

Expression of Interest

Redlands Healthy Active Programs (RHAP) Program 2

Closing Date Friday 2 March

SPECIFICATION

Introduction

The Redlands is known for its relaxed coastal lifestyle, strong community values and outstanding cultural and natural attractions.

Redland City Council (RCC) has adopted regionally developed principles that will guide RCC's management of the use of RCC's Public Open Spaces by commercial operators and other groups/organisations. This Expression of Interest (EOI) aims to manage businesses/activities in a manner that balances industry needs, supports safe, physical wellbeing activities, provides protection of natural assets and maintains community access and amenity.

BACKGROUND INFORMATION

The **Redlands Healthy Active Program (RHAP)** is a community based physical activity program managed by Redland City Council. The program aims to build healthier, more vibrant communities and actively engages the broader community (individual residents, local organisations, sporting clubs, the health and fitness industry, schools, government and non-government agencies) to ensure participation, inclusivity and accessibility.

The RHAP activates the use of public open space, community venues and facilities to reduce barriers to participation in physical activity that may otherwise prevent the community from engaging in regular healthy lifestyle activities. The program demonstrates a commitment by Council to enhance community health and wellbeing by positively contributing to the Redlands quality, lifestyle, attraction and liveability.

The objectives of the RHAP are to:

- build active, engaged and inclusive communities through increased and accessible physical activity opportunities;
- achieve increased levels of physical activity resulting in a healthier Redlands community;
- raise awareness of local sport, active recreation, fitness and wellbeing opportunities to inspire Redlanders of all ages to move more, value their health & be active for life;
- promote inclusiveness and participation for all people to engage in programs and events regardless of age, ability/disability, physical fitness level, cultural background and socio-economic background.
- activate the use of public open space within the Redlands by utilising parks, foreshore areas, sport & recreation areas and walking paths, trails & boardwalk areas;
- create partnerships with a range of local community, sport & recreation organisations, government agencies and small business providers to assist in program delivery;
- provide opportunities that facilitate program sustainability and encourage lifelong participation in physical activity;
- ensure programs and events reach a wide and balanced target audience across the entire geographical region of Redland City Council
- embrace the excitement and enthusiasm of the Commonwealth Games through a series of active sport and recreation programs;
- inspire the community to become healthier and happier and foster lifelong participation in physical activity.

SCOPE OF SERVICES

In 2018 the RHAP will encourage the Redlands community to embrace the excitement and enthusiasm of the Commonwealth Games through a series of active sport and recreation programs and community events. The program will support activities that deliver community based fitness, sport and physical activity sessions in various locations throughout Redland City in the lead up to, during and after Gold Coast Commonwealth Games 2018 (GC2018).

This EOI is specifically for the **Get Out Get Active and Game On** programs that fall within the RHAP. Key features include:

PROGRAMS

Programs	Date/s	Venue	Target Audience
Get Out Get Active (min of 12 programs)	Program 1 –22 January to 29 March 2018 Program 2 –16 April to 29 June 2018	Various Parks and open space areas across the City	Women aged 24 to 55+, particularly those identifying as inactive
Game On (20 programs)	Program 1 –22 January to 29 March 2018 Program 2 –16 April to 29 June 2018	Various Parks and open space areas across the City	Males and Females aged 5 to 65+ years, particularly those identifying as inactive
TOTAL – A minimum of 16 programs per term in RHAP			

The Redlands Healthy Active Program sessions will be:

- Conducted in a 10 week block with session of up to one hour (Term 2 – 16 April to 29 June, final week is for wet weather and public holidays rescheduling)
- Delivered across all Council divisions, including the Islands
- Free to all participants
- Held on a range of days and times including weekdays, afternoons/evenings and weekends
- Delivered at an appropriate standard and quality, i.e. Low to medium intensity;
- Designed to for a range of ages, genders, skill and ability levels:
- Delivered in a professional and safe manner by appropriately skilled people;
- Planned and delivered to appropriately manage risk; and
- Community orientated with a focus on fun and enjoyment.

Fitness and active recreation activities for the 2018 program may include but are not limited to:

• Walking	• Yoga	• Dance
• Pilates	• Mums & Bubs fitness	• Boxing/Box fit
• Senior fitness	• Trail running	• Youth programs
• Group fitness	• Youth fitness	• Mountain biking

SCHEDULE OF FEES

A flat rate of \$80 + gst per session (regardless of the activity type) for one session per week of up to a one (1) hour in duration, for a 10 week program block will be allocated to Suppliers.

Council will manage all elements of the program including but not limited to scheduling, venue bookings, promotions, marketing, evaluation and reporting.

SITE OF SERVICE DELIVERY

Activities may be delivered in parks, sport and recreation venues, trails, community centres and private facilities across the Redlands. However, there will be a strong focus on the activation of public open space when considering EOI applications.

Locations may be suggested in your application and this will be considered when evaluating the applications. At least one activity will be held in each of the ten Council divisions.

Please refer to Attachment A for a list of suitable parks, sporting facilities and venues.

STATEMENT OF REQUIREMENTS

Mandatory requirements

- Current qualifications in your specialised field of fitness or health services (proof of qualifications must be provided along with a current one page overview of instructor(s) and business details).
- Must be ABN registered or complete a Statement By Supplier Form (www.ato.gov.au).
- Current \$20 million public liability insurance (copy of your current Certificate of Currency detailing your insurance details must be provided).
- First Aid Certificate (copy of current certificate for each member of staff conducting the classes).
- Blue Card (if applicable)
- Established business or sole trader that currently services the Redlands community

Capability Criteria

- Demonstrated experience in the fitness, sport, recreation, health and wellness industry. Previous or current employment.
- Demonstrated ability over a minimum period of 12 months in delivering weekly or other regular community physical activity classes and success in recruiting and retaining participants.
- Type of activity and suitability.
- Community benefit (provide two points that highlight your involvement in community based fitness, health and/or wellbeing initiatives and services).
- Risk management procedures.

EVALUATION PROCESS

Offers will be evaluated against the following criteria:

1. Mandatory Criteria	<ol style="list-style-type: none">1. Current qualifications in a specialised field2. Current \$20 million public liability insurance3. First Aid Certificate4. Blue Card (if activity involves children)5. Local business.
2. Capability Criteria	<ol style="list-style-type: none">1. Demonstrated experience.2. Ability to deliver.3. Type of activity and suitability.4. Community benefit.5. Risk management procedures.

***A copy of relevant fitness industry, professional or sporting qualifications issued in the name of the applicant must be provided.**

Include any certificates that demonstrate areas of speciality that are relevant to the activity proposed (eg pre and post natal certificate for Mum and Bub activity)

2. Insurance – Public Liability details

Redland City Council must be noted as an interested party on the Certificate of Currency and level of cover must be a minimum of \$20,000,000

Name of insured:	Policy no:
Name of insurer:	Expiry date:
Has a copy of the Certificate of Currency been attached to the application? <input type="checkbox"/> Yes <input type="checkbox"/> No*	* Date certificate will be provided:

3. First Aid qualifications

Current first aid and/or CPR qualifications:

***A copy of current first aid certification and/or CPR certificate must be provided**

4. Blue Card/ Working with Children Check details

Will the applicant be conducting Fitness/Recreation activities with persons under the age of 18 years?	<input type="checkbox"/> Yes – complete below in full <input type="checkbox"/> No – proceed to next item
Blue card holder name:	Expiry date:

5. Local Business

Is your business located in Redland City Council area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently run activities for the Redlands community?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comment (optional)

Capability Criteria

1. Demonstrated experience

Demonstrate experience in the fitness, sport, recreation and/or health and wellness industry. Outline previous or current employment or volunteer experience

EXAMPLE

Name of organisation	Ray Sampson Over 50s Centre
Role	Seniors Recreation Co-ordinator
Describe role & tasks undertaken	Assess, program and deliver a series of weekly rehabilitative exercise classes targeted to elderly clients with chronic illnesses.
Duration	2015 to present

1. Name of organisation

Role	
Describe role & tasks undertaken	
Duration	

2. Name of organisation	
Role	
Describe role & tasks undertaken	
Duration	
3. Name of organisation	
Role	
Describe role & tasks undertaken	
Duration	
2. Ability to Deliver	
Demonstrate ability (over a minimum period of 12 months) in delivering weekly or other regular community physical activity classes/sessions and success in recruiting and retaining participants.	
EXAMPLE	
<i>Name of class/session</i>	<i>Seniors fitness & rehabilitation class</i>
<i>Average number of participants & demographics</i>	<i>Average of 25 seniors who have chronic injury or illness. Males and females ranging from 50 to 80 years</i>
<i>Length of time delivering class/session</i>	<i>Weekly classes since 2015. Classes have been running for 3 years</i>
<i>Recruitment & retention of participants</i>	<i>Class averages at least 20 people each week. New participants referred from local GPs, residents group & village office staff.</i>
Overall, how many years have you been running this activity?	
1. Name of class/session	
Average number of participants & demographics	
Length of time delivering class/session	
Recruitment & retention of participants	
2. Name of class/session	
Average number of participants & demographics	
Length of time delivering class/session	
Recruitment & retention of participants	
Referees	Provide details of two referees below
Name of Referee	
Relationship to you	
Contact Number	
Referee 2	
Name of Referee	

Relationship to you	
Contact Number	
3. Type of Activity (Your proposed activity for RHAP)	
Detail the type of the proposed activity and suitability.	
1. Activity/Program name	
Description of activity (explain activity in detail)	
Proposed delivery times (day/dates/times)	
Proposed location/venue & address	
What is the maximum number of participants?	
Will people need to book for the activity?	
Is the activity for specific groups (tick all that apply)	<input type="checkbox"/> Aboriginal & Torres Strait Islanders <input type="checkbox"/> Older people (over 55 years) <input type="checkbox"/> Adults (aged 18 -55 years) <input type="checkbox"/> Women only <input type="checkbox"/> Children <input type="checkbox"/> Culturally & Linguistically Diverse (CALD) <input type="checkbox"/> People With Disabilities (PWD) <input type="checkbox"/> Other (please provide details below):
Is your activity inclusive and/ or accessible to people living with a disability? If so please detail below (E.g. Carers welcome, caters for specific requests) Provide details:	
2. Activity/Program name	
Description of activity (explain activity in detail)	
Proposed delivery times (day/dates/times)	
Proposed location/venue & address	
What is the maximum number of participants?	
Will people need to book for the activity?	
Is the activity for specific groups (tick all that apply)	<input type="checkbox"/> Aboriginal & Torres Strait Islanders <input type="checkbox"/> Older people (over 55 years) <input type="checkbox"/> Adults (aged 18 -55 years) <input type="checkbox"/> Women only <input type="checkbox"/> Children <input type="checkbox"/> Culturally & Linguistically Diverse (CALD) <input type="checkbox"/> People With Disabilities (PWD) <input type="checkbox"/> Other (please provide details below):

Is your activity inclusive and/ or accessible to people living with a disability? If so please detail below (e.g. Carers welcome, caters for specific requests)

Provide details:

4. Community Benefit

Community benefit (provide two points that highlight your involvement in community based fitness, health and/or wellbeing initiatives and services).

FOR EXAMPLE: You may offer your services to help local schools, community groups or disadvantaged groups by assisting with fundraising initiatives or community events/activities.

Type of community service	<i>Delivered a series of free community arthritis management workshops at local aged care facilities for residents from 2015 to present</i>
Who is the service targeted at	<i>Male and female elderly residents aged 55 years + suffering from arthritis, carers and aged care workers and staff.</i>
How long did you offer the service	<i>4 workshops per year over a 3 year period from 2015 to present</i>

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1. Type of community service

Who is the service targeted at

How long did you offer the service

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2. Type of community service

Who is the service targeted at

How long did you offer the service

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5. Risk Management Procedure

Detail your risk management procedure/process in relation to undertaking the proposed services.

Please refer to the Sample Risk Assessment template for Fitness Businesses developed by Fitness Australia Limited. This risk assessment template is to be used as a guide only to help identify and assess the significance of potential hazards in the delivery of exercise/physical activity programs & activities.

Please Note: every fitness business, provider or organisation is different, therefore it is important to look for any specific or additional hazards that may apply in your case.

Applications Close Friday 2 March

You must lodge Your Application with Council by emailing citysportvenues@redland.qld.gov.au

Application checklist	
Documentation required to be submitted with your application form:	
<input type="checkbox"/>	Completed Statement of Supplier form (only if ABN is not supplied)
<input type="checkbox"/>	Copy of relevant qualifications
<input type="checkbox"/>	Certificate of Currency – Public Liability Insurance
<input type="checkbox"/>	Copy of First Aid certificate
<input type="checkbox"/>	Copy of Blue Card (if applicable)
<input type="checkbox"/>	Proposed program schedule (table within)
<input type="checkbox"/>	Risk Management Procedure/Assessment
<input type="checkbox"/>	Site plan indicating area to be used within location/s where activity will be undertaken

Your application will remain current until 30 June 2018

Declaration of Applicant	
<p>I/We, the Applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Redland City Council. Should any of the details given in relation to this application be changed in the future, the Applicant shall advise the Redland City Council in writing prior to any such change being implemented.</p> <p>I/We, the Applicant, have read the conditions outlined within the application form and agree to abide by these conditions and any other conditions considered appropriate in relation to the permitted activity.</p>	
Signature	Date

OFFICE USE ONLY				
Application No.	Application Received By	Receipt No.	Initial	Date Stamp

Proposed Program 2 Schedule – COMPLETION OF THIS TABLE IS MANDATORY

Hours and details of proposed program locations - include a **site map** of each location, indicating the exact land area for the proposed activity(s)
Refer to Attachment A – List of Public Open Spaces

REDLANDS HEALTHY ACTIVE PROGRAM – PROGRAM 2 (16 April to 29 June 2018)

Weekday	Locations	Council Division	Target Market	Start time	Finish time	Class type	Equipment Provided	Equipment participants must bring	Minimum and Maximum Participants numbers per class
<i>Example</i>	<i>List council park name</i>		<i>Women 25+</i>	<i>10:30am</i>	<i>11:30am</i>	<i>Group Fitness</i>	<i>Hand weights, yoga mats</i>	<i>Mat</i>	<i>Min = 5 Max = 20</i>
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

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Applications Close Friday 2 March

ATTACHMENT A – LIST OF PUBLIC OPEN SPACES

1. PUBLIC OPEN SPACES DETAILS

Park Name	Suburb	Council Division
APEX PARK	Wellington Point	Division 1
EGW WOOD SPORTSFIELDS	Wellington Point	Division 1
FELLMONGER PARK	Ormiston	Division 1
WELLINGTON POINT RECREATION RESERVE	Wellington Point	Division 1
CLEVELAND POINT RECREATION RESERVE	Cleveland	Division 2
G J WALTER PARK	Cleveland	Division 2
RABY BAY FORESHORE PARK	Cleveland	Division 2
RABY BAY HARBOUR PARK	Cleveland	Division 2
POINT LOOKOUT OVAL	Point Lookout	Division 2
RON STARK OVAL	Dunwich	Division 2
BLOOMFIELD STREET PARK	Cleveland	Division 2
HENRY ZIEGENFUSZ PARK	Cleveland	Division 3
WILLIAM STEWART PARK	Thornlands	Division 3
THORNLANDS COMMUNITY PARK	Thornlands	Division 3
SAM SCIACCA SPORTSFIELD	Capalaba	Division 3
JOHN FREDERICK SPORTSFIELD	Capalaba	Division 3
LAURIE BURNS RESERVE	Coochiemudlo Island	Division 4
COOCHIEMUDLO FORESHORE – EAST	Coochiemudlo Island	Division 4
COOCHIEMUDLO FORESHORE - NORTH	Coochiemudlo Island	Division 4
LES MOORE PARK	Victoria Point	Division 4
W H YEO PARK	Victoria Point	Division 4
SEL OUTRIDGE PARK	Redland Bay	Division 5
JACKSON ROAD PARK	Russell Island	Division 5
RUSSELL ISLAND SPORT & RECREATION PARK	Russell Island	Division 5
THE BAY ISLANDS PIONEER CHILDRENS MEMORIAL PARK	Russell Island	Division 5

MACLEAY ISLAND COMMUNITY PARK	Macleay Island	Division 5
MOUNT COTTON COMMUNITY PARK	Mount Cotton	Division 6
CHARLIE BUCKLER SPORTSFIELD	Redland Bay	Division 6
DONALD ROAD SPORTSFIELD	Redland Bay	Division 6
HANOVER DRIVE PARK	Alexandra Hills	Division 7
KEITH SURRIDGE PARK	Alexandra Hills	Division 7
WIMBORNE ROAD PARK	Alexandra Hills	Division 7
WINDEMERE ROAD PARK	Alexandra Hills	Division 7
BAILEY ROAD PARK	Birkdale	Division 8
JUDY HOLT SPORTSFIELDS	Birkdale	Division 8
MONTGOMERY DRIVE PARK	Wellington Point	Division 8
VALANTINE PARK	Alexandra Hills	Division 8
BROSNAN DRIVE PARK	Capalaba	Division 9
CAPALABA REGIONAL PARK	Capalaba	Division 9
TAURIS ROAD PARK	Capalaba	Division 9
WENTWORTH DRIVE PARK	Capalaba	Division 9
AQUATIC PARADISE PARK WEST	Birkdale	Division 10
BETH BOYD PARK	Thorneside	Division 10
THREE PADDOCKS PARK	Birkdale	Division 10
WILLIAM TAYLOR MEMORIAL PARK	Birkdale	Division 10
WILLIAM TAYLOR MEMORIAL SPORTSFIELD	Thorneside	Division 10

It is to be noted that all of the public open spaces are located within the vicinity of commercial businesses and/or residential areas therefore it is expected that activities must be conducted in a manner that does not cause a nuisance to neighbouring residents and/or businesses.