



# Community Group Capital Works Contribution Policy

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<b>Authorisation</b>	Council 6 September 2012
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<b>Responsible officer:</b>	Manager Leisure and Facilities
<b>Policy owner</b>	Recreation Coordinator

## 1. Purpose

To guide and manage the community contributions of tenant groups and affiliated organisations toward improvement of Council owned facilities and open space assets.

## 2. Scope

This policy applies to any community group or organisation wanting to propose a capital works project at a Council owned facility or open space asset, regardless of Council's contribution to the project.

This policy will be used to direct the planning of future capital projects involving construction of community multipurpose facilities, sporting buildings, associated open space and playing areas.

## 3. Definitions

Word/Term	Definition
<b>Council</b>	Melton Shire Council
<b>Community Group or Organisation</b>	not-for-profit, formally incorporated groups or associations who provide the community and its members with opportunities to engage in local community, cultural, leisure and educational activities.
<b>Community Assets</b>	assets that are managed on behalf of the community by Council.
<b>Open Space</b>	outdoor areas containing community, sporting or passive recreational space owned and managed for community purposes by Council.
<b>Sports Ground</b>	formally constructed playing arenas provided primarily for the purpose of conducting community sport.
<b>Tenant</b>	a community group or organisation who occupies or has seasonal use of a community asset, open space or sports ground.
<b>Core Provision</b>	the minimum or base standard of building, fitting or equipment that Council deems required to encourage multipurpose use.
<b>Community Funded</b>	capital works proposals where the full cost of the project is borne by a tenant community group or organisation.
<b>Council Funded</b>	capital works proposals where Council is required to provide financial contribution in whole or in part, either by direct funding or application of internal or external grants.
<b>Third Parties</b>	State & National Sporting Associations, Local Leagues & Associations

## **4. Policy**

### **4.1 Background**

Council makes a significant contribution to the management, maintenance and capital improvement of community facilities. Community organisations regularly lobby Council to fund and undertake minor capital works to cater for their operational needs, which can be of a lower priority against alternative competing priorities being considered in the development of Councils budget

This policy provides opportunity for community organisations to undertake, in partnership with Council, upgrades and improvements to the standard of facilities provided by Council for community use.

### **4.2 Objectives**

- Develop functional facilities which encourage greater participation in activities that improve individual and community health and wellbeing.
- Establish an understanding of Councils core provision for buildings, fittings and equipment.
- Provide a clear and transparent process to ensure equitable opportunity to contribute to facility improvements exists.
- Provide a structure which ensures that all capital works comply with relevant laws, Council's strategic direction, statutory and building requirements;
- Minimise Council's exposure to risk as a result of tenant groups undertaking works without Council authorisation and supervision.

### **4.3 Key Principles**

- This policy should be viewed within the context of the directions and values detailed in the Council plan.
- Council will offer all community groups and organisations the opportunity to achieve minor capital initiatives.
- Capital initiatives proposed by community organisations will be evaluated in line with criteria derived from the policy objectives and principles.
- Requests for Council to approve Club Funded Projects must demonstrate that proposed facility development will provide benefit to membership by either; adding value to existing Council assets; increasing participation or assisting club operations.
- Projects that include a financial contribution by clubs may receive a higher priority than a project of a similar nature where there is no contribution by the club.
- Requests for Council to approve Council Funded Projects must demonstrate that proposed facility development will meet Council's objectives of providing wider community benefit via increased opportunities for participation or multi-purpose use.
- This policy is based on a process that will facilitate on-going communication between clubs and Council Officers.

### **4.4 Requests**

- Requests for capital improvements or new construction projects must address an identifiable need and be consistent with Council Policies, directions and values detailed in the Council Plan.

- The acceptance of a community funding contribution toward capital development, improvement or redevelopment of any facility will not imply ownership, exclusive use or control of the facility by the community group.
- Council, unless otherwise stated via a formal partnership agreement, retains the sole responsibility to maintain all fixed assets located on Council land.

#### **4.5 Minimum Standards**

- For community recreation facilities occupied under seasonal tenancy or licence agreements, Council will be fully responsible for providing and maintaining the basic components (core provisions) required to facilitate active participation.
- Projects must demonstrate that proposed facility development will meet Council's objectives of providing wider community benefit via increased opportunities for participation or multi-purpose use.
- Council's core provisions (outlined in Appendix A) will be re-evaluated in line with the review of this policy.

#### **4.6 Planning**

- Council will strategically plan the development of community facilities to ensure that open space is not overdeveloped, duplication is minimised and resources are used effectively and equitably on behalf of ratepayers.
- Improvements will be considered in line with existing master plans, Leisure / Open Space Strategies and objectives outlined in the Council plan.
- Council will review implementation of its core provision annually in line budgetary processes.
- Council will aspire to have all grounds meet minimum standards.

#### **4.7 Management**

- All projects will be managed to comply with the law, statutory or other regulations relating to the construction or improvement of commercial buildings.
- All Projects will be overseen via a Council appointed Project Supervisor.

#### **4.8 Contributions**

- Community organisations will be required to contribute financially toward all improvements not considered to be part of Council's core provision.
- Where community organisations are partially or fully funding projects, they must contribute financially prior to project commencement.
- Where a Club nominated contractor is approved by Council, the Club will be responsible for any budget overrun. Should the initial budget be exceeded, works will cease until required funding is supplied to Council.
- Council may allow community contributions to be paid in instalments where proposed projects benefit the wider community. This will require that applicants enter into a community partnership agreement with Council.
- External sponsorship or donations from sources, other than Council, gained by the tenant will be deemed as part of the tenant's community contribution to the project.

- Where Council has provided funding by way of a grant or obtained external grant funding, such funding will be deemed part of Council's financial contribution to the project.
- Generally, Council will not accept in-kind contributions (volunteer labour or donated goods or services) as an alternative to a full cash contribution to capital projects, as in-kind contributions have the potential to expose Council to some degree of risk due to the changing nature of volunteers and problems that can arise with the quality of in kind contributions of goods or services.
- Council will accept in-kind services in circumstances where projects have qualified to receive funding from external sources that allow them. In such instances, proposed in-kind contributions will only be accepted from suitably qualified contractors or suppliers approved by Council. Prior to approval, Council officers must be satisfied that an appropriate degree of guarantee is afforded Council with regard to quality of workmanship and materials.

#### **4.9 What will not be co-funded**

Council will not contribute financially to:

- Purchase of land.
- Works in or on facilities and open space that are not owned, managed or leased by Council.
- Projects proposed by organisations that cannot demonstrate sound financial planning, or have outstanding financial debt with Council.
- Projects that do not have the support of co-tenants at the facility.
- Projects proposed by organisations who are not a tenant of Council or who do not have an affiliation with a tenant of Council.
- Organisations that have exclusive membership conditions, or groups occupying facilities under lease where the facilities are not managed by Council for community multipurpose use.
- Projects that have commenced prior to receiving funding approval.
- Routine, cyclical or any type of maintenance works, operating or equipment costs.
- Purchase of fixed equipment that does not add value to existing Council assets, assist to increase participation or assist club operations.
- Projects that require ongoing or recurrent funding.
- Project components that facilitate the service of alcohol or gambling of any kind.
- Components that are deemed exclusive or that provide minimal opportunity for broad community use.
- Improvements that are for club activities exclusively (no wider community access) such as gymnasium, offices, meeting rooms, semi commercial kitchen facilities, i.e. facilities above core provision.
- Sporting Field fixed assets deemed to be optional, where the components are for the exclusive use of a sporting club or classified as non-essential for the level of competition being played.

#### **4.10 What will require third party funding**

Council will consider the following when external funding is available;

- Components required by peak bodies of various codes to support higher, premier league, regional or state level competitions where there is financial contribution by peak bodies, clubs or organisations involved in such competitions.
- The provision of larger multi-purpose/social space, where it strategically supports and maximises identified community strengthening and networking opportunities.
- The provision of fixed storage systems (i.e. fixed shelving, hooks) within designated storage areas of facilities.

#### **4.11 Funding Criteria**

Council Funded Projects will be assessed against their demonstrated ability to meet the following criteria:

##### **Mandatory Requirements**

The extent to which the project:

- Complies with relevant statutory requirements
- Improves the sustainability of the facility within the environment.
- Addresses all aspects of safety and risk management to ensure community well being.

##### **Community Benefits**

The extent to which the project:

- Responds to identified community need based on broad consultation and support.
- Is supported by co tenants.
- Improves the capacity for clubs to deliver programs and services to the community.
- Improves the quality of community facilities, benefits and encourages volunteers.
- Improves access to those people or groups traditionally disadvantaged e.g. people with disabilities, young people, older adults, and women's groups
- Maximises the use or provides opportunity for shared use with other groups

##### **Strategic Benefits**

The extent to which the project:

- Supports the Council Plan, Recreation Strategies or Reserve Master Plans.
- Has minimum impact on the amenity of surrounding areas.
- Likelihood of the project attracting external funding.
- Proposed financial contribution by the community organisation to the project.

#### **4.12 Project Approval**

Council will employ a transparent application and approval process to facilitate on-going communication between clubs and Council Officers.

Council may elect not to maintain equipment or fixtures outside of core provision or deemed to have little or no community benefit. Where this is the case an addendum will be added to the appropriate tenancy or licence agreement.

## **5. Responsibility**

### **5.1 Leisure Services Officers**

- Initial liaison with tenants,
- Distribution of policy and application pack
- Assessment of applications
- Approval
- Review of policy, process & forms.

### **5.2 Parks Coordinator / Building Coordinator, Community Infrastructure.**

- Review of plans in line with building code and disability discrimination act requirements.
- Provision of project recommendations.
- Assessment of contractors.
- Appointment of Project Supervisor.
- Liaison via Leisure Services

## **6. References and links to other documents**

- Capital Works Contribution Procedure
- Building Code of Australia (BCA)
- Disability Discrimination Act (DDA)
- Council Plan
- Recreation Strategies
- Access & Inclusion Strategy
- Reserve Masterplans

## **7. Appendices**

- Appendix A: Core Provision Schedules
- Appendix B: Council Facilities Kiosk Canteen/Kitchen Specification

## APPENDIX A: Core Provision Schedules

The following tables define in detail those components considered to be the core responsibility of Council; the 'core provision' or minimum required standard. Council will require tenant organisations to contribute toward all components identified as 'above standard' or not considered essential in line with Council's management of community facilities.

Organisations wishing to increase the area of specific components beyond the schedules (specified in the following tables) will be required to contribute 100% of funding toward such improvements.

Any queries regarding equipment of field of play standards should be referred to Leisure Services.

**Table 1: Standard Sporting Pavilion Components and Contribution Schedules Range**

COMPONENT	SIZE (RANGE)	COUNCIL CONTRIBUTION	CLUB CONTRIBUTION
CHANGE ROOMS <ul style="list-style-type: none"> <li>• Home Team (max 2)</li> <li>• Away Team (max 2)</li> </ul>	23 m <sup>2</sup> - 45m <sup>2</sup> 23m <sup>2</sup> - 45m <sup>2</sup>	100%	N/A
AMENITIES (showers/toilets) <ul style="list-style-type: none"> <li>• Home Team</li> <li>• Away Team</li> </ul>	12m <sup>2</sup> - 18m <sup>2</sup> 12m <sup>2</sup> - 18m <sup>2</sup>	100%	N/A
UMPIRES ROOM/UNISEX	10m <sup>2</sup>	100%	N/A
PUBLIC TOILETS Internal <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> <li>• Disabled/Unisex/Baby Change</li> </ul> External <ul style="list-style-type: none"> <li>• Unisex Public toilets</li> </ul>	Number & Size of amenity relevant to the building size & applicable to Building Code of Australia.	100%	N/A
FIRST AID/MEDICAL ROOM	10m <sup>2</sup>	100%	N/A
MULTI PURPOSE/SOCIAL ROOM Council will fund up to 75m <sup>2</sup> in total. The 75m <sup>2</sup> includes any existing multipurpose space in facility redevelopments	75m <sup>2</sup>	100%	N/A
STORAGE <ul style="list-style-type: none"> <li>• Tenant Clubs / Groups</li> <li>• Cleaner</li> </ul>	12m <sup>2</sup> for each tenant 2m <sup>2</sup>	100%	N/A
KIOSK/KITCHEN (Level 1 or 2)*	Preparation & warming of pre-packaged food & drink	100%	N/A
RUBBISH STORAGE AREA	5m <sup>2</sup>	100%	N/A
TIMEKEEPER/SCORER	4m <sup>2</sup>	100%	N/A
SPECTATOR COVER/VERANDAH	30m <sup>2</sup>	100%	N/A

**Table 2: Non-Standard Sporting Pavilion Components and Contribution Schedules**

COMPONENT	INDICATIVE SIZE	COUNCIL CONTRIBUTION	CLUB CONTRIBUTION
CANTEEN above domestic specification, SEPARATE ADDITIONAL KITCHEN or SERVERY (includes, high grade appliances / ventilation, drainage etc as required under Food Act for cooking of food (Level 3 or 4 Kitchen)*)	Size relevant to the building size & applicable to Building Code of Australia and Council Health Services requirements	N/A	100%
BAR / SERVERY*	15m2	N/A	100%
MEETING ROOM*	12m2	N/A	100%
OFFICE*	8m2	N/A	100%
GYMNASIUM	20m2	N/A	100%
EQUIPMENT STORAGE SHED or ROOM	12m2	100%	N/A
EXTENDED MULTI PURPOSE / SOCIAL ROOM*	Over 75m2	N/A	100%
ADDITIONAL STORAGE		N/A	100%

\* where components have broader community use (non tenant casual hire, Council run programs, high membership levels) and an organisation can demonstrate evidence to support this broad use Council should consider a funding contribution on a case by case basis relating to kitchen, kiosk, bar / servery upgrades.

### Provision of Secondary Pavilions

Where one pavilion is unable to meet the capacity of teams using multiple fields, core provision may include the development of a second smaller satellite pavilion or where possible additional change space adjoining the main pavilion. The second pavilion should include home and away change room and required amenity areas only.

**Table 3: Change Room Components to Support Multiple Sporting Fields**

COMPONENT	SIZE	COUNCIL CONTRIBUTION	CLUB CONTRIBUTION
CHANGE ROOM/AMENITIES <ul style="list-style-type: none"> <li>Home</li> <li>Away</li> </ul>	23m2 23m2	100%	N/A
AMENITIES (showers/toilets) <ul style="list-style-type: none"> <li>Home Team</li> <li>Away Team</li> </ul>	12m2 12m2	100%	N/A



PUBLIC TOILETS External <ul style="list-style-type: none"> <li>Unisex Public Toilets</li> </ul>	Number & Size of amenity relevant to the building size & applicable to Building Code of Australia.	100%	N/A
TIMEKEEPER/SCORER	4m2	100%	N/A

### Provision of Sports Field Infrastructure

Council's "Core Provision" will include the core elements required to support competition at local level as determined by peak bodies of various sporting codes and are outlined in the table below. Sporting field irrigation and drainage will also be fully funded by Council.

To develop a higher standard / quality of sports field infrastructure (i.e. above core provision) such as electronic scoreboards, coaches box or competition standard ground lighting, a community contribution will be required from the club, group or organisation.

**Table 4: Sports Field Infrastructure**

COMPONENT	MAXIMUM COUNCIL CONTRIBUTION	MINIMUM CLUB CONTRIBUTION
Goal posts (in line with SSO specifications) Replacement	100% 100%	N/A
Installation of Concrete / Synthetic Cricket Wicket. Replacement of Synthetic	100% 100%	N/A
<ul style="list-style-type: none"> <li>Higher grade, upgrade of synthetic cricket wicket</li> </ul>	N/A	100%
<ul style="list-style-type: none"> <li>Turf Cricket Wicket – Construction of Five Wicket Table (including irrigation upgrades)</li> <li>Turf Cricket Wicket – Maintenance, Equipment and Storage</li> </ul>	70% N/A	30% 100%
<ul style="list-style-type: none"> <li>Goal Post Protective Padding</li> </ul>	N/A	100%

Sports Ground Lighting (Field) <ul style="list-style-type: none"> <li>• Training</li> <li>• Competition</li> </ul>	100% N/A	N/A Cost difference between training & competition level at the time of initial installation (100% at all other times)
Sports Ground Lighting (Court) <ul style="list-style-type: none"> <li>• One Court</li> <li>• Additional</li> </ul>	100% 30%	N/A 70%
<ul style="list-style-type: none"> <li>• Boundary Fencing (where essential)</li> </ul>	100%	N/A
<ul style="list-style-type: none"> <li>• Baseball / Softball surface</li> </ul>	100%	N/A
<ul style="list-style-type: none"> <li>• Coaches Box</li> <li>• Players Bench</li> </ul>	N/A 100%	100% N/A
<ul style="list-style-type: none"> <li>• Scoreboard (Core Standard) <ul style="list-style-type: none"> <li>• Timekeepers (pavilion where practical)</li> <li>• Above Standard</li> </ul> </li> </ul>	100% 100% N/A	N/A N/A Cost difference between core & higher standard at the time of initial installation (100% at all other times)
<ul style="list-style-type: none"> <li>• Cricket Practice Nets (Turf)</li> </ul>	Nil	100%
<ul style="list-style-type: none"> <li>• Cricket Practice Nets (two per field; pitch, fencing &amp; run ups)</li> <li>• Synthetic cover</li> <li>• Above Standard</li> </ul>	100% 100% N/A	N/A N/A Cost difference between core & higher standard at the time of initial installation (100% at all other times)
<ul style="list-style-type: none"> <li>• Spectator Shelter (separate from pavilion, at Council Standard)</li> </ul>	100%	N/A
<ul style="list-style-type: none"> <li>• Spectator Seating</li> </ul>	N/A	100%

<ul style="list-style-type: none"> <li>Basketball / Netball/Tennis Courts (fit for local community use)</li> </ul>	100%	N/A
<ul style="list-style-type: none"> <li>Above standard playing surface (fit for state and national level competition)</li> </ul>	N/A	Cost difference between core & higher standard at the time of initial installation (100% at all other times)
<ul style="list-style-type: none"> <li>Bowling Green (fit for local community use)</li> </ul>	100%	N/A
<ul style="list-style-type: none"> <li>Above Standard (fit for state and national level competition)</li> </ul>	N/A	Cost difference between core & higher standard at the time of initial installation (100% at all other times)
<ul style="list-style-type: none"> <li>Equestrian Grounds</li> <li>Fixed Jumps</li> </ul>	100% N/A	N/A 100%
Athletics Track & Field (fit for local community use)	100%	N/A
<ul style="list-style-type: none"> <li>Above Standard (fit for state and national level competition)</li> </ul>	N/A	Cost difference between core & higher standard at the time of initial installation (100% at all other times)

### Provision of Furniture, Fittings and Equipment

Council will require tenant organisations to contribute toward all components identified as above standard provision. All such items must comply with all Building Code of Australia requirements.

**Table 5: Furniture, Fittings and Equipment**

COMPONENT	SIZE	COUNCIL CONTRIBUTION	CLUB CONTRIBUTION
Plumbing fixtures and fittings for the provision of showers, toilets, sinks & hand driers.	Compliant with regulations	100%	
Fixed Seating (internal)	As recommended by Council	100%	
Emergency, Security & other light fittings	Compliant with regulations	100%	
Hooks in change rooms	As recommended by Council	100%	
Preparation surfaces, benches & cabinets	Compliant with regulations	100%	
Extractor fans *	Compliant with regulations		100%

Non commercial oven *	Compliant with regulations		100%
Floor coverings, Tiling	Compliant with regulations	100%	
Rollers or screen doors where appropriate	As recommended by Council	100%	
Shelving within storage areas	As recommended by Council	100%	
Hot water service	As recommended by Council	100%	
Heating & Cooling	As recommended by Council	100%	
Instant hot water units in kiosk/kitchen	As recommended by Council	100%	
Baby change facilities	Compliant with regulations	100%	
Council's master key locking system	As recommended by Council	100%	
Essential services e.g. fire prevention & safety equipment	Compliant with regulations	100%	
Television, Computers, audio equipment*	As required by tenant		100%
Tables and Chairs*	As recommended by Council / As required by tenant		100%
Kitchen utensils, equipment*	As required by tenant		100%
Microwave*	As required by tenant		100%
Refrigeration*	As recommended by Council		100%
Dishwasher*	As recommended by Council		100%
Telephone and television connections and fittings*	As recommended by Council		100%
Alarms*	As recommended by Council	100%	
Items for exclusive use of tenant	As required by tenant		100%

\*where components have broader community use (non tenant casual hire, Council run programs, high membership levels) and an organisation can demonstrate evidence to support this broad use Council should consider a funding contribution on a case by case basis relating to kitchen, kiosk, bar/servery upgrades.

## APPENDIX B: Council Facilities Kiosk Canteen/Kitchen Specification

### Standard Kiosk Canteen/Kitchen Specification (Level 1 & 2)

#### Food Preparation Equipment Matrix Level 1 & 2 of 4

Preparation Type  Facility Type	<b>Packaged Food (ready to eat)</b> <i>Example:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Packaged Chips</li> <li><input type="checkbox"/> Confectionery</li> <li><input type="checkbox"/> Drinks</li> <li><input type="checkbox"/> Biscuits (Packages)</li> </ul>	<b>Heated Food (re heating only)</b> <i>Example:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pies &amp; Pasties (packaged preferred)</li> <li><input type="checkbox"/> Steamed Dim Sims</li> <li><input type="checkbox"/> Hot dogs (broiled/steamed)</li> </ul>	<b>Prepared Foods (heated &amp; limited cooking)</b> <i>Example:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sandwiches &amp; Rolls ( Hot &amp; cold)</li> <li><input type="checkbox"/> Hot Chips</li> <li><input type="checkbox"/> Hamburgers</li> <li><input type="checkbox"/> Sausages</li> <li><input type="checkbox"/> Fried Foods</li> </ul>	<b>Cooked Food (meals)</b> <i>Example:</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Banquets</li> <li><input type="checkbox"/> Functions</li> <li><input type="checkbox"/> Catered events</li> <li><input type="checkbox"/> Sit down meals</li> <li><input type="checkbox"/> Foods prepared from Raw ingredients</li> <li><input type="checkbox"/> Pizza</li> </ul>
<b>Level 1</b>  <b>kitchenette facilities meeting spaces &amp; club kiosk/canteen</b>  <b>(bold items = core provision)</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Safe Food handling Signage including Registration Notices</li> <li><input type="checkbox"/> <b>Bench (smooth impervious surface)</b></li> <li><input type="checkbox"/> <b>Hands free basin soap &amp; towel or electric Hand dryer</b></li> <li><input type="checkbox"/> <b>Single bowl sink</b></li> <li><input type="checkbox"/> Waste container/bin</li> <li><input type="checkbox"/> Cleaning schedule (clean before &amp; after each use)</li> <li><input type="checkbox"/> No perishable food storage (in excess of one day) including opened milk, juice etc.</li> <li><input type="checkbox"/> Display drinks</li> <li><input type="checkbox"/> All packaged food to have Best Before or use by date.</li> <li><input type="checkbox"/> Nominated Food Handling Coordinator</li> <li><input type="checkbox"/> Community Group registered with Council's Health Services</li> <li><input type="checkbox"/> All electrical appliances tested and tagged.</li> <li><input type="checkbox"/> Drinks Display Refrigerator</li> <li><input type="checkbox"/> <b>Adequate Pest Prevention / Control</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>BWU (tea &amp; coffee)</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Outdoor grille / BBQ</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Not allowed</b></li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> As above</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Double Bowl Sink</b> or 2</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Outdoor grille /</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Not allowed</b></li> </ul>

<p><b>Council Base Standard Community Use Kitchen Sporting &amp; Community Centres</b></p> <p><b>(bold items = core provision)</b></p>		<p>stage wash (dishwasher)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Storage</b></li> <li><input type="checkbox"/> <b>BWU</b></li> <li><input type="checkbox"/> Food probe (digital)</li> <li><input type="checkbox"/> Cash handling procedures</li> <li><input type="checkbox"/> Pie Warmer</li> <li><input type="checkbox"/> Microwave</li> <li><input type="checkbox"/> Steamer Unit (Dim Sims)</li> <li><input type="checkbox"/> <b>Domestic stove (electric)</b></li> <li><input type="checkbox"/> <b>Domestic Rangehood (for all appliances less than 5Kw</b></li> <li><input type="checkbox"/> Storage of food from Approved Suppliers in accordance with Council approved Food Management Plan</li> <li><input type="checkbox"/> Approved Domestic Refrigeration / freezer with thermometer (limited to 450 litres)</li> <li><input type="checkbox"/> Nominated Food Safety Supervisor</li> <li><input type="checkbox"/> Approved Food Safety program</li> </ul>	<p>BBQ</p>	
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Note : Level 2: Council may supply refrigeration for shared community use ( limited to 450 litres all fridge / no freezer)

## Non Standard Kiosk Canteen/Kitchen Specification (Level 3 & 4)

above core standard 100% tenant contribution required

### Food Preparation Equipment Matrix Level 3 & 4 of 4

<p><b>Level 3</b>  <b>(non standard) fundraising kitchen</b></p>	<p><input type="checkbox"/> As above</p>	<p><input type="checkbox"/> As above</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Deep Fryer (bench top unit- limited capacity)</li> <li><input type="checkbox"/> Commercial Range Hood (appliances with capacity above 5 Kw)</li> <li><input type="checkbox"/> Bain-marie</li> <li><input type="checkbox"/> Approved Domestic Refrigeration / freezer with thermometer (limited to 900 litres)</li> <li><input type="checkbox"/> Outdoor grille / BBQ (option)</li> </ul>	<p><input type="checkbox"/> <b>Not allowed</b></p>
<p><b>Level 4</b>  <b>Commercial Kitchen</b>  <b>Council Standard Child / Aged Care provided meals</b>  <b>Civic Reception Venues</b></p>	<p><input type="checkbox"/> As above</p>	<p><input type="checkbox"/> As above</p>	<p><input type="checkbox"/> As above</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Commercial quality Kitchen</li> <li><input type="checkbox"/> Stainless steel benches</li> <li><input type="checkbox"/> Commercial grade appliances</li> <li><input type="checkbox"/> Multiple stage Dishwashing</li> <li><input type="checkbox"/> Ventilation systems</li> <li><input type="checkbox"/> Hot plate/grille</li> <li><input type="checkbox"/> Gas fired Burner/s</li> <li><input type="checkbox"/> Cool room / Freezer</li> <li><input type="checkbox"/> Beer on tap (approved bar facilities)</li> </ul>

Note: at Level 3 & 4 – Community tenants will be required to fully fund all components listed.