

# APPENDIX A

## BUNDOORA HOMESTEAD BOARD OF MANAGEMENT

- Purpose:** A Special Committee appointed, pursuant to section 86 of the *Local Government Act 1989*, to manage the operation of Bundoora Homestead Art Centre.
- Membership:** 1 Councillor, 1 Council Officer and 6 external members including a representative of La Trobe University.
- The external members appointed by Council are to be natural persons with relevant skills, experience or expertise.
- The external members are to be appointed for a two-year term with an option for a further two-year term by mutual consent, the further term to expire at the conclusion of the Council term of office.
- The Chairperson is to be appointed by the Committee each Council year.
- All Standing Committees of the Council are reviewed at a special meeting of the Council in December each year.
- Quorum:** 5 Members.
- Meeting Frequency:** Quarterly
- Scope of Activity:** The objectives of the Committee (Board) are to –
- Ensure effective management of Bundoora Homestead Art Centre buildings and grounds as a heritage, cultural and recreation facility for the community.
  - Provide an exhibition facility where high quality contemporary, fine and decorative art works can be displayed and studied.
  - Enable accessibility and foster an appreciation of the arts by all sections of the community.
  - Celebrate through the Board's programs the diverse cultures of the municipality of the City of Darebin.
  - Facilitate and support community involvement in the program and operations of the Homestead.
  - Seek to maximise funding from external sources and minimise recurrent expenditure contributions from the City of Darebin.

The responsibilities of the Committee are to:

- Ensure the Centre operates within the Committee objectives and the Bundoora Homestead Art Centre service plan.
- Adopt policies and strategies for the Bundoora Homestead Art Centre.
- Overview financial operations of the Centre.
- Explore and obtain external funding contributions to the Bundoora Homestead Art Centre through grants, sponsorships, gifts and donations.

**Reporting:**

The Committee will provide an annual report to Council on its activities for the year. Specific proposals for consideration will be separately reported to Council.

A report on the meetings and activities of the Bundoora Homestead Board of Management is to be prepared for inclusion in Council's Annual Report.

**Delegated Authority:**

Council's powers, duties and functions under the Local Government Act 1989 to manage the Bundoora Homestead Art Centre are delegated to the Committee.

The Committee is empowered to develop strategies and policies to meet its objects in accordance with the Council adopted business plan and budget.

The Special Committee shall not:

- Delegate any of the powers, duties or functions delegated to it.
- Borrow money.
- Enter into any contract for an amount not approved in a Budget endorsed by the Council.

**BUNDOORA HOMESTEAD  
BOARD OF MANAGEMENT****INSTRUMENT OF DELEGATION – 2008/2009****1. PREAMBLE**

- 1.1 Darebin City Council ("the Council") at its Ordinary Meeting held on 2 February 2009, pursuant to its powers set out in section 86 of the Local Government Act 1989 (*"the Act"*) established for the 2008/2009 Council year, a Special Committee of Councillors, Council staff and other members to be known as the Bundoora Homestead Board of Management to manage the operation of Bundoora Homestead Art Centre ("the purpose").
- 1.2 In order to fulfil the purpose, Council by this Instrument delegates to the Special Committee pursuant to Section 86(3) of the Act the following powers, duties and functions.

**2. DUTIES AND FUNCTIONS**

- 2.1 Ensure effective management of the Bundoora Homestead Art Centre buildings and grounds as a heritage, cultural and recreation facility for the community.
- 2.2 Provide an exhibition facility where high quality contemporary, fine and decorative art works can be displayed and studied.
- 2.3 Enable accessibility and foster an appreciation of the arts by all sections of the community.
- 2.4 Celebrate, through the Board's programs, the diverse cultures of the municipality of the City of Darebin.
- 2.5 Facilitate and support community involvement in the program and operations of the Homestead.
- 2.6 Seek to maximise funding from external sources and minimise recurrent expenditure contributions from the City of Darebin.
- 2.7 Ensure the Centre operates within the Committee objectives and the Bundoora Homestead Art Centre service plan.

- 2.8 Adopt policies and strategies for the Bundoora Homestead Art Centre.
- 2.9 Overview financial operations of the Bundoora Homestead Art Centre.
- 2.10 Explore and obtain external funding contributions to the Bundoora Homestead Art Centre through grants, sponsorships, gifts and donations.

### **3. POWERS**

- 3.1 Council's powers, duties and functions to manage arts, cultural and recreational services and facilities under the Local Government Act 1989 in respect of Bundoora Homestead Art Centre.
- 3.2 To develop strategies, policies and programs to achieve the Committee's purpose and objectives in accordance with the service plan and budget adopted by the Council.

### **4. GUIDELINES AND LIMITATIONS**

- 4.1 Council may by resolution vary or revoke this delegation.
- 4.2 A power, duty or function delegated to the Special Committee shall be exercised in accordance with this Instrument of Delegation and be subject to the conditions and limitations contained in this delegation.
- 4.3 The delegation of a power, duty or function by Council does not prevent the exercise of the power, duty or function by the Council.
- 4.4 Any act or thing done in the performance of a power, duty or function by the Special Committee has the same force and effect as if it had been done by Council.
- 4.5 The later revocation or variation of the delegation shall not invalidate an act of the Special Committee done within the scope of this delegation.
- 4.6 A copy of this delegation shall be kept in the Council's Register of Delegations.
- 4.7 The Special Committee shall not:
  - 4.7.1 Delegate any of the powers, duties or functions hereby delegated to it.
  - 4.7.2 Borrow money.
  - 4.7.3 Enter into any contracts for an amount not approved in a Budget endorsed by the Council.

**5. REPORTING**

5.1 The Special Committee will provide an Annual Report to Council on its activities for the year. Specific proposals outside the scope of this delegation will be separately reported to Council for consideration.

**6. DURATION OF DELEGATION**

6.1 This Instrument of Delegation shall remain in force until revoked or varied by Council resolution.

DATED this                    day of                    2009.

The COMMON SEAL of                    )  
DAREBIN CITY COUNCIL                    )  
was affixed on                    )  
with the authority of the Council:                    )

.....  
Chief Executive Officer