

VARIATION TO OPERATING HOURS AT **AQUATIC CENTRES** COMMUNITY FACILITIES

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1. OBJECTIVE

To establish clear principles for and enable Administration the City of Karratha (the City) to vary the operational hours at Council's Aquatic-Centres community facilities for specific purposes to maximise community usage and offer a more cost effective management.

2. PRINCIPLES

To ensure that the community is provided the greatest opportunity to access City community facilities while maintaining responsible facility management practices.

To provide as consistent approach as possible, recognising that each community facility is different, to the opening hours and on-going management of the City's community facilities.

The City owns and/or operates a number of community facilities with varied uses, services and activities that are accessible to the public. This policy applies to the following community facilities:

- Karratha Leisureplex;
- Red Earth Arts Precinct;
- Karratha Library;
- The Youth Shed;
- Karratha Indoor Play;
- Dampier Library;
- Wickham Recreation Precinct;
- Wickham Library;
- Roebourne Library;
- The Base; and
- Roebourne Aquatic Centre.

2.1 Operating Hours

Community facilities will have set operating hours for weekdays, weekends and recognised public holidays, which will be reviewed at a minimum, annually for approval by the ~~relevant facility Manager~~ Director Community services and subsequently communicated to the public through display on site at each location and Council's various communication channels.

Due to the varied nature of the City's community facilities and their associated services, not all facilities will have the same operating hours.

~~Where prior authorisation and arrangement has been made with the Recreation Facilities Coordinator, the Karratha and Roebourne Aquatic Centre's standard operating hours may be varied to support special programming events and activities, maintenance requirements, shortage of qualified staff or inclement weather. In these events the following is to apply:~~

- ~~1. Where daily duties are completed and weather conditions are cold or inclement, the swimming pool may close prior to the standard closing time. The Manager Aquatic Centre is to advise the Recreation Facilities Coordinator of the intention to close early, during normal working hours (where possible) and ensure all impacted bookings are notified prior to leaving the premises.~~

~~2. The Manager of the Aquatic Centre may take bookings for use of the facilities for special events outside of normal operating times where, in the opinion of the Manager of Aquatic Centre, the benefit derived exceeds the cost of providing staff.~~

~~1. In the event of special programmes being held outside normal hours, prior arrangements including payment of associated fees and charges is required prior to the event occurring.~~

2.1.1 Variation to Operating Hours

Any review or variation of established operating hours will be based on the Principles consistent with this policy, approved by the ~~relevant facility Manager~~Director Community services, and take into consideration:

- Patronage;
- Special programs, events or activities;
- Maintenance and/or capital work requirements;
- Staffing requirements;
- Industry standards;
- Seasonality; and
- Inclement weather.

2.1.2 Public Holidays

Notwithstanding the above, the City's ~~Aquatic Centres~~community facilities will be closed on Christmas Day, ~~New Year's Day and Easter Sunday~~, Good Friday ~~and will not open until midday on ANZAC Day.~~

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

4. ROLES AND RESPONSIBILITIES

All Officers are responsible for applying this policy in their decision making, operation of community facilities, recommendations and delivery of products and services.

5. REFERENCES TO RELATED DOCUMENTS

- N/A

Policy Number:	CS-16
Previous Policy Number:	N/A
Resolution Numbers:	14307-Feb 2008; 151979-Apr 2012
Last Review:	April 2012 <u>July 2021</u>
Next Review:	April 2015 <u>July 2026</u>
Responsible Officer:	Recreation Facilities Coordinator <u>Manager Community Facilities</u>

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.