**specifications for the provision**

**of administrative services**

**project Brief**

the Queensland Public Libraries Association is an Incorporated Association representing public libraries in the state.

Its objectives are:

To facilitate cooperation amongst Queensland Public Libraries on behalf of their Local

Government authorities

To provide a forum to share challenges and ideas and to solve common issues in a constructive and creative manner

To provide representatives on relevant committees

To serve as an advocacy group on matters of concern to Queensland public libraries

To provide closer links with other state and national public library associations

To promote and foster a credible and professional image of Queensland public libraries

Undertake projects or programs that further the objects of the Association and Queensland public libraries.

In accordance with its constitution the Association elects a Board of Management consisting of the following positions:

President

President Elect

Secretary

Treasurer

Regional representatives

All positions are filled on a voluntary basis.

To assist the Association to better meet its objectives members have agreed to engage external administrative services for a number of key areas.

**Scope of Contract**

This specification relates to the supply of administrative services for the Queensland Public Libraries Association.

## **Definitions**

Within the meaning of this specification the following definitions shall apply:

Contractor The person, partnership or company, or employees of the aforementioned who are appointed by the Association to undertake the works comprising the contract.

Association Queensland Public Libraries Association

Reporting Officer The President or any other Association Executive Officer duly appointed by the Association to act as Reporting Officer.

Contract This contract specification and all associated documentation and conditions.

Unless otherwise stated, all other terminology and wording shall have the meaning generally assigned in the common usage of the English language.

**Duration of contract:**

The duration of the contract shall be for one (1) year commencing from the date of signing of the contract, subject always to satisfactory performance of the Contractor. Should the contractor fail to comply with the requirements of this contract to the satisfaction of the Reporting Officer the Association may terminate this contract by giving ten (10) days notice in writing, except where the Contractor ceases to provide the specified service, the termination shall be immediate.

Subject to a review of the arrangements the Association may seek to renew the contract for a further period of time.

**Extent of contract**

The services specifically required to be provided include the following:

Preparation of quarterly newsletter

Maintenance/ support of Association website

Maintenance of register of members

Minuting of meetings and preparation of agendas

Maintenance of records of the Association in accordance with approved framework

Preparation of correspondence as required

Use of social media tools to promote the Association & its activities

It is anticipated that the contract will require 145 hours of work per annum in aggregate.

Additional work may be required in relation to the Association’s conference and/or professional development events and will be negotiated separately.

**3. Resources**

1. The Contractor shall supply full details of all materials/software programs he/ she intends to use for the works of the Contract
2. No other materials/software programs shall be used in the execution of the contract unless and until the Reporting Officer has been notified of their intended use, and approval for their use has been given.
3. Notwithstanding any approval or rejection of materials/software programs given by the Reporting Officer, it shall be the sole responsibility of the contractor to ensure that all such resources used in the execution of the contract are suitable in every way for their intended and actual application.

## **4. Indemnity and Worker’s Compensation**

The Contractor shall indemnify completely, the Association and its members against liability, damages and expenses occasioned by reason of any negligent or wilful act or omission by the contractor, his/ her agents, servants and employees, or by any other reason or cause whatsoever, giving rise to any claim against the Association, and the Contractor shall indemnify and save harmless the Association from any liability whatsoever in respect of the performance or otherwise of the Contract.

## **5. Terms of Payment**

The Contractor shall be paid at monthly intervals for the duties performed in accordance with the terms and conditions of this specification.

## **Withdrawal from Contract**

Any Party desiring to retire from this contract for any reason whatsoever may do so upon giving no less than thirty (30) days written notice to the other Party of its intention to so retire, and the contract shall terminate upon the expiration of the thirty (30) days aforesaid without compensation being claimable by either party hereto.