



Shire of Exmouth Local Government Property Local Laws
Application for a Permit on Local Government Property

**APPLICATION FOR ACCESS
PALTRIDGE MEMORIAL SWIMMING POOL**

- Business/Group** (Pool access procedure section 4.0)
- Scuba Instructor Dive Company Permit No.** _____ (Pool access procedure section 5.0)
- Commercial Activities** (Pool access procedure section 7.0)
- Individual** (Pool access procedure section 8.0)

Applicant details

Full Name _____

Postal Address _____

Organisation _____

Home Phone: _____ Work/Mobile Phone: _____

Email _____

Details of Application

Describe Instruction /Activity _____

¹Ratio of Participants to Instructor/s _____

Applicant must submit a copy of the following document/s to the Shire Office when lodging the application form, please tick each form supplied with application:

- Copy of current Instructor Qualifications
- Current Certificate of Insurance
- Working with Children Check (if applicable)
- Current Bronze Medallion or higher qualification (Out of hours access only)
- Senior First Aid (Out of hours access only)
- Copy of current ABN registration (Dive Company only)

Signing this document certifies that I/we have read, understood and will abide by the Paltridge Memorial Swimming Pool's Out of Hours Access rules, Emergency plan and Procedure for Group Instruction.

NB -Dive Company will ensure that all dive instructors employed under the permit have read and understood the above documents and present to the Shire Administration with their qualifications.

I also understand this form will take 7 working days to process.

Applicants Signature _____ **Date** _____

¹ A condition on the permit issued will stipulate the max ratio allowable.

OFFICE USE ONLY

Environmental Health Services

Documents Checked _____ Signed _____ Date _____

Paltridge Memorial Swimming Pool Access Procedure - Procedures for Use

1.0 Introduction

The following procedures have been developed to ensure that any activity relating to a Permit issued providing access to the Paltridge Memorial Swimming Pool for group instruction is carried out with an appropriate level of regard the safety of the pool patrons and the general public as well as the staff and students accessing the pool.

2.0 Definitions

- 2.1 Access: Access to the Paltridge Memorial Swimming Pool for groups (e.g. SCUBA training, swimming instruction and training).
- 2.2 Out of Hours: Access to the Paltridge Memorial Swimming Pool outside of the standard pool opening hours.
- 2.3 Minor Breach: Breaches that don't result in the immediate safety of pool patrons, students and the general public being compromised (e.g. log book not completed, vehicles parked inside gates).
- 2.4 Major Breach: Breaches that result in the immediate or potential safety of pool patrons, students and the general public being compromised (e.g. leaving the gates left unlocked, accessing the pool without prior approval).

3.0 Out of Hours Access

Out of Hours access to the Paltridge Memorial Swimming Pool is only permissible to 'Discrete Users and User Groups' as defined by the Code of Practice For The Design, Construction, Operation, Management & Maintenance of Aquatic Facilities. A permit must be obtained from the Shire of Exmouth and all parties involved must adhere to the requirements of these procedures and the conditions on the permit.

There must be at least one person on site at all times who has obtained a permit from the Shire of Exmouth to access group instruction at this facility. Any permit issued is only valid while the rescue and first aid qualifications required to obtain the permit are maintained and current. The person/s party to the permit is/are directly responsible for the supervision of the patrons at all times the facility is being used out of hours, including during emergencies.

4.0 Application Requirements for Access for Group Instruction (Non Dive Companies)

- 4.1 Instructor/s requiring access to the swimming pool for group instruction must complete the ***Application for Access to the Paltridge Memorial Swimming Pool and select Group Instruction***.
- 4.2 The following documents must be provided with the application form;
 - a) **Copy of current instructor qualifications**
 - b) **Current Certificate of Insurance**
 - c) **Current Bronze Medallion or higher qualification (Out of Hours access only)**
 - d) **Senior First Aid (Out of Hours access only)**
 - e) **Working with Children Check**

- 4.3 The instructor must read and become familiar with the **Out of Hours Access Rules** and **Out of Hours Emergency Plan**.
- 4.4 The instructor will be notified in writing once they have received approval for access.
- 4.5 The application for access to Paltridge Memorial Swimming Pool (Business/Groups) fee and lane hire fee applies.

5.0 Application Requirements for Access for SCUBA Instruction under Dive Company

- 5.1 SCUBA instructor/s requiring access to the swimming pool must complete the ***Application for Access to the Paltridge Memorial Swimming Pool for Scuba Instruction and quote the Dive Company Permit Number.***
- 5.2 The following documents must be provided with the above application form;
 - a) **Copy of current instructor qualifications including photo ID.**
 - b) **Copy of current Certificate of Insurance**
- 5.3 The instructors must read and become familiar with the **Out of Hours Access Rules** and **Out of Hours Emergency Plan**
- 5.4 The instructor will be notified in writing once they have received approval for access.
- 5.5 No fee applies for Application but during classes entry fee does.

6.0 Application Requirements for Access for Diving Companies providing SCUBA Instruction

- 6.1 Diving companies providing scuba instruction requiring access to the swimming pool must complete the ***Application for Access to the Paltridge Memorial Swimming Pool and select Dive Companies.***
- 6.2 The following documents must accompany the above application form:
 - a) **Copy of current ABN registration.**
 - b) **Copy of current Certificate of Insurance**
- 6.3 Dive companies must brief SCUBA instructors on procedures in relation to the pool and out of hour's access. SCUBA instructors must present themselves to the Shire of Exmouth administration office with current qualifications and dive company permit prior to using the pool. No fee applicable to Individual Scuba Instructors
- 6.4 The application for access to Paltridge Memorial Swimming Pool (Business/Groups) applies and Diving Classes entry fee, is invoices as used.

7.0 Application Requirements for Access for Commercial Activity

- 7.1 Commercial Activities (e.g. photography, equipment hire, training) requiring access to the swimming pool must complete the ***Application for Access to the Paltridge Memorial Swimming Pool for Commercial Activity.***
- 7.2 The following documents must be provided with the above application form;
 - a) **Copy of current Certificate of Insurance**
 - b) **Working with Children Check**
- 7.3 No Out of hours access is permitted for Commercial activity access. Lane hire fees may apply.

8.0 Application for access for Individual

8.1 Instructors such as Swim Instructors, Aqua Instructors and physio must complete application for access to Paltridge Memorial Swimming Pool and select Individual Instruction.

The following document must be provided with the application form:

- a) Copy of current instructor qualifications**
- b) Current Certificate of Insurance**
- c) Current Bronze Medallion or higher qualification (out of hours only)**
- d) Senior First Aid (out of hours access only)**
- e) Working with Children Check**

8.2 The instructor must read and become familiar with the **Out of Hours Access Rules** and **Out of Hours Emergency Plan**.

8.3 The instructor will be notified in writing once they have received approval for access.

8.4 The application for access to Paltridge Memorial Swimming Pool (Individual, Non Scuba and Commercial) fee and lane hire fee applies.

9.0 Breach of this Procedure

9.1 Permits must be on display at all times while using the pool.

9.2 Breaches of this procedure, a condition of the permit and/or the Out of Hours Access Rules will be classified as either a Minor or Major breach. (see definitions)

9.3 The Swimming Pool Manager, Duty Pool Manager and other relevant Council Officers will monitor compliance with this procedure and permits issued. As these procedures and the permit are issued pursuant to the Shire of Exmouth Local Government Properties Local Laws, any breach of these may be formally reported to the Council of the Shire of Exmouth and may result in penalties being imposed against the permit holder. Such penalties may include cancellation of the permit, refusal of entry to the Pool and/or a fine.

9.4 Council officers may impose the following penalties on the responsible instructor in relation to a breach:

- Minor Breach- The instructor or dive company will be denied access the Paltridge Memorial Swimming Pool for 1 month for the purposes of group instruction/ scuba instruction.
- Major breach- The instructor or dive company will be denied access the Paltridge Memorial Swimming Pool for 3 months for the purposes of group instruction/ SCUBA instruction.

Out of Hours Access Rules

1. The instructor/s must apply for access and provide the Shire with the following:-
 - i. Copy of current Instructor Qualifications; (including photo ID);
 - ii. Copy of current Certificate of Insurance
2. The instructor must read and keep a copy of the Out of Hours Access Rules and Emergency Plan.
3. At least one fully qualified instructor must be present throughout all modules with students under direct supervision.
4. Upon entry to the pool, the instructors must fill in all sections of the log book which is located in the box on the plant room wall.
5. Vehicles are to be parked clear of the back gate and must not enter the pool grounds (including loading and unloading).
6. Unless loading or unloading activity is occurring, the back gate (i.e. Maidstone Crescent) is to be kept locked at all times. The instructor must keep the key immediately accessible in case an emergency evacuation is necessary.
7. No "spectators" or "friends" of instructors or students are to be permitted inside the pool grounds.
8. All incidents or accidents that occur inside the pool grounds must be reported to the Environmental Health Officer or Pool Manager/Pool Duty Manager within 24 hours.
9. First Aid Kit to be made available by permit holder during access to the Pool.
10. Access times restricted to sunrise to sunset unless approval given otherwise.

Out of Hours Access Emergency Plan

1. Recognition of an Emergency. Assessment of type of Emergency

a) Chemical

b) Drowning

c) Injury

2. Action to take place (depending on emergency type)

- Chemical – Use evacuation procedure below.
- Drowning/Injury – follow Bronze Medallion (or higher qualification), Senior First Aid or Rescue Diver Training or refer to Resuscitation Chart and equipment near the kids pool.

3. Evacuation if necessary; Inform everyone in pool area of evacuation. Muster in an upwind location.

Once you reach the muster point contact Emergency Services and check to see that everyone has been accounted for. If someone cannot be accounted for assess whether it is safe to enter the pool area to search for them, if not wait for Emergency Services. When everyone is accounted for gather all required information (witness contact details and accounts of emergency/incident), then allow people to leave.

4. Contact Emergency Services – All life threatening emergencies dial 000.

5. Local Numbers
- | | |
|------------|-----------|
| - Police | 9947 8700 |
| - Fire | 9949 1664 |
| - Hospital | 9949 3666 |

6. Follow up - Debrief and writing of incident report.

Chlorine Gas Leak

- The most likely type of chemical emergency to take place is a chlorine gas leak. Chlorine gas has a major and immediate effect on the respiratory system.
- The chlorine gas plant is located on the east side of the deep end of the pool. The chlorine plant has a POISON GAS 2 sign displayed on the door. A detection device is located above the door and will activate a flashing light and audible alarm in the event of a leak.
- In the event of the alarm being activated, immediate evacuation upwind is necessary (refer to wind vanes that are located above the chlorine plant door and also on the beach volleyball gazebo). Evacuation should proceed in the direction of the arrow. If Instructor/student is wearing Scuba gear at the time continue to breathe through the regulators and leave masks on during the evacuation. Those not wearing Scuba gear should breathe shallowly and quickly proceed to the evacuation area.
- A copy of this Emergency Plan is located on the kiosk and in diver's log in file.