RESPONSE SCHEDULES

REGISTER OF PREQUALIFIED SUPPLIERS (ROPS)
CAIRNS ACTIVE LIVING PROGRAM

CONTRACT NUMBER: CT005469

CLOSING DATE: 4:30PM MONDAY 23 NOVEMBER 2026

Notice to Tenderer: Collection, Use and Disclosure of Information

1. Information Privacy

*1.1 The Principal collects personal information and non-personal information in the Tender so that it can properly conduct the procurement process and otherwise carry out its functions as a local government authority. The Principal is authorised to collect this information under the Local Government Act 2009 (Qld) (**LGA**) and the Local Government Regulation 2012 (Qld). The information in the Tenderer's Tender will be accessible by employees of the Principal and third party personnel engaged to assist the Principal in conducting the procurement process or otherwise carrying out the functions of the Principal. Information in the Tender may also be disclosed in accordance with the Procurement Process Conditions and as required by law, including the Local Government Regulation 2012 (Qld) (**LGR**) and the Right to Information Act 2009 (Qld) (**the RTI Act**) as described below.*

2. Publication and display of relevant details under Local Government Regulation

2.1 The LGR provides that the Principal must, as soon as possible after entering into a contractual arrangement worth $200,000 or more (exclusive of GST) publish relevant details of the contract (including the person with whom the Principal has entered into the contractual arrangement, the value of the contractual arrangement and the purpose of the contractual arrangement) on the Principal's website and display relevant details of the contract in a conspicuous place in the Principal's office. The relevant details must be published or displayed in this manner for a period of at least 12 months.

2.2 The Principal may also be required to make documentation and information contained in, or provided by the Tenderer in connection with, a Tender (including documentation and information identified by the Tenderer as confidential) publicly available where that documentation or information is:

*(a) discussed in a local government meeting (as that term is defined in the LGA (**Local Government Meeting**);*

(b) included in a report or other document that:

(i) relates to an item on the agenda for a Local Government Meeting and is made available to councillors or committee members for the purposes of the meeting;

(ii) is directly relevant to a matter considered or voted on at a Local Government Meeting; or

(iii) is presented at a Local Government Meeting for the consideration or information of the local government or committee; or

(c) otherwise required to be disclosed pursuant to a provision of the LGA or the LGR.

3. **Disclosure under Right to Information Act**

3.1 The RTI Act provides members of the public with a legally enforceable right to access documents held by Queensland Government agencies (including the Principal). The RTI Act requires that documents be disclosed upon request, *unless the documents are exempt or on balance, disclosure is contrary to public interest. Information or documentation contained in or provided by a Tenderer in connection with a Tender is potentially subject to disclosure to third parties, including documentation and information identified by the Tenderer as confidential. Any application for disclosure will be assessed in accordance with the terms of the RTI Act.*

3.2 Notwithstanding any other provision of the Tender Documents or a Tender, if a Tender is accepted, the Principal may publish on a Queensland Government website or by any other means, contract information including:

(a) the name and address of the Principal and the successful Tenderer;

(b) a description of the goods and/or services to be provided or works to be carried out pursuant to the contract;

(c) the date of award of the contract (including the relevant stages if the contract involves more than one stage);

(d) the contract value (including the value for each stage if the contract involves more than one stage and advice as to whether any non-price criteria were used in the evaluation of Tenders);

(e) the procurement method used; and

(f) *for contracts with a value over $10 million, the contract, or summary information in respect of the contract, between the Principal and the Tenderer.*

Tender Overview and Checklist

The Tenderer is to attach this checklist and all of the documents and information stated in the table below, to its Tender. A Tender which does not include this checklist, and all the information below may be treated as a non-conforming Tender. Terms which are capitalised but not defined in these Response Schedules have the meaning assigned to them in the written request for tender documents which were issued or made available to the Tenderer with these Response Schedules

Item	Included	Not Included
Tender Form – signed (must be a valid signature)	☐	☐
Schedule A – Tenderer Details	☐	☐
Schedule B – Qualifications, Registrations and Certifications	☐	☐
Schedule C – Insurances	☐	☐
Schedule D – Proposed Cairns Active Living Program Sessions	☐	☐
Schedule D1 Activity Details: Day, Time & Location	☐	☐
Schedule D2 Equipment & Storage	☐	☐
Schedule E – Relevant Experience	☐	☐
Schedule F – Key Personnel	☐	☐
Schedule F1 – Contingency Plan	☐	☐
Schedule G – Management Administration	☐	☐
Schedule G1 – Induction Requirements	☐	☐
Schedule G2 – Work Health and Safety	☐	☐
Schedule G3 – Administration	☐	☐
Schedule G4 – Promotion and Marketing	☐	☐

Tender Form

Tender: ROPS CT005469 – Cairns Active Living Program

1. lodges a Tender in accordance with the Tender Documents, incorporating:

   (a) the Request for Tender; and

   (b) the following Tender Addenda:

Addenda Number	**Addenda Name**

Note: If the Principal did not issue any addenda during the tender period, write 'Nil' in the table.

An addendum or addenda (plural) are additional or supplementary documents released throughout the tender period by the Principal which needs to be considered as part of the Tenderer's Response. Addenda are NOT a summary of the Tenderer's attachments or appendices.

2. acknowledges that it has read and understood the Tender Documents and in particular all of its obligations under, warranties given or to be given in, and representations made or to be made in the Tender Documents or any part of them;

3. acknowledges that this Tender remains valid and open for acceptance until the end of the Tender Validity Period.

4. acknowledges that this Tender is non-collusive and competitive, with no knowledge of price or other offers of tenders submitted by competitors.

Signed for and on behalf of the Tenderer by:

Name:	
Position:	
Signature:	
Date:	

who warrants that they are duly authorised to sign for and on behalf of

Note: The Tender Form is to be signed for and on behalf of the Tenderer by a person or persons having full authority to bind the Tenderer for the purposes of the Tender and evidence of such authority must be provided on request.

Schedule A – Tenderer Details

Legal Entity Name of Tenderer:	
Trading As:	
Office Address:	
Postal Address (if different from above):	
ABN or ACN:	
Is the business owned or operated by someone of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ 51% or more ☐ 100% owned

Name of Supplier Representative:	
Phone Number:	
Mobile Number:	
Email address:	
Postal Address:	

Schedule B – Qualifications, Registrations and Certifications

Supplier Specialisation

The Tenderer is to provide the following in relation to its key personnel to be involved for this Tender:

(a) Record areas of specialisation/focus for the Supplier and any professional memberships and/or affiliations. This section is required for the following key personnel:

- Supplier's Representative (for the individual stated in schedule A)

Specialisation/Focus	
Professional memberships/ **Business affiliations** **Partnerships**	

Please provide all details of Qualifications, Registrations and Certifications applicable to the Tender. This section must include Qualifications, Registrations and Certifications of all Supplier staff delivering the Cairns Active Living Program. The Supplier representative and each Personnel must have the following details listed with the attached copy as a minimum for:

(a) Qualifications related to the scope of the proposed session
(b) Current registration with a governing body related to the scope of the session
(c) Current First-aid Certification
(d) Current Cardiopulmonary Certification
(e) Current Blue Card Working with Children Check

Additional qualifications, registrations and certificates may be recorded if applicable to the proposed sessions.

Additional attachments may provide evidence of skills and knowledge for potential expansion of sessions for future session delivery.

Please ensure the Supplier Representative stated in schedule A is listed as "1" on the table

Personnel	Qualifications	Expiry Date	Attached Copy (Please tick)

Personnel	Qualifications	Expiry Date	Attached Copy (Please tick)

Schedule C – Insurances

The Tenderer is to provide details of its insurances and attach certificates of insurance for the following (if applicable):

Insurance	Details
Workers Compensation (WorkCover)	Policy Number: Expiry Date:
Public and Product Liability	Insurance Company: Policy Number: Expiry Date: Indemnified amount for any one occurrence: Any Limit of Indemnity:
Other Insurance (if applicable)	Insurance Company: Policy Number: Expiry Date: Indemnified amount for any one occurrence: Any Limit of Indemnity:

Schedule D - Proposed Cairns Active Living Program Sessions

The proposed session section is for one session to be included in the Cairns Active Living Program. The proposed session duration is 60 minutes.

Tenderers may apply for multiple sessions, days, times, and locations. If multiple sessions are proposed, this section must be completed for each individual session. Please see additional sessions on the Appendix 1 (pgs. 19-24).

Proposed Session	
Session Information	**Proposed session 1**
Activity Name	
Brief Description of Activity (Maximum 100 words)	
How will this activity benefit the Cairns Community? (Maximum 100 Words)	
Target Audience (who is the activity suited for?)	
Accessibility and Inclusion Approach (How will you adapt this activity to cater for participants with different fitness levels, abilities and experience?)	
What should the participants bring to the session? Example: towel, mat, closed in shoes, own equipment, etc.	

Are there any participant limits or supervision requirements to deliver the activities? Example: • maximum participant numbers • Need for extra instructors	
Are there any participant limits, supervision requirements or safety considerations Council should be aware of? Example: • Space requirements • Weather dependency	

Schedule D1 Activity Details: Day, Time & Location

Please refer to the ROPS (Scope) for parks and locations that are being considered for inclusion in the Cairns Active Living Program.

Preference	**Day**	**Time**	**Proposed Location**
Priority 1			
Priority 2			
Priority 3			
Priority 4			
Why have you selected these preferred days, times and locations? (Max 150 words)			

Schedule D2 Equipment & Storage

The Supplier is to provide details of resources, equipment and consumables which it will use to deliver the project. List contingency measures /back up of resources for equipment and materials.

Equipment requirements		
Please indicate if equipment needed	☐ Yes ☐ No	
Equipment Required	**Supplier Provided**	**Comments (please identify if you require council equipment)**
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
	☐ Yes ☐ No	
Negotiation regarding essential equipment to complete tasks and fees will occur at the discretion of the Principal		
Are there any essential site storage requirements Council should be aware of?		

Schedule E – Relevant Experience

The Supplier is required to provide information regarding relevant experience related to activity delivery, inclusivity and community engagement.

Relevant Experience	
Experience How long has your organisation been delivering similar programs or activities?	*Please tick the answer that is most applicable* ☐ Less than 1 year ☐ 1 – 5 years ☐ 5 - 10 years ◯ More than 10 years
Relevant Experience Briefly describe your experience delivering activities within the Cairns region or similar communities. (Maximum 150 words)	
Cultural Awareness and Inclusion Please include any examples of how activities may be adapted to support participants with differing abilities, backgrounds or experience. Examples may include: • Cultural awareness • Accessibility • Activity modifications • Inclusive communication • Creating welcoming environments *(Maximum 150 words)*	

Schedule F – Key Personnel

List any additional personnel available to support service delivery (minimum of 3).

No	Name of Personnel	Phone Number	Email Address	Include in regular email list	Relevant Experience
1				☐/☐	
2				☐/☐	
3				☐/◯	
4				☐/☐	

(Include additional sheets if there is insufficient space provided)

Schedule F1 – Contingency Plan

The Supplier must demonstrate their ability to ensure continuity of service delivery if the nominated instructor is unavailable.

Contingency Plan	
Briefly describe how you would manage session delivery if the nominated instructor were unable to attend. Please include: • Availability of replacement instructors (if applicable) • Communication with Council • Continuity of session delivery • Any circumstances where the activity or delivery model may need to be modified *(Maximum 200 words)*	

Would the proposed activity require modification if delivered by an alternative instructor?	☐ Yes ☐ No If yes, please provide details:
How do you ensure that instructors delivering Active Living sessions maintain professional and service standards? Please briefly describe: • How performance and participant experience are monitored. • How concerns, incidents or complaints are identified. • How performance issues are addressed. *(Maximum 200 words)*	

Schedule G – Management Administration

Schedule G1- Induction Requirements

Induction Requirements	
The Supplier agrees to: • Complete the annual Active Living induction. • Complete required site inductions. • Ensure all personnel complete required inductions prior to delivering sessions. • Maintain records of completed inductions and provide evidence to Council upon request.	**Declaration** ☐ Yes, I agree to comply with the Active Living induction requirements. ☐ No

The Tenderer is to commit to obligations stipulated in the Scope and is to indicate agreement regarding induction processes.

Schedule G2 – Work Health and Safety

The Supplier must demonstrate their ability to safely deliver community-based activities and comply with Council's Work Health and Safety requirements.

Work Health & Safety	
WHS Capability Do you currently have appropriate systems, procedures or practices in place to support the safe delivery of community activities?	☐ Yes ☐ No If yes, please attach any relevant documentation. Documentation attached: ☐ Yes ☐ No
Compliance with Council Requirements If successful, do you agree to comply with Cairns Regional Council's Active Living Program requirements as outlined in the program scope relating to • Risk management • Site inspections • Incident and injury reporting	☐ Yes ☐ No

• Emergency procedures • Environmental and weather safety • Participant safety	
Risk Management Approach Briefly describe how risks are identified and managed during the delivery of your activities. Examples may include: • Site inspections • Participant screening • Emergency procedures • Incident reporting • Weather and environmental safety *(Maximum 200 words)*	
Safety Incidents Has your organisation, or any personnel proposed to deliver services under this contract, been involved in any serious safety incident, regulatory action, investigation or prosecution relating to activity delivery within the past five years?	☐ Yes ☐ No If yes, please provide details below:
Fitness for Duty The Supplier confirms that all personnel delivering services: • Are physically capable of delivering activities within their scope of practice. • Hold the required qualifications and certifications. • Are able to safely undertake the duties associated with the services being delivered.	☐ Yes ☐ No

Schedule G3 – Administration

Administration skills relating to the role	
Briefly describe how you will manage the administrative requirements of the Cairns Active Living Program, including communication with Council, reporting requirements and secure management of participant records. *(Maximum 200 words)*	
Declaration	I agree to comply with Council's reporting, communication and record-keeping requirements. ☐ Yes ☐ No

Schedule G4 – Promotion and Marketing

The Supplier is encouraged to support the promotion of Cairns Active Living sessions in collaboration with Cairns Regional Council.

Promotion & Marketing	
Promotion Channels Please indicate which channels you currently use to promote your services:	☐ Facebook ☐ Instagram ☐ LinkedIn ☐ Other social media platforms ☐ Website ☐ Email newsletter ☐ Other (please specify):
Community Engagement Experience	☐ Yes ☐ No

Do you have any experience promoting or delivering community-based activities? If no, please let us know if Council can support.	Comments:
Promotional Support If successful, are you willing to assist in promoting Cairns Active Living sessions through your available communication channels?	☐ Yes ☐ No Comments:
Website and Social Media Links Please provide any relevant website and/or social media links.	
Optional Briefly describe any ideas or approaches you will use to encourage participation in community programs. *(Maximum 100 words)*	

Appendix 1

Proposed Cairns Active Living Program Sessions

Proposed Session	
Session Information	**Proposed session 2**
Activity Name	
Brief Description of Activity (Maximum 100 words)	
How will this activity benefit the Cairns Community? (Maximum 100 Words)	
Target Audience (who is the activity suited for?)	
Accessibility and Inclusion Approach (How will you adapt this activity to cater for participants with different fitness levels, abilities and experience?)	
What should the participants bring to the session? Example: towel, mat, closed in shoes, own equipment, etc.	
Are there any participant limits or supervision	

requirements to deliver the activities? Example: • maximum participant numbers • Need for extra instructors	
Are there any participant limits, supervision requirements or safety considerations Council should be aware of? Example: • Space requirements • Weather dependency	

Proposed Cairns Active Living Program Sessions

Proposed Session	
Session Information	**Proposed session 3**
Activity Name	
Brief Description of Activity (Maximum 100 words)	
How will this activity benefit the Cairns Community? (Maximum 100 Words)	
Target Audience (who is the activity suited for?)	
Accessibility and Inclusion Approach (How will you adapt this activity to cater for participants with different fitness levels, abilities and experience?)	

What should the participants bring to the session? Example: towel, mat, closed in shoes, own equipment, etc.	
Are there any participant limits or supervision requirements to deliver the activities? Example: • maximum participant numbers • Need for extra instructors	
Are there any participant limits, supervision requirements or safety considerations Council should be aware of? Example: • Space requirements • Weather dependency	

Proposed Cairns Active Living Program Sessions

Proposed Session	
Session Information	**Proposed session 4**
Activity Name	
Brief Description of Activity (Maximum 100 words)	
How will this activity benefit the Cairns Community? (Maximum 100 Words)	
Target Audience (who is the activity suited for?)	
Accessibility and Inclusion Approach (How will you adapt this activity to cater for participants with different fitness levels, abilities and experience?)	

What should the participants bring to the session? E.g., towel, mat, closed in shoes, own equipment, etc.	
Are there any participant limits or supervision requirements to deliver the activities? Example: • maximum participant numbers • Need for extra instructors	
Are there any participant limits, supervision requirements or safety considerations Council should be aware of? Example: • Space requirements • Weather dependency	