



Hindmarsh Shire Council

Instrument of Delegation

by the Chief Executive Officer

to the Wimmera Mallee Pioneer Museum Community Asset Committee

In exercise of the power conferred by s 47(1)(b) of the *Local Government Act 2020 (Act)*, I, as Chief Executive Officer of Hindmarsh Shire Council, by this Instrument of Sub-Delegation –

1. delegate to each person who is from time to time appointed as a member of the Community Asset Committee, established by resolution of Council passed on **19 August 2020** and known as “Wimmera Mallee Pioneer Museum Community Asset Committee” (**Community Asset Committee**), each power and/or function and/or duty set out in the Schedule;
2. declare that a delegate can only exercise the delegations contained in this Instrument of Sub-Delegation while acting as a member of the Community Asset Committee at a meeting of the Community Asset Committee;
3. declare that this Instrument of Sub-Delegation –
 - 3.1 comes into force immediately upon its execution;
 - 3.2 remains into force until varied or revoked; and
 - 3.3 is subject to the conditions and limitations set out in paragraph 4 and 5, and in the Schedule;
4. declare that the delegate must comply with specified governance requirements to ensure appropriate standards of probity are met and monitor and report on the activities and performance of the Community Asset Committee;
5. declare that the delegate must not determine the issue, take action or do the act or thing if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of s 47 of the Act or otherwise.

This Instrument of Sub-Delegation is dated 22 March 2021 and is made by the Chief Executive Officer.

Signed by the Chief Executive Officer of Council)
in the presence of:)


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Witness



SCHEDULE

Powers and functions

To manage the following community asset: **Wimmera Mallee Pioneer Museum (Museum)**.

And for that purpose:

1. the Museum is defined to include all buildings, contents and surrounds occupying Crown Land, Lot 1 TP4444686 and Parish Jeparit Allot. 7A, Charles St., Jeparit;
2. to provide a visitor information service, promoting Jeparit, the Hindmarsh Shire and the wider Wimmera Mallee region
3. to manage the day-to-day running of the Museum, including—
 - 3.1 ensuring the Museum is open at all listed times
 - 3.2 coordinating the roster of volunteers to operate the Museum during opening hours
 - 3.3 organising, cataloguing and restoring displays and exhibits
 - 3.4 arranging for the cleaning and routine maintenance of the Museum, so that it is in a safe and satisfactory condition
 - 3.5 advising Council of major maintenance or urgent repairs required
 - 3.6 ensuring the safety of the Museum and its contents;
4. to facilitate Museum activities and events
5. to fundraise for capital improvements of the facility;
6. to ensure the security of the facility and its contents
7. to submit to Council in December of each year requests for improvements/major repairs for consideration in the Council's budget
8. to enter into contracts, and to incur expenditure, not exceeding the value of \$2,000.00 and for the specific purpose of improving or maintaining the Wimmera Mallee Pioneer Museum;
9. to do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

Requirements

The members of the Community Asset Committee must, when exercising the powers, functions and duties delegated to them:

10. comply with the following governance requirements:
 - 10.1 the Community Asset Committee will keep full and accurate minutes and financial records;
 - 10.2 the Community Asset Committee will abide by the conflict of interest requirements of Councillors outlined in the Governance Rules;
 - 10.3 decisions are to be made by the committee;
11. monitor and report on its activities and performance at least in accordance with the following:
 - 11.1 to submit a report of activities to the CEO each quarter including minutes of meetings and financial reports;

- 11.2 to submit a report of activities to the Council on an annual basis
12. comply with all legislation, regulations and local laws applicable to the operations of the Committee.

Exceptions, conditions and limitations

The Community Asset Committee is not authorised by this Instrument to:

13. enter into contracts, or incur expenditure, for an amount which exceeds the approved budget.