



activities  
in the park



# ACTIVITIES IN THE PARK FACILITATORS

EXPRESSION OF INTEREST  
FOR NEW FACILITATORS  
2021 - 2022 PROGRAM

APPLICATIONS CLOSE - FRIDAY 9TH JULY 2021

# PART 1. INFORMATION FOR RESPONDENT

## 1.1 Overview

Greater Shepparton City Council is seeking expressions of interest from suitable individuals, sports clubs and/or organisations to facilitate activities that provide an opportunity for Greater Shepparton residents and visitors to be physically active and engage in healthy lifestyle behaviours.

The Activities in the Park program was developed by Greater Shepparton City Council's Active Living Department and aims to achieve the following:

- Increase the profile of local parks and reserves within Greater Shepparton and promote ongoing visitation.
- Increase the number of free and low-cost activities held outdoors including in local parks and reserves that promote health and wellbeing and provide an opportunity for residents and visitors to be physically active.
- To provide an opportunity for community participation and facilitate social connection through activity.

Council's Activities in the Park program aligns to the key strategic directions set out in the Council Plan 2017 - 2021 including active and engaged communities by improving liveability through social and recreational opportunities, a range of inclusive services and activities, and valuing our diversity.

Activities in the Park has continued to evolve, building on its success by providing a range of activities to suit all ages and abilities which sit within the following themes:

- Health and Wellbeing
- Pools
- Environment
- Sport
- Family Fun
- Active Art

The overall program is promoted via a number of channels including the distribution of hard copy brochures, local newspaper and radio advertisements, posters and flyers and social media including, Facebook, Instagram and the Get Mooving App. The expectation is that facilitators promote their individual activities through utilizing their established networks throughout the community.

Planning has commenced for the 2021/2022 Activities in the Park program, with the aim of expanding on the variety of activities delivered in the previous program. There is an opportunity to include sports come and try sessions, health education seminars and activities that lead to positive health outcomes. The 2021/2022 Activities in the Park program will be held from the September 2021 School Holidays through to April 2022 School Holidays.

Council envisages a program that provides an opportunity for residents and visitors to be physically active, activities are scheduled on an ongoing basis to enable ongoing participation and healthy habits to be formed.

Program facilitators will be recognised in the Activities in the Park promotional material, therefore providing ample opportunity to promote their service. Involvement with such a well profiled, positive and healthy program will allow your organisation to be intrinsically linked with the concept of healthy communities.

Council is open to exploring new ideas to enhance the Activities in the Park program that encourages all residents and visitors to engage with their community, be outdoors and physically active in a safe and supported environment.

## 1.2 The Process

The proposed process for the appointment of program partners is as follows:

Stage	Detail
Advertisement	An advertisement will be placed on the 'Get Mooving Greater Shepparton' website and Facebook page and information provided in local media.
Lodging	Submissions are to be received via post, email or fax as per the details on Page 1.  Late Submissions will not be considered.
Expression of Interest Evaluation Criteria	The Council will evaluate the Submissions using the Evaluation Criteria as described herein. Those choosing to submit their Submissions should address the criteria as well as providing the Evaluation Panel with any other material they consider to be relevant to their submission.
Acceptance of Expression of Interest	Submissions that meet the needs of Council will be notified and invited to further discuss their proposal with Council.
Interview	Successful applicants meet with Evaluation Panel.

## 1.3 Guidance for respondents

1. Council seeks high quality and experienced industry professionals with demonstrated experience in sport and recreation, community based health promotion, physical activity and/or nutrition.
2. The Council will expect that partner agencies will achieve and maintain high standards of presentation and service.
3. Council seeks program facilitators that will complement the vision of the Activities in the Park program that provides an opportunity for residents and visitors to be physically active in an outdoor environment.
4. Program facilitators are required to have their own Public Liability Insurance and current Working with Children's Check and Police Check.
5. Facilitated activities must have a staff member present who has a current First Aid qualification.
6. Facilitators will need to ensure a safe activity environment by complying with Council's OH&S and risk management policy and procedures.
7. Skills that will be highly regarded include experience in delivering group based activities, high level communication and interpersonal skills and excellent organisational skills.
8. Council is seeking program facilitators that will provide activities at no cost to the community, however each proposal will be considered on an individual basis that may warrant further information and discussion.
9. Program facilitators will be required to work in partnership with Council officers to plan their proposed activities including scheduling, promotion and risk management.
10. Program facilitators will be required to actively promote their own activity(ies).

11. Program facilitators will be required to explain the partnership with Activities in the Park in all advertising including but not limited to social media posts, website content, newspaper advertisements and editorial pieces by using the following text  
*“This program is proudly provided by Greater Shepparton City Council’s Activities in the Park program”*
12. Program facilitators will be required to deliver their activity(ies) as agreed by Council and arrange appropriate staffing.
13. Program facilitators must have a current driver’s license and ability to use their own vehicle.
14. Program facilitators must have access to smart phone and/or iPad for registration purposes.
15. Any scheduled activities cancelled by the program facilitators will result in forfeiture of payment.
16. Any activities affected by inclement weather and circumstances beyond our control can be rescheduled within the program period and payment will not be forfeited.
17. Facilitators are required to notify Activities in the Park staff by telephone of any changes to the activity(ies) prior to the changes occurring.

## **COVID-19**

We are closely monitoring the COVID-19 situation and following the directions of the Department of Health and Human Services (DHHS). We aim to take extra precautions to ensure our community stays safe and well. We are planning for the 21/22 Activities in the Park program to be held from September 2021 – April 2022.

We must abide by the restrictions set by DHHS in relation to public gatherings, sport and recreation and ensuring hygiene practices and prioritized. We anticipate that our program may be impacted by physical distancing, the use of shared equipment and we ask that you provide a plan of how you will manage these restrictions.

We will continue to monitor the advice from DHHS and be in contact with our facilitators with any changes to the restrictions as they arise.

We reserve the right to alter, cancel or modify the activities in consultation with our facilitators based on the advice from DHHS.

## PART 2. RESPONDENT FORM

### 2.1 Respondent Information

Name of respondent (entity): .....

Trading name (business name): .....

Business Type: (sole trader / partnership / company, etc.).....

Business address: .....

Mailing Address (if different from above): .....

Australian Business Number (A.B.N.): .....

GST Registered: Yes / No

Contact person: .....

Contact telephone number: .....

Mobile telephone number: .....

Email address: .....

### 2.2 Qualifications, Skills and Experience of Principal Individuals

List the qualifications, skills and experience of the principal individuals the respondent intends to engage in providing the service.

Relevant qualifications (please list)		
Public Liability Insurance \$20 million	Yes	No
First Aid Certificate	Yes	No
Working with Children Check	Yes	No
Police Check	Yes	No

### 2.3 Trading History

a. How many years' experience has the respondent had in the type of service?

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b. How many years has the respondent been in the business under its current business name?

.....

## 2.4 Sample Program

Greater Shepparton City Council will work with successful program facilitators to ensure that activities proposed meet the aims of the Activities in the Park program.

Please provide information of the activity/ies you propose to deliver:

Activity 1:

Activity Name:		
Activity Description:		
Date/s	Time	Location / Venue
How does it meet the objectives of the Activities in the Park program?		
<p><b>Cost Per Session:</b>            This amount is to include cost for:</p> <ul style="list-style-type: none"> <li>➤ Delivery of the program</li> <li>➤ Equipment required</li> <li>➤ Promotion</li> <li>➤ Anything else you require for the activity</li> </ul> <p>Council has entered into a rate capping environment and will be carefully considering budget line items proposed.</p>	<p>Please also identify if this figure is Inclusive or Exclusive of GST</p>	

**COVID 19:**

- Please provide a plan outlining how you will manage physical distancing and ensure good hygiene practices are in place e.g. use of hand sanitizers, cleaning of equipment before and after use'

Activity 2:

Activity Name:		
Activity Description:		
Date/s	Time	Location / Venue
How does it meet the objectives of the Activities in the Park program?		
<p><b>Cost Per Session:</b>            This amount is to include cost for:</p> <ul style="list-style-type: none"> <li>➤ Delivery of the program</li> <li>➤ Equipment required</li> <li>➤ Promotion</li> <li>➤ Anything else you require for the activity</li> </ul> <p>Council has entered into a rate capping environment and will be carefully considering</p>	<p>Please also identify if this figure is Inclusive or Exclusive of GST</p>	



**COVID 19**

- Please provide a plan outlining how you will manage physical distancing and ensure good hygiene practices are in place e.g. use of hand sanitizers, cleaning of equipment before and after use'

## 2.5 Professional Referees for Respondents

Please provide the details of three professional referees for the respondent:

1. Name: .....
- Position: .....
- Organisation: .....
- Telephone Number: .....
- Type of work performed:.....
2. Name: .....
- Position: .....
- Organisation: .....
- Telephone Number: .....
- Type of work performed:.....

## 3.0 Evaluation Criteria

Applications will be evaluated by the Greater Shepparton City Council on the following merits

Criteria	Weighting
A proposal that will complement the vision of Council's Activities in the Park program in relation to providing opportunities for residents and visitors to improve or maintain their health and wellbeing.	50%
Relevant qualifications and experience	25%
Price. The dollar sum Council can expect to pay	25%

### 3.1 Additional Information

The respondent provides (below or in an attachment to this Respondent Form) any additional information required by Council and/or any other information considered by the respondent to be relevant to this Expression of Interest:

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SIGNED by or on behalf of the respondent

Signature: .....

Name: .....

Title:.....

Date: .....

### Contact Details and Submission Requirements

For more information in regards to the Activities in the Park program and your expression of interest, please contact Belinda Conna on 03 5832 9432 or Carmen Nicholson on 03 5832 9434.

Expressions of interest are to be returned no later than Friday 9 July 2021 to:

Active Living Department  
Greater Shepparton City Council  
Locked Bag 1000  
SHEPPARTON VIC 3632

Email to [healthycommunities@shepparton.vic.gov.au](mailto:healthycommunities@shepparton.vic.gov.au)