



Non-Payment and Refund of Sportsground Fees Policy

Date policy was adopted by Council:	25 March 2009
Resolution number:	101/09
Previous Policy review date:	July 2013
Next Policy review date:	July 2016
Reference number:	C0915277

1 OUTCOMES:

To detail the consequences of non-payment of sportsground fees and the circumstances under which a refund of fees may apply.

2 POLICY:

Payment of Fees:

Payment for use of sportsgrounds/parks must be made at the time of application. If payment is not received within 3 months of application, or by the end of the period of use (whichever is the shorter) further use of grounds will not be approved and grounds policed.

Refund of Fees:

A refund of fees can be applied for under the following condition

- i) notification of cancellation received 7 days prior to booked date/s;
- ii) if grounds are closed by Council;
- iii) if weather conditions prevent play commencing and
- iv) a period of not more than 7 days had lapsed from the date of non use.

Conditions of Use:

As stated on reverse of application form.

3 DEFINITIONS

Nil

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

Nil

5 CONTENT:

Nil

6 PERFORMANCE INDICATOR

Nil

7 RELATED DOCUMENTS


Sportsground Hire Application Form

**Policy
All Divisions**

**Non-Payment and Refund of
Sportsground Fees Policy**

POLICY:-	
Policy No:	
Policy Title:	Non-Payment and Refund of Sportsground Fees
Date Policy was adopted by Council:	25 March 2009
Resolution Number:	101/09
Previous Policy Review Date:	16 March 1994 – (Minute No. 275)
Next Policy Review Date:	Annually - March
PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	Nil
RECORDS:-	
Container Reference in TRIM: Policy	SF080616
Container Reference in TRIM: Procedure	Nil
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Nil
DELEGATION (if any):-	Nil
RESPONSIBILITY:-	
Draft Policy developed by:	Group Manager Infrastructure
Committees (if any) consulted in the development of the Draft Policy:	Nil
Responsibility for Implementation:	Executive Manager – Parks and Recreation
Responsibility for Review of Policy:	Executive Manager – Parks and Recreation

INTEGRATED PLANNING FRAMEWORK:	
Community Strategic Plan:	Strategic Priority No. 3
Delivery Program Title:	Culture and Leisure
Operational Plan:	Program No. 500

Senior Authorising Officer	Position General Manager	Signature/Date  25 March 2009
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ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
New	16 March 1994	275	-
Reconfirmed	25 March 2009	101/09	Item 16/22

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME
July 2013	Manager Parks and Recreation	Tim Geyer