



GREATER  
SYDNEY  
PARKLANDS

# Policy on school and vacation care use

Western Sydney Parklands and  
Parramatta Park

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Version	2



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# Objective

To effectively manage the use of lands under the care and management of Greater Sydney Parklands (GSP) by school and vacation care groups.

# Introduction

GSP recognises the important contribution that school activities, functions and excursions have to students and the school community. We welcome and support access for schools to provide opportunities for the students and the school community to participate in these activities.

Increasing numbers of schools using the parklands has raised several issues of concern for the community and space managers including:

- equity of access – e.g. potential conflict with regular users, management of demand, domination and monopolisation of areas and use of public land
- impact on assets – e.g. large groups causing more than normal wear and tear to recreational facilities
- public safety and liability concerns – e.g. participants running onto roadways
- impacts upon nearby residents, stakeholders and the public e.g. noise.

This policy sets the rules for school group use of Western Sydney Parklands and Parramatta Park.

# Aims

In implementing this policy, GSP aims to:

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

# Scope

This policy covers all lands within Western Sydney Parklands and Parramatta Park under the care and management of GSP for all school activities, functions, excursions and vacation care.

# Groups excluded from this policy

This policy excludes management of:

- school cross-country carnivals and walkathons
- seasonal or regular ongoing use of Western Sydney Parklands and Parramatta Park.

These groups are required to make a cross-country, walkathon or seasonal booking with GSP.

## Legislation and regulation

GSP is established under the NSW *Greater Sydney Parklands Trust Act 2022*. GSP is responsible for the long-term strategic planning and operational day-to-day management of Parramatta Park and Western Sydney Parklands.

The management of Parramatta Park is guided by legislation, most relevantly the *Parramatta Park Trust Act 2001*, and regulated by the *Parramatta Park Trust Regulation*.

The management of Western Sydney Parklands is guided by legislation, most relevantly the *Western Sydney Parklands Act 2006* and regulated by the *Western Sydney Parklands Regulation*.

## Permissible activities

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

- excursions
- sporting activities
- lunches and school picnics
- presentations and school celebrations
- other associated activities approved by GSP.

## Group sizes

There are no set limitations to group sizes. We will assess each application and will determine the number of people permitted per group and the number of groups that are permitted to use the park.

## Approval

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

## Fees

Fees are applicable under this policy as per the fee schedule and are listed below.

School facilitated excursion fee* <sup>1</sup> :	\$0.60 per student
Third party provider facilitated excursion fee:	\$2.50 per student
Alteration fee:	\$65.00 per request
Application fee* <sup>2</sup> :	\$65.00 per application
Administration and processing fee* <sup>3</sup> :	\$120.00 per booking
Bond (or credit card hold)* <sup>4</sup> :	\$350.00

Shelter hire: Fees vary by shelter. See the shelter pages for details.

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

\*<sup>1</sup> Student fee only applicable for bookings where attendance exceeds a picnic shelter capacity.

\*<sup>2</sup> Applies to cross country and walkathon applications, school facilitated and vacation care excursions.

\*<sup>3</sup> Applies to third party provider school bookings.

\*<sup>4</sup> Bonds only apply for excursions with over 300 students.

## General conditions

The following conditions apply to all approved school activities and may be supplemented or altered as required.

Organisers of each activity approved by GSP:

- 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 GSP
- c) must not display any advertising signs including banners or 'A' frame signs in Western Sydney Parklands or Parramatta Park
- d) must, before commencing a session, inspect the immediate area to ensure no hazards are present and the area is safe for their activity, and if any hazards are present the organisers must exclude that area from use and report the issue to GSP 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. GSP 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 GSP staff
- i) shall indemnify and hold GSP 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 GSP 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 GSP, 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, GSP 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 GSP failing to do something on or to the public space used
- l) shall be responsible for satisfying all their work health and 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

To obtain approval for your excursion, please follow these steps at least 10 working days before your proposed excursion date:

- You must book a picnic shelter. If your group exceeds the capacity of a single shelter, you may book multiple adjacent shelters online using our automated booking system or submit an application for a larger, designated space. Payment by credit card is required at the time of booking.

You must provide a copy of your current certificate of currency for public liability insurance.

We will process your application within 10 working days. You will receive an email with tentative approval and a cost quote. Upon receipt of full payment, your application will be finalised, and you will receive a confirmation letter.

## Termination of approval

GSP reserves the right to terminate any confirmed activity. This action may be taken if, in our judgment, the activity organiser has failed to comply with reasonable staff directions or has breached the terms of approval or this policy.

## Review

This policy will be reviewed every 2 years or as determined by GSP.

## Responsibility

The Senior Manager, Visitor Services is responsible for the overall management of this policy.

## Further information

For further information or enquiries about excursions, please contact GSP at:

### **Western Sydney Parklands**

Phone: (02) 9895 7500

Email: [bookings@wspt.nsw.gov.au](mailto:bookings@wspt.nsw.gov.au)

### **Parramatta Park**

Phone: (02) 9895 7599

Email: [bookings@ppt.nsw.gov.au](mailto:bookings@ppt.nsw.gov.au)