



Active Partnership Opportunity – Active & Healthy Holiday

Program Application Fact Sheet 2021–2022

The City's Active & Healthy Team are keen to engage with individuals, businesses and organisations who are involved in the fitness, health, sport, recreation, or wellness industry on the Gold Coast. We would like to work with you as part of the Active & Healthy holiday programs that we offer every school holiday.

Who can apply?

Community-based fitness, sport, recreation, arts, crafts, and wellness organisations/business/individuals that deliver activities for children from 2 to 18 years.

What organisations require

- Ability to deliver holiday activities in parks and community centres across the City
- Activities that provide a physical activity and wellbeing benefit to the community
- Public liability insurance, \$10 million minimum
- Qualifications in your professional field
- Commission for children blue card
- CPR and Senior first aid certificate (for physical activity based services)
- Risk Management Plan for each activity and location you are offering in this application
- COVID Safe Plan

Benefits of being involved

- **Be paid to deliver activities to the community** – the City will pay you to conduct holiday activities in City's parks and community venues.
- **Committed work in uncertain times** – activities will be committed from December 2021 through to June 2022.
- **Promotional material** – will be provided with shirts, feathers, A Frames, and flyers
- **Partnership** – working with the City of Gold Coast's Active & Healthy team to create a healthier community
- **Increased businesses profile** – increase business profile by being promoted in the Active & Healthy Holiday Program and working in the City's parks and community centres
- **Networking** – opportunities to network with the local fitness, health, and wellness industry



Program Timeline

- Summer Holiday Program, Saturday 11 December 2021 to Sunday 23 January 2022
- Autumn Holiday Program, Saturday 2 April to Monday 18 April 2022
- Winter Holiday Program, Saturday 26 June to Sunday 10 July 2022

Location

Parks and community centres across the Gold Coast

Holiday Program Overview

- Our goal is to encourage local families to connect with one another and to provide opportunities for kids to become more active and healthier every day.
- Activate the City's parks, open spaces, and community facilities through the provision of more accessible and affordable activities for everyone to enjoy.
- Work in partnerships with organisations to ensure that activities are free or affordable.
- To offer a wide range of experiences and activities across each of the City's 14 divisions.
- To support local business and to encourage more Gold Coasters to embrace living an active lifestyle.

Flexibility of the program

The length of sunlight, temperature and months of the year provides flexibility in what activities can be offered. Each holiday program will aim to offer different activities and workshops combined with popular activities requested by the community. Therefore, the City is encouraging each applicant to provide details on a variety of activities they could deliver for each holiday period (Winter, Spring, Summer and Autumn).

An example of the program can be viewed on the [City's website](#).



Types of activities and payment Fee

The holiday program provides the opportunity for families to experience something different or a new activity that could potentially become part of their weekly routine. The City subsidises the cost to ensure its free or affordable.

- **Free activities for the participant** – the City fully subsidises the cost of the activity for the community and pays the contractor the fee.
- **Small participation fee for community** – the City partly subsidises the activity and the participant fee goes to the organisation directly. The balance remaining to deliver the session will be paid to the contractor from the City.

Table 1 provides a category breakdown of the types of activities and the payment made to the contractor.

Things to consider with pricing your activity

There is a set budget for the holiday program that would comprise of activities from each category. Value for money and cost per head are reviewed when planning the program. A typical program would roughly contain the following breakdown of each category:

- 15 % C1 Infrastructure and adventure themed activities
- 15 % C2 Craft and wellbeing workshops
- 55% C3 Sport and recreation and or park-based games
- 15% C4 Unique experience

Table 1. Activity Category and Payment Fee

Category	Activity	Details	Payment fee to Contractor	Cost per person
C1 Infrastructure and or adventure activity	Adventure activity that requires hire of large equipment and getting children physically active. Depending on the activity a high participant to instructor ratio. Examples: <ul style="list-style-type: none"> rock wall large structure ninja warrior obstacle course inflatable water park 	<ul style="list-style-type: none"> Session duration up to 3-4 hours. May require a high participant to instructor ratio. Activity will be full supported or partly subsidized. Running at various parks locations across the City. Could be run at a venue 	Depending on the type of activity, equipment and ratios required payment of fee will range from \$900 to \$2,000	Free
			In the application indicate the total cost to deliver the session. The participation fee will be determined when planning the program.	Up to \$5 per person
C2 Craft and wellbeing workshops	Activity that provides a healthy and wellbeing outcome for children. Require material/equipment to deliver the session that the participant might take home. Examples: <ul style="list-style-type: none"> arts and crafts healthy cooking tie dye bubbles workshops 	<ul style="list-style-type: none"> Session runs for 1 to 3 hours depending on the activity and location. Running at various locations across the City. Various cost structure depending on: <ul style="list-style-type: none"> cost of materials number of participants instructors required 	\$150 to \$200 per hour	Free
			Up to \$150 per hour	Up to \$5 per person
C3 Sport and Recreation and/or Park Games	Interactive activity where families learn a sport and recreation skill or engage in a park base activity. Examples: <ul style="list-style-type: none"> support a Club to conduct a come and try session mini obstacle course family fitness speed and agility dance workshops fun park games 	<ul style="list-style-type: none"> Sessions running up to 2 hours depending on activity and location. Running at various locations across the City. Various cost structure depending on: <ul style="list-style-type: none"> number of participants instructors required 	Session quote per hour. Depending on the activity and equipment required \$120 to \$200 per hour	Free or up to \$5 per person
C4 Unique Experience	Families get to experience an activity at an affordable rate. The cost to participate is subsidised by the City. Example: <ul style="list-style-type: none"> Surfing parkour horse riding golf stand up paddle Mountain biking kayaking 	<ul style="list-style-type: none"> Sessions running for 1 to 3 hours depending on activity and location. There will be a maximum number of participants funded. Running at various locations across the City. Various cost structure depending on: <ul style="list-style-type: none"> equipment hire number of participants instructors required 	Session quote per hour. Depending on the type of activity, equipment and ratios required payment of fee will range from \$100 to \$200 per hour.	Up to \$10 per person
			In the application indicate the total cost to deliver the session. The participation fee will be determined when planning the program.	

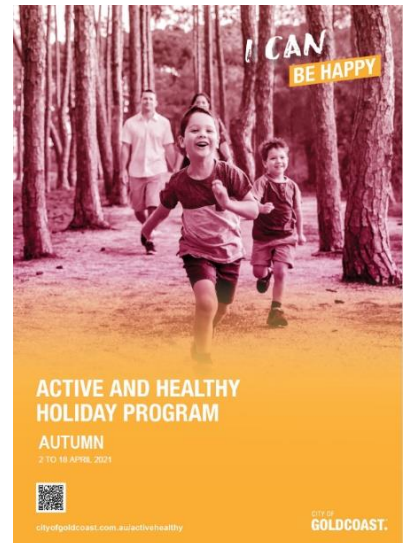
This table provides an overview of the program structure. When completing the Application Form indicate which category that best describes your activity. Each application is reviewed individually. Contractors will be paid at a capped rate or at a flexi rate with additional payment from participants as highlighted in the table. Each application will be reviewed and negotiated. Ensure that you highlight the total cost to deliver your session.

Contractual Agreement

The Contractor must ensure, as a minimum, they comply with the following operational requirements and where appropriate suggest improvements to the Active & Healthy Team to enhance community safety and service delivery. The Contractor must ensure that all insurances, licences, and certificates are supplied to the Active & Healthy Team prior to commencement of the program.

Mandatory requirements

- Current qualifications in your specialised field of fitness or health services (proof of qualifications must be provided along with current up to one-page overview of instructor(s) who would deliver the Active and Healthy classes)
- Senior First Aid – HLTAID003 and CPR – HLTAID001 (desirable for activities that involve physical activity)
- Commission for Children Blue Card
- Current \$10 million public liability insurance (copy of your current Certificate of Currency detailing your insurance details must be provided to the Principal prior to commencing any services under this Contract)
- Risk Management and COVID Safe procedures in place



Marketing and promoting the contracted activities

1. The Contractor is required to promote their activities to the community. This will include the use of their social media channels and networks.
2. The Contractor is to organise bookings for their activities (if required) and communicate with participants regarding activity logistics using their own portals.

Reporting and administration

1. Report participation levels at the end of the Holiday Program via the City's GC Have Your Say portal. Reporting must be submitted and payment to the Contractor is reliant upon timely receipt of participant statistics.
2. Ensure that the business and primary instructor's insurances, qualifications, and certificates are up to date and that the City has current copies of this documentation.
3. Provide current risk management plan for all activities in which you propose to run as part of the Active & Healthy Program. Location and activity specific information will be required should you be contracted to deliver activities.

Equipment and presentation

1. The Contractor is to supply all sporting/fitness equipment required to deliver their activity.
2. An Active & Healthy uniform consisting of a shirt and hat will be supplied by the Active & Healthy Team for the Contractor to wear at all times, when delivering the Active & Healthy activities.
3. Display the supplied Active & Healthy Program A-frames and/or feathers at each activity so that you are identifiable as part of the program.



Reviewing the application

The Active & Healthy Team will review the application within 3 weeks of submission. Your application will provide an overview of the types of activities you can provide to the community. The team might contact you to discuss and negotiate your application. Submission of this application does not automatically mean approval and inclusion in the program.

Communication

The Active & Healthy Team is happy to discuss your ideas and answer questions.

Ph: 07 5581 6207

E: activehealthygc@goldcoast.qld.gov.au

How to apply

The process is now opened to apply to be a Contractor for the Active & Healthy Holiday Program.

1. Read the Active & Healthy Holiday Program Application Fact Sheet (this document) as it indicates the requirements for applying.
2. Complete the Active & Healthy Holiday Program – Application Form 2021-2022.
3. Email the following the too activehealthygc@goldcoast.qld.gov.au
 - a. Completed application form
 - b. Public liability insurance, \$10 million minimum
 - c. Qualifications in your professional field
 - d. Commission for children blue card
 - e. CPR and Senior first aid certificate (for physical activity-based services)
 - f. Risk Management Plan for each activity you plan to offer
 - g. COVID Safe Plan
4. Ensure that your application is sent by **Friday 12 November 2021**.
5. Once your application is received the Active & Healthy Team will assess your application and will confirm via email within 3 weeks of submission. Submission of this application does not automatically mean approval and inclusion in the program.
6. The Active & Healthy Team will assess each application and determine if the activity or program meets the criteria and is suitable for inclusion in the Active & Healthy Holiday Program. If successful you will be contacted.