

# Outdoor Pools Hot and Cold Weather Policy

<b>Date Authorised by Chief Executive Officer or Council:</b>	27 November 2018
<b>Commencement Date:</b>	1 December 2018
<b>Review Date:</b>	1 July 2020
<b>Responsible Department</b>	Social Development

This policy has been authorised.

Nerina Di Lorenzo  
**Chief Executive Officer**

27 November 2018

## 1 INTRODUCTION

The purpose of this policy is to detail the operating hours of the Active Moreland seasonal pools and the circumstances in which these will vary as a result of hot, cold or extreme weather conditions.

## 2 CONTEXT

Council adopted the initial Hot and Cold Weather Policy in March 2006 which included a hot weather trigger point for extension of evening hours and a cold weather trigger point for early closure.

The policy has since been reviewed annually, with key changes including:

- The introduction of a trigger to include early open, while retaining the late close;
- Revision of trigger temperature to not open pools on cold days (with the exception of Brunswick Baths and Oak Park Sports and Aquatic Centre).
- Revision of trigger temperatures to extend operating hours on hot days
- Revision of trigger temperatures for the operation of the dive pools and waterslides
- Operating to set hours during the summer school holidays regardless of temperature triggers (applicable to Pascoe Vale Outdoor Pool, Fawkner Leisure Centre Outdoor Pool, Coburg Olympic swimming Pool and Oak Park Waterslides).
- Ability for the service provider to adjust opening hours where there is a significant change between the forecast weather and actual weather conditions on the day.
- Ability for the service provider to open pools earlier on hot days where there is community demand.

To understand the operational impact of Oak Park Sports and Aquatic Centre continue with the trial of hours for a following summer season at Coburg Olympic Swimming Pool and Pascoe Vale Outdoor Pool:

- Coburg Olympic Swimming Pool - early morning swimming 6am – 9am Mondays, Wednesdays and Fridays to be reviewed monthly.
- Pascoe Vale Outdoor Pool – extended weekday closing time to 7pm

The policy has been reviewed bi-annually since its implementation.

## 3 OBJECTIVES

The objective of this policy is to:

- Provide some certainty and consistency in relation to the extended or reduced operating hours based on forecast and daily temperatures for customers and staff;
- Provide flexibility to respond, at short notice, to increases or decreases in community demand, and safety issues, based on weather conditions;
- Ensure that occupational health and safety, public safety and facility preparation issues are considered in decision making for extension of operating hours and;
- Ensure viable financial operations of the outdoor pools.

## 4 POLICY DETAILS

### 4.1 Aquatic and Leisure Centres

Moreland City Council owns six aquatic and leisure centres, which are managed by an external service provider:

- Brunswick Baths (BB) – All year operation including year round heated outdoor pool

- Coburg Leisure Centre (CLC) – All year operation, no outdoor pools
- Fawkner Leisure Centre (FLC) – All year operation including seasonal heated outdoor pools
- Oak Park Sports and Aquatic Centre (OPSAC) – All year gym operation and seasonal heated outdoor pools
- Coburg Olympic Swimming Pool (COSP) – Seasonal non heated outdoor pools
- Pascoe Vale Outdoor Pool (PVOP) – Seasonal solar heated outdoor pools

#### **4.2 Community demand for seasonal outdoor pools**

The seasonal outdoor pools are primarily used by the community for recreational use associated with warmer weather. This policy allows for extension and reduction of operating hours in response to weather conditions and the increase or decrease in community demand. This allows for responsive and efficient operation.

#### **4.3 Constraints**

Before Council extend operating hours at the seasonal pools the following aspects are also considered:

- Preparation requirements for the day (including cleaning and re-stoking)
- Safety and hygiene (including pool water clarity, extreme weather events and adequate lighting)
- Staffing (length of time on shift, adequate overnight breaks and Health and Safety considerations)

The above factors are particularly important to consider during a 'heat wave' situation.

#### **4.4 Communication and advertising seasonal pool operating hours and Hot Cold Weather Policy**

To avoid confusion extended and reduced hours of operation will be set and updated daily online via:

- Active Moreland website
- Facebook pages

Only Core operating hours will be displayed on the following webpages

(core hours as per section 5.1):

- Moreland Website – will have a clear link to daily operating hours
- Google search – for reasons beyond Council control hours in google search are unable to be updated daily

The contracted Service Provider must ensure that set operating hours and policy are advertised and communicated via:

- Signage that is easily visible from outside the facility (external walls or glass doors)
- Open flags erected daily
- Signage of facility notice-boards and A-frame boards at entry point
- Information on the Active Moreland website

- Social media – daily updates on Facebook
- Membership sales information
- Newsletters (if produced)
- SMS messages (if this function is available)
- Public address and verbal reminders to patrons by staff throughout the day
- Set minimum closing time established upon opening and communicated

Information and advertising will also include redirection to indoor pool options, when outdoor pools are closed due to cold or extreme weather conditions and/ or pool bookings.

#### **4.5 Monitoring weather forecasts**

The service provider will monitor the Bureau of Meteorology Melbourne weather forecast daily, throughout daily operations and for several days in advance to assist with forward planning for hot and cold weather and communication.

The extension or reduction of operating hours will be advertised based on:

- The 5 pm forecast for the next day – which will be displayed on the Active Moreland website

The extension or reduction of operating hours may then be altered based on:

- The 6 am forecast for the current day – which will then be displayed on the Active Moreland website.

Extension of hours includes an earlier open or late close as outlined in the tables of section 5.

#### **4.6 Hot weather extensions - early open and or late close (refer to table in section 5.3)**

##### ***4.6.1 Hot weather extension of hours – early open of seasonal pools***

Early opening of seasonal pools will occur:

- If the forecast is to be 31 degrees Celsius or higher. If the forecast changes to 31 degrees or more at the 6 am forecast then the service provider will attempt to open centre earlier.

##### ***4.6.2 Hot weather extension of hours – earlier open of seasonal pools than normal early opening***

Centre managers may decide that a seasonal pool open earlier than the extended opening if there is adequate demand and will take the following factors into account:

- Water quality (both sterilisation and clarity)
- Cleaning
- Stock preparation
- Staffing availability

##### ***4.6.3 Hot weather extension of hours – late close of seasonal pools***

Late close of seasonal pools will occur:

- If the forecast is to be 31 degrees or higher.
- Forecast will be monitored during the day to determine if there has been significant change to the forecast for the day. Otherwise the late opening hours are set and

confirmed on opening.

#### **4.6.4 Hot weather extension of hours – late closure of seasonal pools past 8 pm**

Centre managers may decide that a seasonal pool (including pools at OPLC) remain open later than 8 pm if there is ongoing demand, and will take the following factors into account:

- Water quality (both sterilisation and clarity)
- Cleaning
- Restocking
- Staffing availability

#### **4.7 Cold weather closure (only applies to FLC outdoor, COSP and PVOP)**

Seasonal pools will not open:

- If the forecast is to be 22 degrees or lower.

Cold weather closure will not apply to the summer school holiday period meaning that during summer school holidays seasonal pools will be open regardless of the forecast temperature.

Seasonal pools will open for bookings and regular programs regardless of cold weather, in consultation with these groups.

#### **4.8 Extreme weather conditions – closure**

Outdoor pools may be closed, sometimes with very short notice to patrons, at any time for safety reasons, including extreme weather conditions such as:

- storms
- hail
- lightening
- high winds.

The service provider will immediately advise Council's Aquatic and Leisure Services Team on each occasion should a pool be closed due to extreme weather.

##### **4.8.1 Extreme change in forecasted weather conditions – reduction of extended hours**

If the forecast and actual weather conditions change extensively during the day and drop below 27 degrees, the hours may revert back to the core hours, at the Managers discretion, following confirmation with Council's Aquatic and Leisure Services Team.

#### **4.9 Provision for regular/programmed usage**

Active Moreland facilities will respond to community demand that can be established for programmed usage that is not impacted, or less impacted, by weather conditions.

E.g. Opening for dedicated lap swimming squad, who have purchased season passes and have regular attendance either outside core operating hours or regardless of cold weather conditions when the centre would otherwise be declared 'closed'.

#### **4.10 Reporting**

The service provider will be required to document in their monthly reports the days/times the pool hours were extended or reduced, associated maximum temperatures, weather conditions and attendances.

## 5 OUTDOOR POOL HOURS OF OPERATION

### 5.1 Core Hours

Outdoor Pool	Fawkner Outdoor Pool	Coburg Olympic Swimming Pool	Pascoe Vale Outdoor Pool	Oak Park Sports and Aquatic Centre	Brunswick Baths (Outdoor Pool)
<b>Summer Season</b>	<b>1 December to 31 March</b>	<b>1 December to 31 March</b>	<b>1 December to Mid March</b>	<b>1 October to 30 April</b>	<b>October to April</b> (alignment with start of school term 4 and conclusion of term 1)
<b>School Term - Weekdays</b>	3 pm – 6 pm	<i>Mon, Wed, Fri</i> 6 am – 9 am**  3 pm – 7 pm	3 pm – 7 pm**	6 am – 8 pm	5.30 am** – 10 pm
<b>Weekends and Public Holidays</b>	12 pm – 6 pm 12 pm – 5 pm	12 pm – 6 pm	12 pm – 6 pm	8 am – 6 pm	7 am – 8 pm 8 am – 8 pm (PH)
<b>School Holidays - Weekdays</b>	12 pm – 6 pm	<i>Mon, Wed, Fri</i> 6 am – 9 am**  11 am – 7 pm	11 am – 7 pm**	6 am – 8 pm	5.30 am** – 8 pm

\*\* *Extended trial hours for 19/20 only*

Outdoor Pool	Fawkner Outdoor Pool	Coburg Olympic Swimming Pool	Pascoe Vale Outdoor Pool	Oak Park Sports and Aquatic Centre	Brunswick Baths (Outdoor Pool)
<b>Winter Season</b>	<b>Closed</b>	<b>Closed</b>	<b>Closed</b>	<b>Closed</b>	<b>April to October</b>
<b>Monday to Thursday</b>	NA	NA	NA	NA	6 am – 8 pm
<b>Weekends and Public Holidays</b>	NA	NA	NA	NA	8 am – 6 pm

## 5.2 Special Feature Operations (Minimal hours – may be extended due to sufficient demand and managers discretion)

Outdoor Pool	Fawkner	Coburg Olympic	Pascoe Vale	Oak Park
<p><b>Toddlers Pool</b></p> <p>Open if 26° C or above predicated 5pm day prior</p> <p>Later close if 31° C or above and if sufficient demand and light available</p>	Season and hours as per 50m outdoor pool	Season and hours as per 50m outdoor pool	'Splash Pad' Hours as per 33m outdoor pool based on demand	Season as per 50m outdoor pool open from 9am daily
<p><b>Learners Pool</b></p> <p>Open if 26° C or above predicated 5pm day prior</p> <p>Later close if 31° C or above and if sufficient demand and light available</p>	Season and hours as per 50m outdoor pool	Season and hours as per 50m outdoor pool	Season and hours as per 33m outdoor pool	Season as per 50m outdoor pool open from 9 am daily
<p><b>Dive Pool</b></p> <p>Open if 26° C and above predicated 5pm day prior</p> <p>Later close if 31° C or above and if sufficient demand and light available</p>	NA	<p>School Term Weekdays 3 pm – 6 pm</p> <p>Weekends and Public Holidays 12 pm – 6 pm</p> <p>School Holidays Weekdays 12 pm – 6 pm</p>	<p>School Term Weekdays 3 pm – 6 pm</p> <p>Weekends and Public Holidays 12 pm – 6 pm</p> <p>School Holidays Weekdays 12 pm – 6 pm</p>	NA
<p><b>Water Slides</b></p> <p>Open if 26° C or above predicated 5pm day prior</p> <p>Later close if 31° C or above and if sufficient demand and light available</p>	NA	NA	NA	<p>School Term Weekdays 4 pm – 7 pm</p> <p>Weekends and Public Holidays 10 am – 6 pm</p> <p>School Holidays Weekdays 10 am – 7 pm Weekends 10am – 6 pm *** Regardless of temperature triggers</p>

### 5.3 Hot Weather Extended Hours

Outdoor Pool	Fawkner	Coburg Olympic	Pascoe Vale	Oak Park
<b>Early Open</b>  School Term - Weekdays Hot  Weather (if 31 °C or above predicted as per 4.6)	<i>May be extended earlier if sufficient demand and at managers discretion</i>			
	1 pm – 6 pm	1 pm – 7 pm	1 pm – 7 pm	<b>Already open</b> 6 am – 8 pm
<b>Early Open</b>  Weekends and Public Holidays  Hot Weather (if 31 °C or above predicted as per 4.6)	<i>May be extended earlier if sufficient demand and at managers discretion</i>			
	10 am – 6 pm  10 am – 5 pm (PH)	10 am – 6 pm	10 am – 6 pm	<b>Already open 8 am – 6 pm</b>
<b>Early Open</b>  School Holidays - Weekdays Hot  Weather (if 31 °C or above predicted as per 4.6)	<i>May be extended earlier if sufficient demand and at managers discretion</i>			
	10 am – 6 pm	10 am – 7 pm	10 am – 7 pm	<b>Already open</b> 6 am – 8 pm
<b>Late Close</b>  All outdoor pools / all areas Hot  Weather (if 31 °C or above as per 4.6)	Late close (8 pm) if staff and sufficient light available	Late close (8 pm) if staff and sufficient light available	Late close (8 pm) if staff and sufficient light available	Late close (8 pm on weekends and PH) if staff and sufficient light available
	<i>May be extended later if sufficient demand and at managers discretion</i>			

#### 5.4 Cold Weather Reduced Hours (only applies to FLC, COSP and PVOP)

<b>Outdoor Pool</b>	<b>Fawkner</b>	<b>Coburg Olympic</b>	<b>Pascoe Vale</b>
<b>Closure</b>  Cold Weather (if 22 ° C or below predicted as per 4.8)	<b>Closed</b> other than bookings or regular programs	<b>Closed</b> other than bookings or regular programs	<b>Closed</b> other than bookings or regular programs
<b>Early Closure</b>  Cold Weather Change (if 22 ° C or below reduce hours and close early as per 4.8)	Early close other than bookings or regular programs	Early close other than bookings or regular programs	Early close other than bookings or regular programs
<b>Reduction of            Extended Hours</b>  Cold Weather Change (below 27 ° C, reduce the extended hours and operate on core hours as per 4.9)	May reduce extended hours, based on insufficient demand	May reduce extended hours, based on insufficient demand	May reduce extended hours, based on insufficient demand

## 5.5 Public Holidays and Special Occasion Hours – Outdoor Pool Hours

Outdoor Pool	Brunswick	Fawkner	Coburg Olympic	Pascoe Vale	Oak Park
Melbourne Cup Day	8 am – 8 pm	NA	NA	NA	8 am – 6 pm
Christmas Eve	Close at 6 pm	Close at 6 pm	Close at 6 pm	Close at 6 pm	Close at 6 pm
Christmas Day	Closed	Closed	Closed	Closed	Closed
Boxing Day	8 am – 8 pm	12 pm – 5 pm	12 pm – 6 pm	12 pm – 6 pm	8 am – 6 pm
New Years Eve	Close at 6 pm	Close at 6 pm	Close at 6 pm	Close at 6 pm	Close at 6 pm
New Years Day	Open at 12 pm	Open at 12 pm	Open at 12 pm	Open at 12 pm	Open at 12 pm
Australia Day	8 am – 8 pm	12 pm – 5 pm	12 pm – 6 pm	12 pm – 6 pm	8 am – 6 pm
Labour Day	8 am – 8 pm	12 pm – 5 pm	12 pm – 6 pm	12 pm – 6 pm	8 am – 6 pm
Good Friday	Closed	Closed	Closed	Closed	Closed
Easter Saturday	8 am – 6 pm	12 pm – 5 pm	12 pm – 6 pm	NA	8 am – 6 pm
Easter Monday	8 am – 6pm	12 pm – 5 pm	12 pm – 6 pm	NA	8 am – 6 pm
Anzac Day	1 pm -6 pm	NA	NA	NA	1 – 6 pm
Queen's Birthday	8 am – 6pm	NA	NA	NA	NA
AFL Grand Final	8 am – 6pm	NA	NA	NA	8 am – 6 pm

## 5.6 Applicable School Term and School Holiday Dates

Summer Season	School Term Dates	School Holiday Dates
2018/2019*	Monday 8 October 2018 – Friday 21 December 2018 Wednesday 30 January 2019 – Friday 5 April 2019	Saturday 22 December 2018 – Tuesday 29 January 2019
2019/2020*	Monday 7 October 2019 – Friday 20 December 2019 Tuesday 28 January 2020 – Friday 27 March 2020	Saturday 21 December – Monday 27 January 2020
2020/2021*	Monday 5 October – Friday 18 December 2020 Thursday 28 January 2021 – Wednesday 1 April 2021	Saturday 19 December – Wednesday 27 January 2021

\*Weekend and Public Holidays as per section 5.5

## 6 MONITORING, EVALUATION AND REVIEW

Council's Aquatics and Leisure Unit in conjunction with the service provider will do an annual review of attendances and may make suggested changes. Other forms of evaluation and review may be conducted by performing public consultation which may occur in the form of a survey or other written feedback. Council may trial proposed changes to ascertain whether it is viable to build into the formal policy.

## 7 DEFINITIONS

<b>Term</b>	<b>Definition</b>
Service Provider	Company contracted to manage councils Aquatic and Leisure Facilities
Hot Weather	Weather forecast to reach 31 ° C or higher
Cold Weather	Weather forecast to reach 22 ° C or lower
BOM	Bureau of Meteorology