

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 of the Local Government and Public Property Local Law 1999 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 involve the sale or provision of alcohol to more than 20 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.

Applications for casual private bookings in community facilities that are assessed as high risk will not be accepted by the City.

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 of the *Local Government and Public Property Local Law 1999*.

5.2. Requests for Special Consideration

- a. An applicant who has been advised that their booking application has not been accepted 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 1999*.

Creation Date: February 2014

Amendments:

Related Documentation:

- *Alcohol Management Policy*
- *Local Government and Public Property Local Law 1999*