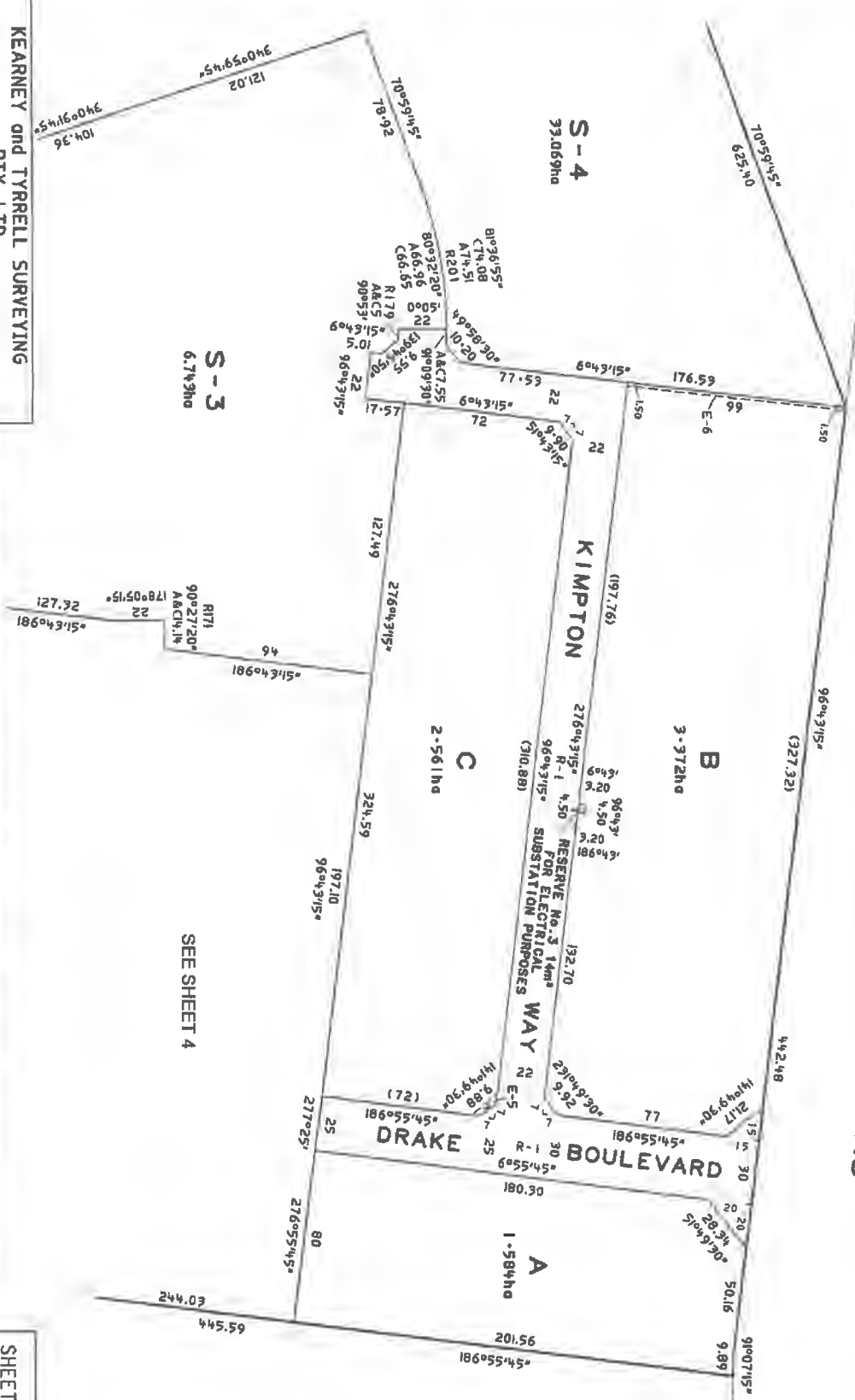
DATE 24/10/2008

DATE 13/11/2009

COUNCIL DELEGATE SIGNATURE

SHEET 3 OF 4 SHEETS

MGA94 ZONE 55



PLAN OF SUBDIVISION

Stage No.

Plan Number
PS443123M

KOROROIT CREEK ROAD

S-4
33.069ha

KIMPTON WAY

BOULEVARD

S-3
6.749ha

RESERVE No.4 14m²
FOR ELECTRICAL
SUBSTATION PURPOSES

E
1.040ha

R171

R149

A22.45

C22.43

92°24'15"

127.32

186°43'15"

22

94

186°43'15"

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KEARNEY and TYRRELL SURVEYING
PTY. LTD.
LAND SURVEYORS
PLANNING CONSULTANTS
53 ROSE STREET
ESSENDON 3040
TELEPHONE 93314266
FAX 93314366



ORIGINAL

SHEET
SIZE
A3

SCALE

20 0 20 40 60 80

LENGTHS ARE IN METRES

LICENSED SURVEYOR (PRACTISING)

JOHN ANDREW PODOLZAK

SIGNATURE

DATE 24/10/2008

REF 11164

5-2 VERSION 8
May 2008

ZIP-JP

SHEET 4 OF 4 SHEETS

DATE 13/11/2009

COUNCIL DELEGATE SIGNATURE

RECORD OF ALL ADDITIONS OR CHANGES TO THE PLAN

PS443123M

**WARNING: THE IMAGE OF THIS DOCUMENT OF THE REGISTER HAS BEEN DIGITALLY AMENDED.
NO FURTHER AMENDMENTS ARE TO BE MADE TO THE ORIGINAL DOCUMENT OF THE REGISTER.**

DS442422M Page 5 of 5 Deleted 12-12-2010 07:0000 0-00000000 0-00000000 0-00000000

Design Guide

BUILDING SURVEYORS

Form 2

Regulation 313
Building Act 1993
Building Regulations 2006

BUILDING PERMIT
No. 1178-090144-1

Issued to:
Regional Kitchen Pty Ltd
PO Box 21, ALTONA VIC 3018
Contact person: Pam West

Ownership details
Hobsons Bay City Council
PO Box 21, ALTONA VIC 3018
Contact person: John Thomas

Property details
Lot 10, 43-47 Drake Boulevard, ALTONA VIC 3018
Lot 10 on PS 619 549W, Vol 11117, Fol 979
Municipal district: Hobsons Bay City Council

Builder²
Vaughan Constructions Pty Ltd
103 Pelham Street
CARLTON SOUTH VIC 3053
Contact person: Bruce McDonald

Details of building practitioners and architects

a) to be engaged in the building work³

Name	Category/Class	Registration No.
Matthew Vaughn	Builder	CB-U 1900

b) who were engaged to prepare documents forming part of the application for this permit⁴

Name	Category/Class	Registration No.
A.J. Davis	Civil Engineer	EC-1129
William Boag Pty Ltd	Architect	C-182

Details of relevant planning permit

Planning Permit No. PA0918273 A issued by Hobsons Bay City Council dated 29 June 2009

Nature of building work

Construction of new food manufacturing plant and associated offices
Cost of building work: \$8,103,700.00 (total)
Total floor area of new building work: 1994m²

Stage of building work permitted

Stage 1: Structural & civil works
Cost of Stage 1 building works: \$2,500,000.00

Building classification

Part of building: Ground floor and mezzanine first floor
BCA Classification: Class 5, Class 8

Prescribed reporting authorities

The following bodies are prescribed reporting authorities for the purposes of the application for this permit in relation to the matters set out below:

Prescribed reporting authority	Matter reported on	Regulation
Hobsons Bay City Council	Storm water discharge	312(3)

Design Guide Consultants P/L

ABN 33 066 168 009

Level 2, 169 Queen Street

MELBOURNE VIC 3000

Telephone: (03) 9602 4803

Facsimile: (03) 9602 4805

Email: melb@designguide.com.au

Building Permit documents

Architectural drawings: 08112/ A2.01 & 3073-2R1 D,

Structural drawings: 09001/ S01-0 to S04-0, S05-1, S06-0 to S10-0, S11-1, S12-1, S13-0, S14-0, S15-1, S16-0 & S17-0

Civil drawings: 09001/ C01-0 to C04-0

Computations: 09001 – C01 to C03, 09001/ 1/1, 2/1 – 2/11, 3/1 – 3/19, 4/1 – 4/16, 5/1, 6/1 – 6/4

Soil report No: 087612084-001 Rev 1, prepared by Golder Associates Pty Ltd dated 22 July 2008

Soil report No: 087612084-009 Rev D1, prepared by Golder Associates Pty Ltd dated 18 May 2009

Certificate of Compliance – Design prepared by: A.J. Davis dated: 21 July 2009

Certificate of Compliance – Design prepared by: A.J. Davis dated: 21 July 2009

Confirmation re: Stormwater: Davis, Naismith & McGovern Engineers, dated 21 July 2009

Property Information From: Hobsons Bay City Council, dated 30 June 2009

Letter of Owners Consent, Hobsons Bay City Council dated 9 July 2009

Confirmation for Electricity Supply: Powercor Australia, dated 27 March 2009

Title Particulars & Survey Plan

Form 1 - Building permit application form

Inspection requirements

The mandatory notification stages are:

- foundation inspection prior to placing moisture barrier;
- steel reinforcement inspection prior to pouring concrete slab;
- prior to pouring a pad or strip footing;
- inspection at completion of framework, and
- final inspection on completion of building works.

Occupation or use of building

An occupancy permit is required prior to the occupation or use of this building. If an occupancy permit is required, the permit is required for the whole of the building in respect of which the building work is carried out.

Commencement and completion

The building work must commence by: 23 July 2010.

The building work must be completed by: 23 July 2012.

Conditions

This permit is subject to the following conditions:

1. Any building work done pursuant to this building permit shall comply with the Building Act 1993 and the Building Regulations 2006. Prior to building work commencing additional permits may need to be obtained under other Acts or other Regulations.
2. The work must be carried out strictly in conformity with the endorsed plans and specifications.
3. Excavations for footings are to be executed in a safe and workmanlike manner, and adequately fenced or otherwise guarded against being a danger to life or property.
4. No part of the building, including footings, shall encroach beyond the property boundaries, or over easements.
5. All building works to be carried out strictly in accordance with planning permit No. PA0918273A issued by Hobsons Bay City Council dated 29 June 2009.
6. Structural frame is required to be inspected and approved by a registered structural engineer.
7. To comply with the covenant on title, any part of the floor must not be less than 4.45m AHD.

Relevant Building Surveyor

Michael Theisz

Registration No. BS-1178

Design Guide Consultants Pty Ltd

Building Permit Number: 1178-090144-1

Date of issue of permit: 23 July 2009

47F

Signature

Notes:

1. Under regulation 318 an owner of a building or land, for which a building permit has been issued, must notify the relevant building surveyor within 14 days after any change in the name or address of the owner or of the builder carrying out the building work, the penalty for non-compliance is 10 penalty units.
2. Under regulation 317 the person in charge of the carrying out of building work on an allotment must take all reasonable steps to ensure that a copy of this permit and one set of any approved plans, specifications and documents are available for inspection at the allotment while the building work is in progress. The person must also take all reasonable steps to ensure that the registration numbers and contact details of the builder and building surveyor and the number and date of issue of this permit are displayed in a conspicuous position accessible to the public before and during the building work to which this permit applies.
3. Include building practitioners with continuing involvement in the building work.
4. Include only building practitioners with no further involvement in the building work.



**Design Guide Consultants
Level 2
167-169 Queen Street
MELBOURNE VIC 3000**

Our Reference No: PI0900292

Address:	43-47 Drake Blvd, Altona 3018		
Lot Number:	LP/PS:	Volume:	Folio:
Crown Allotment:	Section:	Parish:	Country:
Brief Description of Development: DEVELOPMENT AND USE OF A FOOD PRODUCTION FACILITY			

Flood prone land	NO
Bushfire prone land	YES
Designated land uncontrolled overland drainage	NO
Termite area	NO
Alpine area	NO
Town planning scheme/permits required	YES A planning permit is required for buildings and works for the purpose of a food production facility.
Declared road:	NO

MUNICIPAL BUILDING SURVEYOR

01 JUL 2009
BY: 08401

2-3.1

64

Inquiries 1300 300 630

Issue date 09 Dec 08

Company Statement

Extract of particulars - s346A(1) Corporations Act 2001

CORPORATE KEY: 13604269

Check this statement carefully

You are legally obligated to ensure that all your company details listed on this company statement are complete and correct. This is required under s346C (1) and/or s346B and s346C (2) of the *Corporations Act 2001*.

You must check this statement carefully and inform ASIC of any changes or corrections immediately. **Do not return this statement.** You must notify ASIC within 28 days after the date of change, and within 28 days after the date of issue of your annual company statement. Late lodgement of changes will result in late fees. These requirements do not apply to the **Additional company information**.

ACN 128 645 312

FOR RFK PTY LTD

REVIEW DATE: 07 December 08

You must notify ASIC of any changes to company details — Do not return this statement



www.asic.gov.au
Use your Corporate
Key to log in.



Use Form 484 to make changes to
company details or if any information is
missing or incomplete.

Use Form 492 to amend any incorrect
information that you have previously
lodged with us.



Phone if you've already
notified ASIC of changes but
they are not shown correctly
in this statement.
Ph: 1300 300 630



Use your agent.

Company statement

These are the current company details held by ASIC. You must check this statement carefully and inform ASIC of any changes or corrections immediately. Late fees apply. **Do not return this statement.**

1 **Registered office**
LEVEL 1 104 FERGUSON STREET WILLIAMSTOWN VIC 3016

2 **Principal place of business**
LEVEL 1 104 FERGUSON STREET WILLIAMSTOWN VIC 3016

3 **Officeholders**

Name: HADLEY GORDON SIDES
Born: SUBIACO WA
Date of birth: 28/12/1950
Address: 31 PARLINGTON STREET CANTERBURY VIC 3126
Office(s) held: DIRECTOR, APPOINTED 07/12/2007

Name: GERARD MICHAEL NAUGHTIN
Born: MELBOURNE VIC
Date of birth: 06/12/1954
Address: 54 ELLIOTT AVENUE CARNEGIE VIC 3163
Office(s) held: DIRECTOR, APPOINTED 06/02/2008

These details continue on the next page

Company statement continued

Name: WILLIAM SHILTON JABOOR
Born: MELBOURNE VIC
Date of birth: 47F
Address:
Office(s) held: DIRECTOR, APPOINTED 07/12/2007

Name: 47F
Born: MORELAND VIC
Date of birth: 47F
Address:
Office(s) held: DIRECTOR, APPOINTED 07/12/2007

Name: 47F
Born: MELBOURNE VIC
Date of birth: 47F
Address:
Office(s) held: DIRECTOR, APPOINTED 07/12/2007

Name: 47F
Born: VERDEN GERMANY
Date of birth: 47F
Address:
Office(s) held: DIRECTOR, APPOINTED 26/11/2008

4 Company share structure

Share class	Shares description	Number issued	Total amount paid on these shares	Total amount unpaid on these shares
ORD	ORDINARY SHARES	20,521	\$10,000.00	\$0.00

5 Members

Name: THE GREATER DANDENONG CITY COUNCIL
Address: 31-39 CLOW STREET DANDENONG VIC 3175

Share class	Total number held	Fully paid	Beneficially held
ORD	1,486	Yes	No

Name: STONNINGTON CITY COUNCIL
Address: 'CNR HIGH STREET & GLENFERRIE ROAD MALVERN VIC 3144

Share class	Total number held	Fully paid	Beneficially held
ORD	1,104	Yes	No

Name: BANYULE CITY COUNCIL
Address: 275 UPPER HEIDELBERG ROAD IVANHOE VIC 3079

Share class	Total number held	Fully paid	Beneficially held
ORD	1,758	Yes	No

These details continue on the next page

Company statement continued

Name: MOONEE VALLEY CITY COUNCIL

Address: 9 KELLAWAY AVENUE MOONEE PONDS VIC 3039

Share class	Total number held	Fully paid	Beneficially held
ORD	2,221	Yes	No

Name: HOBSONS BAY CITY COUNCIL

Address: 115 CIVIC PARADE ALTONA VIC 3018

Share class	Total number held	Fully paid	Beneficially held
ORD	1,378	Yes	No

Name: GREATER GEELONG CITY COUNCIL

Address: 30-34 GHERINGHAP STREET GEELONG VIC 3220

Share class	Total number held	Fully paid	Beneficially held
ORD	2 145	Yes	No

Name: MORELAND CITY COUNCIL

Address: 90 BELL STREET COBURG VIC 3058

Share class	Total number held	Fully paid	Beneficially held
ORD	2,789	Yes	No

Name: MELTON SHIRE COUNCIL

Address: 232-238 HIGH STREET MELTON VIC 3337

Share class	Total number held	Fully paid	Beneficially held
ORD	496	Yes	No

Name: MARIBYRNONG CITY COUNCIL

Address: CORNER HYDE & NAPIER STREETS FOOTSCRAY VIC 3011

Share class	Total number held	Fully paid	Beneficially held
ORD	1,202	Yes	No

Name: MACEDON RANGES SHIRE COUNCIL

Address: 129-141 MOLLISON STREET KYNETON VIC 3444

Share class	Total number held	Fully paid	Beneficially held
ORD	201	Yes	Yes

Name: HUME CITY COUNCIL

Address: 1079 PASCOE VALE ROAD BROADMEADOWS VIC 3047

Share class	Total number held	Fully paid	Beneficially held
ORD	663	Yes	No

These details continue on the next page

Company statement continued

Name: YARRA CITY COUNCIL

Address: 333 BRIDGE ROAD RICHMOND VIC 3121

Share class	Total number held	Fully paid	Beneficially held
ORD	993	Yes	No

Name: BRIMBANK CITY COUNCIL

Address: ALEXANDRA AVENUE SUNSHINE VIC 3020

Share class	Total number held	Fully paid	Beneficially held
ORD	1,401	No	No

Name: DAREBIN CITY COUNCIL

Address: 274-280 GOWER STREET PRESTON VIC 3072

Share class	Total number held	Fully paid	Beneficially held
ORD	2,684	Yes	No

You must notify ASIC within 28 days of the date of change, and within 28 days of the issue date of the annual company statement. Late lodgement of changes will result in late fees.

End of company statement

This concludes the information to which the company must respond (if incorrect) under s346C of the *Corporations Act 2001*.

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ASIC

Australian Securities & Investments Commission

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Inquiries

www.asic.gov.au/invoices

1300 300 630

ABN 86 768 265 615

RFK PTY LTD
L1
104 FERGUSON ST
WILLIAMSTOWN VIC 3016

INVOICE STATEMENT

Issue date 09 Dec 08

RFK PTY LTD

ACN 128 645 312
Account No. 22 128645312

Summary

Balance outstanding	\$0.00
New items	\$212.00
Payments & credits	\$0.00
TOTAL DUE	\$212.00

- Amounts are not subject to GST. (Treasurer's determination - exempt taxes, fees and charges).
- Payment of your annual review fee will maintain your registration as an Australian company.

Transaction details are listed on the back
of this page

Please pay

Immediately	\$0.00
By 07 Feb 09	\$212.00

If you have already paid please ignore this
invoice statement.

- Late fees will apply if you do NOT
 - tell us about a change during the period that the law allows
 - bring your company or scheme details up to date within 28 days of the date of issue of the annual statement, or
 - pay your review fee within 2 months of the annual review date.
- If you are up to one month late, you must pay \$65. If you are over one month late, this fee increases to \$270.



ASIC

Australian Securities & Investments Commission

PAYMENT SLIP

RFK PTY LTD

TOTAL DUE	\$212.00
Immediately	\$0.00
By 07 Feb 09	\$212.00

Payment options are listed on the back
of this payment slip



Billor Code: 17301
Ref: 2291286453124

ACN 128 645 312 Account No. 22 128645312



22 128645312



*814 129 0002291286453124 10

Transaction details

page 2 of 2

Transactions for this period
07/12/2008 2008 Annual Review - Due 07/02/09

ASIC reference	\$ Amount
0X8533416480B PA	\$212.00

What you need to pay.

07/12/2008 2008 Annual Review - Due 07/02/09

0X8533416480B PA	\$212.00
------------------	----------

PAYMENT OPTIONS



Billpay Code: 8929
Ref: 2291 2864 5312 410

Australia Post

Present this payment slip. Pay by cash, cheque or EFTPOS

Phone

Call 13 18 16 to pay by Mastercard or Visa

On-line

Go to postbillpay.com.au to pay by Mastercard or Visa

Mail

Mail this payment slip and cheque (do not staple) to ASIC,
Locked Bag 5000, Gippsland Mail Centre VIC 3841

Electronic Funds Transfer

ASIC's account details are:

BANK: Reserve Bank of Australia
BSB: 093003
BANK ACCOUNT: 317118
ACCOUNT NAME: ASIC Collectors Rec. Acc.
REFERENCE: 2291286453124



Bill Code: 17301
Ref: 2291286453124

Use these details for phone or internet banking. Call your financial institution to pay from your cheque, savings or credit card account. For info: www.bpay.com.au

ASIC Service Centre

Present this payment slip. Pay by cash or cheque

Production Manager

**New purpose built facility
Pivotal member of the senior management team
Passion for food quality and menu development**

A government funded organisation made up by Fourteen Victorian municipalities who have formed a joint venture company to provide nutritious, culturally sensitive, high quality meals for home, aged and community care programs, (predominantly meals on wheels). A cutting edge, environmentally sustainable design has been selected which will provide a state of the art work environment for the staff. Production from the new purpose built facility in Altona will commence in late 2010. This is an exciting concept that will break new ground. Production methods will be environmentally sensitive and embrace sustainable practice, achieve high standards of food safety and be responsive to the health and safety of employees. Employment practices will include career pathways and entry level opportunities and support for people who are disadvantaged in the labour market.

The appointed Production Manager will be an inspiring and experienced individual with a passion for quality food and menu development to join its management team and to work closely with CEO and Project Manager in leading this exciting entrepreneurial company into the next phase of its life. The Production Manager will take overall responsibility of all production and product development processes, HACCP, quality management and team leadership.

You will have responsibility across the operation therefore you must be able to successfully implement plans within a culture of continuous improvement, team working and people development. You will be required to lead and develop the management team to deliver cost effective utilisation of the kitchen and resources, complying with all relevant Health & Safety, statutory and legal requirements.

If you are an experienced Production Manager, seek the challenge to do things differently and think outside the box this is an opportunity not to be missed! For further details or information please contact

s 47F

Please note this role is located in Victoria.

Please contact **s 47F**
quoting reference number: HB1002 at:

Ph:

Email: Please click the 'Apply Now' button below.



Macquarie

Lawyers & Strategists

Our Ref: HOB7088
Your Ref: IMS: 75.005.040

3 July 2008

s 47F

Major Project Coordinator
Regional Kitchen Pty Ltd
PO Box 21
ALTONA VIC 3018

STRICTLY CONFIDENTIAL

(By email: pwest@hobsonsabay.vic.gov.au)

Dear Pam

Proposed Acquisition from Hobsons Bay City Council
Lot 10 Drake Boulevard, Altona Gardens, Altona

I submit the following estimate of our professional fees for your consideration.

To –

- Reviewing sworn valuation to be obtained in relation to the land
- Reviewing geotechnical and land contamination reports to be obtained in relation to the property
- Reviewing any other relevant background documentation
- Settling and approving formal letter of offer to Hobsons Bay City Council (HBCC)

124 Exhibition Street, Melbourne 3000
Tel + 613 9650 6700 Fax + 613 9650 6355

E-mail solutions@macquarielawyers.com.au

- Reviewing existing contract of sale entered into by the HBCC in relation to the land, including Vendor's section 32 statement and any other relevant documentation
- Reviewing searches, enquiries and requisitions and answers already undertaken by the lawyers acting for the HBCC, prior to authorising exercise of RK nomination rights
- Carrying out up-to-date search of certificate of title
- Noting and providing advice in relation to planning scheme amendment, concerning inundation issues (as that issue is presently understood)
- Checking zoning and planning controls applicable to land
- Preparing (or approving) transfer of land and arranging for execution
- Preparing nomination forms for agreed substituted purchaser arrangements
- Advising in relation to and approving form of mortgage in relation to balance of purchase moneys payable to HBCC over agreed payment term
- Effecting settlement of transaction and preparing or approving final adjustments (if any)
- Securing registration of transfer of land in favour of RK
- Confirming registration of mortgage
- Providing advice as required in relation to the above matters
- Liaising generally with the lawyers for the HBCC during the course of this transaction

Our professional fees estimate - \$3,500 (plus GST), plus title search fees (excluding stamp duty and other applicable government charges).

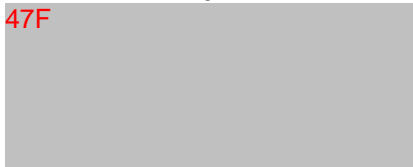
While we have done our best to estimate our fees based on available information and understanding, it is not uncommon during the course of a property conveyancing transaction for 'unexpected matters' to arise. If this were to occur, we would inform you of these matters as soon as they came to our attention, and the reasons as to why we considered them to be unexpected. On account of any such matters you should allow a buffer of, say, 20% of our estimated fees.

This fee estimate does not include any work required for, or advice in relation to, the planning permit application that is proposed for the use and development of the land as a regional kitchen facility.

Pam, I look forward to hearing from you as to whether this fee estimate is acceptable, whereupon arrangements can be made for us to be provided with full and proper instructions.

Yours sincerely

47F



Peter Lucas
for **MACQUARIE LAWYERS & STRATEGISTS**



Department of Human Services

Incorporating: Health, Community Services, Mental Health, Senior Victorians and Housing

50 Lonsdale St
GPO Box 4057
Melbourne Victoria 3001
DX210081
www.dhs.vic.gov.au
Telephone: 1300 650 172
Facsimile: 1300 785 859



OUR REF: ADF.07/9840

YOUR REF:

s 47F

Chief Executive Officer
Regional Kitchen Group
123 Queen Street
ALTONA 3018

Dear s 47F

I am pleased to inform you that the Funding Agreement between the State of Victoria and Regional Kitchen Pty Ltd has been executed by the Hon Lisa Neville, Minister for Senior Victorians. I enclose a copy of the agreement for your records.

As a result of the execution of the agreement, a payment has been made to Regional Kitchen Pty Ltd for \$6.6million (inclusive of GST).

As noted in the agreement, I am as Director Aged Care the supervising officer for the Department of Human Services. The Agreement will be managed within DHS by the Manager HACC Service Development, currently Mr Calvin Graham.

I look forward to the development of the regional kitchen, as an important producer of meals for the HACC delivered meals service

Yours sincerely

47F

Director Aged Care

20/6/08
9096 7344

47F

9096 7664



Production Manager

New purpose built facility
Pivotal member of the senior management team
Passion for food quality and menu development

A government funded organisation made up by Fourteen Victorian municipalities who have formed a joint venture company to provide nutritious, culturally sensitive, high quality meals for home, aged and community care programs, (predominantly meals on wheels). A cutting edge, environmentally sustainable design has been selected which will provide a state of the art work environment for the staff. Production from the new purpose built facility in Altona will commence in late 2010. This is an exciting concept that will break new ground. Production methods will be environmentally sensitive and embrace sustainable practice, achieve high standards of food safety and be responsive to the health and safety of employees. Employment practices will include career pathways and entry level opportunities and support for people who are disadvantaged in the labour market.

The appointed Production Manager will be an inspiring and experienced individual with a passion for quality food and menu development to join its management team and to work closely with CEO and Project Manager in leading this exciting entrepreneurial company into the next phase of its life. The Production Manager will take overall responsibility of all production and product development processes, HACCP, quality management and team leadership.

You will have responsibility across the operation therefore you must be able to successfully implement plans within a culture of continuous improvement, team working and people development. You will be required to lead and develop the management team to deliver cost effective utilisation of the kitchen and resources, complying with all relevant Health & Safety, statutory and legal requirements.

If you are an experienced Production Manager, seek the challenge to do things differently and think outside the box this is an opportunity not to be missed! For further details or information please contact **47F**. Please note this role is located in Victoria.

Please contact **47F**
quoting reference number: HB1002 at:

Ph:

Email: Please click the 'Apply Now' button below.



Community Chef

ABN:31 128 645 312

General Purpose Financial Report
For the Period Ended 30 June 2008

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RFK PTY LTD t/a COMMUNITY CHEF

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FINANCIAL REPORT

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RFK PTY LTD t/a COMMUNITY CHEF
REPORT OF OPERATIONS
FOR THE PERIOD ENDED 30 JUNE 2008

General Information

Community Chef was established on 7 December 2007 pursuant to the general authority contained in section 193 (1) of the *Local Government Act* 1989. The company was incorporated under the *Corporations Act 2001* on 7 December 2007 as a proprietary company limited by shares.

The Relevant Minister is The Hon. Richard Wynne MP.

The principal objective of the company is the administration, establishment, operation and facilitation of a system for the sourcing, provision and delivery of meals to member councils.

During the period, the project group undertook incorporation and the commencement of design work for future production.

The names and particulars of the directors in office during or since the end of the financial period are: -
William Jaboor, Williamstown, VIC (Chair)

47F

Directors have been in office since the company was established, unless otherwise stated.

Audit Committee

The Audit Committee will be established early in the 2009 financial year.

Chief Executive Officer

The Chief Executive Officer is 47F The duties associated with the position relate to assisting the Interim Board in the full range of responsibilities to establish the company and appoint relevant Directors and staff.

Financial Results and Financial Position

	2008 \$'000
Income from continuing operations	359
Expenses from continuing operations	236
Operating result for the period	123
Net Assets at Year End	124

47F

(On behalf of the Board)
Chairperson
William Jaboor
24 September 2008

47F

(Accountable Officer)
Chief Executive Officer

47F

24 September 2008

RFK PTY LTD t/a COMMUNITY CHEF
DIRECTORS REPORT
FOR THE PERIOD ENDED 30 JUNE 2008

Your directors present their report on the company for the financial period ended 30 June 2008. The financial report has been prepared pursuant to the *Corporations Act 2001*.

Directors

The names and particulars of the directors in office during or since the end of the financial period are:

William Jaboor (Chair)

William Jaboor has over 30 years of experience in Local Government in both Victoria and Queensland. He was appointed to his current role of Chief Executive Officer of Hobsons Bay City Council in February 2004, having previously been the CEO of the City of Greater Shepparton for nearly 10 years. William has an Associate Diploma of Business Studies, a Bachelor of Arts Degree and an MBA.

Associate Professor 47F (Appointed 1 February 2008)

47F took up his joint appointment as Associate Professor, La Trobe University and Senior Research & Policy Manager Ageing and Social Exclusion with the Brotherhood of St Lawrence in February 2008. 47F has a long history of involvement in policy and service development in the aged care sector over twenty five years. He has held senior management positions in aged care in the government, not-for profit and business sectors.

47F

BEcon (Hons), Grad Dip Env Design, Grad Dip Management, GAICD. City of Stonnington's Chief Executive Officer, 47F was appointed CEO in 1999 and has over 25 years experience in economics, urban planning and business management in both the public and private sectors.

47F

47F was appointed Chief Executive Officer of the Greater Dandenong City Council in October 2006.

He was previously Chief Executive at Manningham City Council and in his extensive local government career he has held executive roles at Manningham and Mornington Peninsula Shire. He holds tertiary and post graduate qualifications in civil engineering, municipal engineering and business administration.

47F

B Econ, Dip Ed, Grad Dip App Info Sys (Hons) GAICD

A qualified teacher and economist, 47F has held a series of senior positions with the Department of Education, the Office of Local Government and Victoria Grants Commission. 47F has held executive positions at the City of Moonee Valley, City of Ballarat and the Surf Coast Shire. Since 2005, 47F has held the position of CEO at the City of Darebin.

47F (Resigned 10 January 2008)

47F is currently Chief Executive Officer of Regional Development Victoria. 47F local government experience includes the position of Chief Executive Officer at Wangaratta and Yarra Councils, Deputy Chief Executive Officer at Bendigo, and positions at Banyule and Greater Dandenong. His previous local government management responsibilities range from community services, planning, economic development and capital works.

Directors have been in office since the company was established, unless otherwise stated.

Principal Activities

The principal activity of the company since incorporation has been to commence design work for the operation of a food production facility.

Trading Results

The profit for the financial period was \$123,000.

RFK PTY LTD t/a COMMUNITY CHEF
DIRECTORS REPORT
FOR THE PERIOD ENDED 30 JUNE 2008

Review of Operations

A review of the operations of the company during the financial period and the results of those operations found that the company performed as expected. A private ruling was also sought from the Australian Taxation Office (ATO) in relation to the taxation status of the company.

Dividends

The directors do not recommend and have not provided for the payment of any dividends during the reporting period.

Share Options

No options over issued shares or interests in the company have been granted during or since the end of the financial period and there were no options outstanding at the end of the date of this report.

Significant Changes in the State of Affairs

There were no significant changes to report.

Events After the Balance Sheet Date

No matters or circumstances have arisen since the end of the financial period which significantly affected or may significantly affect the operations of the company, the results of those operations, or the state of affairs of the company in future financial years.

Likely Developments and Results

The company is likely to finalise design of the food production process. Through an independent Human Resources consultant, the company will undertake the selection process for a new Board to take effect on 1 July 2009.

Environmental Regulation

The directors are of the opinion that the company has complied with all relevant environmental legislation, so far as it concerns the operations of the entity.

Indemnifying Officers

The company has not, during or since the end of the financial period, in respect of any person who is or has been an officer of the company:

- indemnified or made any relevant agreement for indemnifying against a liability incurred as an officer, including costs and expenses in successfully defending legal proceedings; or
- paid or agreed to pay a premium in respect of a contract insuring against a liability incurred as an officer for the cost or expenses to defend legal proceedings;

with the exception of the following matter:

- During or since the financial period, the company has paid premiums to insure all directors and staff against liabilities for costs and expenses incurred by them in defending any legal proceedings arising out of their conduct while acting in the capacity of officer of the company, other than conduct involving a wilful breach of duty in relation to the company. The amount of the premium was paid as part of an overall insurance charge to the company.

Proceedings on Behalf of Company

No person has applied for leave of Court to bring proceedings on behalf of the company, or intervene in any proceedings, to which the company is a party for the purpose of taking responsibility on behalf of the company, for all or any part of those proceedings.

RFK PTY LTD t/a COMMUNITY CHEF
DIRECTORS REPORT
FOR THE PERIOD ENDED 30 JUNE 2008

Rounding of Amounts

Community Chef is a company of the kind referred to in ASIC Class Order 98/100, dated 10 July 1998, and in accordance with that Class Order amounts in the directors' report and the financial report are rounded to the nearest \$1,000.

Meetings of Directors

The numbers of meetings of the company's board of directors held during the period ended 30 June 2008, and the numbers of meetings attended by each director were:

Director's Name	Directors' Meetings		
	Held	Eligible to Attend	Attended
47F	6	6	5
	6	6	6
	6	6	5
	6	6	5
	6	1	1
	6	4	4

Auditors independence declaration

A copy of the auditor's independence declaration as required under section 307C of the *Corporations Act 2001* is set out on page 6.

Dated at Melbourne the 24th day of September 2008, in accordance with a resolution of the Board.

47F

William Jaboor
 Director
 24 September 2008

Melbourne

47F

Director
 24 September 2008

**RFK PTY LTD t/a COMMUNITY CHEF
DIRECTORS DECLARATION
FOR THE PERIOD ENDED 30 JUNE 2008**

The directors of the company declare that:

- 1 The financial statements and notes of Community Chef as set out on pages 8 to 20 are in accordance with the *Corporations Act 2001*, including:
 - (a) giving a true and fair view of the company's balance sheet as at 30 June 2008 and of the income statement for the period ended on that date; and
 - (b) complying with Accounting Standards and Corporations Regulations.
- 2 In the directors' opinion, as at the date of this declaration, there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

47F

William Jaboor
Director
24 September 2008
Melbourne

47F

Director
24 September 2008

**RFK PTY LTD t/a COMMUNITY CHEF
INDEPENDENCE DECLARATION**

VAGO

Victorian Auditor-General's Office

AUDITOR-GENERAL'S INDEPENDENCE DECLARATION

To the Directors of RFK Pty Ltd

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General, an independent officer of parliament, is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised.

Under the *Audit Act 1994*, the Auditor-General is the auditor of each public authority and for the purposes of conducting an audit has access to all documents and property, and may report to parliament any matters which the Auditor-General considers appropriate.

Independence Declaration

As auditor for RFK Pty Ltd for the year ended 30 June 2008, I declare that, to the best of my knowledge and belief, there have been:

- (a) no contraventions of auditor independence requirements of the *Corporations Act 2001* in relation to the audit
- (b) no contraventions of any applicable code of professional conduct in relation to the audit.

MELBOURNE
14 October 2008

47F

Auditor-General

RFK PTY LTD t/a COMMUNITY CHEF

AUDITOR GENERAL'S REPORT

VAGO

Victorian Auditor-General's Office

INDEPENDENT AUDITOR'S REPORT

To the Members of RFK Pty Ltd

The Financial Report

This is complying financial report for the year ended 30 June 2008 of RFK Pty Ltd which comprises an income statement, balance sheet, statement of changes in equity, cash flows statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the directors' declaration has been audited.

The Directors' Responsibility for the Financial Report

The Directors of RFK Pty Ltd are responsible for the preparation and the fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the financial reporting requirements of the *Corporations Act 2001*. This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

As required by the *Corporations Act 2001* and *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Company Directors, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial statements published in both the annual report and on the website of RFK Pty Ltd for the year ended 30 June 2008. The Directors of the company are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report produced on the company's web site.

**RFK PTY LTD t/a COMMUNITY CHEF
AUDITOR GENERAL'S REPORT**

VAGO

Victorian Auditor-General's Office

Independent Auditor's Report (continued)

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession and the *Corporations Act 2001*. I confirm that I have given to the Directors of the company a written independence declaration, a copy of which is included in the Directors' Report.

Auditor's Opinion

In my opinion, the financial report of RFK Pty Ltd is in accordance with the *Corporations Act 2001*, including:

- a) giving a true and fair view of the Company's financial position as at 30 June 2008 and of its financial performance for the year ended on that date; and
- b) complying with Australian Accounting Standards (including Australian Accounting Interpretations) and the *Corporations Regulations 2001*.

MELBOURNE
14 October 2008

47F

Auditor-General

2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 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RFK PTY LTD t/a COMMUNITY CHEF
INCOME STATEMENT
FOR THE PERIOD ENDED 30 JUNE 2008

	Note	2008 \$'000
Income from continuing operations		
User charges	3	200
Grants and contributions	4	159
		<u>359</u>
Expenses from continuing operations		
Materials and services	5	236
		<u>236</u>
Operating result for the period		<u>123</u>

The above income statement should be read with the accompanying notes.

RFK PTY LTD t/a COMMUNITY CHEF
BALANCE SHEET
AS AT 30 JUNE 2008

	Note	2008 \$'000
CURRENT ASSETS		
Current Assets - Trade and other receivables	7	165
Total Current Assets		<u>165</u>
TOTAL ASSETS		<u>165</u>
CURRENT LIABILITIES		
Current Liabilities - Trade and other payables	8	41
Total Current Liabilities		<u>41</u>
TOTAL LIABILITIES		<u>41</u>
NET ASSETS		<u>124</u>
Represented By		
Accumulated surplus		123
Issued capital	9	1
TOTAL EQUITY		<u>124</u>

The above balance sheet should be read with the accompanying notes.

RFK PTY LTD t/a COMMUNITY CHIEF
STATEMENT OF CHANGES IN EQUITY
FOR THE PERIOD ENDED 30 JUNE 2008

	Notes	Total	Accumulated Surplus	Issued Capital
		2008	2008	2008
		\$'000	\$'000	\$'000
Balance at beginning of financial period		-	-	-
Operating result for the period		123	123	-
Issued Capital	9	1	-	1
Balance at end of financial period		124	123	1

The above statement of changes in equity should be read with the accompanying notes.

RFK PTY LTD t/a COMMUNITY CHEF
CASH FLOWS STATEMENT
FOR THE PERIOD ENDED 30 JUNE 2008

	Note	2008 \$'000
Cash flows from operating activities		
Government Grants		159
Receipt of user charges		200
Net GST Refund		(11)
Payments to suppliers		(195)
Net cash provided by operating activities	10	<u>153</u>
Cash flows from investing activities		
Loan to intercompany account		(154)
Net cash provided by investing activities		<u>(154)</u>
Cash flows from financing activities		
Proceeds from capital contributions	9	1
Net cash provided by financing activities		<u>1</u>
Net increase in cash and cash equivalents		-
Cash and cash equivalents at the beginning of the financial period		-
Cash and cash equivalents at the end of the financial period	11	<u>-</u>

The above cash flow statement should be read with the accompanying notes.

RFK PTY LTD t/a COMMUNITY CHEF
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 1 Statutory reporting requirements

Community Chef is a company established by 14 Victorian Local Government Councils under the authority of section 193 of the *Local Government Act 1989*. The principal objectives of the company are the administration, establishment, operation and facilitation of a system for the sourcing, provision and delivery of meals to member councils.

The financial report of Community Chef for the period ended 30 June 2008 has been prepared pursuant to the *Corporations Act 2001*.

Note 2 Significant accounting policies

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards and Interpretations and other authoritative pronouncements.

(a) Basis of Accounting

This financial report has been prepared on the accrual and going concern bases. This financial report has been prepared under the historical cost convention. Comparative figures have not been included as this is the first financial year of operation.

(b) Revenue recognition

User charges

User charges are recognised as revenue when the service has been provided or the payment received, whichever occurs first.

Grants and contributions

Grants, and contributions are recognised as revenue when the company obtains control over the assets comprising these receipts.

Control over granted assets is normally obtained upon their receipt (or acquittal) and are valued at their fair value at the date of transfer.

Income is recognised when the company obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the company, and the amount of the contribution can be measured reliably.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at balance date.

(c) Cash and cash equivalents

No cash or cash equivalents were held by the company in the 2007/2008 financial period as funds have been held in trust by Hobsons Bay City Council. Bank accounts were established early in the 2008/2009 financial year.

(d) Agreements equally proportionately unperformed

The company does not recognise assets and liabilities arising from agreements that are equally proportionately unperformed. Such agreements are recognised on an 'as incurred' basis.

(e) Goods and Services Tax (GST)

Revenues, expenses, and assets are recognised net of GST, except where the GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an expense. Receivables and payables are shown inclusive of GST.

Cash flows are presented in the Cash Flows Statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

RFK PTY LTD t/a COMMUNITY CHEF
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 2 Significant accounting policies (cont..)

(f) Income Tax

Community Chef is exempt from income tax pursuant to section 23(e) of the *Income Tax Assessment Act 1936*, as amended.

(g) Rounding

Unless otherwise stated, amounts in the report have been rounded to the nearest thousand dollars.

(h) New standards and interpretations issued but not yet effective

At the date of this financial report the following standards and interpretations, which may impact the entity in the period of initial application, have been issued but are not yet effective:

Ref	Title	Summary	Application date (financial years)	Expected Impact
AASB 1004	<i>Contributions (revised December 2007)</i>	Relocates requirements on contributions from public sector standards AAS 27, AAS 29 and AAS 31	1-Jul-08	Should not have any impact -- relocation only.
AASB 2007-3	<i>Amendments to Australian Accounting Standards arising from AASB 8</i>	Amends AASB 5, AASB 6, AASB 102, AASB 107, AASB 119, AASB 127, AASB 134, AASB 136, AASB 1023 & AASB 1038 as a result of issue of AASB 8	1-Jan-09	Disclosures only.
AASB 2007-8	<i>Amendments to Australian Accounting Standards arising from AASB 101</i>	Amends the majority of standards and Interpretations as a result of issue of AASB 101	1-Jan-09	Disclosures only.

RFK PTY LTD t/a COMMUNITY CHIEF
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

		2008 \$'000
Note 3	User charges	
	Council operating contributions	200
		<u>200</u>
Note 4	Grants and contributions	
	Grants were received in respect of the following:	
	Department of Human Services	159
		<u>159</u>
Note 5	Materials and services	
	Consultants	73
	External Audit Fees	6
	Legal Fees	15
	General Administration	142
		<u>236</u>
Note 6	Current Assets - Cash and cash equivalents	
	Nil	<u>-</u>
Note 7	Current Assets - Trade and other receivables	
	Net GST Receivable	11
	Hobsons Bay City Council holding funds in trust	154
		<u>165</u>
Note 8	Current Liabilities - Trade and other payables	
	Accrued Expenses and Creditors	41
		<u>41</u>

RFK PTY LTD t/a COMMUNITY CHEF
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 9 Contributed Equity

	Total Shares
Banyule City Council	921
Brimbank City Council	718
Greater Dandenong City Council	683
Darebin City Council	1,332
Greater Geelong City Council	1,051
Hobsons Bay City Council	635
Hume City Council	329
Macedon Ranges Shire Council	201
Maribyrnong City Council	660
Melton Shire Council	231
Moonee Valley City Council	1,039
Moreland City Council	1,358
Stonnington City Council	342
Yarra City Council	500
Ordinary shares @ \$0.10 per share	<u>10,000</u>

Ordinary shares participate in dividends and the proceeds on winding up of the company in proportion to the number of shares held.

At shareholders meetings, each ordinary share is entitled to one vote when a poll is called, otherwise each shareholder has one vote on a show of hands.

2008
\$'000

Note 10 Reconciliation of surplus for the period to cash flows from operating activities

Surplus / (deficit) for the period	123
Change in Operating Assets and Liabilities:	
(Increase)/Decrease in Receivables	(165)
Increase/(Decrease) in Payables	41
Increase/(Decrease) in Loan to Intercompany Account	154
Net cash flows provided by operating activities	<u>153</u>

Note 11 Reconciliation of cash and cash equivalents

Cash and Cash Equivalents (see Note 6)	-
Cash at End of Financial Period	<u>-</u>

RFK PTY LTD t/a COMMUNITY CHEF
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 12 Related Party Disclosures

(a) Directors

The names of the persons who were directors of Community Chef during the financial period were:

- William Jaboor is the Chief Executive Officer of Hobsons Bay City Council.
- Gerard Naughtin has a joint appointment as Associate Professor, La Trobe University and Senior Research & Policy Manager Ageing and Social Exclusion with the Brotherhood of St Lawrence.
- Hadley Sides is the Chief Executive Officer of the City of Stonnington.
- John Bennie is the Chief Executive Officer of Greater Dandenong City Council.
- Michael Ulbrick is the Chief Executive Officer at the City of Darebin.
- Justin Hanney is the Chief Executive Officer of Regional Development Victoria.

No income was received or due and receivable by the directors of the company.

Directors were not paid remuneration, nor received a prescribed benefit throughout the period.

(b) Executive officers' remuneration

No executive officers were paid more than \$100,000.

(c) Retirement benefits of responsible persons

No retirement benefits were paid in connection with the retirement of responsible persons of the company.

(d) Loans

No loans were in existence at reporting date that have been made, guaranteed or secured by the company to responsible persons of the company or a related party of a responsible person.

(e) Related party transactions

	2008
	\$'000
Income received from:	
Banyule City Council	14
Brimbank City Council	13
Greater Dandenong City Council	15
Darebin City Council	20
Greater Geelong City Council	19
Hume City Council	8
Hobsons Bay City Council	13
Macedon Ranges Shire Council	6
Maribyrnong City Council	12
Melton Shire Council	7
Moonee Valley City Council	18
Moreland City Council	21
Stonnington City Council	9
Yarra City Council	11
	<u>185</u>
Amount receivable from:	
Hobsons Bay City Council holding funds in trust	<u>154</u>

RFK PTY LTD t/a COMMUNITY CHEF
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 13 Financial instruments

(a) Accounting Policies, terms, and conditions

Community Chef's accounting policies, including the terms, and conditions of each class of financial asset and financial liability, both recognised and unrecognised at balance date, are as follows:

<i>Recognised Financial Instruments</i>	<i>Note</i>	<i>Accounting Policies</i>	<i>Terms and Conditions</i>
<i>(i) Financial Assets</i>			
Current Assets - Trade and other receivables	7	Receivables are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debts will be recognised when there is objective evidence that an impairment loss has occurred.	Receivables are amounts due to the company for the provision of other services. Terms are 21 days, with no interest being charged.
<i>(ii) Financial Liabilities</i>			
Current Liabilities - Trade and other payables	8	Liabilities are recognised for amounts to be paid in the future for goods and services provided to the company as at balance date whether or not invoices have been received.	General creditors are unsecured, not subject to interest charges and are normally settled on net 30 day terms or less where appropriate.

RFK PTY LTD t/a COMMUNITY CHEF
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 13 Financial instruments (cont.)

(b) Interest Rate Risk

The exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognized at balance date, are as follows:

2008 Financial Instruments	Floating Interest Rates	Fixed Interest maturing in:			Non Interest Bearing	Total
		Not later than 1 year	Later than 1 year but not later than 5 years	Later than 5 years		
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<i>Financial Assets</i>						
Current Assets - Trade and other receivables	-	-	-	-	154	154
Weighted average interest rate	-	-	-	-	N/A	-
<i>Total Financial Assets</i>	-	-	-	-	154	154
<i>Financial Liabilities</i>						
Current Liabilities - Trade and other payables	-	-	-	-	41	41
Weighted average interest rate	-	-	-	-	N/A	-
<i>Total Financial Liabilities</i>	-	-	-	-	41	41
<i>Net Financial Assets (Liabilities)</i>	-	-	-	-	113	113

RFK PTY LTD t/a COMMUNITY CHEF
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 13 Financial instruments (cont.)

(c) Net Fair Values

The aggregate net fair values of financial assets and liabilities, both recognised and unrecognised at balance date, are as follows:

Financial Instruments	Total carrying amount as per Balance Sheet 2008 \$'000	Aggregate net fair value 2008 \$'000
<i>Financial Assets</i>		
Current Receivables	154	154
<i>Total Financial Assets</i>	154	154
<i>Financial Liabilities</i>		
Current Liabilities - Trade and other payables	41	41
<i>Total Financial Liabilities</i>	41	41

(d) Credit Risk

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of those assets as indicated in the Balance Sheet.

(e) Risks and mitigation

The risks associated with our main financial instruments and our policies for minimising these risks are detailed below.

Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The company's exposure to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Components of market risk to which we are exposed are discussed below.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities that we use. Non derivative interest bearing assets are predominantly short term liquid assets.

We do not have any loan borrowings so there is minimal interest rate risk.

RFK PTY LTD t/a COMMUNITY CHEF
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 13 Financial instruments (cont.)

At balance day, we did not have investments of surplus funds. In the new financial year surplus funds will be invested with approved financial institutions under the *Local Government Act 1989* and interest rate risk will be managed by adopting an investment policy that ensures:

- conformity with State and Federal regulations and standards,
- adequate safety,
- appropriate liquidity,
- diversification by credit rating, financial institution and investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

Maturity will be staggered to provide for interest rate variations and to minimise interest rate risk.

Credit risk

Trade and other receivables consist of amounts owed by the Australian Taxation Office and funds held in trust by Hobsons Bay City Council. Credit risk associated with the company's financial assets is therefore minimal. Ongoing credit evaluation will be performed on the financial condition of our customers and, where appropriate, an allowance for doubtful debts raised.

Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle a transaction on the date;
- we will be forced to sell financial assets at a value which is less than what they are worth; or
- we may be unable to settle or recover a financial assets at all.

To help reduce these risks we will:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place; and
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments; and
- monitor budget to actual performance on a regular basis.

The company's exposure to liquidity risk is deemed insignificant based on current assessment of risk.



Regional Kitchen Pty Ltd

ABN:78 130 471 206

General Purpose Financial Report

For the Period Ended 30 June 2008

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REGIONAL KITCHEN PTY LTD

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REGIONAL KITCHEN PTY LTD
REPORT OF OPERATIONS
FOR THE PERIOD ENDED 30 JUNE 2008

General Information

Regional Kitchen Pty Ltd was established on 4 April 2008 pursuant to the general authority contained in section 193 (1) of the *Local Government Act 1989*. The company was incorporated under the *Corporations Act 2001* on 4 April 2008 as a proprietary company limited by shares.

The Relevant Minister is The Hon. Richard Wynne MP.

The principal objective of the company is to identify, procure and develop a food production facility suitable to lease to Community Chef, (RFK Pty Ltd), that maximises social, economic and environmental benefits during construction and in the operation of the facility, and that has the flexibility to adapt to changes in technology, production methods and consumer demand over the life of the facility.

During the period, the company undertook incorporation and commenced a process to identify the site for the facility, further design work and the securement of \$6 million government funding exclusive of GST.

The names and particulars of the directors in office during or since the end of the financial period are: -

47F

Directors have been in office since the company was established, unless otherwise stated.

Audit Committee

The Audit Committee will be established early in the 2009 financial year.

Chief Executive Officer

The Chief Executive Officer is 47F. The duties associated with the position relate to assisting the Interim Board in the full range of responsibilities to establish the company and appoint relevant Directors and staff.

Financial Results and Financial Position

	2008 \$'000
Income from continuing operations	6,174
Expenses from continuing operations	98
Operating result for the period	<u>6,076</u>
Net Assets at Year End	8,326

47F

(On behalf of the Board)
Chairperson
William Jahoor
24 September 2008

47F

24 September 2008

REGIONAL KITCHEN PTY LTD

DIRECTORS REPORT

FOR THE PERIOD ENDED 30 JUNE 2008

Your directors present their report on the company for the financial period ended 30 June 2008. The financial report has been prepared pursuant to the *Corporations Act 2001*.

Directors

The names and particulars of the directors in office during or since the end of the financial period are:

William Jaboor (Chair)

William Jaboor has over 30 years of experience in Local Government in both Victoria and Queensland. He was appointed to his current role of Chief Executive Officer of Hobsons Bay City Council in February 2004, having previously been the CEO of the City of Greater Shepparton for nearly 10 years. William has an Associate Diploma of Business Studies, a Bachelor of Arts Degree and an MBA.

Associate Professor 47F

47F took up his joint appointment as Associate Professor, La Trobe University and Senior Research & Policy Manager Ageing and Social Exclusion with the Brotherhood of St Lawrence in February 2008. 47F has a long history of involvement in policy and service development in the aged care sector over twenty five years. He has held senior management positions in aged care in the government, not-for profit and business sectors.

47F

BEcon (Hons), Grad Dip Env Design, Grad Dip Management, GAICD. City of Stonnington's Chief Executive Officer, 47F was appointed CEO in 1999 and has over 25 years experience in economics, urban planning and business management in both the public and private sectors.

47F

47F was appointed Chief Executive Officer of the Greater Dandenong City Council in October 2006.

He was previously Chief Executive at Manningham City Council and in his extensive local government career he has held executive roles at Manningham and Mornington Peninsula Shire. He holds tertiary and post graduate qualifications in civil engineering, municipal engineering and business administration.

47F

B Econ, Dip Ed, Grad Dip App Info Sys (Hons) GAICD

A qualified teacher and economist, 47F has held a series of senior positions with the Department of Education, the Office of Local Government and Victoria Grants Commission. 47F has held executive positions at the City of Moonee Valley, City of Ballarat and the Surf Coast Shire. Since 2005, 47F has held the position of CEO at the City of Darabin.

Directors have been in office since the company was established, unless otherwise stated.

Principal Activities

The principal activity of the company since incorporation was to secure funding and review design options. Projects undertaken during the period included a research tour of the latest international and local food production facilities and the site selection process.

Trading Results

The profit for the financial period was \$6.076 million.

Review of Operations

A review of the operations of the company during the financial period and the results of those operations found that income was higher than anticipated due to the early receipt of \$6 million government funding and the share subscription exceeding estimated figures by \$1.250 million. A private ruling was also sought from the Australian Taxation Office (ATO) in relation to the taxation status of the company.

REGIONAL KITCHEN PTY LTD
DIRECTORS REPORT
FOR THE PERIOD ENDED 30 JUNE 2008

Dividends

The directors do not recommend and have not provided for the payment of any dividends during the reporting period.

Share Options

No options over issued shares or interests in the company have been granted during or since the end of the financial period and there were no options outstanding at the end of the date of this report.

Significant Changes in the State of Affairs

The company gained a grant of \$6 million from the State Government.

Events After the Balance Sheet Date

No matters or circumstances have arisen since the end of the financial period which significantly affected or may significantly affect the operations of the company, the results of those operations, or the state of affairs of the company in future financial years, other than an offer to purchase Lot 10 Drake Boulevard for the site for the facility and the ATO confirmation of tax exemption status for the company for the next five income years (at which point a new private ruling will be sought).

Likely Developments and Results

Key activities in the 2008/2009 financial year will be to secure the site, work with Community Chef to verify kitchen process design requirements, investigate facility design options, finalise design and tender documentation, undertake a tender process, select a suitable contractor and appoint a project manager for the design build stage. Through an independent Human Resources consultant, the company will also undertake a Board selection process to facilitate the appointment of three Ordinary and two Independent Directors to take effect on 1 July 2009.

Environmental Regulation

The directors are of the opinion that the company has complied with all relevant environmental legislation, so far as it concerns the operations of the entity.

Indemnifying Officers

The company has not, during or since the end of the financial period, in respect of any person who is or has been an officer of the company:

- indemnified or made any relevant agreement for indemnifying against a liability incurred as an officer, including costs and expenses in successfully defending legal proceedings; or
- paid or agreed to pay a premium in respect of a contract insuring against a liability incurred as an officer for the cost or expenses to defend legal proceedings;

with the exception of the following matter:

- During or since the financial period, the company has paid premiums to insure all directors and staff against liabilities for costs and expenses incurred by them in defending any legal proceedings arising out of their conduct while acting in the capacity of officer of the company, other than conduct involving a wilful breach of duty in relation to the company. The amount of the premium was paid as part of an overall insurance charge to the company.

Proceedings on Behalf of Company

No person has applied for leave of Court to bring proceedings on behalf of the company, or intervene in any proceedings, to which the company is a party for the purpose of taking responsibility on behalf of the company, for all or any part of those proceedings.

REGIONAL KITCHEN PTY LTD
DIRECTORS REPORT
FOR THE PERIOD ENDED 30 JUNE 2008

Rounding of Amounts

Regional Kitchen Pty Ltd is a company of the kind referred to in ASIC Class Order 98/100, dated 10 July 1998, and in accordance with that Class Order amounts in the directors' report and the financial report are rounded to the nearest \$1,000.

Meetings of Directors

The numbers of meetings of the company's board of directors held during the period ended 30 June 2008, and the numbers of meetings attended by each director were:

Director's Name	Directors' Meetings		
	Held	Eligible to Attend	Attended
47F	3	3	2
	3	3	3
	3	3	2
	3	3	3
	3	3	3

Auditors independence declaration

A copy of the auditor's independence declaration as required under section 307C of the *Corporations Act 2001* is set out on page 6.

Dated at Melbourne the 24th day of September 2008, in accordance with a resolution of the Board.

47F

Director
 24 September 2008
 Melbourne

47F

Director
 24 September 2008

**REGIONAL KITCHEN PTY LTD
DIRECTORS DECLARATION
FOR THE PERIOD ENDED 30 JUNE 2008**

The directors of the company declare that:

- 1 The financial statements and notes of Regional Kitchen Pty Ltd, as set out on pages 8 to 20 are in accordance with the *Corporations Act 2001*, including:
 - (a) giving a true and fair view of the company's balance sheet as at 30 June 2008 and of the income statement for the period ended on that date; and
 - (b) complying with Accounting Standards and Corporations Regulations.
- 2 In the directors' opinion, as at the date of this declaration, there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

47F

William Jaboor
Director
24 September 2008
Melbourne

47F

Director
24 September 2008

REGIONAL KITCHEN PTY LTD INDEPENDENCE DECLARATION

VAGO

Victorian Auditor-General's Office

AUDITOR-GENERAL'S INDEPENDENCE DECLARATION

To the Directors of Regional Kitchen Pty Ltd

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General, an independent officer of parliament, is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised.

Under the *Audit Act 1994*, the Auditor-General is the auditor of each public authority and for the purposes of conducting an audit has access to all documents and property, and may report to parliament any matters which the Auditor-General considers appropriate.

Independence Declaration

As auditor for Regional Kitchen Pty Ltd for the year ended 30 June 2008, I declare that, to the best of my knowledge and belief, there have been:

- (a) no contraventions of auditor independence requirements of the *Corporations Act 2001* in relation to the audit
- (b) no contraventions of any applicable code of professional conduct in relation to the audit.

MELBOURNE
14 October 2008

47F

Auditor-General

REGIONAL KITCHEN PTY LTD AUDITOR GENERAL'S REPORT

VAGO

Victorian Auditor-General's Office

INDEPENDENT AUDITOR'S REPORT

To the Members of Regional Kitchen Pty Ltd

The Financial Report

The accompanying financial report for the year ended 30 June 2008 of Regional Kitchen Pty Ltd which comprises an income statement, balance sheet, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the directors declaration has been audited.

The Directors' Responsibility for the Financial Report

The Directors of Regional Kitchen Pty Ltd are responsible for the preparation and the fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the financial reporting requirements of the *Corporations Act 2001*. This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

As required by the *Corporations Act 2001* and *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Company Directors, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Matters Relating to the Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial statements published in both the annual report and on the website of Regional Kitchen Pty Ltd for the year ended 30 June 2008. The Directors of the company are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the company's web site.

Level 14, 250 Collins Street, Melbourne Vic. 3000

Telephone: (03) 9601 1300 Fax: (03) 9601 7010 Email: enquiries@vago.vic.gov.au Website: www.vago.vic.gov.au

Approved on the Auditor's Report

REGIONAL KITCHEN PTY LTD
AUDITOR GENERAL'S REPORT

VAGO

Victorian Auditor-General's Office

Independent Auditor's Report (continued)

Independence

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession and the *Corporations Act 2001*. I confirm that I have given to the Directors of the company a written independence declaration, a copy of which is included in the Directors' Report.

Auditor's Opinion

In my opinion, the financial report of Regional Kitchen Pty Ltd is in accordance with the *Corporations Act 2001*, including:

- a) giving a true and fair view of the Company's financial position as at 30 June 2008 and of its financial performance for the year ended on that date; and
- b) complying with Australian Accounting Standards (including Australian Accounting Interpretations) and the *Corporations Regulations 2001*.

MELBOURNE
 14 October 2008

47F

Auditor-General

Level 24, 200 Collins Street, Melbourne, Vic 3000
 Telephone: (03) 9601 7000 Email: enquiries@vago.vic.gov.au Website: www.vago.vic.gov.au

Auditing in the Public Interest

REGIONAL KITCHEN PTY LTD
INCOME STATEMENT
FOR THE PERIOD ENDED 30 JUNE 2008

	Note	2008 \$'000
Income from continuing operations		
User charges	3	174
Grants and contributions	4	6,000
		<u>6,174</u>
Expenses from continuing operations		
Materials and services	5	98
		<u>98</u>
Operating result for the period		<u>6,076</u>

The above income statement should be read with the accompanying notes.

REGIONAL KITCHEN PTY LTD
BALANCE SHEET
AS AT 30 JUNE 2008

	Note	2008 \$'000
CURRENT ASSETS		
Current Assets - Cash and cash equivalents	6	6,600
Current Assets - Trade and other receivables	7	2,352
Total Current Assets		<u>8,952</u>
TOTAL ASSETS		<u>8,952</u>
CURRENT LIABILITIES		
Current Liabilities - Trade and other payables	8	626
Total Current Liabilities		<u>626</u>
TOTAL LIABILITIES		<u>626</u>
NET ASSETS		<u>8,326</u>
Represented By		
Accumulated surplus		6,076
Issued capital	9	2,250
TOTAL EQUITY		<u>8,326</u>

The above balance sheet should be read with the accompanying notes.

REGIONAL KITCHEN PTY LTD
STATEMENT OF CHANGES IN EQUITY
FOR THE PERIOD ENDED 30 JUNE 2008

	Notes	Total	Accumulated Surplus	Issued Capital
		2008	2008	2008
		\$'000	\$'000	\$'000
Balance at beginning of financial period		-	-	-
Operating result for the period		6,076	6,076	-
Issued Capital	9	2,250	-	2,250
Balance at end of financial period		8,326	6,076	2,250

The above statement of changes in equity should be read with the accompanying notes.

REGIONAL KITCHEN PTY LTD
CASH FLOWS STATEMENT
FOR THE PERIOD ENDED 30 JUNE 2008.

	Note	2008 \$'000
Cash flows from operating activities		
Government Grants (GST Incl.)		6,600
Receipt of user charges		174
Payments to suppliers		(72)
Net cash provided by operating activities	10	<u>6,702</u>
Cash flows from investing activities		
Loan to Intercompany Account		(502)
Net cash provided by investing activities		<u>(502)</u>
Cash flows from financing activities		
Proceeds from capital contributions	9	400
Net cash provided by financing activities		<u>400</u>
Net increase in cash and cash equivalents		6,600
Cash and cash equivalents at the beginning of the financial period		-
Cash and cash equivalents at the end of the financial period	11	<u><u>6,600</u></u>

The above cash flow statement should be read with the accompanying notes.

REGIONAL KITCHEN PTY LTD
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 1

Statutory reporting requirements

Regional Kitchen Pty. Ltd. is a company established by 11 Victorian Local Government Councils under the authority of section 193 of the *Local Government Act 1989*. The principal objectives of the company are to identify, procure and develop a food production facility suitable to lease to Community Chef, (RFK Pty Ltd), that maximises social, economic and environmental benefits during construction and in the operation of the facility, and that has the flexibility to adapt to changes in technology, production methods and consumer demand over the life of the facility.

The financial report of Regional Kitchen Pty. Ltd. for the period ended 30 June 2008 has been prepared pursuant to the *Corporations Act 2001*.

Note 2

Significant accounting policies

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards and Interpretations and other authoritative pronouncements.

(a) *Basis of Accounting*

This financial report has been prepared on the accrual and going concern bases. This financial report has been prepared under the historical cost convention. Comparative figures have not been included as this is the first financial year of operation.

(b) *Revenue recognition*

User charges

User charges are recognised as revenue when the service has been provided or the payment received, whichever occurs first.

Grants and contributions

Grants, and contributions are recognised as revenue when the company obtains control over the assets comprising these receipts.

Control over granted assets is normally obtained upon their receipt (or acquittal) and are valued at their fair value at the date of transfer.

Income is recognised when the company obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the company, and the amount of the contribution can be measured reliably.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at balance date.

(c) *Cash and cash equivalents*

For the purposes of the cash flows statement, cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments that are readily convertible to cash on hand at the company's option and are subject to insignificant risk of changes in values, net of outstanding bank overdrafts.

(d) *Agreements equally proportionately unperformed*

The company does not recognise assets and liabilities arising from agreements that are equally proportionately unperformed. Such agreements are recognised on an 'as incurred' basis.

(e) *Goods and Services Tax (GST)*

Revenues, expenses, and assets are recognised net of GST, except where the GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an expense. Receivables and payables are shown inclusive of GST.

Cash flows are presented in the Cash Flows Statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

REGIONAL KITCHEN PTY LTD
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 2 Significant accounting policies (cont.)

(f) Income Tax

Regional Kitchen Pty Ltd is exempt from income tax pursuant to section 23(c) of the *Income Tax Assessment Act 1936*, as amended.

(g) Rounding

Unless otherwise stated, amounts in the report have been rounded to the nearest thousand dollars.

(h) New standards and interpretations issued but not yet effective

At the date of this financial report the following standards and interpretations, which may impact the entity in the period of initial application, have been issued but are not yet effective:

Ref	Title	Summary	Application date (financial years beginning)	Expected Impact
ABAS 1904	<i>Contributions (revised December 2007)</i>	Relocates requirements on contributions from public sector standards ALAS 27, ALAS 29 and ALAS 31	1-Jul-08	Should not have any impact – relocation only.
ABAS 123	<i>Borrowing Costs</i>	Revised standard – require borrowing costs directly attributable to qualifying assets to be capitalised, where previously they could be immediately expensed.	1-Jan-09	Impact with borrowings to be capitalised for the building of the kitchen facility.
ABAS 2007-3	<i>Amendments to Australian Accounting Standards arising from ABAS 8</i>	Amends ABAS 5, ABAS 6, ABAS 102, ABAS 107, ABAS 119, ABAS 127, ABAS 134, ABAS 136, ABAS 1023 & ABAS 1038 as a result of issue of ABAS 8	1-Jan-09	Disclosures only.
ABAS 2007-8	<i>Amendments to Australian Accounting Standards arising from ABAS 101</i>	Amends the majority of standards and Interpretations as a result of issue of ABAS 101	1-Jan-09	Disclosures only.

REGIONAL KITCHEN PTY LTD
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

		2008 \$'000
Note 3	User charges	
	Council operating contributions	174
		<u>174</u>
Note 4	Grants and contributions	
	Grants were received in respect of the following:	
	Department of Human Services	6,000
		<u>6,000</u>
Note 5	Materials and services	
	Consultants	28
	External Audit Fees	6
	Legal Fees	5
	General Administration	59
		<u>98</u>
Note 6	Current Assets - Cash and cash equivalents	
	Cash at Bank	600
	Bank Bills	6,000
		<u>6,600</u>
Note 7	Current Assets - Trade and other receivables	
	Unpaid Council Equity	1,850
	Hobsons Bay City Council holding funds in trust	502
		<u>2,352</u>
Note 8	Current Liabilities - Trade and other payables	
	Accrued Expenses and Creditors	31
	Australian Taxation Office	595
		<u>626</u>

REGIONAL KITCHEN PTY LTD
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

	2008 \$'000
Note 9 Contributed Equity	
Banyule City Council	200
Greater Dandenong City Council	200
Darbin City Council	200
Greater Geelong City Council	200
Hobsons Bay City Council	200
Hume City Council	250
Melton Shire Council	200
Moonzie Valley City Council	200
Moreland City Council	200
Stonnington City Council	200
Yarra City Council	200
225 ordinary shares	<u>2,250</u>
Ordinary shares participate in dividends and the proceeds on winding up of the company in proportion to the number of shares held.	
At shareholders meetings, each ordinary share is entitled to one vote when a poll is called, otherwise each shareholder has one vote on a show of hands.	
Note 10 Reconciliation of surplus for the period to cash flows from operating activities	
Surplus / (deficit) for the period	6,076
Change in Operating Assets and Liabilities:	
(Increase)/Decrease in Receivables	(502)
Increase/(Decrease) in Payables	626
Increase/(Decrease) in Loan to Intercompany Account	502
Net cash flows provided by operating activities	<u>6,702</u>
Note 11 Reconciliation of cash and cash equivalents	
Cash and Cash Equivalents (see Note 6)	6,600
Cash at End of Financial Year	<u>6,600</u>
Note 12 Commitments	
(a) Operating commitments	
Capital Contracts	
Not later than one year	355
Later than one year but not later than five years	-
Later than five years	-
	<u>355</u>

REGIONAL KITCHEN PTY LTD
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 13 Related Party Disclosures

(a) Directors

The names of the persons who were directors of Regional Kitchen Pty Ltd during the financial year were:

- William Jaboor (Chair) is the Chief Executive Officer of Hobsons Bay City Council.
- Gerard Naughtin has a joint appointment as Associate Professor, La Trobe University and Senior Research & Policy Manager Ageing and Social Exclusion with the Brotherhood of St Lawrence.
- Hadley Sides is the Chief Executive Officer of the City of Stonnington.
- John Bennie is the Chief Executive Officer of Greater Dandenong City Council.
- Michael Ulbrick is the Chief Executive Officer at the City of Darebin.

No income was received or due and receivable by the directors of the company.

Directors were not paid remuneration, nor received a prescribed benefit throughout the year.

(b) Executive officers' remuneration

No executive officers were paid more than \$100,000.

(c) Retirement benefits of responsible persons

No retirement benefits were paid in connection with the retirement of responsible persons of the company.

(d) Loans

No loans were in existence at reporting date that have been made, guaranteed or secured by the company to responsible persons of the company or a related party of a responsible person.

(e) Related party transactions

	2008 \$'000
Income received from:	
Banyule City Council	12
Greater Dandenong City Council	12
Darebin City Council	12
Greater Geelong City Council	12
Hobsons Bay City Council	12
Hume City Council	12
Melton Shire Council	12
Moonee Valley City Council	12
Moreland City Council	12
Stonnington City Council	12
Yarra City Council	12
	<u>132</u>
Amount receivable from:	
Hobsons Bay City Council holding funds in trust	562
Unpaid Council Equity:	
Moreland City Council	200
Yarra City Council	200
Stonnington City Council	200
Greater Dandenong City Council	200
Banyule City Council	200
Moonee Valley City Council	200
Melton Shire Council	200
Hume City Council	250
Hobsons Bay City Council	200
	<u>2,352</u>

REGIONAL KITCHEN PTY LTD
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 14 Financial instruments

(a) Accounting Policies, terms, and conditions

Regional Kitchen Pty Ltd's accounting policies, including the terms, and conditions of each class of financial asset and financial liability, both recognised and unrecognised at balance date, are as follows:

<i>Recognised Financial Instruments</i>	<i>Note</i>	<i>Accounting Policies</i>	<i>Terms and Conditions</i>
<i>(i) Financial Assets</i>			
Current Assets - Cash and cash equivalents	6	<p>Cash on hand and at bank and money market call account are valued at face value.</p> <p>Interest is recognized as it accrues.</p> <p>Investments are held to maximize interest returns of surplus cash.</p>	<p>On call deposits were originally included in a non-interest bearing account in 2007/2008. This has been converted to a corporate cheque account in the new financial year.</p> <p>Funds were invested at a fixed interest rate of 8.01% in 2007/2008, net of fees.</p> <p>Bank bills and deposits are held with:</p> <ul style="list-style-type: none"> - National Australia Bank <p>The Regional Food Kitchen is able to withdraw amounts at call.</p>
Current Assets - Trade and other receivables	7	<p>Receivables are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debts will be recognised when there is objective evidence that an impairment loss has occurred.</p>	<p>Receivables are amounts due to the company for the provision of other services. Terms are 10 days, with no interest being charged.</p>
<i>(ii) Financial Liabilities</i>			
Current Liabilities - Trade and other payables	8	<p>Liabilities are recognised for amounts to be paid in the future for goods and services provided to the company as at balance date whether or not invoices have been received.</p>	<p>General creditors are unsecured, not subject to interest charges and are normally settled on not 20 day terms or less where appropriate.</p>

REGIONAL KITCHEN PTY LTD
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 14 Financial instruments (cont.)

(c) Interest Rate Risk

The exposure to interest rate risk and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised at balance date, are as follows:

2008 Financial Instruments	Floating Interest Rates \$'000	Fixed Interest maturing in:			Non Interest Bearing \$'000	Total \$'000
		Not later than 1 year \$'000	Later than 1 year but not later than 5 years \$'000	Later than 5 years \$'000		
<i>Financial Assets</i>						
Current Assets - Cash and cash equivalents	-	6,000	-	-	600	6,600
Current Assets - Trade and other receivables	-	-	-	-	2,352	2,352
Weighted average interest rate	-	8.01%	-	-	N/A	-
<i>Total Financial Assets</i>	-	6,000	-	-	2,952	8,952
<i>Financial Liabilities</i>						
Current Liabilities - Trade and other payables	-	-	-	-	31	31
Weighted average interest rate	-	-	-	-	N/A	-
<i>Total Financial Liabilities</i>	-	-	-	-	31	31
<i>Net Financial Assets/(Liabilities)</i>	-	6,000	-	-	2,921	8,921

REGIONAL KITCHEN PTY LTD
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 14 Financial instruments (cont.)

(c) Net Fair Values

The aggregate net fair values of financial assets and liabilities, both recognised and unrecognised at balance date, are as follows:

Financial Instruments	Total carrying amount as per Balance Sheet 2008 \$'000	Aggregate net fair value 2008 \$'000
<i>Financial Assets</i>		
Current Assets - Cash and cash equivalents	6,600	6,600
Current Receivables	2,352	2,352
<i>Total Financial Assets</i>	-	-
<i>Financial Liabilities</i>		
Current Liabilities - Trade and other payables	31	31
<i>Total Financial Liabilities</i>	31	31

(d) Credit Risk

The maximum exposure to credit risk at balance date in relation to each class of recognised financial asset is represented by the carrying amount of those assets as indicated in the Balance Sheet.

(e) Risks and mitigation

The risks associated with our main financial instruments and our policies for minimising these risks are detailed below.

Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The company's exposure to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

Components of market risk to which we are exposed are discussed below.

Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities that we use. Non derivative interest bearing assets are predominantly short term liquid assets.

We do not have any loan borrowings so there is minimal interest rate risk.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989.

We will manage interest rate risk by adopting an investment policy that ensures:

- conformity with State and Federal regulations and standards,
- adequate safety,
- appropriate liquidity,
- diversification by credit rating, financial institution and investment product,
- monitoring of return on investment,
- benchmarking of returns and comparison with budget.

In the future maturity will be staggered to provide for interest rate variations and to minimise interest rate risk.

REGIONAL KITCHEN PTY LTD
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 30 JUNE 2008

Note 14 Financial instruments (cont.)

Credit risk

Trade and other receivables consist of amounts owed by the member Council's including funds held in trust by Hobsons Bay City Council. Credit risk associated with the company's financial assets is therefore minimal. Ongoing credit evaluation will be performed on the financial condition of our customers and, where appropriate, an allowance for doubtful debts raised.

Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle a transaction on the date;
- we will be forced to sell financial assets at a value which is less than what they are worth; or
- we may be unable to settle or recover a financial assets at all.

To help reduce these risks we will:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The company's exposure to liquidity risk is deemed insignificant based on current assessment of risk.

f) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, the company believes the following movements are 'reasonably possible' over the next 12 months (Base rates are sourced from Reserve Bank of Australia):

- A parallel shift of +2% and -1% in market interest rates (AUD) from year-end rates of 8.01%.

The table below discloses the impact on net operating result and equity for each category of financial instruments held by the company at year-end, if the above movements were to occur.

Market risk exposure

		Interest rate risk			
		<i>Carrying amount subject to interest</i>			
		-1%		2%	
		100 basis points		200 basis points	
		points			
		<i>Profit</i>	<i>Equity</i>	<i>Profit</i>	<i>Equity</i>
2008	\$'000	\$'000	\$'000	\$'000	\$'000
Financial assets:					
Cash and cash equivalents	6,600	(66)	(66)	132	132

COMMUNITY CHEF BOARD – CONTACT LIST

Name	Council	Address	Personal Assistant	Direct Phone	PA's Email
BOARD					
	CEO Hobsons Bay City Council	P O Box 21 ALTONA 3018			
	CEO Darebin City Council	PO Box 91 PRESTON 3072			
	CEO Greater Dandenong City Council	PO Box 200 DANDENONG 3175			
	Chief Executive Mind Australia	86 - 92 Mount St PO Box 592 HEIDELBERG 3084			
	Victorian State Manager Regis Group	Level 2, 615 Dandenong Road PO Box 8373 Armadale 3143			
	CEO – Community Chef	P O Box 21 ALTONA 3018			
	Development Manager Regional Kitchen Group	P O Box 21 ALTONA 3018			
	Manager, Aged and Disability Services	PO Box 200 DANDENONG Vic 3175			
	Director Community Services	P O Box 21			

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¹ Peter is not a Board member, include in all mail outs.

C:\Documents and Settings\westlowes\app-80023\Office\Community Chef\Interim Board Contact List.doc

Last updated 13/02/2008

	Hobsons Bay City Council	ALTONA 3018			47F	hobsonsbay.vic.gov.au
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CC PTY LTD ADVISORY GROUP REPRESENTATIVES CONTACT LIST DETAILS

Council	Postal Address	Greeting	Phone	Fax	Email
Banyule City Council 275 Upper Heidelberg Road IVANHOE VIC 3079	^{47F} HACCC Team Leader – Delivered Meals Banyule City Council PO Box 51 IVANHOE VIC 3079			9499 9475	
Banyule City Council 275 Upper Heidelberg Road IVANHOE VIC 3079	^{47L} Manager Health, Aged and Community Planning Services Banyule City Council PO Box 51 IVANHOE VIC 3079				
Brimbank City Council Alexandra Avenue SUNSHINE VIC 3020	^{47L} Manager Aged & Disability Services Brimbank City Council PO Box 70 SUNSHINE VIC 3020			9249 4311	
Greater Dandenong City Council 39 Clow Street DANDENONG VIC 3175	^{47L} Manager Aged and Disability Services Greater Dandenong City Council PO Box 200 DANDENONG VIC 3175			9239 5196	
Darebin City Council 274 Gower Street, PRESTON VIC 3072	^{47L} Coordinator Meals and Transport Darebin City Council PO Box 91 PRESTON VIC 3072			8470 8877	
Greater Geelong City Council 30 Gheringhap Street GEELONG VIC 3220	^{47F} Co ordinator Ancillary Services Greater Geelong City Council PO Box 104 GEELONG VIC 3220			5227 0752	

Council	Postal Address	Greeting	Phone	Fax	Email
Hobsons Bay City Council 115 Civic Parade ALTONA VIC 3018	47F Food Services Hobsons Bay City Council PO Box 21 ALTONA VIC 3018	47F	47F	9932 4051	47F [redacted] hobsbays.vic.gov.au
Hume City Council 1079 Pascoe Vale Rd BROADMEADOWS VIC 3047	47F Manager Aged Services and Health Hume City Council PO Box 119 DALLAS VIC 3047				47F [redacted] hume.vic.gov.au
Hume City Council 1079 Pascoe Vale Rd BROADMEADOWS VIC 3047	47F [redacted] Coordinator				47F [redacted] attends the meetings with Travis
Macedon Ranges Shire Council 129 Mollison Street KYNETON VIC 3444	47F Manager Community Services Macedon Ranges Shire Council PO Box 151 KYNETON VIC 3444			54223623	47F [redacted] ranges.vic.gov.au
Manningham City Council	47F Chief Executive Officer PO Box 1 DONCASTER VIC 3108			9840 9466	47F [redacted] manningham.vic.gov.au Temporary until rep has been advised
Maribymong City Council Corner Hyde & Napier Streets FOOTSCRAY VIC 3011	47F Manager Aged & Diversity Maribymong City Council PO Box 58 FOOTSCRAY VIC 3011			9687 7793	47F [redacted] maribymong.vic.gov.au
Melton Shire Council 232 High Street MELTON VIC 3337	47F Acting manager Aged and Disability Services Melton Shire Council PO Box 21 MELTON VIC 3337			9743 9970	47F [redacted] melton.vic.gov.au
On maternity leave from 12/10/07 returning ?	47F Manager Aged and Disability Services Melton Shire Council PO Box 21 MELTON VIC 3337			9743 9970	47F [redacted] melton.vic.gov.au

Moonee Valley City Council 9 Kellaway Avenue MOONEE PONDS VIC 3039	47F Food & Community Transport Coordinator, Community Services Aged & Disability Moonee Valley City Council PO Box 126 MOONEE PONDS VIC 3039	47F	47F	9375 7456	47F @mvlc.vic.gov.au
Moreland City Council 90 Bell Street COBURG VIC 3058	47F Manager Aged Services Moreland City Council Locked Bag 10 MORELAND VIC 3058	47F	47F	9240 1212	47F @moreland.vic.gov.au ref : email 18 Dec 07, 47F to receive
Monash City Council 293 Springvale Road, GLEN WAVERLEY VIC, 3150	47F Manager Community Programs Monash City Council PO Box 1 GLEN WAVERLEY VIC 3150	47F	47F	9518 3444	
Stonnington City Council Corner of High Street & Glenferrie Road MALVERN VIC 3144	47F Services Stonnington City Council PO Box 21 PRAHRAN VIC 3181	47F	47F	8290 1198 (shared fax)	47F @stonnington.vic.gov.au
Yarra City Council 333 Bridge Road RICHMOND VIC 3121	47F Manager Aged and Disability Services Yarra City Council PO Box 168 RICHMOND VIC 3121	47F	47F	8417 6666	47F @yarracity.vic.gov.au

RFK PTY LTD SHAREHOLDER REPRESENTATIVES CONTACT DETAILS

Community Chef

Council	Postal Address	Greeting	Phone	Fax	email
Banyule City Council 275 Upper Heidelberg Road IVANHOE VIC 3079	47F Director Community Programs Banyule City Council PO Box 51 IVANHOE VIC 3079	47F		9499 9475	47F banyule.vic.gov.au
Brimbank City Council Alexandra Avenue SUNSHINE VIC 3020	47F General Manager Community Wellbeing Brimbank City Council PO BOX 70 SUNSHINE VIC 3020			9249 4351	47F brimbank.vic.gov.au
Greater Dandenong City Council 397-405 Springvale Road SPRINGVALE VIC 3171	47F Director Community Services Greater Dandenong City Council PO Box 200 DANDENONG VIC 3175			9239 5336	47F dandenong.vic.gov.au dandenong.vic.gov.au - PA
Darebin City Council 274 Gower Street, PRESTON VIC 3072	47F General Manager Communities and Culture Darebin City Council PO Box 91 PRESTON VIC 3072			9261 4831	47F darebin.vic.gov.au
Greater Geelong City Council 103 Corio Street GEELONG VIC 3220	47F General Manager Community Services Greater Geelong City Council PO Box 104 GEELONG VIC 3220			5227 0737	47F geelongcity.vic.gov.au
Hobsons Bay City Council 115 Civic Parade ALTONA VIC 3018	47F Director Organisation Development Hobsons Bay City Council PO Box 21 ALTONA VIC 3018			9932 1039	47F hobsonsbay.vic.gov.au

	MORELAND VIC 3058				
Monash City Council 293 Springvale Road GLEN WAVERLEY VIC 3150	47F Director Community Services Monash City Council PO Box 1 GLEN WAVERLEY VIC 3150	47F		9518 3444	47F @monash.vic.gov.au
Stonnington City Council Corner of High Street & Glenferrie Road MALVERN VIC 3144	47F General Manager Social Development Stonnington City Council PO Box 21 PRAHRAN VIC 3181			8290 1198 (shared fax)	47F stonnington.vic.gov.au
Yarra City Council 333 Bridge Road RICHMOND VIC 3121	47F Director Community Programs Yarra City Council PO Box 168 RICHMOND VIC 3121			8417 6666	47F arracity.vic.gov.au acity.vic.gov.au

Council	Postal Address	Greeting	Phone	Fax	email
Stonnington City Council Corner of High Street & Glenferrie Road MALVERN VIC 3144	47F General Manager Social Development Stonnington City Council PO Box 21 PRAHRAN VIC 3181	47F	47F	8290 1198 (shared fax)	47F :@stonnington.vic.gov.au
Yarra City Council 333 Bridge Road RICHMOND VIC 3121	47F Director, Community Programs Yarra City Council PO Box 168 RICHMOND VIC 3121	47F	47F	8417 6666	47F racity.vic.gov.au city.vic.gov.au

COMMUNITY CHIEF MEMBER COUNCILS CEOs - (PA's) Contact List as at

Council	Name	Greeting	Personal Asst	Phone	Fax	PA's Email
Banyule City Council	Mr 47F Chief Executive Officer Banyule City Council PO Box 51 IVANHOE VIC 3079	47F			9499 2482	47F anyule.vic.gov.au
Brimbank City Council	47F Chief Executive Officer Brimbank City Council PO Box 70 SUNSHINE VIC 3020					47F 47F
Greater Dandenong City Council	47F Chief Executive Officer Greater Dandenong City Council PO Box 200 DANDENONG VIC 3175				9239 5306	47F @cgd.vic.gov.au
Darebin City Council	47F Chief Executive Officer Darebin City Council PO Box 91 PRESTON VIC 3072				9261 4850	47F @darebin.vic.gov.au
Greater Geelong City Council	47F Acting Chief Executive Officer Greater Geelong City Council PO Box 104 GEELONG VIC 3220				5272 4258	47F @geelongcity.vic.gov.au
Hobsons Bay City Council	47F Chief Executive Officer Hobsons Bay City Council PO Box 21 ALTONA VIC 3018				9932 1039	47F @hobsonsbay.vic.gov.au
Hume City Council	47F Chief Executive Officer Hume City Council PO Box 19 DALLAS VIC 3047				9309 0285	47F @hume.vic.gov.au
Macedon Ranges Shire	47F				542203623	47F @macedon-ranges.vic.gov.au

Council	Name	Greeting	Personal Asst	Phone	Fax	PA's Email
Council	Chief Executive Officer Macedon Ranges Shire Council PO Box 151 KYNEDON VIC 3444	47F				General email box
Manningham City Council	Chief Executive Officer PO Box 1 Doncaster VIC 3108	47F			9840 9466	47F @manningham.vic.gov.au
Maribyrnong City Council	Chief Executive Officer Maribyrnong City Council PO Box 58 FOOTSCRAY 3011	47F			9687 7793	47F @maribyrnong.vic.gov.au
Melton Shire Council	Chief Executive Officer Melton Shire Council PO Box 21 MELTON VIC 3337	47F			9746 0879	47F @melton.vic.gov.au
Moonee Valley City Council	Chief Executive Officer Moonee Valley City Council PO Box 126 MOONEE PONDS VIC 3039	47F			9377 2100	47F @moonee.vic.gov.au
Moreland City Council	Chief Executive Officer Moreland City Council Locked Bag 10 MORELAND VIC 3058	47F			9240 1195	47F @moreland.vic.gov.au
Stonnington City Council	Chief Executive Officer Stonnington City Council PO Box 21 PRAHRAN VIC 3181	47F			8290 1105	47F @stonnington.vic.gov.au
Yarra City Council	Chief Executive Officer	47F				47F @yarracity.vic.gov.au

Council	Name	Greeting	Personal Asst	Phone	Fax	PA's Email
	Yarra City Council PO Box 168 RICHMOND VIC 3121					

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Last updated 12/02/2008

<p>Hobsons Bay City Council</p>	<p>ALTONA 3018</p>	<p>47F</p>	<p>hobsonsbay.vic.gov.au</p>
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CC PTY LTD
ADVISORY GROUP REPRESENTATIVES CONTACT LIST DETAILS

Council	Postal Address	Greeting	Phone	Fax	Email
Banyule City Council 275 Upper Heidelberg Road IVANHOE VIC 3079	47F HACU Team Leader – Delivered Meals Banyule City Council PO Box 51 IVANHOE VIC 3079	47F		9499 9475	47F @banyule.vic.gov.au
Banyule City Council 275 Upper Heidelberg Road IVANHOE VIC 3079	47F Health, Aged and Community Planning Services Banyule City Council PO Box 51 IVANHOE VIC 3079				
Brimbank City Council Alexandra Avenue SUNSHINE VIC 3020	47F Manager Aged & Disability Services Brimbank City Council PO Box 70 SUNSHINE VIC 3020			9249 4311	47F brimbank.vic.gov.au
Greater Dandenong City Council 39 Clow Street DANDENONG VIC 3175	47F Manager Aged and Disability Services Greater Dandenong City Council PO Box 200 DANDENONG VIC 3175			9239 5196	47F dgd.vic.gov.au
Darebin City Council 274 Gower Street, PRESTON VIC 3072	47F Coordinator meals and Transport Darebin City Council PO Box 91 PRESTON VIC 3072			8470 8877	47F vic.gov.au darebin.vic.gov.au (Deb Warren)
Greater Geelong City Council 30 Cheringhap Street GEEELONG VIC 3220	47F Co-ordinator Ancillary Services Greater Geelong City Council PO Box 104 GEEELONG VIC 3220			5227 0752	47F geelongcity.vic.gov.au

Moonee Valley City Council 9 Kellaway Avenue MOONEE PONDS VIC 3039	F17 Food & Community Transport Coordinator, Community Services Aged & Disability Moonee Valley City Council PO Box 126 MOONEE PONDS VIC 3039	9375 7456		
Moreland City Council 90 Bell Street COBURG VIC 3058	F17 Manager Aged Services Moreland City Council Locked Bag 10 MORELAND VIC 3058	9240 1212		kus to receive O. Rebecca only.
Monash City Council 293 Springvale Road, GLEN WAVERLEY VIC, 3150	F17 Manager Community Programs Monash City Council PO Box 1 GLEN WAVERLEY VIC 3150	9518 3444		
Stonnington City Council Corner of High Street & Glenferrie Road MALVERN VIC 3144	F17 Manager Aged and Disability Services Stonnington City Council PO Box 21 PRAHRAN VIC 3181	8290 1198 (shared fax)		
Yarra City Council 333 Bridge Road RICHMOND VIC 3121	F17 Manager Aged and Disability Services Yarra City Council PO Box 168 RICHMOND VIC 3121	8417 6666		F17

RFK PTY LTD SHAREHOLDER REPRESENTATIVES CONTACT DETAILS

Community Chef

Council	Postal Address	Greeting	Phone	Fax	email
Banyule City Council 275 Upper Heidelberg Road IVANHOE VIC 3079	F/L7 Director Community Programs Banyule City Council PO Box 51 IVANHOE VIC 3079			9499 9475	
Brimbank City Council Alexandra Avenue SUNSHINE VIC 3020	F/L7 General Manager Community Wellbeing Brimbank City Council PO BOX 70 SUNSHINE VIC 3020			9249 4351	
Greater Dandenong City Council 397-405 Springvale Road SPRINGVALE VIC 3171	F/L7 Director Community Services Greater Dandenong City Council PO Box 200 DANDENONG VIC 3175			9239 5336	
Darebin City Council 274 Gower Street, PRESTON VIC 3072	F/L7 General Manager Communities and Culture Darebin City Council PO Box 91 PRESTON VIC 3072			9261 4831	
Greater Geelong City Council 103 Corio Street GEELONG VIC 3220	F/L7 General Manager Community Services Greater Geelong City Council PO Box 104 GEELONG VIC 3220			5227 0737	
Hobsons Bay City Council 115 Civic Parade ALTONA VIC 3018	F/L7 Director Organisation Development Hobsons Bay City Council PO Box 21 ALTONA VIC 3018			9932 1039	

Council	Postal Address	Greeting	Phone	Fax	email
Hume City Council 1079 Pascoe Vale Rd BROADMEADOWS VIC 3047	47F Director City Communities Hume City Council PO Box 119 DALLAS VIC 3047	47F		9302 2839	47F hume.vic.gov.au isalbuona PA hume.vic.gov.au
Macedon Ranges Shire Council 129 Mollison Street KYNETON VIC 3444	47F Director Community Wellbeing Macedon Ranges Shire Council PO BOX 151 KYNETON VIC 3444			5422 3623	47F n-ranges.vic.gov.au EO 13/3/08
Manningham City Council 699 Doncaster Road DONCASTER VIC 3108	47F Chief Executive Officer PO Box 1 DONCASTER VIC 3108			9840 9466	47F manningham.vic.gov.au
Maribyrnong City Council Corner Hyde & Napier Streets FOOTSCRAY VIC 3011	47F General Manager, Community Well-Being Maribyrnong City Council PO Box 58 FOOTSCRAY VIC 3011			9687 7793	47F maribyrnong.vic.gov.au 20/02/08 advised by 47F a email to 47F that all correspondence including letters should go to 47F n and not the CEO.
Melton Shire Council 232 High Street MELTON VIC 3337	47F Manager Corporate Services Melton Shire Council PO Box 21 MELTON VIC 3337			9747 7374	47F vic.gov.au
(CEO is shareholder Rep - he has nominated 47F via council report) DO NOT INCLUDE IN MAILING LIST	47F Chief Executive Officer Melton Shire Council PO Box 21 MELTON VIC 3337			9743 9970	47F melton.vic.gov.au
Moonee Valley City Council 9 Kellaway Avenue MOONEE PONDS VIC 3039	47F Moonee Valley City Council PO Box 126 MOONEE PONDS VIC 3039			9252 4047	47F vic.gov.au ghlin, Executive Manager services ivcc.vic.gov.au
Moreland City Council 90 Bell Street COBURG VIC 3058	47F Manager Internal Audit Moreland City Council Locked Bag 10			9240 1212	47F aland.vic.gov.au and.vic.gov.au

	MORELAND VIC 3058			
Monash City Council 293 Springvale Road GLEN WAVERLEY VIC 3150	Director Community Services Monash City Council PO Box 1 GLEN WAVERLEY VIC 3150	9518 3444		
Stonnington City Council Corner of High Street & Glenferrie Road MALVERN VIC 3144	General Manager Social Development Stonnington City Council PO Box 21 PRAHRAN VIC 3181	8290 1198 (shared fax)		
Yarra City Council 333 Bridge Road RICHMOND VIC 3121	Director, Community Programs Yarra City Council PO Box 168 RICHMOND VIC 3121	8417 6666		

COMMUNITY CHIEF MEMBER COUNCILS CEOs - (PA's) Contact List as at

Council	Name	Greeting	Personal Asst	Phone	Fax	PA's Email
Banyule City Council	F17 Chief Executive Officer Banyule City Council PO Box 51 IVANHOE VIC 3079				9499 2482	
Brimbank City Council	F17 Chief Executive Officer Brimbank City Council PO Box 70 SUNSHINE VIC 3020					
Greater Dandenong City Council	F17 Chief Executive Officer Greater Dandenong City Council PO Box 200 DANDENONG VIC 3175				9239 5306	
Darebin City Council	F17 Chief Executive Officer Darebin City Council PO Box 91 PRESTON VIC 3072				9261 4850	
Greater Geelong City Council	F17 Acting Chief Executive Officer Greater Geelong City Council PO Box 104 GEELONG VIC 3220				5272 4258	
Hobsons Bay City Council	F17 Chief Executive Officer Hobsons Bay City Council P O Box 21 ALTONA VIC 3018				9932 1039	
Hume City Council	F17 Chief Executive Officer Hume City Council PO Box 19 DALLAS VIC 3047				9309 0285	
Macedon Ranges Shire	Mr Peter Johnston				542203623	

Council	Name	Greeting	Personal Asst	Phone	Fax	PA's Email
Council	Chief Executive Officer Macedon Ranges Shire Council PO Box 151 KYNETON VIC 3444	47F				47F
Manningham City Council	47F Chief Executive Officer PO Box 1 Doncaster 3108				9840 9466	
Maribyrnong City Council	47F Chief Executive Officer Maribyrnong City Council PO Box 58 FOOTSCRAY 3011				9687 7793	
Melton Shire Council	47F Chief Executive Officer Melton Shire Council PO Box 21 MELTON VIC 3337				9746 0879	
Moonee Valley City Council	47F Chief Executive Officer Moonee Valley City Council PO Box 126 MOONEE PONDS VIC 3039				9377 2100	
Moreland City Council	47F Chief Executive Officer Moreland City Council Locked Bag 10 MORELAND VIC 3058				9240 1195	
Stonnington City Council	47F Chief Executive Officer Stonnington City Council PO Box 21 PRAHRAN VIC 3181				8290 1105	
Yarra City Council	47F Chief Executive Officer					

Council	Name	Greeting	Personal Asst	Phone	Fax	PA's Email
	Yarra City Council PO Box 168 RICHMOND VIC 3121					

File Note

Contact Person:

47F

CIP-SP No. : 740

Project: Regional Kitchen Project

Date: 12 Aug 09

Subject: Progress Report NO.1

Background:

- the Project is the Regional Kitchen Project to construct a meal production facility at Lot 10, Drake Boulevard, Altona, VIC 3018. The Project will deliver a meal production facility which will be used to provide meals across fourteen council municipalities (Hobsons Bay City, Banyule City, Brimbank City, Greater Dandenong City, Darebin City, Greater Geelong, Hume City, Macedon Ranges, Maribyrnong City, Melton Shire, Moonee Valley City, Moreland City, Stonnington City and Yarra City) under the Home and Community Care Program;
- the total amount of CIP-SP funds approved \$9,000,000.;
- this funding agreement was signed by the council 19 June 09 and then signed by the Department 24 June 09 however, a signed copy of the contract had not been provided to the council to-date therefore, the agreement will only be executed once an exchange of contracts has been completed; and
- no variations requested;
- a summary of the funds advanced to date:
 - a payment of \$3,150,000 was made 24 June 09;
 - interest to-date on CIP-SP funds \$11,629.; and
 - the next CIP-SP payment is due 27 November 09 (\$2,250,000.);
- assessment of the project's progress against milestones:
 - no issues or concerns and risks or constraints raised in the report;
- assessment of the receipts and expenditure statement:
 - advanced CIP-SP funds are accounted for, and
 - None expended;
- Progress report is accepted as meeting the reporting requirements:
 - This reporting requirement has been met;
- Summary of any follow-up action to address issues:
 - No follow-up action required for this report;

- Recommendation for release of the next payment,
 - Not applicable;

Recommend
That approval be given to Hobsons Bay City Council

Signature 

Case Manager's Name 

Team Leader / General Manager endorsement

 19/18/2009

Team Leader / ~~General Manager~~

CIP-SP PROGRESS REPORT

Project Name: Regional Kitchen Project

SP Number: 740

Funding Recipient Name: Hobsons Bay City Council

Report Date: 1/10/09

Please complete the following report and return it via email to: RegionalGrants@infrastructure.gov.au by:
1 October 2009.

Attach any evidence of progress such as photographs, copies of promotional materials together with any other supporting documentation, as appropriate.

Milestone Number	Milestone Description (please list all milestones)	Date due	Date achieved
1	All requirements under Item 2.5(a) of the Schedule have been met.	23 June 2009	24 June 2009
2	<p>Evidence that is acceptable to Us:</p> <ul style="list-style-type: none"> - of the precise location of the site on which the Regional Kitchen will be constructed that clarifies the location of the land described at item 1.7 of this Schedule; - of either of the following, as the case requires: <ul style="list-style-type: none"> - that the site on which the Regional Kitchen will be constructed is not subject to inundation overlay; or - that the site on which the Regional Kitchen will be constructed is subject to inundation overlay and the risk treatment You propose to manage this risk; - of Your plans for the ongoing management and maintenance of the facility; - that steps have been taken to transfer the title to the land described at item 1.7 (as clarified by You) of this Schedule to Regional Kitchen Pty Ltd; and - that all co-funding has been secured. 	2 July 2009	27 July 2009
3	<p>Provision of:</p> <ul style="list-style-type: none"> - detailed specifications of the Activity, described in item 1.4 of this Schedule that further develops these requirements. The specifications must include, but need not be limited to, the dimensions, materials and costs of the structure that will constitute the Regional Kitchen building, and each part of that structure; and - an up-to-date, detailed and accurate timeline for completion of the Activity; and <p>Evidence that is acceptable to Us that:</p> <p>(3.1) the required Government and all necessary approvals to commence the Project have been obtained, including a copy of the development application and approval;</p>	3 September 2009	3.1 - 23/7/09

CIP-SP PROGRESS REPORT

	<p>Evidence:</p> <p>3.1 Building and planning application and permits attached.</p> <p>- (3.2) Council's lease and loan arrangements have been finalised;</p> <p>Evidence:</p> <p>3.2 No lease or loan arrangements are necessary for this stage of the project. Provisional arrangements have been made with NAB as and when required. NAB letter attached.</p> <p>- (3.3) the transfer of the land described at item 1.7 of this Schedule to Regional Kitchen Pty Ltd is complete;</p> <p>Evidence:</p> <p>3.3 Transfer of land has been approved by all parties and is awaiting statutory period for advertising the sale.</p> <p>- (3.4) a qualified/experienced Project Manager has been appointed; and</p> <p>Evidence:</p> <p>3.4 Gavin Cox appointed as Project Manager, resume attached.</p> <p>- (3.5) a suitably qualified builder has been appointed.</p> <p>Evidence:</p> <p>3.5 Excerpt including signature page of contract with Vaughan Constructions and relevant industry certification attached.</p>		<p>3.2 – See evidence note</p> <p><i>cannot find evidence</i></p> <p>3.3 – See evidence note</p> <p><i>3.3 never came thru</i></p> <p><i>will be completed 30/11/09</i></p> <p>3.4 – 4/2/2009</p> <p>3.5 – 10/7/2009</p>
4	<p>Evidence that is acceptable to Us that:</p> <ul style="list-style-type: none"> - all requirements under clause 2.5(b) of the Schedule have been met; - Your initial cost estimate, as provided to Us, is reasonable and has been reviewed by a quantity surveyor; - suitably qualified contractors have been appointed to install and commission the boiler, compressed air plant and glycol plant systems; - suitably qualified contractors have been appointed to install all necessary equipment; 	20 October 2009	

CIP-SP PROGRESS REPORT

	<ul style="list-style-type: none"> - construction of the facility has commenced; - the foundations for the facility have been laid; - site preparation works are complete; and - all contracts for all materials, equipment and services have been entered into and orders placed as applicable. 		
5	Evidence that is acceptable to Us that: <ul style="list-style-type: none"> - all requirements under clause 2.5(c) of this Schedule have been met; and - the external building works being complete to lock-up stage that is, the shell. 	13 January 2010	
6	Evidence that is acceptable to Us that: <ul style="list-style-type: none"> - all requirements under clause 2.5(c) of this Schedule have been met; - external building works are complete; - internal building works have commenced; - landscaping has commenced; - signage has been erected; and the process of engaging staff to operate the facility has commenced.	14 May 2010	
7	Evidence that is acceptable to Us that: <ul style="list-style-type: none"> - internal fit out is complete; - landscaping is complete; - signage has been erected; and - staff to operate the facility have been engaged. 	31 October 2010	
8	Evidence that is acceptable to Us of: <ul style="list-style-type: none"> - Activity Completion and an Occupancy Certificate or other certificate/s, certifying completion of the project to the appropriate standard under the Building Code of Australia and/or other standards as appropriate, have been awarded by the appropriate issuing authority/ies; and - the Regional Kitchen is open and operational for the Purpose set out at item 1.2 of this Schedule. 	13 January 2011	

1. Which Milestones (numbers) will you be reporting on in this report?

3

2. How are you progressing towards delivering the Activity outlined in the Agreement? Have you achieved your required Milestone/s to date?

If NO: why and do you believe this will impact on your achievement of future Milestones?

If YES: please provide details of your achievement and attach appropriate evidence (e.g.: photos, employment records, contracts etc)

Requirements 3.2 and 3.3 have not been achieved as at 1/10/09. Please see notes above.

This will not impact on future milestones as the current owner of the land has given permission to obtain permits and construct facility and loans are not required at this stage.

CIP-SP PROGRESS REPORT

3. What issues have you encountered with delivering your Project (consider such things as delays, cost increases, access to resources, climatic conditions)?

Nothing to report.

4. Have you obtained the in-kind contributions as outlined in Annexure B of the Agreement?

If NO: why not?

If YES: please provide details of the supplier and nature of the contribution and attach appropriate evidence (e.g.: photos, employment records, etc)

Yes

In-kind contributions consist of preparation for, attendance at and contribution to various project meetings by member Council staff and are ongoing.

Attachment 4.1 lists all Council Staff represented on each of the project groups.

5. Please attach any copies of the following that relate to your project and indicate below what has been attached.

- | | |
|------------------------|---|
| • Published reports | <input type="checkbox"/> Attached |
| • Promotional material | <input type="checkbox"/> Attached |
| • Media publicity | YES – see attachment 5 |
| • Pamphlets | <input type="checkbox"/> Attached |
| • Other | <input type="checkbox"/> Attached, please specify |

6. If this Progress Report is linked to a payment of CIP-SP funding, have you:

- attached a tax invoice requesting your next payment? **No**
- If no, why not? **Next progress payment not due until 20/10/09**

Please note that without a Tax Invoice, the Department is unable to make your Milestone payment.

This Progress Report is to be submitted by the Chief Executive Officer, Chief Financial Officer, or a person authorised by your organisation to complete and submit these forms on their behalf.

CIP-SP PROGRESS REPORT

For Office Use Only	
Has the funding recipient provided, to our satisfaction, all the information required under the Funding Agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are we satisfied with the progress of the project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, what action is to be taken: <hr/>	
Has an Asset Register and Statements of Receipts and Expenditure been submitted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Comments: <hr/>	
<hr/>	
Funding Agreement Manager	

**STATEMENT OF RECEIPTS AND EXPENDITURE
CIP-SP FUNDING**

For the period: Date of first expenditure: 1/7/09 to Reporting date: 31/8/09

- **GST registered recipients: report receipts and expenditure exclusive of GST**
- **Expenditure: report cash payments made + tax invoices held and cleared for payment but not yet paid. If you are submitting this form as part of a Project Completion Report, please include Expenditure incurred on Activity Budget items to be funded (in arrears) by the CIP-SP final payment.**
- **Please complete shaded fields**

Total amount of Funding provided through CIP-SP: \$9,000,000.

Receipts		\$
CIP-SP Funding received		3,150,000
Interest on CIP-SP Funds ¹		22,740
Total receipts (A):		3,172,740
Cost Items as per the Activity Budget in Annexure B of the Agreement	Budgeted Expenditure for the Activity as per the Activity Budget at Annexure B of the Agreement \$	Actual Expenditure \$
Construction/fit-out	\$6,000,000	206,165
Plant/equipment purchase	\$1,853,169	61,603
Plant/equipment hire/lease	\$1,146,831	
Total expenditure (B):	\$9,000,000	267,768
Net amount (A-B):		2,904,972

¹ Interest earned on CIP-SP Funds as received in your separate bank account or an appropriate allocation.

**STATEMENT OF RECEIPTS AND EXPENDITURE
OTHER CONTRIBUTIONS (EXCLUDING IN-KIND)**

For the period: Date of first expenditure: 1/7/09 to Reporting date: 31/8/09

- **GST registered recipients: report all amounts exclusive of GST**
- **Other Contributors: list the names of the Other Contributors (excluding in-kind) listed in Annexure B of the Agreement**
- **Receipts: report actual cash received to date**
- **Expenditure: report cash payments made + tax invoices held and cleared for payment but not yet paid**

Name of Other Contributor	Cost Item (as per Annexure B of the Agreement)	Value of Other Contributions as per Annexure B of the Agreement \$ GST exclusive	Receipts \$ GST exclusive	Expenditure \$ GST exclusive
- Hobsons Bay City Council - Banyule City Council - Brimbank City Council - Greater Dandenong City Council - Darebin City Council - Greater Geelong City Council - Hume City Council - Macedon Ranges Shire Council - Maribyrnong City Council - Melton Shire Council - Moonee Valley City Council - Moreland City Council - Stonnington City Council - Yarra City Council	Wages, salary and superannuation, training, operating costs, materials, insurance and office expenses, construction/fit-out, plant equipment purchase, plant equipment hire/lease, project management, consultants, contractors, professional fees, legal & compliance	\$4,051,408	336,078	55,306

Department of Human Services	Wages, salary and superannuation, training, operating costs, materials, insurance and office expenses, construction/fit-out, plant equipment purchase, plant equipment hire/lease, project management, consultants, contractors, professional fees, legal & compliance, Other costs – Interest on bank loans.	\$6,000,000	6,000,000	0
Borrowings and Finance Leases	Wages, Salary and Superannuation, Training, Operating Costs, Materials, insurance and office expenses, Construction/ Fit-out, Plant Equipment purchase, Plant Equipment hire/lease, Project Management, Consultants, contractors, professional fees, legal & compliance, Other costs – Interest on bank loans.	\$10,919,000	0	0

ASSET REGISTER
As at: Reporting date: 31/8/09

Asset description (include barcode or other identifier if appropriate)	Location of Asset and contact officer	Purchase price or total lease cost (\$)	Purchase date or lease commencement date	Type and term of lease	Disposal date and method (and date of disposal approval)	Proportion of asset purchased with CIP-SP Funds (%)

CIP-SP funding recipients must maintain an asset register of all Assets (as defined in the Agreement). If an Asset is partly purchased using *CIP-SP* funds, you must record the proportion purchased with these funds in the register.


CERTIFICATION

Funding Recipient name: Hobsons Bay City Council

Project Name: Regional Kitchen Project

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure, Transport, Regional Development and Local Government and Hobsons Bay City Council for the Regional Kitchen Project executed on 24 June 2009 (the Agreement), I certify that:

1. All Funding and Other Contributions received was expended for the purpose of the Activity and Project, and expended and held in a manner in accordance with the Agreement; and
2. Salaries and allowances paid to any person involved in the Activity under the Agreement were in accordance with the applicable award or agreement in force under the relevant law on industrial or workplace relations; and
3. All information in this Report is true and correct.

Signed

Date
1st October, 2009

Name
William Jaboor
Title
CEO

This Progress Report is to be signed by (or, if in electronic form, submitted by) the Chief Executive Officer, Chief Financial Officer, or a person authorised by your organisation to complete and submit these forms on their behalf.

04-MAY-1996 07:39 FROM

TO 01300665923

P.01/01

nabgovernment business

Specialised Industry Group - Government
800 Bourke Street
Docklands Vic 3000
Phone: 03 8634 1454
Fax: 1300 665 923

nab

20 February 2009

Mr 47F
Regional Kitchen Group
Level 1 104 Ferguson Street
Williamstown Vic 3016

Ref: wg

Dear 47F

We refer to our discussion and thank you for your time on the 12th February 2009 in relation to funding proposal for construction and fitout of the new Regional Kitchen Pty Ltd development.

From the initial information provided to the Bank we consider there is the foundation of a proposal we can support moving forward. We will favourably consider approval of facilities for Regional Kitchen Pty Ltd based on provision of the final business plan, cashflows and final financing requirement when available.

We would be pleased to discuss this proposal with you further at any time and please do not hesitate to contact me at anytime.

Yours faithfully
47F

Partner

Design Guide

BUILDING SURVEYORS

Form 2

Regulation 313
Building Act 1993
Building Regulations 2006

BUILDING PERMIT
No. 1178-090144-1

Issued to¹
Regional Kitchen Pty Ltd
PO Box 21, ALTONA VIC 3018
Contact person: Pam West

Ownership details
Hobsons Bay City Council
PO Box 21, ALTONA VIC 3018
Contact person: John Thomas

Property details
Lot 10, 43-47 Drake Boulevard, ALTONA VIC 3018
Lot 10 on PS 619 549W, Vol 11117, Fol 979
Municipal district: Hobsons Bay City Council

Builder²
Vaughan Constructions Pty Ltd
103 Pelham Street
CARLTON SOUTH VIC 3053
Contact person: Bruce McDonald

Details of building practitioners and architects

a) to be engaged in the building work³

Name	Category/Class	Registration No.
s 47F	Builder	s 47F

b) who were engaged to prepare documents forming part of the application for this permit⁴

Name	Category/Class	Registration No.
s 47F	Civil Engineer	s 47F
	Architect	

Details of relevant planning permit

Planning Permit No. PA0918273 A issued by Hobsons Bay City Council dated 29 June 2009

Nature of building work

Construction of new food manufacturing plant and associated offices
Cost of building work: \$8,103,700.00 (total)
Total floor area of new building work: 1994m²

Stage of building work permitted

Stage 1: Structural & civil works
Cost of Stage 1 building works: \$2,500,000.00

Building classification

Part of building: Ground floor and mezzanine first floor
BCA Classification: Class 5, Class 8

Prescribed reporting authorities

The following bodies are prescribed reporting authorities for the purposes of the application for this permit in relation to the matters set out below:

Prescribed reporting authority	Matter reported on	Regulation
Hobsons Bay City Council	Storm water discharge	312(3)

Design Guide Consultants P/L
ABN 33 066 168 009
Level 2, 169 Queen Street
MELBOURNE VIC 3000
Telephone: (03) 9602 4803
Facsimile: (03) 9602 4805
Email: melb@designguide.com.au

Building Permit documents

Architectural drawings: 08112/ A2.01 & 3073-2R1 D,
 Structural drawings: 09001/ S01-0 to S04-0, S05-1, S06-0 to S10-0, S11-1, S12-1, S13-0, S14-0, S15-1, S16-0 & S17-0
 Civil drawings: 09001/ C01-0 to C04-0
 Computations: 09001 – C01 to C03, 09001/ 1/1, 2/1 – 2/11, 3/1 – 3/19, 4/1 – 4/16, 5/1, 6/1 – 6/4
 Soil report No: 087612084 001 Rev 1, prepared by Golder Associates Pty Ltd dated 22 July 2008
 Soil report No: 087612084 009 Rev D1, prepared by Golder Associates Pty Ltd dated 18 May 2009
 Certificate of Compliance – Design prepared by: A.J. Davis dated: 21 July 2009
 Certificate of Compliance – Design prepared by: A.J. Davis dated: 21 July 2009
 Confirmation re: Stormwater: Davis, Naismith & McGovern Engineers, dated 21 July 2009
 Property Information From: Hobsons Bay City Council, dated 30 June 2009
 Letter of Owners Consent, Hobsons Bay City Council dated 9 July 2009
 Confirmation for Electricity Supply: Powercor Australia, dated 27 March 2009
 Title Particulars & Survey Plan
 Form 1- Building permit application form

Inspection requirements

The mandatory notification stages are:

- foundation inspection prior to placing moisture barrier;
- steel reinforcement inspection prior to pouring concrete slab;
- prior to pouring a pad or strip footing;
- inspection at completion of framework, and
- final inspection on completion of building works.

Occupation or use of building

An occupancy permit is required prior to the occupation or use of this building. If an occupancy permit is required, the permit is required for the whole of the building in respect of which the building work is carried out.

Commencement and completion

The building work must commence by: 23 July 2010.

The building work must be completed by: 23 July 2012.

Conditions

This permit is subject to the following conditions:

1. Any building work done pursuant to this building permit shall comply with the Building Act 1993 and the Building Regulations 2006. Prior to building work commencing additional permits may need to be obtained under other Acts or other Regulations.
2. The work must be carried out strictly in conformity with the endorsed plans and specifications.
3. Excavations for footings are to be executed in a safe and workmanlike manner, and adequately fenced or otherwise guarded against being a danger to life or property.
4. No part of the building, including footings, shall encroach beyond the property boundaries, or over easements.
5. All building works to be carried out strictly in accordance with planning permit No. PA0918273A issued by Hobsons Bay City Council dated 29 June 2009.
6. Structural frame is required to be inspected and approved by a registered structural engineer.
7. To comply with the covenant on title, any part of the floor must not be less than 4.45m AHD.

Relevant Building Surveyor

s 47F

Registration No. s 47F

Design Guide Consultants Pty Ltd

Building Permit Number: 1178-090144-1

Date of issue of permit: 23 July 2009

47F

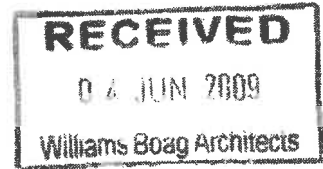
Signature:

Notes:

1. Under regulation 318 an owner of a building or land, for which a building permit has been issued, must notify the relevant building surveyor within 14 days after any change in the name or address of the owner or of the builder carrying out the building work, the penalty for non-compliance is 10 penalty units.
2. Under regulation 317 the person in charge of the carrying out of building work on an allotment must take all reasonable steps to ensure that a copy of this permit and one set of any approved plans, specifications and documents are available for inspection at the allotment while the building work is in progress. The person must also take all reasonable steps to ensure that the registration numbers and contact details of the builder and building surveyor and the number and date of issue of this permit are displayed in a conspicuous position accessible to the public before and during the building work to which this permit applies.
3. Include building practitioners with continuing involvement in the building work.
4. Include only building practitioners with no further involvement in the building work.



Hobsons Bay
CITY COUNCIL



1 June, 2009

47F
Williams Boag Pty Ltd
Level 7
45 William Street
MELBOURNE VIC 3000
Dear Sir/Madam

Ask for: S 47F
Phone:
Email: S @hobsonsbay.vic.gov.au
Our Ref: PA0918273

Planning Permit Approval
Planning Permit Application No. PA0918273
Lot 10, 43-47 Drake Boulevard, ALTONA VIC 3018

Development and use of a food production facility with associated car parking and landscaping in accordance with the endorsed plans

I wish to advise you that the Council has approved your application for a planning permit under the Hobsons Bay Planning Scheme and the permit is enclosed.

Please read all of the conditions which apply to this permit carefully as well as any conditions that require the submission of a revised plan.

Please note: your permit has been issued with a condition relating to commencement and in some case completion of works. It is in your interest to take a note of the relevant dates and to record those dates in an appropriate location.

Should you have any questions regarding this permit please contact me on 03 9932 1116.

Yours faithfully

47F


Senior Urban Planner



Hobsons Bay
CITY COUNCIL

PLANNING PERMIT

Permit No: PA0918273

Hobsons Bay Planning Scheme
Responsible Authority: Hobsons Bay City Council

ADDRESS OF THE LAND:	Lot 10, 43-47 Drake Boulevard, ALTONA VIC 3018
THIS PERMIT ALLOWS:	DEVELOPMENT AND USE OF A FOOD PRODUCTION FACILITY WITH ASSOCIATED CAR PARKING AND LANDSCAPING IN ACCORDANCE WITH THE ENDORSED PLANS

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

1. Before the development starts, three copies of revised plans drawn to scale and dimensioned, must be submitted to and approved by the Responsible Authority. When approved the plans will be endorsed and will then form part of the permit.

The plans must be substantially in accordance with the plans submitted with the application dated 21st April 2009, but modified to show to the satisfaction of the Responsible Authority:

(a) The proposed landscape treatment of the site including the location of all existing street trees and proposed species. An emphasis must be placed on maximising the use of native drought tolerant species. The landscape plan must include (but not be limited to) the following:

i) Species selection in accordance with Hobsons Bay Plant Selections for Commercial and Industrial Premises 2007;

ii) Canopy trees to be planted in the front setback placed to be in scale with and complement the building (but not to screen the building from view);

iii) The locations of any existing street trees and delineate those that are to be relocated, if required.

iv) A notation stating that the relocation and planting of any new street trees is to be carried out by and at the cost of the owner;

v) Details of the proposed nature strip planting with an aim of integrating the landscape treatment with the subject site.

vi) A notation stating that water tanks capturing rainwater from the roof of the building are to be used to irrigate the landscaping areas on the subject land;

vii) All landscaped areas provided with an appropriate automated irrigation system.

(b) A schedule of all external materials and finishes showing the materials, colour and finish of all external walls, roof, fascias, window frames, and paving (including car park surfacing).

(c) A notation on the plans indicating that, all building entrances are in accordance with the Australian Standard 1428-2001 - Design Rule for Access by the Disabled.

(d) Any security fencing to be black coated galvanised pipe and chain mesh; height of the fencing to be nominated on the plan.

(e) The use of odour filters to prevent the emission of unreasonable odours outside the site.

(f) A Sustainable Design Assessment, detailing sustainable design initiatives to be incorporated into the development must be submitted to, and approved in writing by the Responsible Authority. The Sustainable Design Assessment must outline proposed sustainable design initiatives within the development such as (but not limited to) energy efficiency, water conservation, storm water quality, waste management, material selection and greenhouse emissions. Upon approval the Sustainable Design Assessment must be incorporated into the development.

(g) Details of all security lighting, external lighting and landscape lighting with an emphasis on energy efficient lighting.

(h) Details of all proposed external advertising including location, materials, dimensions and colour scheme.

2. The development and use as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Landscaping:

3. Prior to the endorsed plans being made available a bank guarantee or bond of \$ 2000.00 must be lodged by the owner with the Responsible Authority to ensure the satisfactory establishment of landscaping works. Once landscaping has been completed in accordance with the endorsed landscaping plan, Council must be notified so that a site inspection can confirm the landscaping is compliant, and a 6 week establishment period will commence. The bank guarantee or bond will be returned after landscaping has been initially maintained for that period to the satisfaction of the Responsible Authority. After the establishment period, the landscaping must be maintained in accordance with the endorsed landscaping plan to the satisfaction of the Responsible Authority.
4. Prior to the use allowed by this permit starting or the occupation of the building hereby permitted, landscaping works as shown on the endorsed plans must be completed and thereafter must be maintained to the satisfaction of the Responsible Authority.
5. The area set aside for landscaping must not be used for any other purpose except for approved access, driveways or footpaths.

Car Parking:

6. Prior to the occupation of the buildings hereby permitted, areas set aside for parked vehicles and access lanes as shown on the endorsed plans must to the satisfaction of the Responsible Authority be:

(a) Constructed.

(b) Properly formed to such levels that they can be used in accordance with the plans.

(c) Surfaced with an all-weather seal coat.

(d) Drained and maintained.

(e) Line-marked to indicate each car space and all access lanes.

Parking areas and access lanes must be kept available for these purposes at all times.

7. Any vehicle crossings must be constructed in the location shown on the endorsed plan to a standard satisfactory to the Responsible Authority. The relocation of any services including electricity poles, drainage pits, Telstra pits, fire hydrants and the like must be at the expense of the owner and approved by the appropriate authority prior to undertaking such works. Consent for such crossings must be obtained through Council's City Maintenance and Cleansing Department prior to construction.
8. Concrete kerbs or other barriers must be provided to the satisfaction of the Responsible Authority to prevent direct vehicle access to an adjoining road other than by a vehicle crossing.

9. A sign to the satisfaction of the Responsible Authority must be provided directing drivers to the area set aside for car parking and must be located and maintained to the satisfaction of the Responsible Authority. The sign must not exceed 0.3 square metres.
10. Vehicles under the control of the operator of the use or the operator's staff must not be parked on Drake Boulevard.
11. The car spaces, access lanes and driveways shown on the endorsed plan must be constructed and clearly marked on the ground before the use commences. The direction of traffic along the access lanes and driveways must also be clearly marked.
12. Except with the written consent of the Responsible Authority, if the number of persons employed in the food production facility in the future exceeds the available on-site car parking, additional employee car parking at the rate of one (1) space per employee must be provided to the satisfaction of the Responsible Authority.

Loading and Unloading:

13. The area set aside for the loading and unloading of vehicles must not be used for any other purpose.
14. The loading and unloading of vehicles, and the delivery of goods to and from the premises, must at all times be carried out entirely within the site and be so conducted so as to cause minimum interference with other vehicular traffic.

Amenity:

15. The amenity of the area must not be detrimentally affected by the use or development for any reason including through the:
 - (a) Transport of materials, goods or commodities to or from the land.
 - (b) Appearance of any building, works or materials.
 - (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
 - (d) Presence of vermin.
16. The site must be kept in an ordered and tidy state and its appearance must not prejudicially affect the amenity of the area.
17. Goods, equipment or machinery must not be stored or left exposed in a position that can be seen from the street.
18. The use must not cause injury to, or prejudicially affect the amenity of the locality by the emission of noise or other disturbances emanating from the premises which would be likely to cause a nuisance to the occupiers of adjoining premises.
19. The kitchen exhaust system must be installed and maintained to the satisfaction of the Responsible Authority so as to prevent the emission of unreasonable odours from the premises.
20. Goods, packages, waste refuse, garbage or other material must be stored and screened from public view to the satisfaction of the Responsible Authority.
21. Waste must be stored in a bundled area so that no dust, grit, liquid or odours are emitted beyond the boundaries of the site, vermin is not attracted to the waste and that no paper, cardboard or plastic is blown around the site.
22. Any public address system installed must not be audible beyond the boundaries of the site.
23. External lighting must be provided with suitable baffles and located so that no direct light is emitted outside the site.
24. Any security alarm or similar device installed must be of a silent type.

General:

25. The owner must meet the costs of all alterations to and reinstatement of, the Responsible Authority and other Public Authority Assets deemed necessary and required by such Authorities for the development. The owner must obtain the prior specific written consent of the Council or other

relevant Authority to such alterations and reinstatements and must comply with conditions required by the said Authority in relation to the execution of such works.

26. All basic services, including water, electricity, gas, sewerage and telephone must be installed underground and located to the satisfaction of the Responsible Authority.
27. The site must be connected to a legal point of drainage discharge to the satisfaction of the Responsible Authority.
28. All activities associated with the construction of the development permitted by this permit must be carried out to the satisfaction of the Responsible Authority and all care must be taken to minimise the effect of such activities on the amenity of the locality.

Time Limit:

29. This permit will expire if one of the following circumstances applies:

- (a) The development is not started within two years of the date of this permit.
- (b) The development is not completed within four years of the date of this permit.
- (c) The use is not commenced within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterwards.

Melbourne Water Conditions:

30. No polluted and / or sediment laden runoff is to be discharged directly or indirectly into Melbourne Water's drains or watercourses.
31. During construction, sediment control measure shall be undertaken to ensure no Pollutant or sediment laden runoff enters Melbourne Water's drainage system, directly or indirectly.

Permit Notes

- The building is to comply with the requirements of the Building Regulations 2006, and a Building Permit is required before any works are commenced.
- The premises must comply with the registration requirements of the Food Act 1984. Council's Health Department should be contacted regarding these requirements.
- Unless no permit is required under the planning scheme, no sign may be constructed or displayed without a further permit.
- To complete a satisfactory sustainable Design Assessment, Hobsons Bay City Council recommends the use of the Sustainable Design Scorecard (SDS) tool found at <http://www.morelandsteps.com.au>. This will allow an assessment against the environmental performance of the development against Council's expectations.
- If further information is required in relation to Melbourne Water's permit conditions shown above, please contact Melbourne Water on telephone 9235 2517, quoting Melbourne Water's reference 164425.

Date Issued: 29 June, 2009

Signature for the Responsible Authority:

47F

Senior Urban Planner



Hobsons Bay CITY COUNCIL

PLANNING PERMIT

IMPORTANT INFORMATION ABOUT THIS PERMIT

WHAT HAS BEEN DECIDED?

The Responsible Authority has issued a permit. (Note: This is not a permit granted under Division 5 of Part 4 of the Planning and Environment Act 1987.)

WHEN DOES A PERMIT BEGIN?

A permit operates:

- from the date specified in the permit, or
- if no date is specified, from:
 - (i) the date of the decision of the Victorian Civil and Administrative Tribunal, if the permit was issued at the direction of the Tribunal, or
 - (ii) the date on which it was issued, in any other case.

WHEN DOES A PERMIT EXPIRE?

1. A permit for the development of land expires if:
 - a) the development or any stage of it does not start within the time specified in the permit; or the development requires the certification of a plan of subdivision or consolidation under the Subdivision Act 1988 and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or
 - b) the development or any stage is not completed within the time specified in the permit, or, if not time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within 5 years of the certification of the plan of subdivision or consolidation under the Subdivision Act 1988.
2. A permit for the use of land expires if:
 - a) the use does not start within the time specified in the permit, or if not time is specified, within two years after the issue of the permit, or
 - b) the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if:
 - a) the development or any stage of it does not start within the time specified in the permit, or
 - b) the development or any stage of it is not complete within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or the use does not start within the time specified in the permit, or, if not time is specified, within two years after the completion of the development; or the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) or the Planning and Environment Act 1987, or to any combination of use, development or any of those circumstances requires the certification of a plan under the Subdivision Act 1988, unless the permit contains a different provision:
 - a) the use or development of any stage is to be taken to have started when the plan is certified; and the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

WHAT ABOUT APPEALS?

- The person who applied for the permit may appeal against any condition in the permit unless it was granted at the direction of the Victorian Civil and Administrative Tribunal, in which case no right of appeal exists.
- An appeal must be lodged within 60 days after the permit was issued, unless a Notice of Decision to grant a permit has been issued previously, in which case the appeal must be lodged within 60 days after the giving of that notice.
- An appeal is lodged with the Victorian Civil and Administrative Tribunal.
- An appeal must be made on a Notice of Appeal form which can be obtained from the Victorian Civil and Administrative Tribunal, and be accompanied by the application fee. An appeal must state the grounds upon which it is based.
- An appeal must also be served on the Responsible Authority.
- Details about appeals and the fees payable can be obtained from the Victorian Civil and Administrative Tribunal.

metromotion

3.4 Project Manager's qualifications & project experience

Date Wednesday, 30 September 2009

Resume

47F

Qualifications

Bachelor of Engineering, Mechanical, 1985
Royal Melbourne Institute of Technology, Melbourne, Australia
Member of Engineers Australia, Mechanical College.

Career History

Metromotion Pty Ltd (1997 to present)
Senior Engineer/partner/director

12 years experience a partner, owner, and director and senior project engineer of Metromotion Pty Ltd providing project management and design services to the food and beverage industry.

Metromotion runs two Australian offices employing 15 engineers and technical draftsmen.

Project manager for food and beverage project, including process & packaging, ranging in value up to \$A27 million. (Refer to attached projects listing)

Bovis Lend Lease (1995 to 1997)
Project Engineer, Packaging & Process.
Process Services Group, Melbourne, Australia

Project Engineering position with responsibility for the developing, costing, planning, and implementing projects within the food & beverage industry.

Lead Project Engineer for National Foods' Australia wide rationalisation of yoghurt manufacturing and \$60,000,000 National Foods Morwell yoghurt manufacturing project.

Cadbury Schweppes Limited (1992 to 1995)
Project Engineering Manager, Ringwood, Victoria

Managed annual capital budget of \$40,000,000.

Key responsibility for new product implementation and launch.

Responsibility for Cadbury Schweppes Australasian operation's capital projects in addition to specific responsibility for direction and standards of packaging across the Australasian group.

Cadbury Schweppes Limited (1988 to 1992)
Mechanical Engineering Manager, Hobart, Tasmania

Responsibility for Cadbury Schweppes Tasmania's capital projects in addition to specific responsibility for direction and standards of packaging across the Australian group.

Cadbury Schweppes Limited (1986 to 1988)
Project Engineer, Hobart, Tasmania

Responsibility for Hobart sites project design and implementation.

metromotion

Key Metromotion Project References

National Foods (Chelsea)	Project management of cool room construction and materials handling system for milk crates.
National Foods (Chelsea)	Design and installation of cream filling and packaging plant.
National Foods (Chelsea)	Design & commissioning of cream process plant.
National Foods (Morwell)	Dairy dessert filling & packaging line.
Cadbury Schweppes (Tas)	Confectionery, Block moulding & packaging plant.
Cadbury Schweppes (Vic)	Confectionery processing of liquid filling line.
KL Ballantyne (Laverton)	Relocation of butter processing and packaging plant.
KL Ballantyne (Laverton)	Relocation of confectionery weighing & bagging plant.
KL Ballantyne (South Melb)	Installation of chocolate enrobing, moulding, and packaging line.
G&K Fine Foods	Design & installation of crisp bread baking and packaging line.
Water Wheel Crisp Breads	Design & installation new crisp bread baking and packaging plant.
Pillsbury Australia (Victoria)	Fresh foods, product verification & food safety.
Pillsbury Australia (NSW)	Fresh foods, product verification & food safety – bottling line.
Sundown Foods	Design of new vegetable process & packaging plant.
Bonlac (Cobden)	Butter processing design, installation, and equipment relocation.
Nestle (Qld)	Design, installation and commissioning of Greenfield Nescafe coffee filling and packaging plant, including associated process equipment.
Vita-nut (Vic)	Design and implementation of new margarine processing & packaging.
Donna Rosa	New baking plant design.
Bulla Cream	Design, installation and commissioning of Greenfield cream/yoghurt Processing & Packaging plant, including multiple bottling/labelling lines.
Regal Cream Products	Ice-cream process & packaging line.
McCormick Foods	Relocation of Aeroplane jelly manufacturing from Sydney to Melbourne including construction of new facility.
Popina Foods	Fit out of new facility. Relocation and reinstallation of existing facility over 2 week shut down.

metromotion

3.5 Vaughan Construction Registration Details

Building Commission of Australia Registered Builder Search Results

RBP #: CB-U 1900
RBP Type : Builder - Commercial - Unlimited
Anniversary Date: 4 May 2010

s 47F

Vaughan Constructions Pty Ltd

Carlton South, 3053, VIC

Phone: 47F

Current

Limitation: Not Applicable

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Carlton South, 3053, VIC

Phone: 47F

Current

Limitation: Not Applicable

Date 10 / 07 / 2009

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Maddocks

Lawyers
140 William Street
Melbourne Victoria 3000 Australia

Telephone 61 3 9298 0665
Facsimile 61 3 9298 0666

info@maddocks.com.au
www.maddocks.com.au

DX 269 Melbourne

Construction Contract

Construction of Regional Kitchen, Altona

Regional Kitchen Pty Ltd
ACN 130 471 206

and

Vaughan Constructions Pty Ltd
ACN 004 334 543

Formal Instrument of Agreement

Between

REGIONAL KITCHEN PTY LTD ACN 130 471 206
of Level 1, 104 Ferguson Street, Williamstown, Victoria 3016

(Principal)

And

VAUGHAN CONSTRUCTIONS PTY LTD ACN 004 334 543
of 103 Pelham Street, Carlton South Victoria 3053

(Contractor)

Background

- A. The Principal wishes to engage a contractor to undertake the Works.
- B. The Contractor has represented to the Principal that it has experience and expertise in the undertaking of works equivalent to the Works.
- C. The Principal has agreed to engage the Contractor to undertake the Works.
- D. The Contractor has agreed to execute the Works in accordance with the terms and conditions of the Contract.

It Is Agreed

1. EVIDENCE OF AGREEMENT

The following documents comprise the Contract between the Parties:

- (a) this Formal Instrument of Agreement;
- (b) the Conditions of Contract including Annexures, (excluding the documents referred to in clause 1(c) and (d) below);
- (c) the Drawings; and
- (d) the Specification.

2. DEFINITIONS

Words which are defined in the attached Conditions of Contract have the same meaning in this Formal Instrument of Agreement unless the context otherwise requires.

3. ABSENCE OF COLLATERAL AGREEMENTS

- 3.1 The Contract comprises the entire understanding between the Parties as to the subject matter of the Contract. All previous negotiations, communications, understandings, representations, warranties, memoranda or commitments in relation to, or in any way affecting the subject matter of, the Contract are merged in and superseded by the Contract.

- 3.2 No party shall be liable to the other party in respect of previous negotiations, understandings, representations, warranties, memoranda or commitments in relation to, or in any way affecting the subject matter of, the Contract.
- 3.3 Without limiting the general nature of this clause 3, no oral explanation or information provided by a party to the Contract shall:
 - (a) affect the meaning or interpretation of the Contract; or
 - (b) constitute a collateral agreement, warranty or understanding between the Parties.

4. COMMENCEMENT

This Formal Instrument of Agreement comes into effect and operates from the date it is signed by the Contractor.

Executed by the Parties.

DATE: 10/07/2009

EXECUTED by REGIONAL KITCHEN PTY LTD ACN 130 471 206 by being signed by those persons who are authorised to sign for the company:

47F [Redacted]

47F [Redacted]

47F [Redacted]

Director (or Company Secretary)
47F [Redacted]

Full name
39-49 SPRINGBANE RD
Usual address SPRINGBANE.

Full name
3 Raffles Road Dr.
Usual address WILMINGTON.

EXECUTED by VAUGHAN CONSTRUCTIONS PTY LTD ACN 004 334 543 by being signed by those persons who are authorised to sign for the company:

47F [Redacted]

47F [Redacted]
Director

47F [Redacted]
Director (or Company Secretary)

Full name
103 Polham St Carlton
Usual address

Full name
103 POLHAM ST CARLTON
Usual address

Date 20 / 6 / 2009

Maddocks

Lawyers
140 William Street
Melbourne Victoria 3000 Australia

Telephone 61 3 0282 0555
Facsimile 61 3 0255 0666

info@maddocks.com.au
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DX 253 Melbourne

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 - (b) constitute a collateral agreement, warranty or understanding between the Parties.

4. COMMENCEMENT

This Formal Instrument of Agreement comes into effect and operates from the date it is signed by the Contractor.

Executed by the Parties.

DATE: 10/07/2009

EXECUTED by REGIONAL KITCHEN PTY LTD ACN 130 471 206 by being signed by those persons who are authorised to sign for 47F



Full name

377-401 SPRINGBANE RD

Usual address

SPRINGBANE.

47F



Director

Full name

3 RIFLES RANKS DR.

Usual address

WILKINSON

EXECUTED by VAUGHAN CONSTRUCTIONS PTY LTD ACN 004 334 543 by being signed by those persons who are authorised to sign for the company:

47F



Director

Full name

103 PELHAM ST CHARLTON

Usual address

47F



D

Full name

103 PELHAM ST CHARLTON

Usual address

metromotion

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Carlton South, 3053, VIC

Phone: 47F

Current

Limitation: Not Applicable

s 47F

s 47F

s not a Board member, include in all mail outs.

C:\Documents and Settings\pwest\My Documents\pwest\pwest\Community Chief Interim Board Contact List.doc

Last updated 13/02/2008

CC PTY LTD

ADVISORY GROUP REPRESENTATIVES CONTACT LIST DETAILS


Council	Postal Address	Greeting	Phone	Fax	Email
Banyule City Council 275 Upper Heidelberg Road IVANHOE VIC 3079	47F HAAC Team Leader – Delivered Meals Banyule City Council PO Box 51 IVANHOE VIC 3079	47F		9439 9475 47F	
Banyule City Council 275 Upper Heidelberg Road IVANHOE VIC 3079	47F Health, Aged and Community Planning Services Banyule City Council PO Box 51 IVANHOE VIC 3079				
Brimbank City Council Alexandra Avenue SUNSHINE VIC 3020	47F Manager Aged & Disability Services Brimbank City Council PO Box 70 SUNSHINE VIC 3020			9249 4311	
Greater Dandenong City Council 39 Clow Street DANDENONG VIC 3175	47F Health, Aged and Disability Services Greater Dandenong City Council PO Box 200 DANDENONG VIC 3175			9239 5196	
Darebin City Council 274 Gower Street, PRESTON VIC 3072	47F Darebin City Council PO Box 91 PRESTON VIC 3072			8470 8877	
Greater Geelong City Council 30 Gheringhap Street GEEELONG VIC 3220	47F Co-ordinator Ancillary Services Greater Geelong City Council PO Box 104 GEEELONG VIC 3220			5227 0752	

Council	Postal Address	Greeting	Phone	Fax	Email
Hobsons Bay City Council 115 Civic Parade ALTONA VIC 3018	47F Food Services Hobsons Bay City Council PO Box 21 ALTONA VIC 3018	47F		9932 4051	47F
Hume City Council 1079 Pascoe Vale Rd BROADMEADOWS VIC 3047	47F Manager Aged Services and Health Hume City Council PO Box 119 DALLAS VIC 3047				
Hume City Council 1079 Pascoe Vale Rd BROADMEADOWS VIC 3047	47F Coordinator				
Macedon Ranges Shire Council 129 Mollison Street KYNETON VIC 3444	47F Manager Community Services Macedon Ranges Shire Council PO Box 151 KYNETON VIC 3444			54223623	
Manningham City Council	47F Chief Executive Officer PO Box 1 DONCASTER VIC 3108			9840 9466	
Maribyrnong City Council Corner Hyde & Napier Streets FOOTSCRAY VIC 3011	47F Manager Aged & Diversity Maribyrnong City Council PO Box 58 FOOTSCRAY VIC 3011			9687 7793	
Melton Shire Council 232 High Street MELTON VIC 3337	47F Young Manager Aged and Disability Services Melton Shire Council PO Box 21 MELTON VIC 3337			9743 9970	
On maternity leave from 12/10/07 returning ?	47F Manager Aged and Disability Services Melton Shire Council PO Box 21 MELTON VIC 3337			9743 9970	

Moonee Valley City Council 9 Kellaway Avenue MOONEE PONDS VIC 3039	F24 Food & Community Transport Coordinator, Community Services Aged & Disability Moonee Valley City Council PO Box 126 MOONEE PONDS VIC 3039	9375 7456	
Moreland City Council 90 Bell Street COBURG VIC 3058	F24 Manager Aged Services Moreland City Council Locked Bag 10 MORELAND VIC 3058	9240 1212	
Monash City Council 293 Springvale Road, GLEN WAVERLEY VIC, 3150	F24 Manager Community Programs Monash City Council PO Box 1 GLEN WAVERLEY VIC 3150	9518 3444	
Stonnington City Council Corner of High Street & Glenferrie Road MALVERN VIC 3144	F24 Manager Aged and Disability Services Stonnington City Council PO Box 21 PRAHRAN VIC 3181	8290 1198 (shared fax)	
Yarra City Council 333 Bridge Road RICHMOND VIC 3121	F24 Manager Aged and Disability Services Yarra City Council PO Box 168 RICHMOND VIC 3121	8417 6666	

RFK PTY LTD
SHAREHOLDER REPRESENTATIVES CONTACT DETAILS
 Community Chef

Council	Postal Address	Greeting	Phone	Fax	email
Banyule City Council 275 Upper Heidelberg Road IVANHOE VIC 3079	F17 Director Community Programs Banyule City Council PO Box 51 IVANHOE VIC 3079			9499 9475	
Brimbank City Council Alexandra Avenue SUNSHINE VIC 3020	F17 Wellbeing Brimbank City Council PO BOX 70 SUNSHINE VIC 3020			9249 4351	
Greater Dandenong City Council 397-405 Springvale Road SPRINGVALE VIC 3171	F17 Director Community Services Greater Dandenong City Council PO Box 200 DANDENONG VIC 3175			9239 5336	
Darebin City Council 274 Gower Street, PRESTON VIC 3072	F17 General Manager Communities and Culture Darebin City Council PO Box 91 PRESTON VIC 3072			9261 4831	
Greater Geelong City Council 103 Corio Street GEELONG VIC 3220	F17 General Manager Community Services Greater Geelong City Council PO Box 104 GEELONG VIC 3220			5227 0737	
Hobsons Bay City Council 115 Civic Parade ALTONA VIC 3018	F17 Director Organisation Development Hobsons Bay City Council PO Box 21 ALTONA VIC 3018			9932 1039	

Council	Postal Address	Greeting	Fax	email
Hume City Council 1079 Pascoe Vale Rd BROADMEADOWS VIC 3047	47F Director City Communities Hume City Council PO Box 119 DALLAS VIC 3047	47F	9302 2839	47F
Macedon Ranges Shire Council 129 Mollison Street KYNETON VIC 3444	47F Macedon Ranges Shire Council PO BOX 151 KYNETON VIC 3444		5422 3623	
Manningham City Council 699 Doncaster Road DONCASTER VIC 3108	47F Chief Executive Officer PO Box 1 DONCASTER VIC 3108		9840 9466	
Maribyrnong City Council Corner Hyde & Napier Streets FOOTSCRAY VIC 3011	47F General Manager, Community Well-Being Maribyrnong City Council PO Box 58 FOOTSCRAY VIC 3011		9687 7793	
Melton Shire Council 232 High Street MELTON VIC 3337	47F Manager Corporate Services Melton Shire Council PO Box 21 MELTON VIC 3337		9747 7374	
(CEO is shareholder Rep - he has nominated  via council report)	47F Chief Executive Officer Melton Shire Council PO Box 21 MELTON VIC 3337		9743 9970	
DO NOT INCLUDE IN MAILING LIST				
Moonee Valley City Council 9 Kellaway Avenue MOONEE PONDS VIC 3039	47F Moonee Valley City Council PO Box 126 MOONEE PONDS VIC 3039		9252 4047	
Moreland City Council 90 Bell Street COBURG VIC 3058	47F Moreland City Council Locked Bag 10		9240 1212	

	MORELAND VIC 3058				
Monash City Council 293 Springvale Road GLEN WAVERLEY VIC 3150	<div>FL7</div> <div>Director Community Services Monash City Council PO Box 1 GLEN WAVERLEY VIC 3150</div>	9518 3512	9	<div>FL7</div>	
Stonnington City Council Corner of High Street & Glenferrie Road MALVERN VIC 3144	<div>FL7</div> <div>General Manager Social Development Stonnington City Council PO Box 21 PRAHRAN VIC 3181</div>	8290 1150			
Yarra City Council 333 Bridge Road RICHMOND VIC 3121	<div>FL7</div> <div>Director, Community Programs Yarra City Council PO Box 168 RICHMOND VIC 3121</div>	9205 5101 (PA, Emma Bird)			
				<div>FL7</div>	<div>FL7</div>

Council	Postal Address	Greeting	Phone	Fax	email
Stonnington City Council Corner of High Street & Glenferrie Road MALVERN VIC 3144	47F General Manager Social Development Stonnington City Council PO Box 21 PRAHRAN VIC 3181	47F	47F	3290 1198 (shared fax)	47F
Yarra City Council 333 Bridge Road RICHMOND VIC 3121	47F Director, Community Programs Yarra City Council PO Box 168 RICHMOND VIC 3121			3417 6666	

COMMUNITY CHIEF MEMBER COUNCILS CEOs - (PA's) Contact List as at

Council	Name	Greeting	Personal Asst	Phone	Fax	PA's Email
Banyule City Council	47F Chief Executive Officer Banyule City Council PO Box 51 IVANHOE VIC 3079	47F		47F	499 2482	47F
Brimbank City Council	47F Chief Executive Officer Brimbank City Council PO Box 70 SUNSHINE VIC 3020					
Greater Dandenong City Council	47F Chief Executive Officer Greater Dandenong City Council PO Box 200 DANDENONG VIC 3175				239 5306	
Darebin City Council	47F Chief Executive Officer Darebin City Council PO Box 91 PRESTON VIC 3072				261 4850	
Greater Geelong City Council	47F Acting Chief Executive Officer Greater Geelong City Council PO Box 104 GEELONG VIC 3220				272 4258	
Hobsons Bay City Council	47F Chief Executive Officer Hobsons Bay City Council PO Box 21 ALTONA VIC 3018				932 1039	
Hume City Council	47F Chief Executive Officer Hume City Council PO Box 19 DALLAS VIC 3047				309 0285	
Macedon Ranges Shire	47F				42203623	

Council	Name	Greeting	Personal Asst	Phone	Fax	PA's Email
Council	Chief Executive Officer Macedon Ranges Shire Council PO Box 151 KYNETON VIC 3444					
Manningham City Council	Chief Executive Officer PO Box 1 Doncaster 3108				9840 9466	
Maribyrnong City Council	Chief Executive Officer Maribyrnong City Council PO Box 58 FOOTSCRAY 3011				9687 7793	
Melton Shire Council	Chief Executive Officer Melton Shire Council PO Box 21 MELTON VIC 3337				9746 0879	
Moonee Valley City Council	Chief Executive Officer Moonee Valley City Council PO Box 126 MOONEE PONDS VIC 3039				9377 2100	
Moreland City Council	Chief Executive Officer Moreland City Council Locked Bag 10 MORELAND VIC 3058				9240 1195	
Stonnington City Council	Chief Executive Officer Stonnington City Council PO Box 21 PRAHRAN VIC 3181				8290 1105	
Yarra City Council	Chief Executive Officer					

Council	Name	Greeting	Personal Asst	Phone	Fax	PA's Email
	Yarra City Council PO Box 168 RICHMOND VIC 3121					