



# High Risk Bookings in Community Facilities

## Council Policy

### Responsible Directorate: Corporate Services

**Objective:** To ensure the responsible use of the City's community facilities and leisure centres

#### 1. Authority:

This policy has been prepared in accordance with ~~Clause 30~~Part 12 of the Local Government and Public Property Local Law ~~4999-2014~~, which allows Local Governments to set conditions on the use of Local Government property.

#### 2. Application:

This policy shall apply to casual private bookings in the City's community facilities, including Leisure Centres.

#### 3. Definitions:

**"casual private booking"** means a one-off booking of a facility by an individual person (ie not a community group)

**"high risk booking"** is a booking in a facility which, in the City's opinion, has considerable potential to result in property damage, vandalism and/or anti-social behaviour. These bookings include (but are not limited to) a birthday party in the age range 16 – 21, a buck's/hen's night or other similar function and / or involve the sale or provision of alcohol to more than ~~20-50~~ guests.

#### 4. Statement:

The City of Joondalup intends to minimise the risk of property damage, vandalism and anti-social behaviour occurring in and around public property by ~~limiting the type of casual private bookings that will be approved~~placing additional conditions on bookings the City assesses to be high risk.

Applications for casual private bookings in community facilities that are assessed as high risk will ~~not be accepted by the City~~be required to pay a higher bond, engage licenced security staff and/or other conditions that the City deems necessary to minimise the risk of property damage, vandalism and anti-social behaviour.

**5. Details:**

**5.1. Casual Booking Applications**

- a. All requests for use of the City's community facilities and leisure centres must be made by submitting a signed booking application. Applicants are required to provide specific details about their booking including the type of function, number of guests and whether alcohol will be provided or sold.
- b. The City assesses an application prior to confirming the booking.
- c. If the City assesses a casual private booking application as high risk, the City will contact the applicant and advise that ~~the booking will not be accepted, in accordance with Clause 9~~additional conditions will apply for the application to be approved, in accordance with Part 12 of the *Local Government and Public Property Local Law 19992014*.

**5.2. Requests for Special Consideration**

- a. An applicant who has been advised that their booking application ~~has not been accepted~~approval has additional conditions may write to the Chief Executive Officer requesting special consideration.
- b. The Chief Executive Officer at their absolute discretion may approve or not approve a request for special consideration.

**5.3. Penalties for providing false or misleading information**

- a. An applicant who provides false or misleading information on their booking application may be issued an infringement in accordance with the *Local Government and Public Property Local Law 19992014*.

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**Creation Date:** ~~February 2014~~July 2015

**Amendments:**

- Related Documentation:**
- *Alcohol Management Policy*
  - *Local Government and Public Property Local Law 19992014*

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