

Active Launceston
Office of the Pro Vice Chancellor (Teaching and Learning)
C/O University Department of Rural Health
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OFFICE OF THE PRO VICE-CHANCELLOR (TEACHING & LEARNING)



ACTIVE BIKE

Instructors 2009

Consultants Brief January 2009

Contact:

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Active Launceston Project Coordinator

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Closing date for quotations

5.00pm, 27th of January 2009



1. Project Introduction

ACTIVE BIKE is a new program aimed to encourage more community members to use bikes as a form of transport and for physical activity.

The program will run over a 10 week period encompassing cycling education and both on and off-road cycling sessions. The program will familiarise participations with safe cycling routes within the city of Launceston and help them to discover recreational trails across the municipality.

The sessions will be open to anyone over the age of 15 who has their own bike and Australian approved helmet.

No commitment is required; participants can just turn up on the day to participate. Sessions will be held rain, hail or shine.

All rides will commence from Park Street Launceston. A schedule will be developed between Active Launceston and the successful consultant to ensure the aims of the program are met.

ACTIVE BIKE will increase participants self confidence and motivation to cycle while providing an opportunity for social interaction creating social connectedness/cohesion.

2. Purpose of Consultancy

The purpose of the consultancy is to:

- Coordinate, ACTIVE BIKE sessions

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

3. Scope of Service

Consultants to meet the following;

- High level knowledge and experience of cycling both on and off roads.
- Ability to work within a community development framework
- Demonstrated ability to work with community groups
- Demonstrated ability to improvise and meet the needs of the participants that attend each session depending on their age and ability.
- Knowledge and networks of other community sport and recreation opportunities.
- Availability for scheduled sessions - 1 hour session, plus 15 minutes set up and 15 minutes pack up.

- Ability to provide a session instructor and a session coordinator i.e. 2 persons.
- Coordination of sessions including
 1. Health check and insurance forms
 2. Keeping attendance records
 3. Distributing resources.

4. Timing

Every Saturday Morning 10.00am – 11.00am
14th March – 16th of May 2009

5. Equipment and Support Material

- Instructor to provide all equipment needed for their session. (including first aid kit, high visibility vests etc)
- Active Launceston will supply coordination resources such as physical activity information (trails brochures etc), insurance and health check forms and attendance records.

6. Fee Proposal

- Payment is \$75 per session inclusive of GST.
- ABN and Public Liability Insurance required.

7. Call For quotations

- Active Launceston is now seeking quotes from instructors who are experienced and qualified.

Quotes must include;

- Details of business including ABN, insurances
- Qualification details/certificates
- Session details
- Response to scope of service
- 3 referees.

Please note that the selection of consultants will be made by Active Launceston based on the Consultants ability to meet the scope of service. The decision will be final; no discussions will be entered into.

8. Timing

- Quotations close on the 27th of January 2009.

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9. Contact Person

For further information please contact:

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