



Title	School Swimming Carnival Bookings
Related Documentation	Forms (CDO-22/234)
Relevant Legislation	Section 356 Local Government Act 1993
Responsible Officer	Operations Manager Leisure Services

UNCONTROLLED WHEN PRINTED

Objective

1. To ensure that local schools within the Campbelltown Local Government Area have priority in booking swimming pools for swimming carnivals.
2. To establish a method for processing such bookings.
3. To outline booking terms and conditions, and payment processes for applicable fees and charges.

Scope

Council is committed to providing local schools priority for school swimming carnival bookings. The Authorised Statement will ensure a uniform approach is taken in relation to booking timeframes, payments and cancellations of school swimming carnival bookings.

Definitions

Term	Definition
Council	Campbelltown City Council
Local School	Schools within the boundaries of the Campbelltown City Council Local Government Area
Out of Area School	Schools outside the boundaries of the Campbelltown City Council Local Government Area
Application	Facility booking application

Legislative Context

Nil

Principles

1. Applications to conduct a swimming carnival must be made via Council’s website.

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2. Between 1 July and 28 July of each year applications will only be accepted from local schools.
3. Applications received after 28 July will be considered in date order of receipt for both local and out of area schools.
4. All booking fees are to be paid in full within 30 days of confirmation of booking. If there are fewer days than 30 days between the date of the booking and the carnival date, then all such booking fees shall be paid in full within two business days of the confirmation of the booking.
5. Failure to pay fees in accordance with the above will lead cancellation of the booking.
6. Booking fees will only be refunded if cancellation is advised 14 days prior to the confirmed carnival date.
7. Entry fees for all students and spectators are payable on the day of the booking, or alternatively invoiced to the response booking organisation.

Effectiveness of this Authorised Statement

The Authorised Statement will be reviewed on a three-year basis.

END OF AUTHORISED STATEMENT