



# **PARRAMATTA PARK**

## **POLICY ON THE USE OF PARRAMATTA PARK FOR SCHOOLS**

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## Contents

Objective.....	3
Introduction .....	3
Aims.....	3
Scope .....	3
Groups Excluded from this Policy.....	4
Parramatta Park Trust Act & Regulation .....	4
Permissible Activities .....	4
Group Sizes .....	4
Approval .....	4
Fees.....	5
General Conditions .....	5
Application Process .....	6
<i>School Activities</i> .....	6
<i>Shelter Use</i> .....	6
Termination of Approval .....	6
Review.....	6
Responsibility.....	6

## Objective

To effectively manage the use of lands under the care and management of Parramatta Park Trust (the Trust) by school groups.

## Introduction

The Trust recognises the important contribution that school activities, functions and excursions have on students and the school community. It welcomes and supports access for schools to provide opportunities for the students and the school community to participate in these activities.

Increasing numbers of schools using the Park has raised a number of issues of concern for the community and space managers including:

- a) Equity of access – e.g. potential conflict with regular users, management of demand, domination and monopolisation of areas and use of public land;
- b) Impact on assets – e.g. large groups causing undue wear and tear to recreational facilities;
- c) Public safety and liability concerns – e.g. participants running onto road ways; and
- d) Impacts upon nearby residents, stakeholders and the public e.g. noise.

The need to regulate use of Parramatta Park by school groups has been identified and this policy responds to this need.

## Aims

In implementing this policy, the Trust aims to:

- Ensure equity of access to the park;
- Ensure safety of participants;
- Ensure school activities do not impact on turf and facility condition and maintenance;
- Minimise safety and public liability concerns;
- Appropriately manage the park to prevent conflicts; and
- Minimise the impact on nearby residents, stakeholders and park users.

## Scope

This policy covers all lands within Parramatta Park under the care and management of the Trust for all:

- a) School activities, functions and excursion.

## Groups Excluded from this Policy

This policy excludes management of:

- School cross country carnivals and walkathons.
- Seasonal or regular ongoing use of Parramatta Park.

These groups are required to make a cross country, walkathon or seasonal booking with the Trust. Please refer to the appropriate sections of the Trust website, [www.parrapark.com.au](http://www.parrapark.com.au) for information or email the Trust at [info@ppt.nsw.gov.au](mailto:info@ppt.nsw.gov.au).

## Parramatta Park Trust Act & Regulation

The *Parramatta Park Trust Act 2001* identifies the aims, role and responsibilities of the Trust. The *Parramatta Park Trust Regulation 2019* identifies how the Trust manages the use of trust lands.

## Permissible Activities

The following types of activities are permitted, subject to approval:

- Excursions;
- Sporting activities;
- Lunches & school picnics;
- Presentations & school celebrations; and
- Other associated activities approved by the Trust.

## Group Sizes

There are no set limitations to group sizes. Trust officers will assess each application and will determine the number of persons permitted per group and the number of groups that are permitted to use the Park.

## Approval

If approval is granted by the Trust the activity will occur only in a designated area on the approved date and at the approved time.

## Fees

Fees are applicable under this policy as per the Trust's Fee Schedule and are listed below.

School Facilitated Excursion Fee:	\$0.55 per student
Third Party Provider Facilitated Excursion Fee:	\$2.00 per student
Alteration Fee:	\$60.00 per request
Application Fee*:	\$60.00
Administration & Processing Fee**:	\$110.00 per booking
Bond:	\$330.00

Shelter Hire: Varies depending on shelter, refer to fee schedule

\*Applies to Cross Country / Walkathon Applications and School Facilitated Excursions.

\*\*Applies to Third Party Provider School Bookings.

All fees quoted include GST and are subject to periodic review and change.

## General Conditions

School activities are subject to the following general conditions of approval, which may be supplemented or varied where necessary.

Each activity approved by the Trust:

- a) Must ensure that participants are supervised by teachers and/or parent volunteers at all times and throughout the course.
- b) Must only use areas designated by the Trust.
- c) Must not display any advertising signs including banners or 'A' frame signs in Parramatta Park.
- d) Must, prior to commencing a session, inspect the immediate area to ensure no hazards are present and the area is safe for their activity. If any hazards are present the activity organisers must exclude that area from use and report the issue to the Trust without delay.
- e) Shall conduct themselves in a proper and orderly manner and be considerate to other users, adjacent residents and stakeholders at all times.
- f) Shall conduct their activities so as not to dominate, monopolise and/or obstruct any stairways and/or pathways.
- g) Must not create any noise that unreasonably disturbs other users, adjacent residents or stakeholders. Trust Officers may direct a reduction of noise levels from time to time due to noise impacts on others.
- h) Must comply with any reasonable directions of any Trust Officer.
- i) Shall indemnify and hold the Trust harmless from and against all damages, sums of money, costs, charges, expenses, actions, claims and demands which may be sustained or suffered or recovered or made against the Trust by any person for any loss of life or injury or damage any person may sustain due to the negligent act of the activity organiser conducting the activity.

- j) Shall take out and maintain in the name and indemnifying the Trust, Australian Prudential Regulation Authority (APRA) approved public liability insurance for a minimum of \$10 million and produce documentary evidence of this at the time of application.
- k) Shall agree that notwithstanding any implication or rule of law to the contrary, the Trust shall not be liable for any damage or loss that any activity and its participants may suffer by the act, default or neglect of any other person or by reason of the Trust failing to do something on or to the public space used.
- l) Shall be responsible for satisfying all of their Work Health & Safety legislation and regulation responsibilities.
- m) Shall be liable for any fees or levies required by the Department of Industrial Relations or Work Cover NSW or any other public authority or statutory body for their activities.

## Application Process

### *School Activities*

To apply for approval to hold all other school activities within Parramatta Park you must complete and submit an Application Form and provide copies of insurance certificates.

Applications are processed within 10 working days and you will be advised via email of tentative approval for your activity and issued with a quote confirming the cost.

Once payment in full has been received your application will be finalised and you will be issued with your confirmation letter.

### *Shelter Use*

To hire one of the shelters within Parramatta Park you must use the fully automated online booking system. Shelter hire is processed in real time and payment is required via credit card at the time of booking.

## Termination of Approval

The Trust reserves the right to terminate any confirmed activity. This action can be undertaken if in its sole opinion it has determined that the activity organiser has failed to comply with the reasonable directions of its staff or has breached the terms of approval or the terms of this policy.

## Review

This policy will be reviewed every two years or as determined by the Trust.

## Responsibility

The Director, Operations & Visitor Services is responsible for the overall management of this policy.