



OPEN SPACE AND COMMUNITY FACILITIES

APPLICATION FOR USE OF AQUATIC FACILITIES

PART 1 – APPLICATION DETAILS

INFORMATION FOR APPLICANT

Prior to lodging this form, please refer to Council's Conditions of Use for Aquatic Facilities. Failure to submit all necessary information may result in a delay in the processing of your application. You must provide completed and signed document checklists. Fees may apply as per Council's adopted Fees & Charges.

APPLICANT DETAILS

Name				Organisation			
Postal Address				PO Box			
Suburb			State	Postcode			
Email							

PART 2 – USAGE DETAILS

CARNIVAL(S)

Pool required		Branxton
		Cessnock
Name of representative responsible for group		
Special requirements		
Are there spectators attending	Yes	No
If yes, how many		
Area of Pools/Splash Pad/Number of lanes required <small>(Lane allocation is subject to change at the discretion of Council pool staff)</small>		
Expected number of users		
Average age and swimming ability of group		
Are any of the swimmers under 12 years of age?	Yes	No
Will you be providing trained attendants	Yes	No If yes, how many
Preferred option	Date	Time
Option 1		
Option 2		
Option 3		

FUN DAY(S)

Pool required		Branxton
		Cessnock
Name of representative responsible for group		
Special requirements		
Are there spectators attending	Yes	No
If yes, how many		

Area of Pools/Splash Pad/Number of lanes required <i>(Lane allocation is subject to change at the discretion of Council pool staff)</i>			
Expected number of users			
Average age and swimming ability of group			
Are any of the swimmers under 12 years of age?		Yes	No
Will you be providing trained attendants		Yes	No If yes, how many
Preferred option	Date	Time	
Option 1			
Option 2			
Option 3			
LEARN TO SWIM / INTENSIVE SWIMMING			
Applications will not be considered without all required documents/qualifications submitted (Refer to Pool Hirers Checklist)			
Pool required		Branxton	
		Cessnock	
Name of representative responsible for group			
Special requirements			
Are there spectators attending		Yes	No
If yes, how many			
Area of Pool/Number of lanes required <i>(Lane allocation is subject to change at the discretion of Council pool staff)</i>			
Expected number of users			
Average age and swimming ability of group			
Are any of the swimmers under 12 years of age?		Yes	No
Will you be providing trained instructors		Yes	No If yes, how many
Period of use		/ / to / /	
Monday	am/pm	to	am/pm
Tuesday	am/pm	to	am/pm
Wednesday	am/pm	to	am/pm
Thursday	am/pm	to	am/pm
Friday	am/pm	to	am/pm
Saturday	am/pm	to	am/pm
Sunday	am/pm	to	am/pm
WEEKLY SWIMMING			
Pool required		Branxton	
		Cessnock	
Name of representative responsible for group			
Special requirements			
Are there spectators attending		Yes	No
If yes, how many			
Area of Pool/Number of lanes required <i>(Lane allocation is subject to change at the discretion of Council pool staff)</i>			

Expected number of users					
Average age and swimming ability of group					
Are any of the swimmers under 12 years of age?			Yes	No	
Number of qualified representatives		Yes	No	If yes, how many	
Period of use	/	/	to	/	/
Monday		am/pm	to		am/pm
Tuesday		am/pm	to		am/pm
Wednesday		am/pm	to		am/pm
Thursday		am/pm	to		am/pm
Friday		am/pm	to		am/pm
Saturday		am/pm	to		am/pm
Sunday		am/pm	to		am/pm

PART 3 – POOL HIRERS CHECKLIST

DOCUMENTATION REQUIRED *Please indicate by 'X'*

In order to utilise a Council owned Aquatic Facility the following documents and qualifications must be submitted to Council along with this application form to be assessed for approval.

	Certificate of Currency – <i>Public Liability Insurance for a minimum of twenty (20) million dollars.</i>
	Current Working with Children Check - <i>Required when conducting coaching and learn to swim lessons.</i>
	Current First Aid Certificate.
	Austswim / RLSSA Swim Teacher – Qualifications are required for <u>ALL</u> instructors in the water (or equivalent). Teacher of Swimming & Water Safety – <i>This is a minimum requirement when teaching 4 years of age to adult.</i> Teacher of Infants & Preschool – <i>This is required when teaching between the ages 6 months up to 4 years of age.</i> Teacher of Towards Competitive Strokes – <i>This is designed to bridge the gap between learn to swim and coaching/mini-squad.</i>
	Swim Australia – Qualifications are required for <u>ALL</u> instructors in the water. Swim Australia Teacher – <i>This is a minimum requirement when teaching from 2 ½ years of age to adult.</i> Teacher of Babies & Toddlers – <i>This is required when teaching between the ages 6 months up to 4 years of age.</i> Teacher of Competitive Swimming – <i>This is required when swimmers are recent “Learn to Swim” Graduates and are in the likes of a “mini squad” (usually around 10-years and under) and still acquiring the skills needed to transition into competition.</i>

Please note: All Hirers must complete a risk assessment each and every time the pool is used/hired and retain a copy for your records.

CONDITIONS OF USE

1. All Hirers must provide current qualifications before their application is assessed. Council may, at its discretion, decline any application for Hire.
2. The Hirer agrees to indemnify Council from liability for any loss, damage or injury arising from the Hirer's occupancy of the facility.
3. Council facilities must be left in the same condition in which they are found.
4. The Hirer is responsible for cleaning of all rubbish before departing from the facility and returning all equipment to its appropriate place.
5. The Hirer must ensure that all fixtures and fittings are not removed, defaced, or damaged in any manner by persons using the facility. If in the event of damage, the cost of repair will be the responsibility of the Hirer.
6. No permanent decorations, fixtures, or posters of any manner are to be erected in any part of the pool and surrounds without the written permission of the Aquatics Facilities Coordinator.
7. All breakages, damages, or losses must be reported immediately to the Aquatic Facilities Coordinator and an incident report completed.
8. It is the responsibility of the Hirer to ensure that all activities conducted within their responsibility abide by these Conditions of Use. As such, the following activities are not allowed:
 - Drinking of any alcoholic substance
 - Use of any drug related substance
 - Smoking / Vaping
 - Swearing or abusive behaviour
 - Dangerous or unsafe behaviour
 - Destructive behaviour to property and fixtures of the swimming pool
 - No glass containers of any kind to be brought into the pool grounds.
 - No pass-outs will be issued for any of Council's aquatic facilities.
9. Pool staff have the discretion to allocate specific lane space subject to the number of swimmers on the day(s) of the users approved booking.
10. Fees and charges may apply as per Council's adopted Fees & Charges. All applicable fees and charges will be included on allocation letters and invoiced for payment.
11. Any failure to abide by these conditions shall result in cancellation of this agreement.
12. Where the Hirer provides specific aquatic services to children, the Hirer will comply with NSW Child Protection Legislation and will, on request provide Council with copies of all relevant documentation.
13. The Hirer is responsible for the supervision and safety of attendees at the facility at all times during the booking.
14. All Hirers must cooperate by remaining within their allocated lanes and seek prior approval from pool staff if the request for additional pool space is required.
15. The Hirer's Primary Contact must complete the required induction checklist with pool staff prior to the booking.
16. The Hirer is responsible for disclosing any relevant medical conditions of participants (Ref – GSPO, GPO4.4.4.2).
17. Facility staff will oversee the provision First Aid incidents that occur within the facility (Ref – GSPO, GO4.4.4.2).
18. At any time, facility staff may determine that the facility is unusable due to inclement weather or general safety concerns and therefore if required close the facility.
19. Council reserves the right to prohibit any commercially run aquatic programs that are operated within its facilities, these programs if approved by Council will attract the applicable fees and charges (lane hire fee).
20. The Hirer must familiarise themselves with the following facility information:
 - Conditions of Entry, Venue Evacuation Diagram,
 - NSW Department of Education's Supervision Guide for Swimming Pools,
 - NSW Department of Education's Aquatic Guidelines for Safe Water Entry Competitions – Competitive Dive Starts,
 - Splash Pad general conditions of use for School Carnival's or Fun Day allocations.
 - RLSSA Keep Watch at Public Pools Water Safety Supervision Conditions of Entry.
21. **Safe Supervision**
Council requires all Hirers to adhere to the below requirements
 - **Weekly Training and Instruction providing for the teaching of swimming**
As a guide 1:15 Ratio for swimmers able to swim 25 meters or more confidently.
Qualifications: AUSTSWIM Teacher of Water Safety (or equivalent) | Supervising Teacher - at least one (1) of the supervising teachers with a current CPR, Working with Children Check.
 - **School Excursions or Activity Days**
As a guide there should be a minimum of two (2) adult supervisors present at all times. The number of supervisors will depend on student numbers type of activity and overall swimming ability. The following ratio applies 1:20 (competent swimmers) Qualifications: At least one (1) supervising teacher must possess a current CPR, AUSTSWIM Teacher of Water Safety (or equivalent), RLSSA Bronze Medallion, SLSSA Patrol Bronze Medallion or SLSSA Surf Rescue Certificate.
 - **School Learn to Swim or Water Safety classes**
As a guide for Beginners (little to no experience) 1:10 | Intermediate (basic survival skills) 1:12
Qualifications: AUSTSWIM Teacher of Water Safety (or equivalent) | Supervising Teacher - at least one (1) of the supervising teachers with a current CPR

APPLICANT DECLARATION

I/We apply for approval to utilise a Cessnock City Council Aquatic Facility described in this application. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.

I/We give consent to Cessnock City Council to use the application and documents, provided in support of this application for advertising and notification purposes.

I/We have read and agree with the Aquatic Facilities Hirer Agreement and Conditions of Use, including Safe Supervision guidelines for Cessnock City Council. I/We agree to abide by and be bound by those conditions.

I/We am/are aware of the site-specific facility Evacuation Diagrams.

Applicant(s) Name	Date
Applicant(s) Signature	

PRIVACY NOTICE

Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the [Privacy and Personal Information Act 1998](#) (NSW) and [Information Privacy Principles](#), the [Health Records and Information Privacy Act 2002](#) (NSW) and [Health Privacy Principles](#), and any subordinate legislation.

Purpose	The information on this application for the use of aquatic facilities is being collected for the purpose of processing this application form. The information collected will be used for the purpose outlined, related administrative functions, compliance and complaint handling, internal auditing, and in accordance with Council's Privacy Management Plan and Privacy Statement which can be found on Council's website.
Intended Recipients	Council staff responsible for the function of using Council's aquatic facilities and other related administrative functions.
Supply	Voluntary.
Consequence of Non-provision	If you do not supply the information, we will not be able to process your application.
Storage and Security	Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325.
Access	You may access, correct or update your personal information by visiting Council's website , contacting Council's Privacy Contact Officer on 4993 4100 or by sending an email to council@cessnock.nsw.gov.au .

If you want to know more about Council's obligations regarding your personal information or what rights you have, contact the [Information and Privacy Commission](#) or visit their website ipc.nsw.gov.au.

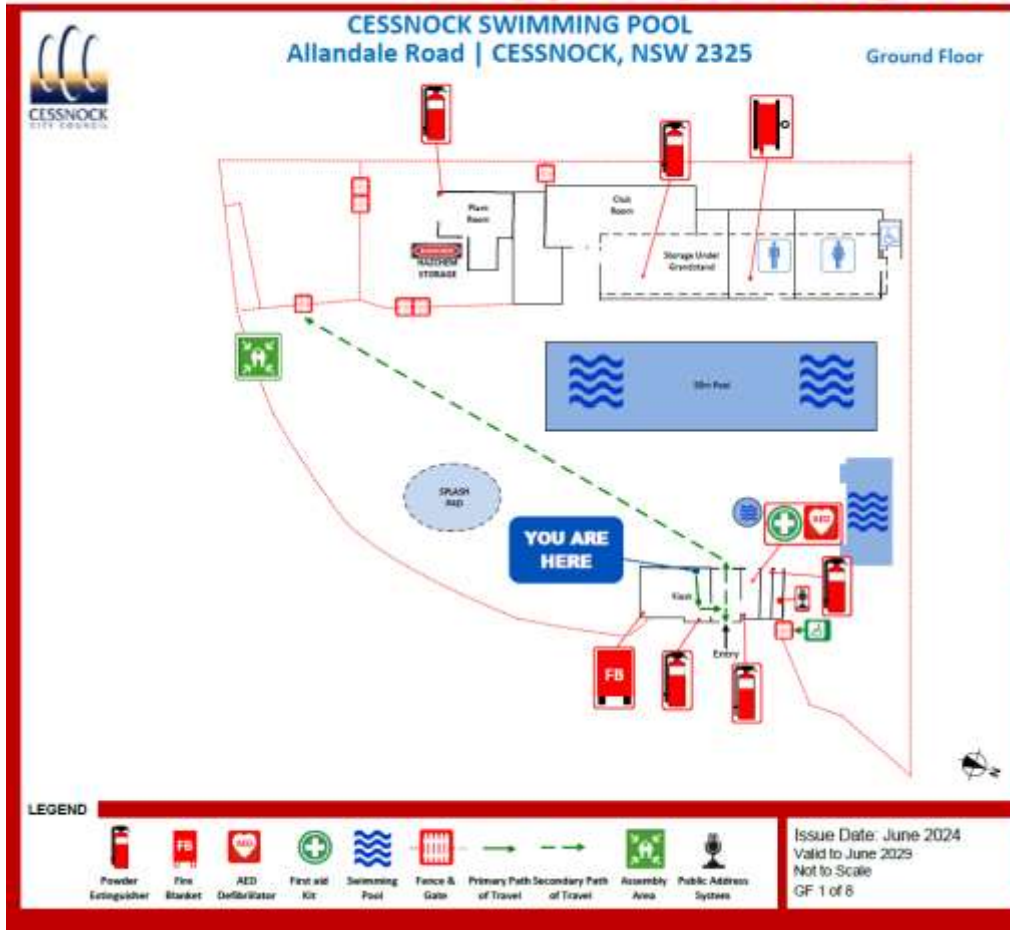
PART 5 – LODGEMENT INFORMATION

HOW TO LODGE YOUR APPLICATION

Address the application to General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325 OR General Manager Cessnock City Council DX 21502 CESSNOCK	Lodge in person (between 9am – 4.30pm) at Council's Administration Building Cessnock City Council 62-78 Vincent Street CESSNOCK NSW Lodge by email council@cessnock.nsw.gov.au	How to Contact Us Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: council@cessnock.nsw.gov.au www.cessnock.nsw.gov.au Office Hours 9am to 5pm Monday to Friday Fees Fees are calculated in accordance with Council's adopted fees and charges.
---	--	--

If you require further information regarding this request, please contact Council's Customer Service on (02) 4993 4100.

EVACUATION DIAGRAM



SafeGuard (02) 9683 4700

000 EMERGENCY **106**

EMERGENCY RESPONSE

- In the event of an incident 5 short whistle blasts will sound or an announcement will be made on the P/A system or via megaphone.
- All persons to exit the pool area through the Main Entry Gates as shown by the green arrows or alternate route via the rear Emergency Gate.
- Once outside the pool persons are to proceed along the footpath to the Assembly Area.
- Remain at Assembly Area and wait for further instructions from a Lifeguard / Emergency Officer.
- Do not re-enter Council property until advised by an Emergency Officer.

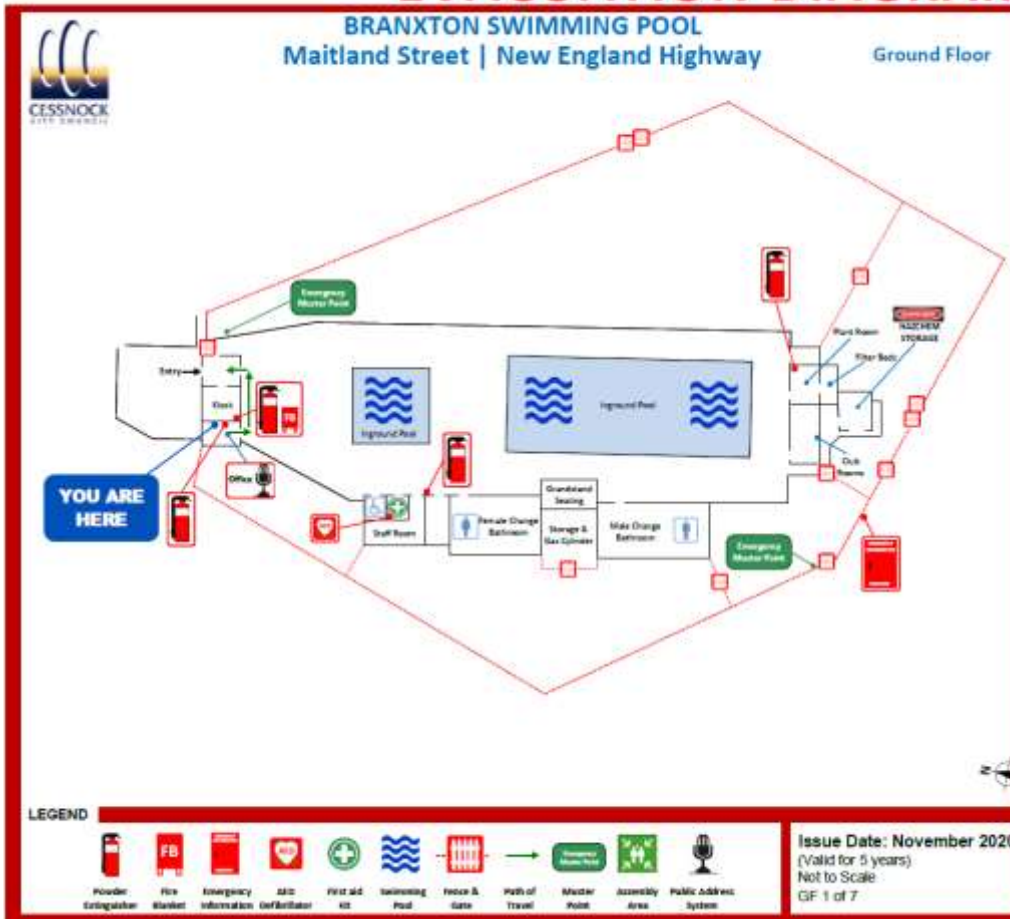
USING FIRE EXTINGUISHERS

P Pull pin at top of extinguisher. Test to see if operable.
A Aim the nozzle towards the base of fire.
S Squeeze the handles to discharge the agent.
S Sweep the nozzle back and forth aiming at the base of the flames.

NB: DO NOT USE WATER ON ELECTRICAL FIRE

ASSEMBLY POINT

EVACUATION DIAGRAM



SafeGuard (02) 9683 4700

000 EMERGENCY **106**

EMERGENCY RESPONSE

- In the event of an incident 5 short whistle blasts will sound or an announcement will be made on the P/A system or via megaphone.
- All persons to exit the pool area through the Main Entry Gates as shown by the green arrows or alternate route via the rear Emergency Gate.
- Once outside the pool persons are to proceed along the footpath to the Assembly Area.
- Remain at Assembly Area and wait for further instructions from a Lifeguard / Emergency Officer.
- Do not re-enter Council property until advised by an Emergency Officer.

USING FIRE EXTINGUISHERS

P Pull pin at top of extinguisher. Test to see if operable.
A Aim the nozzle towards the base of fire.
S Squeeze the handles to discharge the agent.
S Sweep the nozzle back and forth aiming at the base of the flames.

NB: DO NOT USE WATER ON ELECTRICAL FIRE

ASSEMBLY POINT