

s22

From: s22
Sent: Monday, 4 May 2009 12:29 PM
To: 's22' @hobsonsabay.vic.gov.au
Subject: re Regional Kitchen Project [SEC=UNCLASSIFIED]

Categories: SEC=UNCLASSIFIED

Good Afternoon s22,

Congratulations on being one of the successful projects chosen by the Minister to receive funding under the Community Infrastructure Program Strategic Projects.

I am currently drafting a funding agreement for the project and require some further information in relation to some items in your application. I have included below details I need to clarify the information and look forward to discussing this with you when you are available.

The Minister has agreed to funding of \$8,151,128.00 for the Regional Kitchen Project. Please provide an updated itemised budget noting that CIP funding cannot be used to subsidise wages of 'in-house' employees for wages, salary and superannuation, cannot be used for directors fees or interest on loans.

In your application you indicated that the Business Plan does not include building design and construction; equipment and fit-out, transport or storage details. As these are an integral component of the budget table supplied, itemised details/ quotes for these budget items will be required.

In your application you indicated that land was being purchased for the project. At this stage we do not have any evidence of the purchase of the proposed land by Regional Kitchens Pty Ltd. Council will need to provide evidence of the purchase.

In your application you indicated that the project has commenced.

Can you please advise:

- What date the project commenced.
- if it did not, what the new expected commencement date is and what is the reason for the delay
- a revised project timeline showing each of the major steps in your project plan, including the date that you expect construction and fit-out to be completed; the date that the facility/building will be ready for operation.

Regards

s22

Department of Infrastructure,

Transport, Regional Development

and Local Government

Ph: 02 s22

s22

From: s22 @hobsonsabay.vic.gov.au>
Sent: Thursday, 7 May 2009 3:47 PM
To: s22
Subject: Regional Kitchen
Attachments: DOI Funding Information request 7 May 2009.xls; Community Chef 2009 05 07 project timeline.pdf; ATT3319300.txt

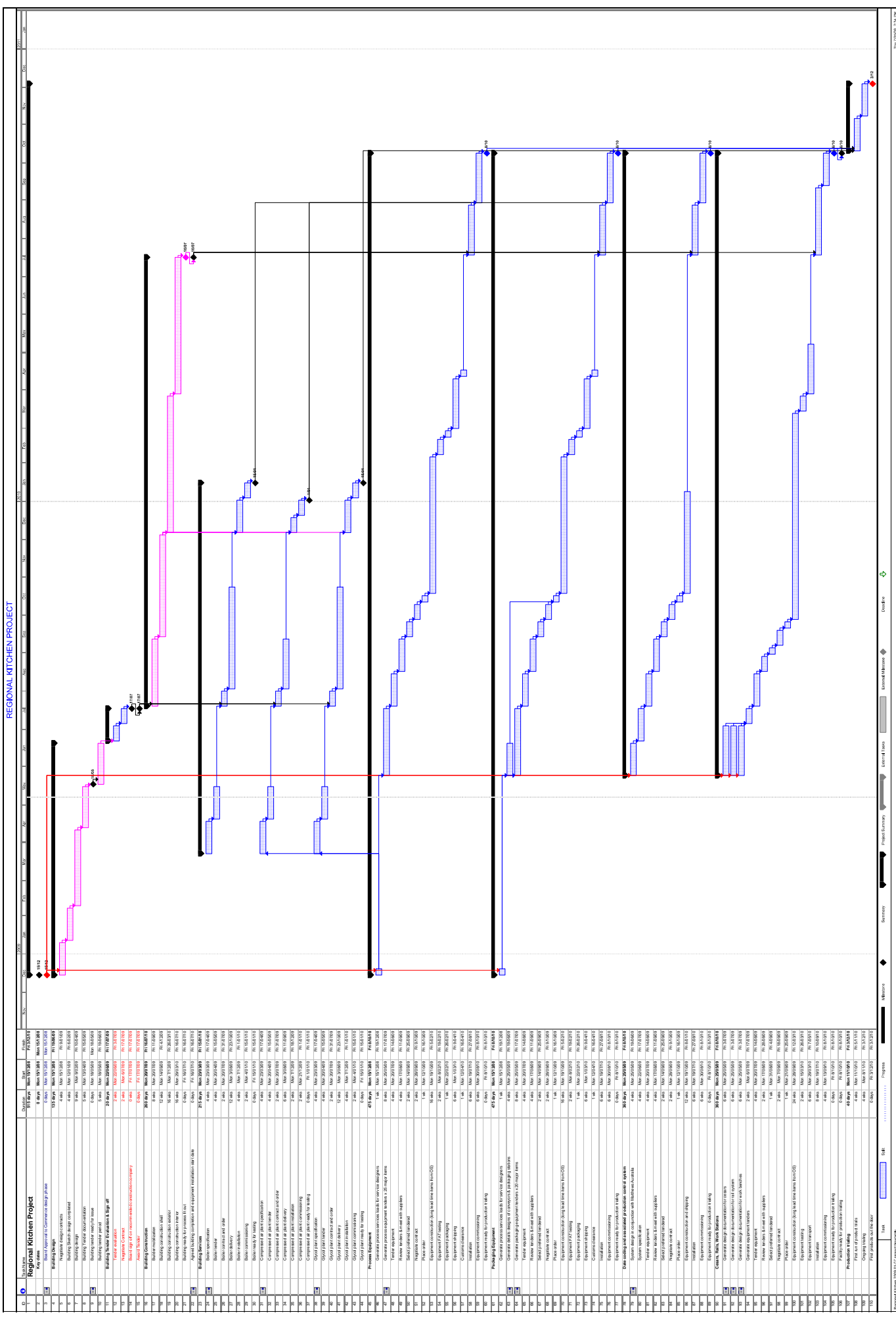
s22,
Checking off the matters in your email to s22 the responses are as follows;
<<DOI Funding Information request 7 May 2009.xls>> <<Community Chef 2009 05 07 project timeline.pdf>>

- Updated budget in relation to the Building and Fitout Works is attached. As the Quantity Surveyor varifies costings within this budget I will send the further detail to you. This will be done progressively over the next two months.
- Details of land purchase and title have been sent.
- Attached is the updated Implementation Plan. It is anticipated that the successful tenderer to build the facility will be decided by the board at its 31 July meeting. Requests for Tender will go out to 5 shortlisted companies 15 May. The building will be ready for fitout July 2010 and in production by the end of 2010.

As we discussed, I will continue to provide further detail as it becomes available. Please let me know if this is sufficient to get the Funding Agreement signed.

s22

REGIONAL KITCHEN PROJECT



ID	Task Name	Start	End	Duration	Progress
1	Blending	0:00	0:05	5 min	100%
2	Preparation of ingredients	0:05	0:15	10 min	100%
3	Cooking	0:15	0:30	15 min	100%
4	Plating	0:30	0:45	15 min	100%
5	Packaging	0:45	0:55	10 min	100%
6	Final assembly	0:55	1:00	5 min	100%
7	Quality control	1:00	1:05	5 min	100%
8	Final packaging	1:05	1:10	5 min	100%
9	Final inspection	1:10	1:15	5 min	100%
10	Final delivery	1:15	1:20	5 min	100%
11	Final storage	1:20	1:25	5 min	100%
12	Final reporting	1:25	1:30	5 min	100%
13	Final cleanup	1:30	1:35	5 min	100%
14	Final documentation	1:35	1:40	5 min	100%
15	Final review	1:40	1:45	5 min	100%
16	Final approval	1:45	1:50	5 min	100%
17	Final handover	1:50	1:55	5 min	100%
18	Final sign-off	1:55	2:00	5 min	100%
19	Final archiving	2:00	2:05	5 min	100%
20	Final backup	2:05	2:10	5 min	100%
21	Final backup	2:10	2:15	5 min	100%
22	Final backup	2:15	2:20	5 min	100%
23	Final backup	2:20	2:25	5 min	100%
24	Final backup	2:25	2:30	5 min	100%
25	Final backup	2:30	2:35	5 min	100%
26	Final backup	2:35	2:40	5 min	100%
27	Final backup	2:40	2:45	5 min	100%
28	Final backup	2:45	2:50	5 min	100%
29	Final backup	2:50	2:55	5 min	100%
30	Final backup	2:55	3:00	5 min	100%
31	Final backup	3:00	3:05	5 min	100%
32	Final backup	3:05	3:10	5 min	100%
33	Final backup	3:10	3:15	5 min	100%
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36	Final backup	3:25	3:30	5 min	100%
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40	Final backup	3:45	3:50	5 min	100%
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42	Final backup	3:55	4:00	5 min	100%
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44	Final backup	4:05	4:10	5 min	100%
45	Final backup	4:10	4:15	5 min	100%
46	Final backup	4:15	4:20	5 min	100%
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48	Final backup	4:25	4:30	5 min	100%
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63	Final backup	5:40	5:45	5 min	100%
64	Final backup	5:45	5:50	5 min	100%
65	Final backup	5:50	5:55	5 min	100%
66	Final backup	5:55	6:00	5 min	100%
67	Final backup	6:00	6:05	5 min	100%
68	Final backup	6:05	6:10	5 min	100%
69	Final backup	6:10	6:15	5 min	100%
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84	Final backup	7:25	7:30	5 min	100%
85	Final backup	7:30	7:35	5 min	100%
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87	Final backup	7:40	7:45	5 min	100%
88	Final backup	7:45	7:50	5 min	100%
89	Final backup	7:50	7:55	5 min	100%
90	Final backup	7:55	8:00	5 min	100%
91	Final backup	8:00	8:05	5 min	100%
92	Final backup	8:05	8:10	5 min	100%
93	Final backup	8:10	8:15	5 min	100%
94	Final backup	8:15	8:20	5 min	100%
95	Final backup	8:20	8:25	5 min	100%
96	Final backup	8:25	8:30	5 min	100%
97	Final backup	8:30	8:35	5 min	100%
98	Final backup	8:35	8:40	5 min	100%
99	Final backup	8:40	8:45	5 min	100%
100	Final backup	8:45	8:50	5 min	100%

Capital Works Expenditure - Buildings & Equipment

	Costings	State	Federal	Shareholders & Borrowings
Site Preparation				
Site audit & dynamic compaction	\$114,000	\$45,600	\$68,400	\$0
Building Works				
Building shell	\$1,891,000	\$756,400	\$1,134,600	\$0
Building fit out	\$1,954,000	\$781,600	\$1,172,400	\$0
External works	\$1,064,000	\$425,600	\$638,400	\$0
Fire sprinkler allowance	\$318,000	\$127,200	\$190,800	\$0
Smoke detection allowance	\$91,000	\$36,400	\$54,600	\$0
<i>Hydraulics</i>	\$566,000			
<i>Mechanical services</i>	\$2,205,000			
<i>Fire services</i>	\$307,000			
<i>Electrical services</i>	\$730,000			
<i>Vertical transport</i>	\$62,000			
Building services	= \$3,870,000	\$1,548,000	\$2,322,000	\$0
Preliminaries and margins	\$1,225,000	\$490,000	\$735,000	\$0
Contingency	\$1,115,000	\$446,000	\$669,000	\$0
Base building works	\$11,528,000	\$4,611,200	\$6,916,800	\$0
Internal Fitout				
<i>Packaging equipment</i>	\$2,841,000			
<i>Process equipment</i>	\$1,617,000			
<i>CESARS, rails & work stations</i>	\$2,844,000			
Process & packaging equipment	= \$7,302,000	\$1,343,200	\$2,014,800	\$3,944,000
Separate internal fitout contingencies @ 5%	\$406,000			\$406,000
Internal fitout	\$7,708,000	\$1,343,200	\$2,014,800	\$4,350,000
Total Building and Fitout Works	\$19,350,000	\$6,000,000	\$9,000,000	\$4,350,000

s22

From: s22@hobsonsby.vic.gov.au>
Sent: Tuesday, 12 May 2009 3:29 PM
To: s22
Cc: s22
Subject: Regional Kitchen Budget Table Attachment A
Attachments: Budget table.doc; ATT3613815.txt

<<Budget table.doc>> s22, Figures adjusted to meet \$9m DOI contribution and exclude salaries etc. Ring me if more required. s22

BUDGET TABLE

I am GST registered – figures provided are GST exclusive

Cost Item	Brief description of cost item	Estimated Cost	Regional & Local Community Infrastructure Program – Strategic Projects (\$cash)	Other Partner / Proponent Contributions				
				Contribution (\$value)	Cash or in-kind	Name of Partner /Proponent		
						DHS	* Borrowings and Finance Leases	** 14 Councils (Shareholders of both companies)
Wages, Salary and Superannuation	Administration and Production Staff prior to commencement of Meals Kitchen Operation	\$1,694,742	\$0	\$1,694,742	Cash	\$848,208	\$617,439	\$229,095
Training	Production and administration training prior to start up. Transitioning clients and councils to new provider	\$141,427	\$0	\$141,427	Cash	\$70,783	\$51,525	\$19,118
Operating costs	Energy and utilities	\$150,009	\$0	\$150,009	Cash	\$75,079	\$54,652	\$20,279
Materials, insurance and office expenses	External services under agreement with HBCC such as IT support, office space, HR, contracts support, meeting rooms, finance as well as insurance, printing & stationary, meeting expenses,	\$1,371,484	\$0	\$1,371,484	Cash	\$686,420	\$499,667	\$185,397
Construction / fitout	Base building works: Building shell, building fitout, landscaping, building services, external works, preliminaries and margins, contingency.	\$12,209,300	\$6,000,000	\$6,209,300	Cash	\$110,677	\$4,448,166	\$1,650,457
Plant / equipment purchase	Process and packaging equipment (Purchased)	\$3,902,421	\$1,853,169	\$2,049,252	Cash	\$99,968	\$1,421,754	\$527,530
Plant / equipment hire / lease	Plant / equipment hire / lease	\$3,819,000	\$1,146,831	\$2,672,169	Cash	\$764,554	\$1,391,361	\$516,254
Plant / equipment purchase	Office equipment, IT equipment	\$428,770	\$0	\$428,770	Cash	\$214,597	\$156,212	\$57,961
Project Management	Tender costs - documentation, legal & advertising. Project management, site supervision. Council representation on Board, advisory groups.	\$3,805,655	\$0	\$3,805,655	In kind & Cash	\$1,904,706	\$1,386,499	\$514,449
Consultants, contractors, professional fees, legal & compliance.	Consultants, (Logistics, OH&S, Food Safety, IT & Recruitment), Directors fees, Audit committee, Probity Auditor, External auditor and legal fees	\$1,736,213	\$0	\$1,736,213	Cash	\$868,963	\$632,548	\$234,702
Other Cost - Interest on Bank Loans	Interest on Bank Loans	\$711,387	\$0	\$711,387	Cash	\$356,045	\$259,177	\$96,166
		\$29,970,409	\$9,000,000	\$20,970,408		\$6,000,000	\$10,919,000	\$4,051,408

* Detail of borrowings and finance leases by Regional Kitchen Pty Ltd. Individual Councils will neither borrow or be guarantors for borrowings.

** Capital and in kind contributions. Councils also contribute to additional operational costs as per the Shareholder Agreements.

Archived: Tuesday, 12 April 2022 3:49:54 PM
From: [REDACTED]
To: [REDACTED]
Subject: FW: Regional Kitchen - Strategic Project 740 - Invitation form
Sensitivity: Normal

Good morning [REDACTED]

I have sent two emails to the email address specified in section 14 Notices, of the funding agreement - 'Regional.Grants@infrastructure.gov.au' and both times I have received the following error message.

Your message did not reach some or all of the intended recipients.

Subject: FW: Regional Kitchen - Strategic Project 740 - Invitation form

Sent: 31/7/2009 7:54 AM

The following recipient(s) could not be reached:

Regional.Grants@infrastructure.gov.au on 31/7/2009 7:55 AM

The e-mail account does not exist at the organization this message was sent to. Check the e-mail address, or contact the recipient directly to find out the correct address.
<internal.dotars.gov.au#5.1.1 smtp:550 5.1.1 RESOLVER.ADR.RecipNotFound; not found>

I would appreciate your forwarding this email with an attachment to the intended recipient and also confirming the correct address for such documents.

Please feel free to call if you wish to discuss or clarify.

With thanks

[REDACTED]

Operations Manager
Regional Kitchen Group

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Level 1, 104 Ferguson St, Williamstown VIC 3016
PO Box 486 Williamstown VIC 3016

(Please note - change of postal address above)

From: [REDACTED]
Sent: Friday, 31 July 2009 7:54 AM
To: 'Regional.Grants@infrastructure.gov.au'
Cc: [REDACTED]
Subject: FW: Regional Kitchen - Strategic Project 740 - Invitation form

Good morning

I refer to the email below and wish to advise that the 'Event Agenda' has been changed. An amended invitation form is attached.

Regards

S22

Operations Manager
Regional Kitchen Group

S22

S22

S22

S22

S22

S22

From: **S22**

Sent: Wednesday, 29 July 2009 7:00 PM

To: 'regional.grants@infrastructure.gov.au'

Cc: **S22**

Subject: Regional Kitchen - Strategic Project 740 - Invitation form

Good afternoon all

As required under Section 26 of the funding agreement -

- Invitation form attached
- General Manager Local Government Programs added to invitation list.

I have not completed this type of form before and hope it meets your requirements.

Please do not hesitate to contact me if any further information or clarification is required.

With thanks

S22

Operations Manager
Regional Kitchen Group

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From: **S22**

Sent: Wednesday, 29 July 2009 8:01 AM

To: [REDACTED]
Subject: Regional Kitchen Project - update

Good morning [REDACTED]

You will receive the event invitation form shortly; I am just waiting on confirmation of other dignitaries that will be attending.

I would appreciate an electronic version of the signed funding agreement emailed to me. Are you the right person to ask?

The first milestone report is sitting with [REDACTED] for approval and signature so you should receive it via email tomorrow.

Please do not hesitate to call if you wish to discuss or clarify any matter related to the project.

Regards

[REDACTED]

Operations Manager
Regional Kitchen Group

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]@infrastructure.gov.au

Sent: Monday, 27 July 2009 12:09 PM

To: [REDACTED]

Subject: RE: Regional Kitchen Project - event / reporting template [SEC=UNCLASSIFIED]

[REDACTED]

I have been informed that there is an official Event Invitation Template that requires three dates for consideration by the Minister.

As per the terms of agreement (re: s26.11) for this grant regarding dates – you must provide to us at least three options for dates of the official opening and you must invite our representative to officiate any official opening or other public function relating to the project (re: s26.13).

Therefore, could you please complete the attached event invitation template and return to our contact as per the Schedule (item 14) and cc me.

For your consideration

Regards

[REDACTED]

Community Infrastructure Program - Taskforce
Department of Infrastructure, Transport, Regional Development and Local Government

GPO Box 594,

CANBERRA ACT 2601.

(T) 02 6274 7888

(F) 02 6274 7205

[REDACTED]@infrastructure.gov.au

From: [REDACTED]@hobsonsby.vic.gov.au
Sent: Friday, 24 July 2009 12:01 PM
To: [REDACTED]
Subject: Regional Kitchen Project - event / reporting template

Hi [REDACTED]

To confirm our conversation, the Turning of the Sod event for the Regional Kitchen Project will be onsite at Lot 10 Drake Boulevard Altona, on 27/8/09 commencing at either 2.30 pm or 3 pm (exact time will be confirmed shortly).

Please note our change of postal address below.

To assist me to lodge the first report due on the 31/7/09, I would appreciate the required reporting template via return email.

With thanks

[REDACTED]

**Operations Manager
Regional Kitchen Group**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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(284.7KB)\line

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Archived: Tuesday, 12 April 2022 3:50:35 PM

From: s22

To: 's22'@hobsonsabay.vic.gov.au'

Cc: s22

Subject: Points of clarification for funding under the CIP - Regional Kitchen Project [SEC=UNCLASSIFIED]

Sensitivity: Normal

Hi s22

Thanks for taking the time to talk to me earlier.

As discussed, work has commenced on drafting a Funding Agreement (FA) between the Department and Hobsons Bay City Council for funding under the CIP – Regional Kitchen Project. However, there are a number of questions/points of clarification that will need to be addressed before the FA can be sent to you, for your consideration. They are as follows:

- Can you provide an updated itemised budget, detailing how the CIP funding will be allocated? Please note that CIP funding cannot be used to subsidise wages/salary and superannuation of 'in-house' employees, unless those employees are being 'taken off' their normal duties and their position is being back filled;
- In your application you indicated that land was being purchased for the project. At this stage we do not have any evidence of the purchase of the proposed land by Regional Kitchens Pty Ltd. Can you provide evidence of the purchase?
- Can you please advise what the start date and expected completion date for the project will be?
- Can you provide a detailed project timeline showing each of the major steps including the date that you expect construction and fit-out to be completed and the date that the facility/building will be ready for operation? This includes specific details about the works/activity that are to take place. For example, installation of air conditioning, obtaining any approvals, constructing the building, purchasing the land, site work preparations, installing kitchen facilities etc; and
- Could you please scan and resend the Undertaking document with original signatures and not electronic signatures?

Could I ask that you provide answers to the above questions before COB Tuesday 9 June.

Many thanks in advance.

s22

s22
Department of Infrastructure, Transport, Regional Development & Local Government

Ph: 02 6274 8124

s22
@infrastructure.gov.au

Archived: Tuesday, 12 April 2022 3:51:27 PM

From: s22

To: s22

Subject: RE: Progress report No 2 - SP Number:740 [SEC=UNCLASSIFIED]

Sensitivity: Normal

Hi s22,

Thank you for sending through the report. Just a couple of things that need some clarification.

- 1 When would you expect the loan approval to be approved as the letter states that NAB will consider a proposal it doesn't state that they have approved a loan.
- 2 What date do you expect the transfer of land to be completed?

Regards

s22
 Regional and Local Community Infrastructure Program - Strategic Projects (RLCIP-SP) Taskforce
 Local Government Programs Branch
 Local Government and Regional Development Division

Ph: (02) 6s22

Please consider the environment before printing this e-mail... thanks 😊 Embrace the Green Office

From: s22 (@hobsonsabay.vic.gov.au)

Sent: Thursday, 1 October 2009 18:24

To: RegionalGrants

Cc: s22

Subject: Progress report No 2 - SP Number:740

Hi s22,

I have attached the Hobsons Bay City Council report No 2 - SP Number 740 with attachments.

Please note unfortunately due to unforeseen circumstances, the report is unsigned. I will email the signed report as soon as I receive it.

My apologies for any inconvenience caused.

Unsigned report

<<RPT 002 1 Oct 2009 Cwealth funding Progress Report No 2 CIP-SP.pdf>>

Building Permit - evidence for 3.1

<<Rpt 002 1 Oct 2009 Cwealth funding Progress Report Attach 3.1 a Building Permit.pdf>>

Planning Permit - evidence for 3.1

<<Rpt 002 1 Oct 2009 Cwealth funding Progress Report Attach 3.1 f Planning Permit.pdf>>

NAB Letter - evidence for 3.2

<<Rpt 002 1 Oct 2009 Cwealth funding Progress Report Attach 3.2 NAB Letter.pdf>>

Project Manager Resume - evidence for 3.4

<<Rpt 002 1 Oct 2009 Cwealth funding Progress Report Attach 3.4 Project Manager Resume.pdf>>

Excerpt from Construction contract and relevant industry registration - evidence for 3.5

<<Rpt 002 1 Oct 2009 Cwealth funding Progress Report Attach 3.5 a Builders contract.pdf>> <<Rpt 002 1 Oct 2009 Cwealth funding Progress Report Attach 3.5 b Builders registration.pdf>>

Lists of Councils' representatives - evidence for 4.1

<<RPT 002 1 Oct 2009 Cwealth funding Progress Report Attach 4.1.pdf>>

Media Publicity - for 5

<<RPT 002 1 Oct 2009 Cwealth funding Progress Report Attach 5 Media Publicity.pdf>>

Please do not hesitate to call if you wish to discuss or require any additional information.

Kind Regards

s22 [redacted]

Operations Manager
Regional Kitchen Group

s22 [redacted]

[redacted]

[redacted]

[redacted]@hobsonsby.vic.gov.au

s22 [redacted]

[redacted]

From: [REDACTED]@infrastructure.gov.au]
Sent: Thursday, 24 September 2009 8:29 AM
To: [REDACTED]
Subject: RE: re Touching Base [SEC=UNCLASSIFIED]

Thanks [REDACTED]

I noted that you would like a copy of the sub contractor approval template. This is to be used for anyone that the council employs to work on the project such as architects, builders etc..

Regards

[REDACTED]
Regional and Local Community Infrastructure Program - Strategic Projects (RLCIP-SP) Taskforce
Local Government Programs Branch
Local Government and Regional Development Division

Ph: (02) [REDACTED]

Please consider the environment before printing this e-mail... thanks ☺ Embrace the Green Office

From: [REDACTED]@hobsonsbay.vic.gov.au]
Sent: Wednesday, 23 September 2009 21:07
To: [REDACTED]
Subject: RE: re Touching Base [SEC=UNCLASSIFIED]

Hi [REDACTED]

I look forward to working with you regarding the Regional Kitchen Project. Answers to questions in the your email below.

[REDACTED]
Operations Manager
Regional Kitchen Group

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]@hobsonsbay.vic.gov.au
[REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED]@infrastructure.gov.au]
Sent: 22 September 2009 10:33
To: [REDACTED]
Subject: re Touching Base [SEC=UNCLASSIFIED]

Good Morning,

I am sending this 'touching base' email to introduce myself as your contract manager and so that we are able to communicate any changes, concerns, good news, etc that may have been happening with your project. As I am new to your project I would appreciate you taking the time to complete the questions below and return to me so that I can become familiar with what stage your project is up to and what to expect in the near future.

Has construction started? Yes

- o What date did it start? July 2009

Or if not;

- o When do you anticipate starting?

Do you anticipate having any publicity events in the near future (e.g. sod turning event)?

- o Likely date? Turning of the Sod occurred on 27/8/09
- o Please remember that the Department requires 4 week's notice of any planned event. [REDACTED] officiated

Do you foresee any problems/issues in meeting the next milestone and reporting deadline? [No problems anticipated](#)

Is the project on schedule? [Yes](#)


What stage of the project are you up too? [Construction commenced](#)

Do you foresee any problems/issues with the project being completed by the projected completion date? [No problems anticipated](#)

Subcontractor Approval forms must be completed for any subcontractor you wish to have approved. If you have not received a copy of the template please let me know and I will forward one. [Form not required at this stage but would be happy to receive a copy of the template.](#)

Please let me know if you have any concerns or questions in regards to your project and I will respond as soon as possible.

Regards


Regional and Local Community Infrastructure Program - Strategic Projects (RLCIP-SP) Taskforce
Local Government Programs Branch
Local Government and Regional Development Division

Ph: (02) 

[Please consider the environment before printing this e-mail...](#) thanks  Embrace the Green Office

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Archived: Tuesday, 12 April 2022 3:51:38 PM

From: s22

Sent: Wed, 27 May 2009 16:24:26

To: s22

Cc: s22

Subject: Regional Kitchen Milestones

Sensitivity: Normal

s22, The following milestones would seem to be the most logical:

Commencement (signing of Funding Agreement)	\$3m
Building shell completed (31/12/09)	\$2m
Building completed (28/5/10)	\$2m
Process fit-out completed (31/8/10)	\$2m

The other information requested by s22 is available and I will email or fax it tomorrow.

s22