CentacareCQ Gym

Expressions of Interest

1.0 Introduction

CentacareCQ is seeking proposals from suitably qualified operators for the management of a gym facility located in Rockhampton, Central Queensland.

2.0 Background

CentacareCQ is Central Queensland's longest established social service provider with sites located in Mackay, Longreach, Emerald, Blackwater, Rockhampton, Yeppoon, Gladstone, and Bundaberg. Each year CentacareCQ cares for over 2000 clients, providing home care, social and disability support, transport, counselling, dispute resolution and family education services. These services are delivered by a total staff of close to 400, with over 200 of these based at our Rockhampton site.

As a provider of aged care and disability support services, many of CentacareCQ's clients are frail, have mobility issues and/or chronic health issues. Clients may also use a range of assistive technology products, such as walking frames, that will need to be stored in a vehicle whilst travelling.

Exercise is an important component of the service plans implemented by CentacareCQ to support client reablement and wellbeing. CentacareCQ has recently established a gym facility, located in a building at its Bolsover Street Rockhampton site, to support the delivery of services to clients and for use by staff. An operator is required to manage this facility, and maintain the equipment installed there.

3.0 Requirement

CentacareCQ is seeking the services of a suitably qualified operator for its' gym facility located at 16 Bolsover St. The location of the facility within the CentacareCQ site may also provide opportunities to attract staff, CentacareCQ clients, and stakeholders as private clients of the gym operator.

3.1 Service requirements

The key responsibilities of the gym operator will be:

- Plan and manage daily activities and administration at the gym, including:
    - Keep and update an inventory list of equipment and other assets held at the gym.
    - Ensure the gym equipment is clean, safe to use, and serviced within the manufacturer's guidelines.
    - Ensure equipment is used in a safe manner at all times.
    - Report all incidents in CentacareCQ's approved systems for escalation as necessary.

- Comply with all Queensland and Australian Government requirements relating to health and safety, including COVID-19 directives.
- Maintain gym membership records.

- Advise and ensure all members have a fitness assessment before using the gym.
- Maintain a safe and healthy training environment and support good health practices.
- Develop and manage a purposeful health and fitness training program.
- Ensure that only qualified trainers are appointed to provide training services.
- Supervise all training activities within appropriate fitness industry standards.

In lieu of payment of rent on the gym facility, the successful operator will be required to allocate 8 hours per week for Centacare*CQ* clients and staff that may include:

- Coordinate a weekly 2- hour social gym session for a group of 5-10 Centacare*CQ* clients.
- Be available for general guidance of clients during 3 x 2-hour blocks per week when the gym will be open to Centacare*CQ* clients.

These requirements may be reviewed based on demand.

It is proposed that the successful operator will be free to manage the gym to service their own private clients in periods when it is not required for the exclusive use of Centacare*CQ* clients and staff.

3.2 Qualification and certification requirements

To be able to deliver the services required for our clients, a successful operator will require the following:

- Certificate qualifications and experience appropriate to the delivery of fitness services.
- A current blue card and yellow card exemption for working with children and people with a disability, or the ability to obtain this prior to commencement of work at the gym.
- A current first aid certificate
- Australian Federal Police Check.

Whilst working with Centacare*CQ* clients and staff, the operator will be required to comply with the Centacare*CQ* Code of Conduct, and to comply with Queensland and Australian Government standards for our delivery of services. These may include:

- Workplace Health and Safety regulations.
- Aged Care Standards.
- NDIS standards.
- Human Services Quality Framework (HSQF).

4.0 Supporting Information

The appendices to this document contain the following documents for the information of prospective applicants:

- Site plan.
- Site photos.
- Equipment inventory.

5.0 Conditions

The purpose of this invitation is to seek proposals for the lease of Centacare*CQ*'s gym facility that also assist it to meet its service delivery needs.

Following the closure date for expressions of interest, Centacare*CQ* will review the proposals received and may commence negotiations with one or more respondents about its requirements.

Centacare*CQ* will acknowledge receipt of each proposal. Submission of a proposal does not create an obligation for Centacare*CQ* to enter into negotiations with any of the respondents.

Additional information
Suppliers requiring additional information about this requirement should contact the nominated Centacare*CQ* representative listed in Section 6.1 below. No other Centacare*CQ* staff member may provide information on this expression of interest opportunity unless authorised by the nominated contact.

6.0 Responses

Responses to this expression of interest, including how the respondent plans to meet the key responsibilities described in Section 3, are requested by 31 January 2022.

A response should, as a minimum include:

- A resume containing details of relevant experience;
- Proof of business registration and appropriate insurances;
- Evidence of appropriate qualifications;
- Examples of the programs that could be delivered for Centacare*CQ* clients
- Examples of how the respondent will promote their business and engage with Centacare*CQ* staff and the public.

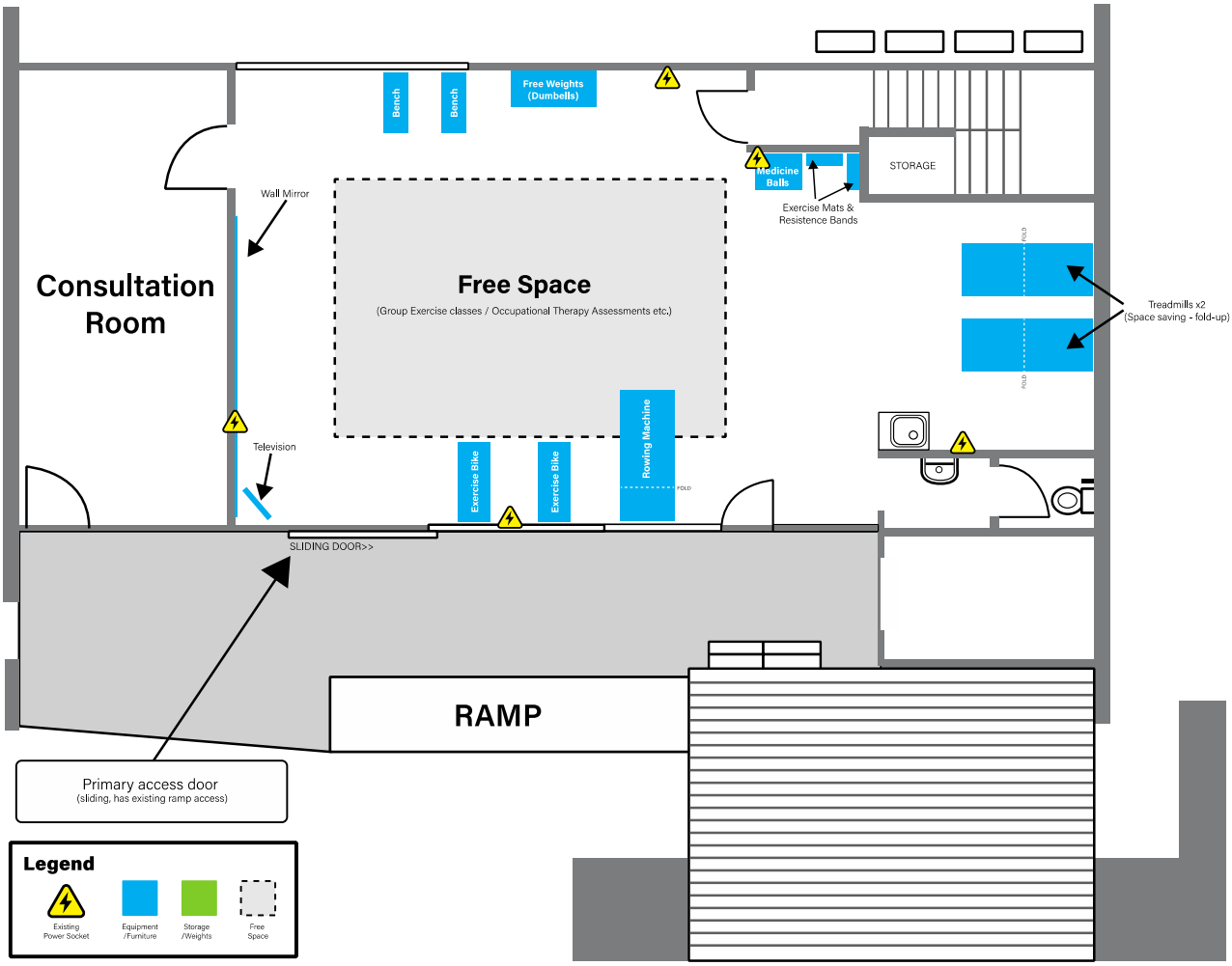
Responses and additional questions should be submitted via centacarecq.com/gym-eoi/.

6.1 Nominated CentacareCQ representative

Anna Morris
Projects Manager
Phone: **1300 523 985**

Appendix 1: Site map

CentacareCQ Transit Lounge - PLAN



Appendix 2: Site photos

Diocesan Administration
PO Box 819, Rockhampton, QLD 4700 P: 1300 523 985 E: admin@centacarecq.com
CentacareCQ is part of the Catholic Diocese of Rockhampton

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Appendix 3: Gym Equipment Inventory

Item	Quantity
Bodw Aerobic step	2
BodW Dumbrk 2 Tier Rack	1
Bodyworx KRX700 Rower LC	1
FORC Bench Flat LGT Commer	2
HART Workout Mat BLK	6
Hex Rubber Dumbell 1KG	4
Hex Rubber Dumbell 2KG	4
Hex Rubber Dumbell 3KG	4
Hex Rubber Dumbell 4KG	4
Hex Rubber Dumbell 5KG	4
Hex Rubber Dumbell 6KG	4
Hex Rubber Dumbell 7KG	4
Hex Rubber Dumbell 8KG	2
Hex Rubber Dumbell 9KG	2
Hex Rubber Dumbell 10KG	2
MOR Commercial Grade Med ball 3kg	2
MOR Commercial Grade Med ball 4kg Each	2
MOR Commercial Grade Med ball 5kg	2
MOR Commercial Grade Med ball 7kg	2
PTP Coreball Pro 65cm Black	2
PTP Mediband Green Medium	2
PTP Mediband Lime Light	4
PTP Mediband Pink Ultra LGHT	4
SMAI Mat Wall Rack	1
SMAI Medicbl 10 Rack	1
Spirit SXB25 Recumbent Bike	2
XT685 Spirit Treadmill	2