



# BYLAW

## OPERATION OF PUBLIC, COMMERCIAL AND SCHOOL SWIMMING POOLS

1999

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## 1.0 SHORT TITLE, OBJECT AND APPLICATION OF BYLAW

- 1.1 This Bylaw may be cited as the Selwyn District Council Operation of Swimming Pools Bylaw 1999.

### 1.2 Object of Bylaw

The swimming pool environment has a potential to have an adverse effect on human health and safety if such an environment is not consistently well maintained and operated.

The Selwyn District Council has a responsibility to protect, conserve and promote public health within its district.

The object of this Bylaw is to provide a risk management approach to protect the health and safety of people using swimming pools in the Selwyn District.

This Bylaw allows for flexibility in the design of operational management systems for individual swimming pools to cater for specific needs, including those associated with pools operated by volunteers.

### 1.3 Application of Bylaw

This Bylaw applies to any public, commercial, school or commercially operated swimming pool.

Subject to and notwithstanding Clause 1.2 above nothing in this Bylaw applies to any swimming pool that forms part of the use of a residential property.

## 2.0 COMING INTO FORCE

- 2.1 This Bylaw comes into force on 17 November 1999.

- 2.2 **Transitional provisions** - provided that the Council is satisfied with the prospective operator's relevant experience and known performance history the operator may be approved subject to successful completion of a suitable course that covers the content of this Bylaw within *two years* from the date this Bylaw comes into force.

## 3.0 INTERPRETATION

- 3.1 **ALKALI** means a chemical used to raise pH, e.g., sodium bicarbonate, sodium carbonate or sodium hydroxide or as approved by the Council's District Environmental Health Officer.

**ALKALINITY** means the content of negative ions or other substances in the water which react to neutralise the hydrogen ions which are added or occur naturally in the water. The three most common kinds of alkalinity are Bicarbonate, Carbonate and Hydroxide.

**CHLORINE RESIDUAL** means the chlorine present in the water as reactions occur with the contaminants ammonia or organic nitrogen. Chlorine residual may be described as Combined Chlorine Residual, Combined Available Chlorine or Total Combined Residual.

**COMMERCIALLY OPERATED SWIMMING POOL** means a swimming pool operated as part of a commercial facility and includes motels, hotels, bed and breakfast ventures.

**COUNCIL** means the Selwyn District Council or any officer of the Council or any person authorised by the Council to act pursuant to the provisions of this Bylaw.

**DESIGNATED SWIMMING POOL OPERATOR** has the same meaning as Operator.

**DISTRICT** means the district within the jurisdiction and under the control of the Council.

**ENVIRONMENTAL HEALTH OFFICER** means the environmental health officer of the Council or any person appointed by the Council to carry out the duties and exercise the powers of the environmental health officer.

**FOOD** means anything that is used or represented for use as food or drink for human beings; and includes:

- (a) Any ingredient or nutrient or other constituent of any food or drink, whether that ingredient or nutrient or other constituent is consumed or represented for consumption by human beings by itself or when used in the preparation of or mixed with or added to any food or drink; and
- (b) Anything that is or is intended to be mixed with or added to any food or drink; and

**FREE AVAILABLE CHLORINE** means the chlorine that remains in the water as a disinfecting residual after the initial chemical reactions have occurred. Free Available Chlorine may be described as hypochlorous acid.

**LICENSEE** means an organisation, Board of Trustees or other group that are the swimming pool owners or the owners representatives.

**MANAGER REGULATORY SERVICES** means the manager of environmental services of the Council or any person appointed by the Council to carry out the duties and exercise the powers of the manager of environmental services.

**NUISANCE** means any condition, situation, state, accumulation or deposit that is or may become offensive or have an adverse effect on human health and safety.

**OFFICER** means any officer appointed by the Council to carry out duties and exercise powers under this Bylaw.

**OPERATOR** means a person approved by the Selwyn District Council to ensure the management and operation of a swimming pool is carried out pursuant to the provisions of this Bylaw. An operator may delegate management and operational responsibilities to suitable persons as appropriate.

**PERSON** includes a corporation sole and also a body of persons, whether corporate or incorporate.

POOL LOAD FACTOR means the rate at which a pool will require treatment is related to both the pool size and bather number, that is,

$$\frac{\text{Pool Volume (Litres)}}{\text{Number of Bathers Per Day}}$$

This also relates to *Chlorine Demand* or the amount of chlorine to be added to the water to achieve good disinfection.

Acceptable standards are:

Factor (litres/person/day)	Category
1400 and over	light loading
700 to 1399	moderate
350 to 699	heavy
less than 350	excessive

pH means the degree of acidity or basicity of a solution on a scale of 0 to 14.0. pH 7.0 is neutral. pH 7.0 to 14.0 becomes alkaline and pH 7.0 to 0 becomes acidic.

g/m<sup>3</sup> means grams per cubic metre and is the same as parts per million (ppm).

SUPERVISOR means a person who is responsible for the supervising the general use of the pool. This person may be the operator(s) or his/her delegated person(s) e.g. key holder or other key person e.g. teacher.

SWIMMING POOL to add definition from 4441:1985 - means any pool or a number of pools in the same complex and associated facilities that is or is available for use by the public and/or a school and includes any commercially operated swimming pool including any accommodation enterprise unless proven to be exempt in accordance with Part I Clause 5.0.

SWIMMING POOL OPERATOR has the same meaning as Operator.

WRITING, WRITTEN or any term of similar import mean words printed, painted, engraved, lithographed, or otherwise traced or copied, and where anything is required to be in writing it may be partly in writing and partly in printing.

#### 4.0 SCHEDULE AND CONDITIONS

- 4.1 Every schedule and conditions of licence of this Bylaw is deemed to form part of this Bylaw.

### **PART 1:**

#### **5.0 EXEMPTION**

- 5.1 The provisions of this part of the Bylaw as to Swimming Pools and Operators of Swimming Pools do not apply to:

A pool that is used solely by the owner or property occupier for their personal use.

## **6.0 LICENCE REQUIRED**

- 6.1 No organisation, Board of Trustees or person, whether acting on his or her own account, or employed by another person, may allow in any manner or to any extent the operation of a swimming pool without having first obtained a licence from the Council.

## **7.0 APPLICATION FOR A LICENCE**

- 7.1 Any person Committee, Board or organisation may apply to the Council for a swimming pool licence and the application must be in the form set out in the First Schedule of this Bylaw.
- 7.2 Every application must be accompanied by two references or referees of good character from two persons with standing in the community not being members of the immediate family, or in the case of a Committee, Board or organisation a copy of the confirmed resolution designating the licensee.
- 7.3 In the case of an application for a swimming pool licence, the applicant must state the name of the pool, complex, business or as the case may require, the school, the address and legal description of the property and full names and addresses of the designated swimming pool operator(s).

## **8.0 FEE**

- 8.1 A nominal annual fee will cover the licence, one inspection and operator approval as the Council may by resolution from time to time prescribe for that particular class of licence: such resolution must comply with the Local Government Act 1974 or its successors.

## **9.0 FORM OF LICENCE**

- 9.1 Every swimming pool licence will be in the form set out in the Second Schedule of this Bylaw and will take effect according to the terms of the licence.

## **10.0 EXPIRY OF LICENCE**

- 10.1 Every swimming pool licence expires annually on the date specified in the licence, regardless of the day and month it was issued.

## **11.0 VARIATION TO LICENCE**

- 11.1 The licence holder may apply to vary the licence should the circumstances relating to the use or operation of the pool change to any significant degree that could affect the licence.
- 11.2 Any permanent change of operator needs to be notified to the Council.

## **12.0 NAME TO APPEAR**

- 12.1 Every licensed swimming pool must have, while operating, the name(s) of the designated swimming pool operator(s) or their delegated persons(s) legibly written and displayed in some conspicuous place in the pool area, and in letters no less than 25 millimetres in height.

### **13.0 CONDITIONS FOR SWIMMING POOL OPERATORS**

- 13.1 Every person that intends to operate a swimming pool must first obtain a certificate of approval from the Council. This certificate is to be renewed annually.
- 13.2 Every designated swimming pool operator shall ensure compliance with the conditions set out in the Fifth Schedule to this Bylaw.

### **14.0 REQUIREMENT TO COMPLY WITH PUBLIC HEALTH**

- 14.1 If any Environmental Health Officer appointed by the Council has reasonable grounds to believe that a licensed swimming pool is operating in such a manner as to unreasonably interfere with the health and well being of or cause a public health nuisance or danger to any person or property, such officer may require the swimming pool operator to take abatement steps as the officer thinks fit.

## **PART II: DESIGNATED SWIMMING POOL OPERATORS**

### **15.0 THE PERSON**

- 15.1 The operator(s) must be approved by the Council and shall be a fit and proper person.
- 15.2 The Council must be satisfied that the operator has a good understanding of the operation of a swimming pool including: pool and water safety, water treatment and disinfection, chemical use and safety, plant and equipment use and safety, the public health significance of the operation of swimming pools and water quality monitoring and the provisions and conditions of this Bylaw.

### **16.0 GROUNDS FOR CLOSURE OF SWIMMING POOL**

- 16.1 If any Environmental Health Officer of the Council has reasonable grounds to believe that a swimming pool operator is neglectful and/or the swimming pool is in such a condition as to the extent that the public health and safety of persons working in and/or using the pool facilities or other persons is adversely affected, the Council Environmental Health Officer may require the operator(s) and/or as the case may require the licensee to cease operating the swimming pool. Prior to a pool being closed Council will be advised of the pending closure and the pool shall remain closed until the Environmental Health Officer is satisfied that steps have been taken to render the swimming pool safe for reuse.
- 16.2 Should the swimming pool operator(s) and/or licensee be deemed by the Environmental Health Officer to be fully or partly responsible for the cause of the pool closure as referred to in clause 16.1 the operator's certificate of approval and/or the swimming pool licence will be reviewed by the council and revoked if considered necessary. The Licensee and Operator shall be invited to attend a meeting at which time the review of the swimming pool licence will be discussed.



### **PART III: GENERAL PROVISIONS**

#### **17.0 USE OF SWIMMING POOL**

- 17.1 Every application for a licence under this Bylaw must state the type of use of the pool including public, school, combined public and school, clients or other groups/persons.
- 17.2 The use of the swimming pool shall comply with the Resource Management Act 1991, Selwyn District Plan, Building Act 1991, Health Act 1956, Local Government Act 1974 and the Health and Safety in Employment Act 1992 and any other relevant legislation including that coming in force after the commencement of this Bylaw. That the Council will be obligated to supply a resume of the named Acts and relevant contents of those Acts to all Licensees.
- 17.3 If the applicant wants to sell or allow to be sold or distribute articles of food or liquor for human consumption, the application must be accompanied by the relevant licences and permits which the applicant is required to obtain by Council resolution or under the provisions of any other Act, regulation or Bylaw.

#### **18.0 FORMS**

- 18.1 Any original form which is prescribed in this Bylaw, amended in such a way so as not to be misleading will not be invalidated.

#### **19.0 GROUNDS FOR REFUSAL OF A LICENCE**

- 19.1 The Council may refuse to issue a licence under this Bylaw if:
- 19.1.1 The applicant fails to pay the fee required by this Bylaw;
  - 19.1.2 The applicant has not complied with the provisions of any other Act, regulation or Bylaw relating to the use and operation of the swimming pool to a degree that it has had a potential to impact adversely on the health and safety of pool users.
  - 19.1.3 The applicant has not provided the Council with the relevant information required under clause 7.2;
  - 19.1.4 The applicant has previously been convicted of an offence under this Bylaw, Crimes Act 1961, Summary Offences Act 1981, Summary Proceedings Act 1957, any other offence punishable by imprisonment, or any other legislation that may be enforced from time to time.
  - 19.1.5 The applicant at any time acted or omitted to act in breach of this Bylaw;
  - 19.1.6 The applicant has not provided details of the designated swimming pool operator(s).

#### **20.0 NUISANCE**

- 20.1 No licensee or operator may carry on or allow to be carried on business or sell goods or services in such a manner so as to cause nuisance, danger, interference with or adversely affect the public health and safety of any person or property.

## **21.0 LICENCE NOT TRANSFERABLE**

- 21.1 No licence issued under this Bylaw is transferable to any other person, and no such licence authorises any person other than the person named in the licence to operate the swimming pool or allow it to be used.
- 21.2 If a swimming pool operation is sold as part of a business or transferred to another person, the Council must be notified within 14 days of the date of the sale of the business, and the new owner is required to apply for a licence and is permitted to use the swimming pool until a licence is issued by the Council subject to an approved Operator being in charge. The Council is obligated to expedite the smooth change over of licences, including a temporary licence where necessary.

## **22.0 DISPLAY OF LICENCE**

- 22.1 Every licensee must display in a conspicuous place onsite at all times while the swimming pool is operating.

## **23.0 INSPECTION**

- 23.1 Any duly authorised officer may at any time the pool is in operation and at any other reasonable time or with appropriate notification:
- 23.1.1 Enter upon any premises; and
  - 23.1.2 Inspect any swimming pool, associated property, plant, equipment and facilities.
- 23.2 Any duly authorised officer has an obligation to contact the hierarchy of the school or pool management on arrival and should be accompanied by representation of the operator or licensee before carrying out any inspection.

## **24.0 OBSTRUCTION OF OFFICER**

- 24.1 Any person who obstructs or hinders any officer in the execution of his or her powers under this Bylaw is in breach of this Bylaw.

## **25.0 COUNCIL MAY PRESCRIBE CONDITIONS**

- 25.1 The Council may by resolution, from time prescribe the terms and conditions upon which a licence may be issued under this Bylaw.

## **26.0 SERVICE OF DOCUMENTS**

- 26.1 Except where otherwise provided for in any Act where a document is to be served on any person under this Bylaw such document must be delivered to such person or sent by post to that person's address as nominated in the schedules relating to applications in this Bylaw.
- 26.2 A document is deemed to be delivered to a person if it is delivered to him or her personally by an officer or sent by post to that person's address as nominated in the schedules relating to applications in this Bylaw.

## **PART IV: REVOCATION, SUSPENSION, OFFENCES AND PENALTIES**

### **27.0 REVOCATION AND SUSPENSION OF LICENCE OR OPERATOR APPROVAL**

27.1 The Council may revoke or suspend for the period of time it thinks fit a licence or operator approval issued under this Bylaw, if the licensee or approved operator:

27.1.1 Acts or omits to act in breach of this Bylaw;

27.1.2 Is convicted of an offence under the Crimes Act 1961, the Summary Proceedings Act 1957, Summary Offences Act 1981 and any other offence punishable by imprisonment; or any other legislation that may be enforced from time to time.

### **28.0 OFFENCE**

28.1 Every licensee or operator commits an offence who acts or omits to act in breach of this Bylaw.

### **29.0 PENALTY**

29.1 Every licensee or operator who commits an offence under this Bylaw is liable to a fine not exceeding \$500.00 and where the breach is a continuing one, then to a further fine not exceeding \$50.00 for every day or part of a day during which the breach has continued.

29.2 The Council may, after a conviction for the continuing breach of the Bylaw, apply to any Court of competent jurisdiction for an injunction to restrain the further continuance of the breach by the person convicted.

29.3 The continued existence of any work or thing in a state amounting to a breach of this Bylaw is deemed to be a continuing offence within the meaning of clause 29.2.

Dated this 23RD day of MARCH 1999/2000

The Common seal of the  
**SELWYN DISTRICT COUNCIL**  
was hereunto affixed in  
the presence of:



M. P. Eedy

Mayor

R. P. H. i

Chief Executive

**FIRST SCHEDULE****SELWYN DISTRICT COUNCIL****Application form for a Licence to Operate a Swimming Pool**

1.0 I/We \_\_\_\_\_  
 of address: \_\_\_\_\_  
 Name of Swimming Pool, School or Business: \_\_\_\_\_  
 \_\_\_\_\_  
 Address of Swimming Pool, School or Business: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: Pool/Business: \_\_\_\_\_ Private: \_\_\_\_\_

## 2.0 REFERENCES OR REFEREES FROM:

- (1) Copy of resolution, in the case of a Committee or Board, confirming the resolution designating the licensee. (See Clause 7.2)
- (2) In all other cases two references or referees from:

\_\_\_\_\_  
 \_\_\_\_\_

## 3.0 TYPE/USE OF SWIMMING POOL (Indicate all uses)

- |     |            |        |
|-----|------------|--------|
| (1) | Public     | Yes/No |
| (2) | Commercial | Yes/No |
| (3) | School     | Yes/No |

## 4.0 FOOD AND ALCOHOL

Is the sale of food or alcohol involved Yes/No  
 (if yes, premises requires additional licence under Food Hygiene Regulations 1974  
 or Food Safety Programme approved by the Ministry of Health)

## 5.0 NORMAL MONTHS, DAYS AND HOURS OF POOL USE

\_\_\_\_\_  
 \_\_\_\_\_

## 6.0 DESIGNATED SWIMMING POOL OPERATOR(S)

Full Name(s) of Operator(s)	Private Address(es)	Contact Phone Number

Operator(s) Approved by the Council YES/NO  
 If No, then application must be made in accordance with the Third Schedule

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

**FOR COUNCIL USE ONLY**

FEE PAID \$ \_\_\_\_\_ ATTACHED APPLICANT DECLARATION SIGNED YES/NO  
 LICENCE APPROVED FOR ISSUE YES/NO  
 SIGNED BY ENVIRONMENTAL HEALTH OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

I understand that all information provided by me will be held on a confidential basis and that my permission will be sought before any identifying personal details are released to a third party.

I also understand that I may access personal information about me held by Selwyn District Council and request correction of that information. This access to information excludes reference checks undertaken by Selwyn District Council and all evaluative or opinion material compiled by Selwyn District Council for the purposes of assessing my suitability, eligibility and qualifications to hold a licence.

I declare that I have disclosed to Selwyn District Council all information reasonably having a bearing on whether or not Selwyn District Council might issue the licence. I understand that if I hold a licence and if I have withheld any such information, the licence might be terminated for that reason alone.

I declare that all information provided by me to Selwyn District Council is true, accurate and complete and is not designed to mislead in any way.

Print Name: \_\_\_\_\_ on behalf of  
SELWYN DISTRICT COUNCIL

Date: ...../...../.....

## **SECOND SCHEDULE**

### **SELWYN DISTRICT COUNCIL LICENCE FOR THE OPERATION OF A SWIMMING POOL (BYLAW 1999)**

#### **1.0    Licence**

Pursuant to the receipt of an Application for Licensing of a Swimming Pool, THE SELWYN DISTRICT COUNCIL is satisfied that the activity complies with requirements of the relevant legislation.

#### **2.0    Expiry Date**

This SWIMMING POOL LICENCE expires on 30 / 6 /.....

#### **3.0    Particulars**

- 3.1    Name and Address of Holder of the Licence, being the swimming pool owner or operator, business owner or operator, school principal, Committee or Board.

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- 3.2    Location of Swimming Pool

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- 3.3    Use of Swimming Pool (Public, commercial, school - indicate all uses)

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- 3.4    SWIMMING POOL LICENCE ENDORSEMENTS

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Council Officer/Regulatory Manager

### THIRD SCHEDULE

#### SELWYN DISTRICT COUNCIL APPROVAL OF SWIMMING POOL OPERATORS

Application form for Council Approval of a Swimming Pool Operator

1.0 Full Name of Applicant: \_\_\_\_\_

Private Address: \_\_\_\_\_

Telephone: Pool/Business: \_\_\_\_\_ Private: \_\_\_\_\_

2.0 REFERENCES FROM:

(1) Copy of resolution, in the case of a Committee or Board, confirming the resolution designating the licensee. (See Clause 7.2)

(2) In all other cases two references or referees from:

\_\_\_\_\_  
\_\_\_\_\_

3.0 SWIMMING POOL MANAGEMENT/OPERATION EXPERIENCE:

\_\_\_\_\_  
\_\_\_\_\_

SPECIFIC WATER TREATMENT AND DISINFECTION EXPERIENCE:

\_\_\_\_\_  
\_\_\_\_\_

4.0 PERFORMANCE HISTORY (to include any council review of Operator's Certificate of Approval): \_\_\_\_\_

\_\_\_\_\_

5.0 COURSES AND/OR TRAINING SEMINARS ATTENDED YES/NO

State the courses attended and dates and attach documents

#### FOR COUNCIL USE ONLY

Attached Applicant Declaration Signed YES/NO

Operator Approval Granted YES/NO

Signed by Environmental Health Officer \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION FOR A SWIMMING POOL OPERATOR'S CERTIFICATE

### APPLICANT DECLARATION

I understand that all information provided by me will be held on a confidential basis and that my permission will be sought before any identifying personal details are released to a third party.

I consent to Selwyn District Council undertaking reference checks pursuant to my application for a Swimming Pool Operator's Certificate, and recognise that all enquiries will be conducted on a confidential basis, and that Selwyn District Council must maintain confidentiality of this information.

I also understand that I may access personal information about me held by Selwyn District Council and request correction of that information. This access to information excludes reference checks undertaken by Selwyn District Council and all evaluative or opinion material compiled by Selwyn District Council for the purposes of assessing my suitability, eligibility and qualifications to hold a Swimming Pool Operator's Certificate.

I declare that I have disclosed to Selwyn District Council all information reasonably having a bearing on whether or not Selwyn District Council might grant an approval to me as a swimming pool operator. I understand that if I hold an operator's certificate and if I have withheld any such information, the certificate might be terminated for that reason alone.

I declare that all information provided by me to Selwyn District Council is true, accurate and complete and is not designed to mislead in any way.

Signed: \_\_\_\_\_  
APPLICANT

Print Name: \_\_\_\_\_

\_\_\_\_\_  
on behalf of  
SELWYN DISTRICT COUNCIL

Date: ...../...../.....



FOURTH SCHEDULE

**CERTIFICATE OF APPROVAL AS A  
SWIMMING POOL OPERATOR**

**THIS IS TO CERTIFY THAT**

\_\_\_\_\_

has met the requirements pursuant to Selwyn District Council Bylaw "*Operation of Public, Commercial and School Swimming Pools*" and is hereby approved as an OPERATOR.

\_\_\_\_\_  
Council Officer

\_\_\_\_\_  
Date

· Expires on: \_\_\_\_\_

## **FIFTH SCHEDULE**

### **CONDITIONS OF LICENCE FOR THE OPERATION OF SWIMMING POOLS**

*The conditions of the Fifth Schedule to this Bylaw shall be complied with using the appropriate New Zealand Standards for the Operation and Control of Swimming Pools.*

NZS:5826: Part 1:1985 CODE OF PRACTICE FOR THE OPERATION OF SWIMMING POOLS The Control of Pool Water Quality.

NZS:5826: Part 2: 1985 PLAIN LANGUAGE CODE OF PRACTICE FOR The Control of Water Quality in School Swimming Pools.

NZS:4441:1985 CODE OF PRACTICE FOR SWIMMING POOLS.

#### **1.0 MANAGEMENT RESPONSIBILITIES AND DOCUMENTS**

- 1.1 It shall be the responsibility of the licensee to ensure that a management system pursuant to this Bylaw is documented and implemented.
- 1.2 An "approved operator" shall have the overall responsibility to ensure on a daily basis that the provisions of this Bylaw are being met.
- 1.3 Daily records shall be maintained and always available onsite to indicate the name(s) of the pool operator(s) responsible at all times. The records shall include the aspects of the water quality testing and treatment schedule outlined in 4.1 of the Fifth Schedule.
- 1.4 Organisations, groups and key holders using the pool shall have clear management responsibilities defined, documented and recorded by the pool licensee.
- 1.5 For any case where a crisis or deficiency which has affected or has the potential to affect public health and safety, there shall be a management plan documented and implemented to enable speedy and efficient actions.
- 1.6 In any case where public health and safety is or may be adversely affected by the continuous use of the pool the operator shall notify immediately or as soon as practicable after his or her awareness of the situation, the Selwyn District Council's Environmental Health Officers.

#### **2.0 POOL WATER QUALITY**

*The purpose of good disinfection and filtration is to remove or control to a safe level any contamination that may adversely affect the human health of pool users. Such contamination often derives from:*

- *Persons mouths and noses*
- *Urine and faecal matter*
- *Dirt, hair, lint*

- *Litter and rubbish*
- *Environmental including airborne matter such as leaves, dust, insects and spraydrift*
- *Sabotage*

- 2.1 The swimming pool operator shall ensure that any contamination entering the pool water is removed immediately or, as the case may allow, controlled to a level that is safe for human health.
- 2.2 Should contamination in a swimming pool be at a level that poses an immediate risk to human health the operator shall forthwith cease using the pool until such a time as the water is deemed to be safe.
- 2.3 The supply water to the swimming pool including all facilities shall be deemed to be safe for human consumption and of quality status that would not compromise normal swimming pool water quality and treatment.

### 3.0 POOL WATER TREATMENT

*The main objective of water treatment is to protect public health by providing water that is safe from pathogenic (disease-forming) bacteria, viruses and protozoans and harmful organic and inorganic chemicals.*

*Swimming pool water treatment normally comprises screening/straining, coagulation, filtration and disinfection by chemical dosing. Some of these reactions require correction by the addition of other chemicals, e.g., pH and alkalinity adjustment.*

*Should the treatment system fail or malfunction the pool should not be used until corrective actions have been carried out successfully.*

#### 3.1 Backflow Prevention

- 3.1.1 The pool shall be provided with an approved backflow prevention device in accordance with the requirements of the Water Supplies Protection Regulations 1961 or, as the case may require, the Building Act 1991.

#### 3.2 Removal of Contaminants

- 3.2.1 Contaminants shall be removed from all parts of the pool water by well designed drainage outlet(s) and vacuum systems.
- 3.2.2 The pool shall be provided with a surface drainage system capable of constantly removing contaminants from the top area of the water.
- 3.2.3 There shall be adequate screening and filtration systems capable of achieving effective treatment based on pool water volume, maximum use and bather load, chemical dosing parameters used and degree of contamination.

Should sand filters be used, the sand shall be suitably sized and the filters capable of being backwashed: the filter shall be backwashed at sufficient intervals to ensure its efficient operation.

### **3.3 Chemical Dosing and Disinfection**

#### **3.3.1 Chlorine Dosing**

Suitable automatic and backup chlorine shall be administered to achieve the maintenance of the chlorine levels specified in 3.3.2 of this Bylaw.

#### **3.3.2 Chlorine Levels**

The Free Available Chlorine level (FAC) of a pool shall be maintained at between 1 and 5 g/m<sup>3</sup> (ppm) and the FAC should not be less than 85% of the Total Chlorine Residual.

The Operator(s) shall ensure that the Pool Load Factor is considered at all times during the operation of the pool.

The operator will need to anticipate and/or allow for abnormal pool usage or demand on the chlorine in the water and increase the dose rate as appropriate.

#### **3.3.3 Clarity**

When the clarity of the pool water falls to an unacceptable level consideration shall be made forthwith to shock dose, e.g., by superchlorination in accordance with subclause 3.3.4 of this Bylaw. An unacceptable level of clarity is less than 12m. This must be measured horizontally.

Should the clarity be considered by the operator to have the potential to adversely affect public health and safety, then the pool shall be closed until such time as the pool has been made safe. Refer to clause 3.3.7 - Conductivity.

#### **3.3.4 Shock Dosing/Superchlorination**

Should the clarity or any contamination such as microbial, algae growth or other type be deemed to be or have a potential to adversely affect public health and safety, the pool water must be dumped or shock dosed by superchlorination to 15 g/m<sup>3</sup> (ppm). Vacuum cleaning the pool and backwashing of the filters should be carried out the next day.

The pool shall not be used until the water is considered safe and comfortable for users and the chlorine level is 6g/m<sup>3</sup> or less within the range specified in Clause 3.3.2.

### 3.3.5 pH

A pH of 7.0 is neutral. Any level below pH 7.0 is acidic and may cause corrosion. A level between 8.0 and 14.0 may also cause corrosion of certain metals in the plant and treatment systems.

A pool shall be maintained within a range of 7.2 and 8.0. These levels allow good disinfection by chlorination and less likely to cause eye irritation to pool users.

An ideal pH is 7.5. pH may be increased by the addition of an alkali such as sodium bicarbonate or sodium carbonate.

pH may be lowered with the addition of sodium bisulphate to the water.

### 3.3.6 Alkalinity

Alkalinity or buffering capacity involves the ability of the water to neutralise acids or alkalis. Alkalinity can be increased by the addition of sodium bicarbonate, sodium carbonate or sodium hydroxide. The alkalinity levels for gas chlorinated pools are  $50 \text{ g/m}^3$  to  $200 \text{ g/m}^3$  with the most desirable at  $150 \text{ g/m}^3$ ; and for pools with other forms of chlorination  $30 \text{ g/m}^3$  to  $200 \text{ g/m}^3$  with the most desirable at 50 to  $80 \text{ g/m}^3$ .

### 3.3.7 Cyanuric Acid

A significant percentage of chlorine can be removed from an outdoor pool by ultraviolet rays of the sun.

The careful addition of cyanuric acid to the pool water should be carried out to maintain a level of between  $30 \text{ g/m}^3$  and  $50 \text{ g/m}^3$  but no greater than  $50 \text{ g/m}^3$ .

### 3.3.8 Conductivity

Conductivity is a measure of the total dissolved solids and shall be less than 1000 siemens except when using sodium hypochlorite.

The bottom of the pool shall be clearly visible when the pool is operational.

Should the bottom not be clearly visible then the pool shall be closed for remedial mitigation and in any case shall be rendered forthwith safe to public health and safety.

### 3.3.9 Alternative Disinfection Systems

#### 3.3.9.1 Ozone

Ozone is a more powerful oxidant and more effective bactericide than chlorine. It is also effective against protozoans such as *Cryptosporidium*. Ozone requires a different water management system than chlorine. The usual treatment sequence is:

- primary filtration
- ozone generation/mixing
- reaction chamber detention
- activated carbon filtration
- chlorine disinfection

Recommended water quality criteria:

pH: 7.2 to 8.0

Alkalinity: 50-80 g/m<sup>3</sup>

FAC: 0.2-0.5 g/m<sup>3</sup>

CAC: 0.1 g/m<sup>3</sup>

## 4.0 WATER QUALITY TESTING AND TREATMENT

*Water quality testing is necessary to verify the status of the quality of the water in a swimming pool and that it is safe and comfortable for users. Testing also enables early detection of operation and treatment deficiencies and incidents that may compromise public health and safety.*

- 4.1 A routine water quality testing and treatment schedule and procedures shall be implemented in accordance with the parameters of NZS 5826: Part 1:1985. The schedule shall include:

Clarity (m)  
 Chlorine (g/m<sup>3</sup>)  
 FAC test  
 Chlorine added (kg)  
 Chlorinator setting  
 Cyanuric Acid added (kg)  
 pH test  
 Sodium carbonate added (g)  
 Sodium bicarbonate added (g)  
 Sodium bisulphate added (g)  
 Other Treatment Chemicals  
 Strainers cleaned  
 Filter pressure (Kpa) and backwashing  
 Suction (vacuum) cleaned  
 Weather conditions  
 Water temperature  
 Bather load

- 4.2 The testing frequencies for Free Available Chlorine, Total Chlorine Residual, Clarity and pH shall be a minimum of twice a day (or night) during pool use and in any case before and after the use of a pool(s). It is recommended that such testing be carried more frequently than twice a day depending on practical circumstances.
- 4.3 The testing frequencies for Alkalinity and Cyanuric acid, chloride (if saline pool is electrolysed) shall be at appropriate intervals.
- 4.4 The testing details shall be recorded and available on site for assessment by and at the request of the Council's District Environmental Health Officer.
- 4.5 Quality of Pool and Facilities Intake and Supply Water
- 4.5.1 The supply or intake water shall be sampled and analysed for chemical and microbiological quality to determine the safety status of the water.
- 4.5.2 The frequency of sampling shall be based on the source and status of the supply water, for example, if the water is verified to be from a protected source or confined aquifer and the quality meets the standards then sampling would not normally be necessary. However, if the supply water does not meet the criteria above and/or if it is subject to treatment then sampling at least twice per season shall be necessary. Such sampling to be carried out prior to and during pool operation.
- 4.5.3 Any water results not conforming to a degree that has the potential to significantly affect pool water treatment and quality and any drinking water services shall require remedial actions as appropriate.
- 4.5.4 All testing and results of analyses shall be recorded and available on site at all times for assessment by and at the request of the Council's District Environmental Health Officer.
- 4.6 Bacteriological Analyses of Pool Water
- 4.6.1 Microbiological sampling and associated bacteriological analyses of the water to verify its quality is recommended and should form part of the swimming pool management system.
- 4.6.2 In cases of failed bacteriological results appropriate remedial actions shall be carried out immediately and the pool(s) closed until effective treatment and resampling has verified that the water is safe for reuse.
- 4.6.3 Bacteriological analysis of a pool shall include the following standard:

TEST	LEVEL
<i>Faecal coliforms</i>	<i>Less than 1 per 100 ml</i>
<i>Staphylococcus aureus</i>	<i>Less than 100 per 100 ml</i>
<i>Pseudomonas aeruginosa</i>	<i>Less than 10 per 100 ml</i>

- 4.6.4 Any sampling details and testing results shall be recorded and available on site for assessment by and at the request of the Council's District Environmental Health Officer.

#### 4.7 Microbiological Auditing by Council

- 4.7.1 The Selwyn District Council reserves the right to take audit samples to verify swimming pool water quality.

### 5.0 WASTE WATER

#### 5.1 **Pool and Filter Backwash Discharge**

##### 5.1.1 Pool Water Discharge and Disposal

All pool water discharge and disposal shall comply with the Canterbury Regional Council Rule for pool water discharge and, in any case, shall not create any nuisance conditions or adverse effects to human health or the environment.

##### 5.1.2 Filter Backwash Discharge and Disposal

All filter backwash discharge and disposal shall comply with the Canterbury Regional Council Rule for pool water discharge and, in any case, shall not create any nuisance conditions or adverse effects to human health or the environment.

##### 5.1.3 Sanitary Waste Discharge and Disposal

All sanitary waste discharge and disposal shall be disposed of, or otherwise treated and disposed of in such a manner as not to create any nuisance conditions. Such waste treatment and disposal shall comply with the Building Act 1991, Resource Management Act 1991 and the Canterbury Regional Council Regional Rule.

### 6.0 MAINTENANCE

#### 6.1 General Maintenance

- 6.1.1 The entire swimming pool and associated areas, structures, services, facilities, plant and equipment shall be maintained in a suitably good condition to perform the services for which they were intended.

- 6.1.2 All areas shall be kept clean and tidy. A procedure for execution of daily, or, as the case may require, nightly, operation shall be implemented.

- 6.1.3 A routine inspection schedule shall be designed and implemented.



6.1.4 All maintenance and any deficiencies for each area, plant and equipment shall be carried out to ensure that the operation of the pool does not at any stage compromise public health and safety.

6.1.5 All plant, fittings and equipment associated with the operation, water treatment and water quality testing shall be used and maintained according to the manufacturer's instructions.

## 6.2 Electrical Equipment

6.2.1 A routine maintenance programme of all electrical plant, equipment and fittings shall be implemented to cover cleaning, anti-moisture precautions, lubrication and inspections for vibration.

## 6.3 Lubrication

6.3.1 A lubrication schedule covering all parts of the plant and equipment that require lubrication and using the most suitable oils and greases shall be implemented.

## 6.4 Pumps

6.4.1 All pumps shall form part of an inspection and maintenance schedule covering bearings, motors, control equipment/fittings, pump operation and seals and glands for leakage.

## 6.5 Maintenance Tools and Equipment

6.5.1 There shall be readily available to the approved operators or his/her designated person at all times at each licensed swimming pool sufficient and appropriate tools and equipment for the maintenance of a swimming pool, plant, equipment, water treatment and testing equipment and facilities.

6.5.2 All maintenance tools and equipment shall be maintained in good condition and stored in a safe and secure manner.

## 6.6 Structures/Buildings

6.6.1 All structures and drainage systems shall comply with the Building Act 1991 and be maintained in good and sound condition.

6.6.2 Fencing and security structures shall be maintained in good and sound condition and the pool shall comply with the Fencing of Swimming Pools Act 1987.

6.6.3 A routine inspection schedule is required to be implemented and this shall cover all structures and drainage systems.

## 6.7 Pool Surrounds and Grounds

6.7.1 The surround areas of the pool(s) and any grounds shall be maintained in good condition, clean and tidy and any grassed areas to be kept well trimmed.

6.7.2 The operator is to ensure that no accumulations or deposits, condition or use of areas would have the potential to attract animals and insects.

## 7.0 HEALTH AND SAFETY

### 7.1 General Provisions

7.1.1 The operator of a swimming pool shall ensure that the necessary requirements of the Health and Safety in Employment Act 1992 as they relate to the use of the pool, plant, facilities and surrounding areas and water treatment are implemented at all times, actions recorded and records available on site.

### 7.2 Specific Requirements

The requirements relating to health and safety shall not be limited to those specified in clause 7.2 of this Bylaw.

#### 7.2.1 Control of persons entering

The operator(s) or his/her delegated person(s) shall be responsible for scrutinising persons entering the swimming pool and associated facilities to ensure that pool water quality and the health and safety of persons using the pool is not adversely affected. Observations shall include:

- Persons with noticeable sores, cuts and secretions.
- Intoxicated Persons.
- Age groups requiring supervision.

#### 7.2.2 Foot Baths

Any foot baths shall be well designed, constructed and maintained, and the level and condition of disinfectant to be effective against the spread of infection.

#### 7.2.3 Handling and Storage of Chemicals

This sub-section shall be read in conjunction with NZS5826:Part 1, Clauses 13.3, 13.4 and 13.5 (pages 21 and 22).

7.2.3.1 All hazardous chemicals used for pool water disinfection or cleaning of facilities shall be stored in a safe and orderly manner.

7.2.3.2 All hazardous chemicals shall be carefully handled in a safe manner by an approved operator.

7.2.3.3 Safety equipment and clothing as necessary and appropriate shall be provided and readily accessible at all times.

7.2.4 First Aid

7.2.4.1 There should be a competent person(s) who have successfully completed an approved First Aid and Water Safety Course readily available at all times while the pool is being used.

7.2.4.2 First Aid equipment shall at all times, comprise sufficient content to ensure adequate and appropriate first aid treatment.

7.2.4.3 First Aid equipment shall be stored in an orderly fashion, in a conspicuous and readily accessible place and be under the strict control of the pool operator(s).

7.2.5 Glass

There shall be no exposed glass or crockery including drinking vessels and windows in any area that would provide a potential to cause injury or harm to users of the swimming pool, associated facilities and ground.

7.2.6 Water Safety

Refer to the New Zealand Water Safety Council Guidelines for schools and shall apply to all public and school pools that fall within the scope of this bylaw.

## SWIMMING POOLS LOCATED IN SELWYN DISTRICT

Arthur's Pass School	PO Box 22, Arthur's Pass
Broadfield Primary School	Shands Road, RD 6, Christchurch
Burnham Military Camp	Aylesbury Road, Burnham (pool located within the camp itself)
Courtenay Reserve Pool	Old West Coast Road, Courtenay
Darfield Pool	Ross Street, Darfield
Doyleston Pool	Cnr Drain /Volckman Roads (Privately owned)
Dunsandel Public Pool	Dunsandel Domain, Dunsandel
Dunsandel School Pool	Irvines Road, Dunsandel
Glentunnel School	Homebush Road, Glentunnel
Greendale School	Greendale Road, RD 1, Christchurch
Greenpark School	C/- The Secretary, RD 4, Christchurch
Halkett School	Halkett Road
Homebush School	Homebush School Lane, RD, Darfield
Hororata School	Bealey Road, Hororata
Killinchy Pool	Leeston Dunsandel Road, Killinchy
Kirwee School	School Lane, Kirwee
Ladbrooks Primary School	McDrurys Road, RD 4, Christchurch
Lake Coleridge School Pool	Lake Coleridge Village, Lake Coleridge (Privately Owned)
Leeston Learners Pool	Chervier Street, Leeston
Leeston Primary School Pool	Selwyn Street, Leeston
Lincoln High School	134 North Belt, Lincoln
Lincoln Primary School	Boundary Road, Lincoln
Lincoln University Recreation Centre	Lincoln University
Prebbleton Primary School	Blakes Road, Prebbleton
Rolleston Primary School	Springston/Rolleston Road, Rolleston
Sedgemere Community Pool	Leeston/Taumutu Road (Privately Owned)
Sheffield War Memorial Baths	Main West Road, Sheffield
Southbridge Community Pool	High Street, Southbridge
Southbridge School Pool	Hastings Street, Southbridge

Springfield Primary School	Tramway Road, Springfield
Springston Primary School	Leeston Road, Springston
Tai Tapu Primary School	Main Akaroa Highway, Tai Tapu
Weedons Primary School	Weedons Ross Road, RD 5, Christchurch
West Melton School	Weedons Ross Road, RD 6, Christchurch
Lake Coleridge/ Windwhistle Primary School	SH 77, Windwhistle

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