

EXPRESSION OF INTEREST

16 JULY 2018 TO 30 JUNE 2019
information sheet



inspiring a healthy community



COMMUNITY BENEFIT IS AT THE HEART OF WHAT WE DO AT COUNCIL. WE ARE WANTING TO DELIVER MEANINGFUL ACTIVITIES FOR COMMUNITY AND ENGAGE WITH PROVIDERS WHO ARE PASSIONATE ABOUT MAKING AN INVALUABLE DIFFERENCE TO THE HEALTH & WELLBEING OF THE PEOPLE OF LOGAN.

WHAT IS LIVE WELL LOGAN?

Live Well Logan provides residents with access to a range of local, affordable activities that promote good health and physical activity across four key areas:

1. Community Gardening
2. Family & Children Activities
3. Fitness Activities
4. Health & Relaxation



inspiring a healthy community



I CARE! HOW DO I GET INVOLVED?

There are two ways you can become part of Live Well Logan.

1. If you are already running a free or low cost health and wellbeing activity in Logan, we want to know about it and will help you promote it to community. Please go to page 3 and tell us about it.
2. If you have an activity or an idea and would like some start up funds to assist you, fill out the forms from page 4.

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ARE YOU ALREADY DELIVERING A LOW COST ACTIVITY IN LOGAN?

We know about some of the awesome activities you are already doing but we want to know more! If you are delivering a free or low cost physical activity or health and wellbeing program in the City of Logan, tell us more. We will add your details to Live Well Logan from July 2018 to assist you with promotion.

ARE YOU AFTER SOME START UP MONEY TO ASSIST WITH YOUR ACTIVITY?

Let us help you get started. As part of the Live Well Logan program, you will receive:

- Service provider rate - up to \$20 per hour
- Venue hire (if required for your activity)
- Travel subsidy - up to \$20 per activity to deliver activities in Council's regional areas (e.g. Flagstone, Greenbank, Jimboomba, Mundoolun, Yarrabilba)
- A charge of up to \$5 per participant
- Promotion of your activity through Council booklets, website, social media and community events.

THE FINE PRINT

If you are successful, you will be required to lock in your venue and sign a contract with Council. As a Live Well Logan provider, you are also responsible for taking bookings, registration forms, promoting the activity (e.g. via flyers, Instagram, Facebook or your website) and completing reporting.

We are currently investigating a new online booking system so things might change in the next 12 months.

It's our policy to pay invoices within 28 days from the end of the month in which your invoice was dated or received, whichever is the latter. Keep in mind that we can't pay you until you've given us all your reporting forms - so get in that info as quick as you can!

LET'S HAVE A CHAT

If you've got questions or want to meet in person, contact me at:



Elise Daw
Community Development
Programming Officer
Ph: 3412 5595

E: elisedaw@logan.qld.gov.au

Don't have a venue for your activity/program? WHY NOT TRY ONE OF OUR FANTASTIC COMMUNITY CENTRES OR PARKS?

For a full list of Logan's community centres, check out:

<http://www.logan.qld.gov.au/community-support/community-development/community-centres>

For a full list of Logan's parks, check out:

<http://www.logan.qld.gov.au/facilities-and-recreation/parks/parks-directory>



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current activities



WHAT ARE YOU CURRENTLY DOING IN LOGAN? WE WANT TO HEAR ABOUT IT!

Council hopes to create a comprehensive program which promotes everyone's free and low-cost weekly activities. You will benefit from free promotion, as we advertise across the whole City and attend lots of events!

It's easy - just fill in the form with the information about your activity below!
Please complete one form per activity and submit to elisedaw@logan.qld.gov.au.

Activity Name:	
Business, Community Group or Club Name (if applicable):	
Please provide a brief description of the activity (no more than two sentences).	
Day and time the activity is currently running:	Date: Start Time: Finish Time:
Venue address:	
Age Group (e.g. is the activity only for kids, seniors or can everyone come?):	
Cost per participant:	
Booking contact information (please provide a contact name, number and email):	
How long has your program been running?	
Average number of weekly participants?	

Please note that the Live Well Logan program provides weekly activities all year round, except for a six week break from 17 December 2018 to 20 January 2019. Live Well Logan activities do not run on public holidays (Queen's Birthday, 1 October 2018; Good Friday, 19 April 2019). We will not be able to promote any activities during this time.

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EXPRESSION OF INTEREST

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essential criteria



ARE YOU LOOKING FOR SOME START UP FUNDS?

ESSENTIAL CRITERIA 1: \$20m PUBLIC LIABILITY INSURANCE

Please attach a copy of your organisation's public liability insurance (minimum \$20m required).

- Yes, a copy of the insurance policy is attached
- No (not eligible for program)

ESSENTIAL CRITERIA 2: ACCREDITED FIRST AID & CPR QUALIFICATIONS

Please attach a copy of the host provider's first aid and CPR qualifications. Only one facilitator needs to be present at the activity with these qualifications.

- Yes, a copy of accreditation covering both first aid and CPR is attached
- No (not eligible for program)

ESSENTIAL CRITERIA 3: BLUE CARD REQUIREMENTS

Please attach a copy of Blue Card qualifications for each facilitator.

- Yes, a copy of the facilitator's Blue Cards are attached
- No (not eligible for program)

ESSENTIAL CRITERIA 4: RELEVANT QUALIFICATIONS

Please attach a copy of your relevant qualifications for this activity.

- Yes, a copy of qualifications are attached
- N/A (no formal qualification required for this activity)

If you would like to discuss your application or need more information please contact Elise Daw on
PH: 3412 5595 or E: elisedaw@logan.qld.gov.au.



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application for start up funding



Expressions of Interest close **5pm, Monday 15 January 2018**.
Expressions of Interest may be submitted via the following methods:

1. Emailed to elisedaw@logan.qld.gov.au
2. Mailed to Logan City Council, PO Box 3226, Logan City DC QLD 4114
3. Delivered to the Community Development Program, Logan City Council, 150 Wembley Road, Logan Central

The Live Well Logan program provides weekly activities all year round, except for a six week break from 17 December 2018 to 20 January 2019. Live Well Logan activities do not run on public holidays, as listed below.

Public Holiday Dates: Queen's Birthday, 1 October 2018; Good Friday, 19 April 2019

Please complete **one application form per activity**.

GENERAL INFORMATION

Full name of business/organisation	
ABN	
Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact person's name	
Contact person's role in the organisation	
Street address	
Mailing address	
Email	
Phone	Mobile: _____ Business Hours: _____
Business/organisation website	
Business Facebook link	



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ACTIVITY INFORMATION

Activity name	
Description of activity A maximum of two sentences that describe the activity. This will be printed in the booklet.	
What age group is your activity for? e.g. 2-5 years, seniors, all ages	
Contact information All providers are required to be the contact for their activities. Please indicate contact name, email and phone number for registrations (if required) and enquiries.	Contact Name/Organisation: Email: Phone Number:
Is a booking required for your activity? If yes, are your contact details for bookings the same as above?	
What to bring e.g. lunch, water, sunscreen and a hat	
Maximum number of participants per session	
Is the activity for a specific group/s?	<input type="checkbox"/> Aboriginal & Torres Strait Islander <input type="checkbox"/> Disability <input type="checkbox"/> Culturally & Linguistically Diverse <input type="checkbox"/> Everyone <input type="checkbox"/> Other (please specify)
Is your activity inclusive of and accessible to people living with disability? (e.g. carers welcome, caters for specific requests)	<input type="checkbox"/> Yes <input type="checkbox"/> No (please state reasons)



Is the activity a single session activity or does it occur weekly (e.g. every Tuesday?)	<input type="checkbox"/> Single session <input type="checkbox"/> Weekly sessions
Preferred delivery dates and times	Date: Start time: Finish time:
Preferred location/venue and address in Logan Locations may be negotiated with you to ensure an even spread of activities across the City of Logan. Please note it is solely your responsibility to make all relevant bookings in local venues and parks, should you be successful.	
In addition to your preferred location/venue, are you willing to provide your activity anywhere in Logan? If yes, what suburbs of Logan are you willing to service?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> All suburbs in Logan <input type="checkbox"/> Forestdale <input type="checkbox"/> Regents Park <input type="checkbox"/> Bahrs Scrub <input type="checkbox"/> Greenbank <input type="checkbox"/> Rochedale South <input type="checkbox"/> Bannockburn <input type="checkbox"/> Heritage Park <input type="checkbox"/> Shailer Park <input type="checkbox"/> Beenleigh <input type="checkbox"/> Hillcrest <input type="checkbox"/> Slacks Creek <input type="checkbox"/> Berrinba <input type="checkbox"/> Holmview <input type="checkbox"/> Springwood <input type="checkbox"/> Bethania <input type="checkbox"/> Jimboomba <input type="checkbox"/> Tanah Merah <input type="checkbox"/> Boronia Heights <input type="checkbox"/> Kingston <input type="checkbox"/> Underwood <input type="checkbox"/> Browns Plains <input type="checkbox"/> Logan Central <input type="checkbox"/> Waterford <input type="checkbox"/> Buccan <input type="checkbox"/> Logan Reserve <input type="checkbox"/> Waterford West <input type="checkbox"/> Carbrook <input type="checkbox"/> Logan Village <input type="checkbox"/> Windaroo <input type="checkbox"/> Cedar Creek <input type="checkbox"/> Loganholme <input type="checkbox"/> Wolffdene <input type="checkbox"/> Cedar Vale <input type="checkbox"/> Loganlea <input type="checkbox"/> Woodridge <input type="checkbox"/> Chambers Flat <input type="checkbox"/> Marsden <input type="checkbox"/> Yarrabilba <input type="checkbox"/> Cornubia <input type="checkbox"/> Meadowbrook <input type="checkbox"/> Crestmead <input type="checkbox"/> Mt Warren Park <input type="checkbox"/> Daisy Hill <input type="checkbox"/> Mundoolun <input type="checkbox"/> Eagleby <input type="checkbox"/> Munruben <input type="checkbox"/> Edens Landing <input type="checkbox"/> Park Ridge <input type="checkbox"/> Flagstone <input type="checkbox"/> Priestdale

Note: If you are running your activity in a park, you will be required to complete a 'Notify Council of your Event Form' and provide a site map. Please indicate if you need a key to access the gate to the park, vehicle access, water access or if you will have a generator.

This form can be downloaded at:

<http://www.logan.qld.gov.au/facilities-and-recreation/parks/holding-an-event>



ACTIVITY COST BREAKDOWN

Community benefit is at the heart of Live Well Logan and the fees payable to providers need to reflect this commitment.

Service provider rate (up to \$20/hr): EXAMPLE OF SCHEDULE OF RATES: <ul style="list-style-type: none"> • 30 minute activity - \$10 • 45 minute activity - \$15 • 1 hour - \$20 • 1.5 hours - \$30 	
Venue fees per activity (if applicable):	
Do you wish to apply for a travel subsidy (up to \$20/activity) as you plan to deliver activities in Council's regional areas? (e.g. Flagstone, Jimboomba, Greenbank, Mundoolun, Yarrabilba)	<input type="checkbox"/> Yes, I will need to apply for a \$20 travel subsidy per activity <input type="checkbox"/> No, I will not need to apply for a \$20 travel subsidy per activity
Cost to participant per activity:	<input type="checkbox"/> Free <input type="checkbox"/> \$1pp <input type="checkbox"/> \$2pp <input type="checkbox"/> \$3pp <input type="checkbox"/> \$4pp <input type="checkbox"/> \$5pp
Any additional comments?	

WILLINGNESS TO WORK WITH LOCAL GOVERNMENT

If successful as a Live Well Logan program service provider, you will be required to: <ul style="list-style-type: none"> - ensure that every participant completes a registration form - complete end-of-activity reporting - wear a Live Well Logan t-shirt at every activity (will be provided to you) - meet the essential criteria 	
Do you accept these conditions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Signature: _____

Date: _____

