

## Program Name: *Active Dance 2015*

### Purpose of engagement:

The purpose of the consultancy is to:

- Instruct Active Dance sessions.  
(Please Note: Active Launceston will be responsible for all program promotion and advertising.)

### Program Outline:

**ACTIVE Dance** motivates and inspires participants to get moving through the use of a variety of dancing disciplines. The sessions are designed to support people to develop positive social interactions and improve participant's health and wellbeing in a fun and social environment. This program also breaks down social and geographic barriers. Participants over the age of 10 are invited to turn up on the day and participate. Each session will last for approximately 1 hour and consist of a warm up and cool down. The program aims to provide a link for participants to join other private dance service provider's sessions after the program has finished.

### Selection Criteria:

Program Instructors are to address the following in their application:

1. High level knowledge and experience of the particular session activity i.e. Line, Jazz, Zumba dance styles,
2. Demonstrated ability to improvise and meet the needs of the participants that attend each session depending on their age and ability.
3. Demonstrated ability to work with community groups in line with standard community development principles (i.e. Inclusiveness, responsiveness, equity, collaboration, capacity building)
4. Knowledge and networks of other Active Launceston programs and initiatives and other community physical activity opportunities (i.e. gyms, sports clubs, community groups)
5. Ability to provide a session instructor.
6. Demonstrated ability to operate in accordance with all relevant legislation, including Workplace Health and Safety legislation.
7. Availability for scheduled sessions – *1 hour session plus 15 minute set up and 15 minutes pack up*
8. Ability to provide current certificates for;
  - Relevant qualifications (i.e. Cert 3 in Fitness, Dance instruction) for all instructors who may be involved in the program
  - First Aid (compulsory) for all instructors who may be involved in the program
  - National Police Check (compulsory) for all instructors who may be involved in the program
  - Public Liability Insurance (cover of \$10 million required)
  - Australian Business Number or Statement by a Supplier (reason for not quoting an ABN to an enterprise)

### Scope of services

- Develop a suitable and safe one hour dance session which can be adapted to meet the needs of the group;
- Provide an appropriately qualified Program Instructor to undertake the Active Dance session
- Undertake assessments of participant's health and suitability to participate in the dance session.

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## Timing

- Scheduled sessions as set out on the Active Dance flyer for 2015
- Currently scheduled to be: date; 23<sup>rd</sup> July to 10<sup>th</sup> September 1 x session a week on Thursdays from 9.45 to 11.15am at... **Venue is yet to be confirmed.**
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## Equipment and Support Material:

- Program Instructor to provide a fully equipped and up to date First Aid Kit (relevant to their session needs).

## Support to be provided by Active Launceston:

- Active Launceston will provide a program coordinator for Active Dance in 2015
- Active Launceston will be responsible for all formal program promotion and marketing.
- Active Launceston will supply an 'Active Box' for each program which will include; coordination resources such as promotional materials, insurance and health check forms, attendance record and a directional sign.

## Conditions of consultancies with Active Launceston:

1. Part of the ethos of the Active Launceston project is to provide learning opportunities for students in the sport, health, and physical activity sector. All successful Program Instructors must be willing to work with a student whilst instructing Active Launceston programs. As part of the ongoing sustainability of the Active Launceston project, it is expected you promote the Active Launceston appeal and the 'Foundations of Active Living' University of Tasmania unit to the participants  
[http://www.activelaunceston.com.au/Portals/0/13349%20UTAS%20Unit%20Flyer\\_LR2.pdf](http://www.activelaunceston.com.au/Portals/0/13349%20UTAS%20Unit%20Flyer_LR2.pdf)
2. No fundraising is allowed at Active Launceston programs without prior approval of Active Launceston management.
3. All participants must sign an insurance waiver and health check form at their first session. These forms are to be returned to Active Launceston management at the completion of the program. The University of Tasmania will provide these forms and the coordinator will assist in having the participants fill them in. However it is the responsibility of the Program Instructor to ensure that the form is fit for purpose and if any amendments are required Active Launceston is contacted prior to the commencement of the program.
4. It is essential in complying with the Personal Information Protection Act 2004 that all participants personal information is kept secure at all times. This means that completed forms should not be left unattended in a park or in a vehicle. Forms should be kept in a locked house or office immediately following each session. If you as a Activity Instructor breach the privacy of a participant this is deemed a breach of your contract with UTAS and you may be liable for damages. The personal information provided on these forms remains the property of Active Launceston. As an Activity Instructor you are not allowed to use this information for your own promotional purposes. However you may ask participants if they would like to register with your private organisation through a separate means.
5. **As the Program Instructor it is your responsibility to ensure you are aware of all participants' medical conditions. Furthermore it is your responsibility to deny a participant's involvement in the program if their medical condition suggests that they may not be able to safely participate.**
6. Active Launceston management is to be kept updated regularly on the progress of the program.
7. At no time must you as a Consultant/Instructor speak to the media on behalf of Active Launceston or the University of Tasmania. Direct all media enquiries to Active Launceston Management.

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8. It is expected that as an Activity Instructor of Active Launceston that you perform your duties with due diligence and in a professional manner at all times. Furthermore it is expected that you will respect and promote the mission of the Active Launceston partnership.

Please note that the selection of the program instructor will be made by Active Launceston management based on applicant's ability to meet the selection criteria.

**Fee Proposal:**

Standard remuneration for Active Dance sessions is outlined in the table below; however please note changes to this may be required due to variations in funding, participation numbers and session durations.

Time	Payment	Additional Payment
1.5 Hour Session (Includes one hr session and 15minute set up and 15 minute pack up)	\$100 (Includes a qualified instructor and a helper i.e. two people)	\$50 (Additional payment for an additional qualified instructor for sessions with large participation numbers)

- Payment for each *Active Dance 2015* session is; \$100 incl GST. The successful consultant must have a qualified instructor to replace them if they are unable to attend a session.
- Payment will be made by Active Launceston in a timely manner on receipt of an invoice from the consultant. (Please note UTAS payment terms are 30 days from the date of the invoice).

**To apply for this position please complete the 'Consultant's Application Template' available at <http://www.activelaunceston.com.au/Portals/0/Application%20form%20for%20consultants%202014.docx>**

**and return to Active Launceston ([Active.Launceston@utas.edu.au](mailto:Active.Launceston@utas.edu.au))**

**Before COB on the 23<sup>rd</sup> January 2015.**

**Any queries please contact Rachel Grantham at [rachel.grantham@utas.edu.au](mailto:rachel.grantham@utas.edu.au) or 6348 8178**

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