

Create Crate – Expression of Interest

Council is seeking Expressions of Interest (EOI) from any interested community group within the Golden Plains Shire who would like to take ownership and management of the Create Crate activation trailer.

Background

The ‘@ the heart’ Project that was delivered in the Golden Plains Shire with Community Activation funding from VicHealth between October 2015 and April 2016, successfully engaged more than 1600 participants from Bannockburn and surrounding areas in a range of physical activity and social opportunities. This project demonstrated to the community and to Council that great community spaces do not necessarily need to be created using expensive infrastructure and that our community is open to, and supportive of, ‘pop up’ spaces.

As a way of building on these learnings and successes, and to enable transformations and activations of other places within the Shire, Council created a mobile resource that community groups can use to activate spaces in their own towns. This resource provides a way of engaging and connecting communities and to showcase and recruit new participants to the opportunities that they already have on offer, and to trial new activities.

It was identified that the best way to store and transport the ‘activation resource pack’ to the small townships in the Shire was to put everything into a small lockable trailer.

The project aimed to encourage community groups, schools, small businesses and individuals to hire out the Create Crate resource to use existing equipment and to trial new activities and to create spaces for social connection within their own towns.

Create Crate description

The Create Crate is a 6 x 4 enclosed, lockable trailer that contains sports gear, giant games and a variety of engaging equipment to encourage play and place based activities.

The Create Crate Activation Trailer has been hired to the community since June 2017 with a hiring fee of \$20 for Community Groups and \$30 for private functions and businesses and a \$100 refundable bond.

Since June 2017 the trailer has been booked on 25 occasions to the following groups, with spring and summer months being the most popular hiring periods:

- Community Groups x 6
- YMCA x 1
- Church groups x 2
- GPS Youth Services x 4
- Primary Schools x 4
- Bannockburn Children Services x 3
- Kindergartens x 3
- Neighbourhood House x 1.

Our proposal

Golden Plains Shire Council would like to donate the Create Crate to an incorporated community group within the Shire to utilise as a fundraising source for their group and to manage the hiring of the trailer for the purpose of ongoing community participation and activation.

There will be no cost to the community group who is successful in their applications for the trailer and its contents.

Council will provide a comprehensive handover and all the required resources, forms and information required to successfully manage the resource.

The donation of the Create Crate is subject to the following:

- That the trailer and equipment maintenance costs are the responsibility of the community group.
- That all trailer registrations and insurance costs are the responsibility of the Community Group (the trailer only is currently insured for \$6,000).
- That the trailer be locked and stored in a safe storage space.
- That it is promoted as a tool to 'activate' community spaces and encourage community participation.
- That it continue to be made available for all community groups to hire.
- That the cost of hiring the Create Crate is kept low so that it does not prohibit the community from accessing it. The recommended pricing structure is outlined above.
- That community group hire (i.e. sports club, Rotary Clubs) has priority over private bookings, should the booking dates clash.
- That the booking system is managed in a fair and equitable way.
- That once the new owners take possession of the Create Crate Council will be absolved of all future risk or claims.

Expression of Interest process

Interested groups must complete the attached Expression of Interest Form and return it to Council by **Friday 12 October**.

Council will retain the right to make the final decision on the successful applicant based on the EOI responses. A Council panel will assess the applicants using a percentage weighting system against the EOI question responses.

Should you require additional information please contact Felicity Bolitho, Team Leader, Connected Communities on FBolitho@gplains.vic.gov.au or phone 5220 7158.

Create Crate - Expression of Interest Form

Community group name: _____

Contact person full name: _____

Address: _____

Phone: _____

Email: _____

1. Please provide us with a brief explanation as to why you would like to take possession of the Create Crate Trailer e.g. community fundraising activity, own use etc. (30%)

2. Please tell us how you will maintain the trailer and its equipment to ensure the safety of the users eg. maintenance budget, safety checks, insurance, guidelines for use etc (25%)

3. Please explain how will you manage the promotion of the trailer to other users? (20%)

4. Please describe how the bookings will be managed eg. volunteer support, equitably, systems used etc (15%)

5. Please outline how will you secure and store the trailer? (10%)

Please return this form and any supporting documentation by **Friday 12 October** to:

Felicity Bolitho
Team Leader, Connected Communities
Golden Plains Shire Council
2 Pope St
Bannockburn
Victoria 3331
Email: FBolitho@gplains.vic.gov.au
Phone: 5220 7158