

C4 Instrument of Delegation (Special Committees)

Darebin City Council

Instrument of Delegation

Bundoora Homestead Board of Management

Pursuant to sections 86 and 98 of the *Local Government Act 1989* (the Act), Darebin City Council (Council) delegates to the special committee established by resolution of Council passed on 16 December 2019 and known as the Bundoora Homestead Board of Management (the Committee), the powers, duties and functions set out in the Schedule, and declares that:

1. this Instrument of Delegation is authorised by a resolution of Council passed on 16 December 2019;
2. the delegation:
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 revokes all previous delegations pertaining to the Bundoora Homestead Board of Management
 - 2.3 remains in force until Council resolves to vary or revoke it; and
 - 2.4 is to be exercised in accordance with the guidelines or policies which Council from time to time adopts.

THE COMMON SEAL of
DAREBIN CITY COUNCIL
was affixed with the authority of the Council

)
)
)
)
)
)
)

Chief Executive Officer

SCHEDULE

1. Powers and Functions

To exercise Council's functions and powers to perform Council's duties in relation to the management of the Bundoora Homestead (the Homestead) and to:

- a) ensure effective management of the Homestead buildings and grounds as a heritage, cultural and recreation facility for the community;
- b) provide an exhibition facility where high quality contemporary, fine and decorative art works can be displayed and studied;
- c) enable accessibility and foster an appreciation of the arts by all sections of the community;
- d) celebrate, through the Homestead's programs, the diverse cultures of the municipal district.
- e) enhance the position of the City of Darebin as a place proud to foster and assist with the appreciation and development of arts and cultural activities;
- f) facilitate and support community involvement in the programs and operations of the Homestead;
- g) seek to maximise funding from external sources and minimise recurrent expenditure contributions from the Council;
- h) ensure the Centre operates within the Committee's objectives and the Homestead service plan;
- i) adopt policies and strategies for the Homestead;
- j) overview financial operations of the Centre;
- k) explore and obtain external funding contributions to the Homestead through grants, sponsorships, gifts and donations.

2. Membership

The membership requirements are:

- a) three Councillors, one Council Officer and a minimum of five and maximum of eleven external members;
- b) the external members appointed by Council are to be natural persons with relevant skills, experience or expertise;
- c) the external members are to be appointed for a two-year term with an option for a further two-year term at Council's discretion, the further term to expire at the conclusion of the Council term of office; and
- d) the members will nominate a chairperson at the first meeting of each calendar year for a term of 12 months.

3. Meetings

Meetings must be held quarterly or more often by resolution of the Committee.

4. Conditions

The Committee must comply with the statutory requirements of the Act, including:

- a) the disclosure of conflict of interest requirements (section 89 of the Act);
- b) conduct public meetings (except for confidential matters) (section 89 of the Act);
- c) give public notice of meetings (section 89(5) of the Act; and
- d) keep minutes of meetings (section 93(3) of the Act).

5. Exemptions

Pursuant to section 81(2A) of the Act, members of the Committee are exempted from the requirement to complete primary and ordinary returns.

6. Limitations

The Committee shall not:

- a) delegate any of the powers, duties or functions hereby delegated to it;
- b) borrow money; or
- c) enter into any contracts in its own name or on behalf of the Council.