

Group Fitness and Personal Training – Use of Public Open Space Policy

Date adopted	24 November 2025
Adopted by	Council
Review due	October 2028
Responsible officer	Manager Recreation and Facility Activation
Records reference	9179595

1. Purpose

The purpose of the Group Fitness and Personal Training – Use of Public Open Space Policy is to guide the management of group fitness and personal training activities in Council managed public open space.

2. Application And Scope

The Group Fitness and Personal Training – Use of Public Open Space Policy describes the framework that will be used to manage requests from trainers to use Council managed public open space to conduct group fitness and personal training activities. The policy will be implemented to ensure consistency with the Allocation of Sport and Recreation Facilities Policy.

3. General Provisions

3.1. Policy Objectives

The objectives of this policy are:

- To promote active and healthy communities
- To ensure equity of access to public open space
- To ensure trainers are appropriately accredited and insured
- To ensure group fitness and personal training activities conducted in Council managed public open space are orderly in nature
- To limit the impact that group fitness and personal training has on open space asset condition and maintenance.

3.2. Group Fitness and Personal Training Use of Public Open Spaces

- Trainers may use designated public open space as agreed to by Council.
- Trainers will be required to undertake pre-training inspection on the public open space prior to use to ensure safety and suitability of the facility.

- Hire agreements for group fitness and personal training activities will be issued for a maximum period of 6-months.
- Council reserves the right to decline requests from trainers to use public open space. 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 hire agreement 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.

3.3. Trainer Requirements

- Trainers must submit a formal application to the Recreation and Facility Activation business unit to use public open space for personal training or group fitness activities. Applicants must provide Council with all information requested to consider the application.
- Trainers must at all times of the hire agreement 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 outlining emergency response procedures.

3.4. Cost

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

3.5. Criteria for Assessing Applications

- The Allocation of Sport and Recreation Facilities Policy guides Council decision making in relation to access to sportsgrounds for use by trainers.
- Council will consider all issues associated with applications from trainers to access public open space including: the availability, suitability, capacity and condition of the open space for the intended use; and
- Where more than one application is received for a particular space, priority access will be provided to trainers that:
 - can demonstrate that they have a higher proportion of participants that live in the City of Melton than other applicants

- can best demonstrate alignment with the Fair Access Policy Roadmap; and
- can demonstrate they are inclusive by ensuring people living with disability can participate in the activities.

4. Definitions

Term	Definition
Trainer	A person or business who conducts group fitness and personal training activities primarily for a commercial benefit.
Council	Refers to the Melton City Council.
Public Open Space	Melton City Council managed active or passive open spaces e.g. sporting reserve, sportsground, local park etc.
Group Fitness and Personal Training	A broad range of group/individual training activities including personal training, small group training, boot camps, sporting academies, coaching, yoga etc.
Hire agreement	A short-term or casual agreement entered into between Council and a trainer for the use of public open space.
Fair Access Policy Roadmap	The Fair Access Policy Roadmap aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls.

5. Related documents

Name	Location
Application for Group Fitness or Personal Training Permit	Available via Council's website
Guidelines for Group Fitness and Personal Training in Public Open Space	Available via Council's website
Allocation of Sport and Recreation Facilities Policy	Available via Council's website
Fair Access Policy Roadmap	changeourgame.vic.gov.au

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