



# Personal Training – Use of Public Open Spaces Policy

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<b>Endorsement</b>	General Manager, Community Services 14 May Executive May 18 May Policy Review Panel 9 June 2010
<b>Authorisation</b>	28 June 2010
<b>Expiry date:</b>	30 June 2014
<b>Responsible officer:</b>	Manager Leisure and Library Services
<b>Policy owner</b>	Recreation Coordinator Leisure Services Officer

## 1. Purpose

To guide and manage the impacts of personal training in Council owned open spaces that encourage increased participation in physical activity, whilst maintaining equitable access and the quality of public open spaces.

## 2. Scope

This policy applies to all individuals and business' requesting to use Council owned parks and open spaces to conduct personal training activities.

## 3. Definitions

**Trainer** is used to describe a person who conducts personal/fitness training activities for a client(s).

**Council** refers to the Melton Shire Council.

**Open Space** is used to describe a Melton Shire Council owned Reserve or informal open space.

**Sports Ground** is used to describe a Melton Shire Council owned formal sports ground.

## 4. Policy

### 4.1 Background

The Shire of Melton provides a variety of passive reserves and informal open spaces for community use. Such areas offer valuable places for Shire of Melton residents and visitors to participate in sport and leisure activities.

It is becoming increasingly common for commercial businesses to request the use of public open space to conduct activities such as personal training groups.

Whilst the Shire 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 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 personal training activities conducted in Council open space are orderly in nature
- Limit the impact that personal training has on open space asset condition and maintenance.

## **4.3 Personal Training Use of Public Places**

- Personal trainers may use designated open spaces and parks as agreed by Council. Sport ovals may be available for use by personal trainers however community use will take priority e.g. club training.
- Council will determine if ground conditions are suitable for Personal Training use.
- Council will allow a maximum of two personal trainers to use an approved open space at the same time.
- Characteristics of preferred personal training Open Space locations include no disturbance caused to others e.g. residents, is well lit and ground conditions are suitable for use.

## **4.4 Personal Trainer Requirements**

- a) All Trainers must submit an Application for a Personal Training Permit with signed Terms and Conditions to Council's Leisure Services Unit.
- b) 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 require trainers to be fully qualified
  - 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 personal trainers will be required to ensure they adhere.
- c) Trainers must provide Council with documentation of the requirements listed above.

## **4.5 Cost of the Permit**

- Only Trainers conducting activities for commercial purposes will be charged the permit fee.
- Permit fees will be invoiced in advance for the duration of the approved term.

- If conducted in a location that has lighting that requires formal access to be provided (i.e. other lighting than standard parks or street lighting) the applicant will be required to pay a lighting fee that accommodates payment towards energy consumption and a shared contribution towards the maintenance of poles, light fittings and globes.
- All permit fees are non refundable.

#### **4.6 Enforcement**

- Personal trainers found to operate unauthorised in Council owned open spaces may be fined under the relevant local law.

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

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

- Previous performance of the Trainer against Personal Training Terms & Conditions
- 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 time requested.
- Other activities (passive and active) being undertaken in the area.
- Percentage of Shire of Melton residents participating in activities.

### **5. Responsibility**

#### **5.1 Leisure Services Officer**

Responsible for the allocation of Personal Training Permits.

#### **5.2 Local Laws Officer**

Responsible for enforcement of Personal Training Permits.

#### **5.3 Recreation Coordinator Leisure Services Officer**

Responsible for implementation and ongoing review of the Personal Training – Use of Public Open Spaces Policy.

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

- Application for a Personal Training Permit
- Personal Training Terms and Conditions