

Contract

This is an agreement between **Tweed Shire Council** and **St Joseph's Youth Service** for the **Continuation of the "Things to Do" Youth Activities project at Banora Point Community Centre** from **10th November 2008 to 5th November 2010**

Purpose of Project:

- To develop community activities at the Banora Point Community Centre through projects/programs that engages all young people and their families.
- To promote the Centre as a community facility that is user friendly, welcoming and appropriate for young people to gather.
- To encourage ownership of the community centre as a shared community resource for all participants and break down barriers between Young People and other sections of the Community.

Roles and Responsibilities:

Tweed Shire Council will:

Provide funds for annual Budget in a timely manner upon receipt of reports and invoices as outlined in the attached payment schedule.

Provide office space for the program staff.

Provide activity space at the centre two afternoons a week and other times as negotiated.

Monitor and support the project through the Youth Development Officer's (YDO) involvement in program planning and development.

Facilitate an annual evaluation of the program through the YDO.

St Joseph's Youth Service:

Has responsibility for day-to-day management of the project including employment support of the coordinator for 15 hour each week and session staff as required.

Will manage the budget, keep a record of expenditure and acquit funds on completion of the project.

Will provide monthly reports and statistics to Council through the YDO.

Provide regular feedback to the YDO regarding program matters.

Things to Do Budget:

Coordinator 15 hours per week (SACS L5) x 104 weeks	\$51,331.00
Youth Activity Staff \$120 week x 104 weeks	\$12,480.00
Resources 104 weeks @ \$100	\$10,400.00
Administration Fee 10%	\$ 7,421.00
TOTAL	\$81,632.00

Payment Schedule:

Payments will be made by Tweed Shire Council each six months on receipt of an invoice and the following:

November 2008 Contract signed	\$20,408.00
1 st May 2009 Progress Report	\$20,408.00
7 th November 2009 Progress Report	\$20,408.00
8 th May 2010 Progress Report	\$20,408.00
30 th November 1010 Final Report and Acquittal of funds	

Signed Dated and Agreed:

St Joseph's Youth Service
Name: _____
Position: _____
Date: _____

Tweed Shire Council
Name: _____
Position: _____
Date: _____