

# APPLICATION TO BOOK A DUBBO REGIONAL COUNCIL AQUATIC FACILITY



To book the Dubbo Aquatic Leisure Centre, Wellington Aquatic Leisure Centre or Geurie Swimming Pool please read and complete the following application form and submit a minimum of 14 days prior to the event:  
 Dubbo Regional Council, PO Box 81 DUBBO NSW 2830, email [aquatic@dubbo.nsw.gov.au](mailto:aquatic@dubbo.nsw.gov.au).

- DUBBO AQUATIC LEISURE CENTRE   
  WELLINGTON AQUATIC LEISURE CENTRE  
 GEURIE SWIMMING POOL

DETAILS OF PROPOSED USE			
<b>CONTACT DETAILS</b>			
Name:			
Organisation:			
Postal Address:			
Contact Number:		Facsimile:	
Email:			
<b>NOMINATED PERSON IN CHARGE</b>			
Nominated Person in Charge - a nominated person must be contactable throughout the duration of the event/ booking and MUST complete a site induction at the facility PRIOR to the commencement of the event/booking.			
Name:		Mobile	
<b>BOOKING DETAILS</b>			
Activity Type:	<input type="checkbox"/> Swimming Carnival <input type="checkbox"/> School Sport/PE <input type="checkbox"/> Exercise Group <input type="checkbox"/> Other	<input type="checkbox"/> Learn to Swim <input type="checkbox"/> Life Saving <input type="checkbox"/> Coaching/Training	<input type="checkbox"/> Training/Workshop/Course <input type="checkbox"/> Meeting <input type="checkbox"/> Community/School Event
<b>SPORTING FACILITY</b>			
Facilities Requested	<input type="checkbox"/> 50m Pool (Dubbo/Wellington) (No. of lanes/area): _____ <input type="checkbox"/> 25m Pool (Geurie), (No. of lanes/area): _____ <input type="checkbox"/> Leisure/Program Pool (Dubbo/Wellington) <input type="checkbox"/> Clubhouse (Dubbo/Wellington) <input type="checkbox"/> Water Slide (Dubbo) <input type="checkbox"/> Other: _____		
<b>DATES AND TIMES</b>			
Date/s:			
Start Time:		Finish Time:	
<b>REQUIREMENTS</b>			
*Additional costs may be incurred for use of.	<input type="checkbox"/> Lane Ropes (No. required) _____ <input type="checkbox"/> Blocks (No. required) _____ <input type="checkbox"/> Additional Cleaning of Amenities* <input type="checkbox"/> Kiosk/Catering (please specify): _____ <input type="checkbox"/> Other (vehicle access, barriers, port a loos etc.): _____ _____ _____		
	<input type="checkbox"/> Lighting <input type="checkbox"/> Additional bins* <input type="checkbox"/> Power		
	<b>Please indicate if additional day/times for set up/pack up are required:</b> _____ _____		

WATER SAFETY AND SUPERVISION			
As a minimum Dubbo Regional Council shall have a lifeguard on duty to provide general supervision. However this lifeguard cannot be responsible for providing water safety to all participants at all times. It is the hirer's responsibility to provide additional water safety to ensure the health and safety of their participants.			
FIRST AID			
Dubbo Regional Council Pool Staff shall provide First Aid if/when required as a part of the hire during normal operations.			
APPROXIMATE NUMBERS, AGES & SKILLS			
Participants:	Age:	Skill:	
Spectators:	Age:	Skill:	
Supervisors:	Age:	Skill:	
Any relevant medical conditions or special needs of participants:			
_____			
BILLING INFORMATION (must be completed)			
Name:			
Organisation:			
ABN:		Contact Number:	
Postal Address:			
Email:			
Payment Type:	<input type="checkbox"/> Invoice		<input type="checkbox"/> Cash (pay on entry)
REQUIRED SUPPORTING DOCUMENTS			
<input type="checkbox"/> Public Liability Insurance: Certificate of Currency (minimum \$20 000 000) must accompany this booking application. NB. If the policy expires prior to the event it is the responsibility of the user to provide the valid Certificate of Currency or cancellation of the event will occur.			
<input type="checkbox"/> Risk Management Plan for events (template available from Council)			
<input type="checkbox"/> Aquatic Qualifications if required (certificates/accreditations)			
<input type="checkbox"/> Other supporting qualifications/documents if required			
TERMS AND CONDITIONS OF USE			

#### Bookings

- Bookings must be made by a person over 18 years of age. Proof of age may be required.
- Booking dates and times are to be strictly adhered to. The allocation of hired areas of Aquatic Facilities will be under the instruction of the Pool Manager/Supervisor. All hirers should be aware that other users and the general public may also be using the pool; no exclusive access can be given. Courtesy and tolerance of other users should be exercised at all times.
- After receiving an application and the supporting documentation, Dubbo Regional Council will provide a booking confirmation. Bookings do not take effect until the confirmation has been received.
- Prior to the commencement of an event, the nominated person in charge must attend and complete a site induction with the Pool Supervisor.
- Hire fees will be charged in accordance with the Dubbo Regional Council Revenue Policy.
- Dubbo Regional Council reserves the right to accept or deny any application prior to or after submission.
- Dubbo Regional Council reserves the right to cancel a booking immediately by verbal or written notice for any breach of the Terms and Conditions of Use.
- If a user group wishes to update, change or cancel a booking, they must give immediate notice to Council. The user group indemnifies Dubbo Regional Council in relation to loss of or damage to property and all actions, claims, demands, losses, damages, costs and expenses whatsoever and howsoever arising in respect of the user group not proceeding with the event or any competition forming part of the event or any breach of these terms and conditions for events by the user group except to the extent that such liability is caused by the negligence of Dubbo regional Council.

#### Lane Hire

- People, user groups or hirers that maintain exclusive use of any part of the swimming pool will be charged a lane hire fee. This does not include any school groups participating in a sporting program under the direct supervision of a school teacher with the correct qualifications.
- School groups are still required to complete an application form to secure lane space and students are required to pay entry fees as stated in the applicable Dubbo Regional Council Revenue Policy.
- Professional coaches and instructors (not employed by resident swim clubs or water polo club) are not permitted to conduct tuition and/or hire lanes at the Dubbo Aquatic Leisure Centre.

#### Council Property and Care

- It is the responsibility of the user group or hirer for any damages to the facility, its fittings and contents, and the surrounding grounds that are caused by the user group or hirer, except for reasonable wear and tear. Dubbo Regional Council's costs of repair will be charged to the user group or hirer by invoice.
- Any accidental damage or unsafe facilities or equipment should be reported to the pool supervisor upon discovery.
- The user group or hirer is responsible for the cleanliness of the facility. The facility must be left clean and tidy and returned to the condition before the time of hire. Failure to comply with this regulation will result in the user group being invoiced for the 'actual costs' of litter control.

- The user group or hirer must not interfere with any electrical wiring, switchboard or sound equipment at the venue.
- All marquees and signage erected must receive written approval from council as the marking of underground services may be required and incurs additional charges.
- Use of private gas barbeques in aquatic facilities is not permitted unless Council provides written approval. The use of gas barbeques will only be permitted if public liability insurance provided which notes 'To cover fundraising events which include the use of gas barbecues'.
- Council shall not be liable for any loss or damage sustained by the user group, firm or corporations entrusted to or supplying any article to the user by reason of such article being lost, damaged or stolen. The user hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of such article.
- The user group shall at all times indemnify and keep indemnified the Council against all claims, actions, proceedings and demands made by or on behalf of any person entering upon the facility for the purpose or in connection with the user's business activities in relation to the use, or at the invitation of the user, whether such are in respect of personal injuries or damage to property and howsoever arising whether due to the negligence or any act or omission to the Council, it's servants or agents or otherwise and the signed Application and Agreement Form, shall be deemed to be sufficient acknowledgement by the agreement to so indemnify the Council.

#### ***Food and Beverages/Sale of Goods***

- The user group or hirer must not conduct a stall, kiosk, shop or booth in any form for the purpose of selling, dispensing or exchanging of any items, including goods, food and beverages unless approval is sought in writing and granted from Council prior to the event.
- Glass objects or containers and alcoholic beverages are not permitted within any facility. It is the responsibility of the user to ensure this is enforced.

#### ***No Smoking***

- Dubbo Regional Council aquatic facilities are smoke free zone under the Smoke Free Environment Act 2000. It is the responsibility of your user group to ensure that all spectators attending abide by this regulation. Penalties may apply.

#### ***Alcohol***

- Dubbo Regional Council aquatic facilities are an Alcohol Free Zone. No alcohol must be sold, served or consumed at any facility.

#### ***Pool Closure***

- Dubbo Regional Council reserves the right in its sole discretion to close the aquatic facility due to inclement weather, safety reasons or for any other reason Council determines is valid.
- Dubbo Regional Council reserves the right to cancel a booking at a facility if it considers the environment likely to be unduly damaged by use.

#### ***Subletting***

- User groups or hirers are not permitted to sublet any Dubbo Regional Council facilities to other user groups unless approved by Council.

#### ***Liability and Insurance***

- Council requires user groups to provide a copy of a current Public Liability Insurance Policy by way of a Certificate of Currency (minimum \$20,000,000) with all applications which unconditionally releases Dubbo Regional Council from and against all claims arising out of or in connection with an act of the user or any of their agents in relation to its use of the pool.
- The user group or hirer must accept responsibility for any claim or damage to property or injury to persons which arises from their hire and use of the facility.
- All user groups or hirers must hold a current Public Liability Insurance policy for a minimum of \$20 million which indemnifies Council from or against all claims arising from the user group or hirer's legal liability as a result of its occupation. A copy of a current Public Liability Insurance Certificate of Currency must be provided to Council at the time of the booking application and must cover the event period.
- User groups or hirers must hold Workers Compensation Insurance with a reputable insurer and provide evidence of such insurance to Council upon demand. User groups or hirers must ensure that it holds insurance to cover claims for personal injury or death suffered by voluntary workers at the event and must provide evidence of such insurance to Council on demand.
- The user group or hirer accepts full responsibility for loss, damage or theft of any personal property, property stored at the facility or property on hire or loan.
- User groups or hirers must ensure they comply with all legislative obligations relating to the use and occupation of the facility including (without limitation) workplace health and safety, environmental management and planning laws.

#### ***Child Protection***

- Under NSW Child Protection Legislation, all user groups or hirers who provide services to children and wish to hire the Council's facilities must have appropriate Child Protection policies and procedures in place including a 'Working with Children Check' with evidence provided to Council

#### ***Safety***

- The user group or hirer is responsible for ensuring the event or booking is conducted in a safe manner.
- The user group or hirer is responsible for ensuring they are aware of and follow the evacuation procedure of the facility.
- All fire exits must be kept clear at all times.
- Any group wishing to conduct dive starts into the shallow end of the pool for relays must conduct a risk assessment of the activity before the event and acknowledge full responsibility for the consequences arising from the activity.
- User groups or hirers are responsible for conducting their own risk assessment of Council's Aquatic Facilities and submit a risk management plan to Council at least seven days prior to the event.
- The user group or hirer is aware and understands the work, health and safety requirements and immediately reports any accident, incident or near misses to the Pool Manager/Supervisor/Lifeguards and an incident form must be completed and provided to Council.
- The user groups are responsible for inspecting all structures such as blocks, flags, lane ropes to ensure the safety of the facility prior to use.
- It is the responsibility of user groups to have all appliances and electrical cords used in Council facilities tested and tagged in accordance with current Australian standards and regulatory requirements. Only one electrical appliance can be used in each power point and double adaptors are prohibited.

### Safe Supervision

- User groups or hirers are responsible for crowd control and direct supervision of all groups participants at all times whilst at the facility.
- At least one supervising teacher must possess a recognised current certificate in CPR.
- Teachers or school appointed delegate instructors engaged to instruct in Learn to Swim classes must possess the AUSTSWIM Teacher of Swimming and Water Safety Qualification.
- Groups or schools that are participating in unstructured aquatic activities should follow the Royal Life Saving Society Australia (RLSSA) guidelines which is available from the following link: [http://www.sports.det.nsw.edu.au/spguide/aquatic\\_activity/index.php](http://www.sports.det.nsw.edu.au/spguide/aquatic_activity/index.php)  
Groups and schools need to read the RLSSA guidelines and be familiar with:
  - Staff and student induction information
  - The challenge testing student proficiency
  - How to classify students

### Dubbo Regional Council Condition of Entry

Use of the facility is subject to the adherence to the Conditions of Entry, Code of conduct, Pool Rules, Pool Staff instructions, Keep Watch @ Public Pools and Hygiene Policy. Dubbo Regional Council reserves the right to remove a person from an aquatic facility for the refusal to comply with the Conditions of Entry. Please refer to each individual Aquatic Facility conditions of entry and code of conduct which are displayed at the facility entrance.

### Dubbo Regional Council Hygiene Policy

- Do not use the pool if you have had diarrhea in the past two weeks
- Close fitting swimming costumes must be worn at all times
- Use the toilet and the shower (using soap) prior to entering the pool
- Avoid swallowing or putting pool water in your mouth

Non-toilet trained infants –

- Must wear aqua-nappies (disposable or re-usable) with swimmers over the top
- Under no circumstances are regular nappies to be worn while swimming
- Should be taken to the toilet frequently
- Nappies are to be changed in the change rooms and not at the poolside
- The child should be showered properly after changing and the carer should wash their hands immediately afterwards
- Soiled nappies are to be disposed of in the bins provided.

### Keep Watch at Public Pools

*“Keep Watch @ Public Pools is an integrated water safety program which aims to increase awareness of the strategies available to keep children safe when in, on or around public pools and aquatic facilities. The ultimate aim of the program is to eliminate all drowning deaths and near drowning incidents that occur in aquatic leisure centres, public swimming centres and pools. In the short term it is hoping to increase awareness of strategies to keep children safe, change attitudes about what is appropriate safety at public swimming pools and raise awareness about preventative strategies. It also aims to highlight the need for an increase in parental responsibility, rather than relying on pool lifeguards to babysit children.”* Royal Life Saving Society Australia.

The Keep Watch @ Public Pools policy and the ages within it represent minimum standards that Royal Life Saving expects of public pools however Royal Life Saving encourages pools to adopt a higher standard. The minimum standards are as follows:

- Children (under 10 years) are not allowed entry to a TRC aquatic facility unless under **active** supervision of a person 16 years or older.
- Parents and carers should **actively** supervise their children at all times. As such, they should be dressed ready for action, including unexpected entry to a pool.
- **Children 0 - 5** – For 0-5 years old and non-swimmers a parent or carer is in the water at all times within arms’ reach of the child. It is best if you are engaging with your child i.e. playing with them, talking to them.
- **Children 6 – 10** – For 6-10 years old constant **active** supervision is required. Be prepared to get wet and enter the water with this age group.
- **Children 11 - 14** – For 11-14 year olds it is recommended that parents check up on their child by physically going to the point where they are in or around the water.

**Active** supervision is defined as consisting of four key elements:

- **Be Prepared** – parents/carers should ensure they have everything they need before getting into the water such as towels and dry clothes
- **Be Close** – parents/carers should always be within arms’ reach of their child
- **All Of Your Attention** – parents/carers should focus all of their attention on their child and get into the pool and talk and play with them
- **All Of The Time** – parents/carers should never leave their child alone in the water, nor should they be left in the care of an older child or the Lifeguard at the public pool

### Diving

- A dive is defined as entry into water where the upper body (hands, arms and head followed by the torso and lower limbs) enters first during activities.
- “No Diving” prohibition notices conforming to the GSPO are displayed where it is considered unsafe to dive from the poolside.
- Only qualified swim coaches, lifesaving instructors (excepting beach lifesaving) and licensed swimming and water safety teachers should instruct safe water entries and diving skills.
- Any group wishing to conduct dive starts into the shallow end of the pool for relays must conduct a risk assessment of the activity before the event and acknowledge full responsibility for the consequences arising from the activity.
- In water depth less than 900mm dive starts are not permitted. All events should commence in the water.

I certify that the information provided in this application is true and correct and I agree to the terms and conditions of use for Council’s Aquatic Facilities being met and fulfilled.

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

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

Date: \_\_\_\_\_

(By typing your name in the signature section you are committing to adhere to Council’s terms and conditions)