



City of
Wanneroo

Personal Training Guidelines

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1. Introduction

The City of Wanneroo's community has shown a growing interest in healthy and active lifestyles, as reflected in the City's [Strategic Community Plan 2017/18 to 2026/27](#). This is evident with the increasing popularity of Personal Trainers within the City.

Whilst the City understands that these are valuable services, the City is required to effectively manage the use of public open space by these Trainers.

This guideline applies to the hire and use of City of Wanneroo facilities, and is governed by:

- [Public Places and Local Government Property Local Law 2015](#)
- [Facility Hire and Use Policy](#)

This guideline is additional to the policies developed by [Fitness Australia](#), which include:

- Australian Outdoor Fitness Training Guidelines
- Position Statement Provision of Fitness Training Services in Public Area

Approval is required for the use of reserves for the purpose of personal training, where any individual or group is charging a fee for their service that is being conducted on any public open space.

2. Definitions

“City” means the City of Wanneroo.

“Public open space” means all parks and reserves.

“Trainer” means Personal Trainer (PT), Group Trainer.

“Licence” means hire agreement, contract, lease etc.

3. Aims

These guidelines have been developed by the City to provide information to Trainers. By developing these guidelines, the City aims to:

- Ensure Trainers conduct their activities safely and appropriately
- Ensure activities don't have adverse effects on public open space and surrounding residents
- Effectively manage the impact of sustained use
- Ensure equitable access of public open space by trainers and local residents
- Highlight risk management issues that should be considered and addressed by Trainers

These guidelines don't apply to community walking or running groups that don't utilise public open space as their primary venue of operation.

4. Licences

As outlined in the Public Places and Local Government Property Local Law 2015:

- Part 3.1(d) “A person must not without a licence teach, coach or train, for profit, a person or animal on local government property.”

Licences are required to undertake activities on local government property, and also referred to as permits or contracts.

5. Applications and Assessment

Trainers are required to apply for a licence for the use of public open space, by completing the application forms set out below:

- [Annual Reserve Application](#) (for more than 12 sessions)
- [Casual Reserve Application](#) (for 12 sessions or less)

It is essential that applicants have:

- Current Public Liability Insurance, to the value of \$20 million
- Appropriate Professional Indemnity Insurance
- A registration with an industry peak body
- First Aid Certification

Applications are then subject to the following:

- Availability of the public open space requested
- Suitability of the area requested
- Previous bookings held by the trainer at that venue
- Compliance to these guidelines
- No outstanding debts to the City

Trainers should also note that:

- Applicants are approved on a calendar year basis
- Applications are approved on a non-exclusive basis
- The City may relocate trainers if deemed necessary

6. Fees and Charges

Fees are charged on all bookings within the City. Fees are outlined in the City's schedule of Fees and Charges and can be applied annually or hourly, depending on your level of use. Fees are comparable to those charged for licences to trade in public open space.

All fees are based on a financial year and are not subject to pro-rata. Hourly hire payments do not entitle the Trainer to discounts off the annual fee.

One fee can cover multiple sites, although Trainers must book (subject to availability) the areas and times they are wishing to operate.

The City will not get involved with any dealings between the Trainers and their clients.

7. Approved Areas

Due to the large amount of potential areas within the City, each area within each site will be considered on a case by case basis. The following will be considered to determine the suitability of any site:

- Previous complaints by residents regarding the parks use
- Proximity to residents

- Conflicting bookings (the City generally won't book two Trainers onto the same park, at the same time)
- Size and nature of the group
- Impact on the grounds and surrounds
- Suitability of the public open space for training activities

8. Excluded Areas

Personal training must not:

- Be conducted within 20 metres of play equipment or sports structures, such as basketball courts and cricket nets
- Be conducted in socially or culturally sensitive areas, such as memorials, shrines or public art works
- Be conducted in environmentally sensitive areas such as bush land, sand dunes and foreshore areas
- Be conducted in areas excluded by the City
- Monopolise stairs, paths or park furniture
- Monopolise fitness equipment provided in public open space by the City

9. Permissible Activities

Training can include:

- Aerobic and strength based activities, including use of free weights, skipping ropes, medicine balls etc
- Non-contact pad training (boxing)
- Bootcamp
- Yoga, Tai Chi, Pilates

10. Prohibited Activities

Training must not include:

- Aggressive or intimidating activities
- Suspending or anchoring equipment from trees or structures within public open space
- Dragging of tyres
- Use of projectiles, unless approved by the City
- Display signage contrary to the [City's Signage regulations](#).

11. Hours of Operation

In order to minimise disturbance for nearby residents, training is limited to:

- 6am – 9pm Weekdays
- 7am – 9pm Weekends and public holidays

The City will not adjust irrigation timing on sports grounds, in order to cater for early morning training.

12. Noise

As a guide, noise which is clearly audible at a residential boundary may exceed the permitted level, refer [Information on noise](#). If there are dwellings in close proximity, amplified music and voices should not be used, especially before 7:00am.

The [Environmental Protection \(Noise\) Regulations 1997 \(the Regulations\)](#) set different permitted levels depending on the time of day.

For more information, contact the City's Health Services Department on 9405 5000.

13. Risk Management

It is important that Trainers are appropriately registered, and that they understand and comply with regulations outlined by the City, as well as those outlined by their relative professional association.

Trainers must:

- Inspect the immediate area to be used
- Take appropriate action to avoid hazards, and
- Report hazards immediately to the City, so appropriate action can be taken

14. Conditions

Trainers must:

- Only undertake activities for which they are qualified
- Only operate in areas specified by the City
- Ensure that group participation numbers allows for appropriate supervision and instruction for each individual, for the duration of the session
- Manage activities to minimise wear and tear to City amenities
- Must provide evidence of booking when requested by City officers
- Must not dominate or monopolise City assets such as stairs or paths
- Must not create noise that disturbs other users and adjacent residents
- Remove all rubbish
- Only park cars in the approved areas. Vehicle access onto grounds is only permitted on a case by case basis, and must be requested separately. Parking on footpaths is strictly prohibited
- Minimise damage as a result of clients parking vehicles on turfled verges
- Must not sell other goods or services without a relative trading licence
- Must not interfere with any other permitted activities on public open space
- Must observe the closure of public open space due to maintenance works or damage due to weather

15. Penalties and Enforcement Action

Penalties can be put into effect as outlined in the Public Places and Local Government Property Local Law 2015.

16. Termination

Should the City receive numerous complaints from residents, the City reserves rights to exclude the public open space from the licence agreement.

The City can suspend or cancel a licence as outlined in Parts 8.11 and 8.15 of the Public Places and Local Government Property Local Law 2015.

17. Enquiries

Enquires can be made directly to a Community Facilities Officer on 9405 5000 or by emailing facilitybooking@wanneroo.wa.gov.au

18. Grounds for Appeal

A trainer whose booking has been cancelled is able to appeal for a review in accordance with Part 9: Division 1 of the [Local Government Act 1995](#).

19. References

Fitness.org.au

20. Review of Guidelines

These guidelines should be reviewed annually, or when changes to supporting policies have an effect.

REVISION HISTORY

Version	Next Review	Record No:
1 - April 2018	July 2019	TRIM 18/85128
2 – June 2020		