

## 5.4 C-5PMMCC04 – Provision, Management and Maintenance of Community Centres

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### **PART A - Policy**

#### **Objective**

The objective of this Policy is

- (i) to provide a framework and guidance for the provision, management and maintenance of Community Centres within the Shire of Dandaragan (Shire); and
- (ii) to brief and bring to the attention of each Community Centre Management Committee, the tasks, responsibilities and considerations associated with the management of a community facility.

#### **Policy Statement**

The Council and Shire recognise the benefits and important function that excellent community facilities play in providing a hub for the social wellbeing of the community and their activities.

To meet these objectives the Council and Shire are committed to providing well-resourced and managed community centres in the major centres of the district, including:

- (i) furniture and equipment; and
- (ii) kitchens in accordance with the established criteria.

#### **Provision and Operator of Community Centres**

The Shire has provided four community centres:

- (i) Badgingarra Community Centre - operated by the Badgingarra Community Association.
- (ii) Cervantes Community Recreation Centre - operated by Cervantes Community Recreation Centre.
- (iii) Dandaragan Community Centre - operated by the Dandaragan Community Centre Management Committee.
- (iv) Jurien Sport and Recreation Centre - operated by the Jurien Bay Sport and Recreation Centre Management Committee.

#### **Management**

In 2006, Council adopted an Information Resource Manual for the benefit of the Community Centre Management Committees and Council.

The Information Resource Manual will be reviewed and updated periodically with supplementary information following discussions between the Community Centre Management Committees and Council representatives. All Community Centre Management Committees and Councillors shall receive a copy of the Information Resource Manual

#### **Funding**

It is intended that the any Shire funded upgrades will be financed by the Shire's annual budgetary allocations, community centre reserve or building reserve.

The management committee will be responsible for the cost of additional works over and above the Shire committed program.

The committee's administration costs can be funded in any way the committee chooses except for the Shire of Dandaragan and Tronox Sporting and Recreation Facilities Fund or community budget submissions process [See policy C-5SRF01 – Sport and Recreation Funding].

## **PART B - Management Procedures**

### **Definitions**

Nil.

### **Detail**

#### **1. Management**

Management refers to the 'Information Resource Manual for Community Centre Management Committees and Council' which outlines the agreed responsibilities for the buildings, facilities and furniture and equipment.

##### **1.1 Furniture and Equipment**

Furniture and equipment provided in the Badgingarra Community Centre, Dandaragan Community Centre, Cervantes Community Recreation Centre, Jurien Bay Sport and Recreation Centre and the Jurien Bay Hall may be used in any other Council building with approval of the Building's Management Committee and provided suitable arrangements are made to safely transport the furniture and equipment.

The furniture and equipment provided by Council shall not be lent or hired to any individual or organisation for use outside of a Council owned building

##### **1.2 Kitchens**

The Shire recognises that the kitchens located in these four buildings are provided to service community uses and whilst they should be functional, safe and hygienic, they are not intended to be supplied for commercial use.

###### **(i) Minimum Standard**

Standard 3.2.3 of the Australian New Zealand Food Standards Code outlines the minimum standard for food premises. The Code requires that a food premises must be:

- (a) appropriate for use;
- (b) constructed to be easily and effectively cleaned;
- (c) an adequate size for the expected activities (the kitchen floor area is recommended to be at least 25% of the associated dining floor area);
- (d) effectively ventilated;
- (e) connected to an approved method of sewage disposal and to potable water;
- (f) supplied with hand wash basins; and
- (g) provided with food contact surfaces and fittings that;
  - are not likely to cause contamination;
  - don't absorb grease and food particles; and
  - are made of material that doesn't contaminate food.

The Shire will provide a minimum standard kitchen to all of the community centres consisting of:

- (a) two ovens of adequate size (catering style ovens, not commercial ovens, is preferred);

- (b) one four burner hot plate of adequate size (preferably with hot plates set apart to accommodate large pots);
- (c) one range hood of adequate size;
- (d) one glass front fridge and one freezer OR two fridge / freezers of adequate size;
- (e) one double bowl sink;
- (f) one hand basin;
- (g) benches / cupboards, constructed of smooth and impervious material, which span the internal walls of the kitchen only i.e. not island benches;
- (h) wall tiling to ensure a minimum splashback behind food preparation surfaces, cooking areas and wash up areas;
- (i) suitable floor surfaces;
- (j) all necessary plumbing including a retractable shower faucet to the food preparation sink;
- (k) all necessary electrical installations including, subject to appropriate power capacity, a 15 amp power outlet to accommodate a bain-marie and lighting; and
- (l) where existing island bench surfaces are deemed to be replaceable, then Shire will carry out the work. If a new island bench is required, then the management committee is responsible for this

*Note: 'adequate size' referred to above shall be determined by the Shire's manager responsible for Building Services.*

All additional fittings and appliances such as pie warmers, microwaves, cool rooms, additional ovens and fridges etc will be the responsibility of the management committee.

It is not assumed that the Shire will replace like with like i.e. if a stainless steel bench is currently supplied the replacement may not necessarily be stainless steel.

(ii) Responsibilities

(a) Shire of Dandaragan's responsibility:

- (1) hot water system replacement;
- (2) standard stove (supplied by the Shire) replacement;
- (3) vinyl floor coverings replacement due to normal wear and tear; and
- (4) floor tiles repair or replacement.

(b) Community Centre Committee responsibility:

- (1) hot water system repairs;
- (2) refrigerators (not supplied by the Shire);
- (3) ovens which were originally supplied by the committee;
- (4) coolroom repairs and replacement (as these are profit making ventures for the committees);
- (5) dishwasher repairs and replacement;
- (6) hot plate repairs and replacement (if supplied by committee); and
- (7) new island benches.

(iii) Procedure

- (a) Eighteen months prior to the beginning of the financial year, in which the kitchen upgrade is scheduled, the *Shire's manager responsible for Building Services* will inspect the kitchen and compile a schedule of works including an estimate of costs to refurbish the kitchen to the agreed minimum standard.
- (b) The schedule of works, estimate of costs and a floor plan will be submitted to Council for endorsement.
- (c) The schedule of works, once endorsed by Council, will be communicated to the relevant management committee with the understanding that any recommended changes, by the committee, will be borne by the committee.
- (d) Should the management committee request additional works above that outlined within the building condition and improvement report, then they are required to provide Council with the details of the proposed works, an estimate of overall costs and the funding source prior to April of the financial year preceding the year the works are scheduled for.

This procedure has been structured to allow the necessary timeframe for applications to external funding sources i.e. CSRFF and Lotterywest should the committee wish to utilise these as their contribution.

<b>Policy Number</b>	5.4 – C-5PMMCC04
<b>Adopted by Council</b>	23 May 2019
<b>Amended</b>	23 June 2022