



## **Guidelines of Council Reserves for Personal Trainers and Commercial use**

Melton City Council encourages healthy lifestyle choices and provides opportunity for residents to participate in physical activity.

The following guidelines assist with management of Council's open space assets to ensure that commercial nature of these activities does not negatively impact on management and maintenance of the community's parks and reserves.

An application form must be completed by all applicants. Following assessment of the application by Council's Recreation team confirmation will be provided.

Approved bookings will be issued with confirmation allowing use of specific areas of open space, during daylight hours only, for a period not exceeding 6 months. Council will confirm the activities that can be undertaken, the days and times they can take place, the maximum size of the group, the number of sessions and the session times.

In order to preserve competition surfaces, during periods of water restrictions Council will not allocate use of areas required for community sport. Personal trainers and similar activities such as aerobic classes or tai chi may only be conducted at locations specified by Council (see 4).

Before submitting your application please ensure that you have:

- ✓ Read these 'Guidelines' and the attached "Conditions of Use"
- ✓ Attached a copy of current senior first aid certificate (workplace level 2)
- ✓ Attached a copy of current public liability insurance for a minimum of \$20M
- ✓ Attached a copy of business certificate of currency and professional indemnity insurance
- ✓ Attached your registration with Kinect Australia, Fitness Australia or another recognised peak body association
- ✓ Attached a map of activities. Council can provide site maps upon request, - each application must include a site map highlighting the area of intended use, showing the distance from residential fences.
- ✓ Attached the completed risk management plan

## **1. Fees:**

\$ 110 per month.

Fees are applicable and will be billed in advance for the duration of the term approved. Fees will be invoiced once an application is approved and due in 14 days.

All permit fees are non refundable.

## **2. Group size**

The number of people per session will be restricted to a maximum of 20 in most parks and reserves. Specific parks are nominated for use by larger groups, tai chi, aerobics etc)

## **3. Sessions per week / Hours of operation:**

Will be site dependent and determined by Council, use before 6am and after 8.30pm will not be approved. Hours of operation and number of sessions will be restricted in areas of close proximity to residential housing.

Trainers are required to ensure activities being conducted do not impact upon quiet enjoyment of open space amenities by residents. No starters pistols, megaphones or other noise emitting devices such as air horns etc. are permitted.

## **4. Reserves approved for large groups**

The following reserves ONLY will be considered for use by groups in excess of 20 persons.

- Hannah Watts Park
- Navan Park
- Mt Carberry Reserve
- Cambrian Way reserve
- Westlakes Reserve
- Lakeside Caroline Springs
- Town Center Caroline Springs

## **5. Conditions of use:**

Following approval of the application (attached) the hirer named in the application agrees to use of the reserve allocated specifically for the purposes stated in the application. Conducting activities or using areas of public open space other than those approved by Council is not permitted.

Use outside of times or the period approved by Council is not permitted.

Hirers acknowledge that the public nature of community open space does not permit any right of exclusive use and that Council may allow other groups or organisations to conduct activities at the same time.

The number of approvals per site will be determined by Council, Council reserves the right to limit, postpone or cancel permitted use at any time. Council may choose to terminate any agreement with the hirer without notice if the hirer has failed to comply with the reasonable direction of staff or is deemed to be in breach of Council's terms of agreement & conditions.

## 6. Terms of Agreement:

The hirer agrees to the following terms:

- a) That Council may withdraw use to allow a community event, or repair/maintenance works to occur without providing an alternative venue.
- b) To modify, postpone or cancel activities should Council receive complaints regarding activities being undertaken and further is agreeable to a review of approval conditions relating to their activities being undertaken at any time.
- c) That any request to erect or display advertising signage, A-frames, banners etc. must be provided in writing and requires Council's approval, as per Council's advertising and signage guidelines
- d) That Council will not accept liability for any debts incurred by a trainer and shall not be responsible for any property of a trainer or any other person that may be left on the site or for any loss of any property.
- e) That the area where activities have taken place will be left clean after each session
- f) To conduct a risk assessment, inspecting the areas to be used before each session and take appropriate action to remove or alter session if required.
- g) To report any perceived hazards to Council.
- h) To keep a logbook of any injuries which will be available to Council on request.
- i) To have access to a mobile phone and an emergency contact list
- j) To have a first aid kit available for use at all sessions.
- k) To be responsible for satisfying all occupational health and safety legislation and regulations, including sun smart practices. e.g. encouraging the use of sunhats and sunscreen
- l) To conduct all activities in professional and acceptable manner being considerate of other users and residents in the area.
- m) To limit noise created by training activities so that it shall not be audible from within nearby residential properties.
- n) To manage activities to minimise wear and tear on grassed areas, including rotating within the booked area and /or alternating activities
- o) To conduct activities so not to dominate, monopolise and/or obstruct any stairways or pathway.
- p) To ensure that any exercise equipment does not create hazard or obstruction to participants, spectators or the general public.
- q) To comply with the EPA noise control guidelines.
- r) To have Council's approval in possession and available on demand whilst carrying out sessions.

## **7. Restricted Activities**

All trainers must comply at all times with any direction given by authorised Council Officers

The following activities are not permitted:

- a) Use of amplified music, megaphones.
- b) Activities in areas with high pedestrian activity, horticultural and environmental sensitive areas, playgrounds, bbq's, memorials, and rotundas or within close proximity to residential properties.
- c) Activities conducted on furniture in parks
- d) Taking vehicles off road and onto sport fields / park land areas
- e) Selling merchandise
- f) Aggressive activity
- g) Restriction of access to general public, erection of structures, blocking off, or barricading of any area.
- h) Attaching or hanging of any equipment to trees and/or furniture
- i) Erection of heavy equipment / structures, use of generators, sports field floodlights.