

	<b>Group Fitness and Personal Training – Use of Public Open Space Policy</b>
<b>Version No.</b>	V2.0 4 May 2022
<b>Endorsement</b>	Executive 26 April 2022 Policy Review Panel 12 May 2022
<b>Authorisation</b>	Council 30 May 2022
<b>Review date</b>	12 May 2025
<b>Responsible officer</b>	Manager Recreation and Youth
<b>Policy owner</b>	Recreation Development Coordinator

## 1. Purpose

To provide guidelines to support the management of group fitness and personal training in Council owned/managed open spaces that encourages increased participation in physical activity, whilst maintaining equitable access to the broader community.

## 2. Scope

This policy applies to all individuals and business' requesting to use Council owned/managed public open spaces to conduct group fitness and personal training activities.

## 3. Definitions

<b>Word/Term</b>	<b>Definition</b>
Trainer	A person or business who conducts group/individual training activities primarily for a commercial benefit such as personal training, small group training, boot camps, sporting academies, coaching, yoga etc.
Council	Refers to the Melton City Council.
Public Open Space	Melton City Council owned/managed active or passive open spaces e.g. sporting reserve, local park etc.

## 4. Policy

### 4.1 Background

The City of Melton provides a variety of active and passive open spaces for community use. Such areas offer valuable places for City of Melton residents and visitors to participate in recreation and leisure activities.

Trainers often request the use of public open space to conduct activities such as group fitness and personal training, boot camps, private fitness coaching and sporting academies.

Whilst the City of Melton is committed to providing physical activity and recreation opportunities to the local community and sees great benefit in these types of activities, it is also important to maintain public open space areas to be free and accessible for the whole community to utilise.

## **4.2 Objectives**

Through implementation of this policy, Council aims to:

- Promote active and healthy communities
- Ensure equity of access to public open space
- Ensure Trainers are appropriately accredited and insured
- Ensure group fitness and personal training activities conducted in Council open space are orderly in nature
- Limit the impact that group fitness and personal training has on open space asset condition and maintenance.

## **4.3 Group Fitness and Personal Training Use of Public Open Spaces**

- Trainers may use designated open spaces as agreed to by Council. Sportsgrounds may be available for use by trainers however community use will take priority e.g. club training/matches.
- Trainers will be required to undertake pre-training inspection on the open space prior to use to ensure safety and suitability of the facility.
- Characteristics of preferred open space locations include no disturbance caused to others e.g. residents, it is well lit and ground conditions are suitable for use.
- Group Fitness and Personal Training Permits will be issued for a maximum period of 6-months.
- Council reserves the right to decline requests to issue a permit to a trainer. Requests for hire will be declined where a facility is unavailable or unsuitable for the intended use or where the trainer has a history of substantiated complaints regarding its behaviour from local residents, other user groups or Council officers.
- Council reserves the right to suspend or terminate a permit if it has good cause including, but not limited to:
  - The trainer has breached the terms and conditions of the agreement.
  - The trainer has failed to pay their fees.
  - The trainer has refused or ignored reasonable requests to share the space.
- Council may transfer a trainer to another venue to allow a community event or maintenance works to occur.

## **4.4 Trainer Requirements**

- All Trainers must submit an Application for a Group/Personal Training Permit and be legally incorporated.
- Trainers must at all times of the permit hold the following:
  - Public Liability Insurance covering a minimum of \$20 million.
  - Professional Indemnity insurance covering a minimum of \$5 million.
  - Accreditation with a recognised peak body whose membership conditions requires trainers to be fully qualified (e.g. Fitness Australia).
  - First Aid and CPR Accreditation.

- Risk management plan in dealing with emergency response.
- In the event that industry standards minimum requirements change e.g. insurance, first aid and qualifications, operators will be required to ensure they adhere.
- Trainers must provide Council with documentation of the requirements listed above and those contained in the Guidelines for Group Fitness and Personal Training in Public Open Space.

#### **4.5 Cost**

- Fees for Group/Personal Training Permits will be determined as part of Council's annual budget process and specified in Council's Annual Fees and Charges Schedule.

#### **4.6 Enforcement**

- Trainers found to operate unauthorised on Council owned/managed open spaces may be fined under the relevant local law.

#### **4.7 Criteria for Assessing Applications**

Applications for a Group/Personal Training Permit will be assessed on the following grounds:

- Previous performance of the trainer against this policy and associated guidelines for use
- Trainers which primarily serve the needs of the City of Melton community over other use
- The provision of opportunities for specific target groups such as women, young people, older adults, people with disabilities and people from diverse backgrounds.
- The type of activities to be undertaken, the number of participants and the potential impact on other users and neighbouring residents during the time requested.
- Other activities (passive and active) being undertaken in the area.

### **5. Roles and responsibilities**

<b>5.1</b>	<b>Recreation Officer</b> Responsible for the allocation of Group/Personal Training Permits.
<b>5.2</b>	<b>Local Laws Officer</b> Responsible for enforcement of Group/Personal Training Permits.
<b>5.3</b>	<b>Recreation Development Coordinator</b> Responsible for implementation and ongoing review of the Group Fitness and Personal Training – Use of Public Open Space Policy.
<b>5.4</b>	<b>Managers, Coordinators, Team Leaders and Supervisors</b> Ensure all employees are made aware of the policy.

## 6. References and links to legislation and other documents

Name	Location
Application for Group/Personal Training Permit	<a href="#">Recreation Unit</a>
Guidelines for Group Fitness and Personal Training in Public Open Space	<a href="#">Recreation Unit</a>