



**Instrument of Delegation
by the Chief Executive Officer
to the Halls 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 Horsham Rural City 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 **22 September 2025** and known as Halls 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 6 Oct 2025 and is signed by the Chief Executive Officer.

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

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Witness A handwritten signature in black ink, appearing to read 'Quaid', is written over a horizontal line.

SCHEDULE

Powers and functions

To manage the following community assets: (*Appendix 1*)

| | |
|---|--|
| 1. Dadswell's Bridge Hall | 5820 Western Highway, Dadswells Bridge VIC 3385 |
| 2. Hamilton Lamb Memorial Hall | 13 Kalkee Rd, Horsham VIC 3400 |
| 3. Jung Hall | 51 Baker Street, Jung VIC 3399 |
| 4. Laharum Hall | 1586 Northern Grampians Rd, Laharum VIC 3401 |
| 5. Mitre Hall | 1429 Natimuk Frances Rd, Mitre VIC 3409 |
| 6. Natimuk Community Centre (NC2) | 60 Main Street, Natimuk VIC 3409 |
| 7. Natimuk and District Soldier's Memorial Hall | 101 Main St, Natimuk VIC 3409 |
| 8. Sailor's Hoe Hall | 2472 Blue Ribbon Rd, Murra Warra VIC 3401 |
| 9. Taylor's lake Hall | 2032 Horsham-Lubeck Rd, St Helen's Plains VIC 3401 |
| 10. Telangatuk East Hall | 278 Dunstan's Rd, Telangatuk East VIC 3401 |

And for that purpose:

The Committee shall be empowered on behalf of the Council to:

- 5.1 Establish Administrative sub-committees from the elected Committee, for the purpose of managing the day-to-day operations and requirements of each of the community halls as defined in *Powers and Functions* and as depicted in Terms of Reference: Halls Community Asset Committee,
- 5.2 Enter into contracts, not exceeding the value of \$10,000 and incur expenditure, for the specific purpose of maintaining the community halls and their related operations,
- 5.3 Establish individual bank accounts for each of the Administrative sub-committees,
- 5.4 Act as a forum for the sharing of information, ideas and knowledge regarding the management of community halls,
- 5.5 Develop and present an annual plan of desired improvements for each of the community halls and proposed usage charges, for input to council's budget process,
- 5.6 Liaise and consult with designated council officers and staff to provide strategic input into the usage and development of community halls,
- 5.7 To do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers,
6. The Administrative sub-committees shall be empowered on behalf of the Committee to:
 - 6.1 Implement Council or Community Asset Committee recommendations regarding the hire, usage and maintenance of each community hall,
 - 6.2 Receive applications for the use of the community hall under the management of the relevant Administrative sub-committee and allocate times for the use of such halls amongst the member organisations, individuals or individual organisations,
 - 6.3 Undertake maintenance of its community hall in accordance with Appendix 2 – *Property Maintenance Schedule*,
 - 6.4 Adhere to Council's policies that include but are not limited to use of Council facilities, Human Rights, Records Management and Occupational Health and Safety,
 - 6.5 Raise funds, receive rental fees, admission charges, donations and any other contributions and expend same to carry out the objectives listed above,
 - 6.6 Prepare and distribute publicity, promotional material or guidance and advice for the improved use of the community hall,

- 6.7 Manage the finances and bank account for the relevant community hall.

Requirements

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

- 7. comply with the following governance requirements:
 - 7.1 Council's Meeting Procedure as set out in Council's Governance Rules,
 - 7.2 Council's Volunteer Handbook,
 - 7.3 Terms of Reference: Halls Community Asset Committee,
- 8. Monitor and report on its activities and performance at least in accordance with the following:
 - 8.1 In accordance with section 4.4 of Terms of Reference: Halls Community Asset Committee
 - 8.2 Finance
 - 8.2.1 The Committee will adopt 1 July to 30 June in each year as the financial year and all accounting functions will conform with applicable Accounting Standards, the *Local Government Act 2020* and relevant regulations made under that Act,
 - 8.2.2 Each year, the financial accounts of the Administrative sub-committees will be audited by council,
 - 8.2.3 All money received by any Administrative sub-committee will be promptly deposited into the Administrative sub-committee's bank account,
 - 8.2.4 Payments made by the Administrative sub-committees shall be authorised with a minimum of two signatories,
 - 8.2.5 All money received by the Administrative sub-committees will be used for the maintenance and operations of the respective community hall and any other expenses incurred by the Administrative sub-committee in its management of the hall,
 - 8.2.6 Administrative sub-committees may obtain an Australian Business Number (ABN),
 - 8.2.7 Individual Administrative sub-committees shall determine if they wish to register for the Goods and Services Tax (GST). The Administrative sub-committees must meet its own GST obligations and shall not purchase items in the name of Horsham Rural City Council,
 - 8.2.8 Administrative sub-committees may use funds in accordance with the responsibilities outlined in *Appendix 2 Property Maintenance Schedule* The funds may be used for the following purposes with respect to the relevant community hall:
 - (a) purchase of plant, equipment, fittings and furniture for the hall,
 - (b) implementing programs and services as appropriate with the objectives of the hall,
 - (c) general administrative expenses of the Administrative sub-committee,
 - (d) such other purposes as may from time to time be approved by the Administrative sub-committee in meeting its objectives,
 - (e) The Committee shall as required, make its minutes and all other papers or documents available for inspection or audit by the council's auditor, or other municipal officers authorised by council,

- (f) Committee members representing Administrative sub-committees shall ensure that a financial report is presented at the annual meeting of the Committee.

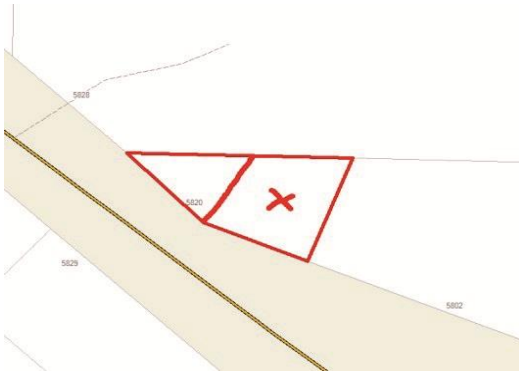
9. Exceptions, conditions and limitations

- 9.1 The Community Asset Committee or any of the Administrative sub-committees are not authorised by this Instrument to:
- 9.1.1 Borrow money external to Council (including the issue of debentures and promissory notes),
 - 9.1.2 Incur any bank overdraft; or
 - 9.1.3 Carry out, or permit to be carried out, any act which would or would likely to render Council's insurance policies invalid.
- 9.2 The Committee or any of the Administrative sub-committees are not empowered to do any of the following things without the written approval of the Council:
- 9.2.1 Enter into a contract with a value exceeding \$10,000,
 - 9.2.2 Incur expenditure for an amount which exceeds the approved budget,
 - 9.2.3 Make alterations or additions to the Hall.
- 9.3 Staff
- 9.3.1 The Committee shall not employ staff without written approval of the Council's Chief Executive Officer. Should approval be granted, the Committee will be responsible for payment of all overheads associated with such employment, including all appropriate insurances,
 - 9.3.2 Administrative sub-committees cannot employ staff.
- 10. Review**
- 10.1 The composition, activities, Instrument of Delegation and Terms of Reference of the Committee will be reviewed every four years by 30 June following a general election, or as required.
- 11. Revocation**
- 11.1 Notwithstanding Clause 11, this Instrument of Delegation may be revoked at any time by the Chief Executive Officer. Factors relevant to the issue of revocation include whether, in the view of Chief Executive Officer, the Committee is managing the halls in the best interest of user groups, the community and the Council, or if Council policy or strategic direction alters significantly.
- 11.2 In the event of revocation, the Chief Executive Officer shall, no later than the date upon which revocation takes effect, arrange for:
- 11.2.1 A report to Council detailing why the Committee has been revoked and if applicable, recommending an alternate governance arrangement

Appendix 1

1. Dadswell's Bridge Hall

5820 Western highway, Dadswells Bridge VIC 3385



Note: Committee responsibility is for the section marked as X of the identified area

2. Hamilton Lamb Memorial Hall

13 Kalkee Rd, Horsham VIC 3400



3. Jung Hall

51 Baker Street, Jung VIC 3399



Note: Committee responsibility is for the section marked as X of the identified area but not the park

4.

Laharum Hall

1586 Northern Grampians Rd, Laharum VIC 3401



5.

Mitre Hall

1429 Natimuk Frances Rd, Mitre VIC 3409



6.

Natimuk Community Centre (NC2)

60 Main Street, Natimuk VIC 3409



7. Natimuk and District Soldier’s Memorial Hall 101 Main St, Natimuk VIC 3409



8. Sailor’s Home Hall 2472 Blue Ribbon Rd, Murra Warra VIC 3401

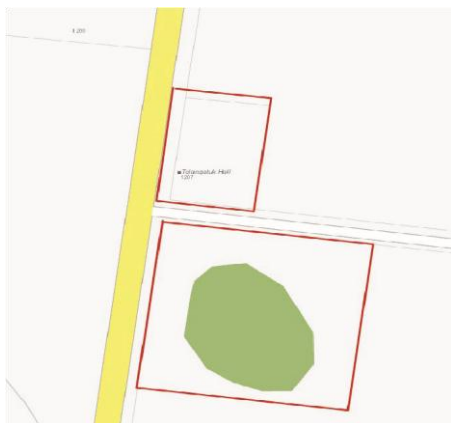


9. Taylor’s lake Hall 2032 Horsham-Lubeck Rd, St Helen’s Plains VIC 3401



10. Telangatuk East Hall

278 Dunstan's Rd, Telangatuk East VIC 3401



Note: The Hall committee is responsible for both blocks of land

Appendix 2 Property Maintenance Schedule

The maintenance schedule relates to the relevant space, and is only applicable to shared space where specified in the comments.

DEFINITIONS:

| | |
|------------------|--|
| Maintain | Involves operational and functional checks, servicing, repairing or replacing if necessary |
| Replace | Replace with new or of equivalent condition. |
| Undertake | Carry out a specific activity. |
| N/A | Not applicable to this location |

Qualifications:

1. Prior to commencing any building works, a representative of the Committee must contact the Facilities Maintenance Unit via phone: 5382 9777 (if urgent) or by lodging a service request via www.hrcc.vic.gov.au
2. No major works are to be undertaken without the written approval of Council.
3. Work undertaken by the Committee must be in accordance with Australian Standards and where required, completed by a registered tradesperson.
4. Misuse by users would require them to rectify and undertake the repair at their expense.
5. Unless otherwise stated, this document refers only to Council fixtures and fittings.
6. Items marked as maintain/replace by Council will be subject to Council's preventative, statutory, and condition- based maintenance works schedules and our Building Condition Assessment program. Reactive (unplanned) maintenance will be completed at Council's discretion over the immediate, medium, and long term, as required.

Instrument of Delegation – Maintenance Schedule

| ASPECT | LICENSEE | COUNCIL | COMMENTS |
|----------------------------|--------------------|--------------------|--|
| STRUCTURAL | | | |
| External Wall Frames | | Maintain / Replace | |
| Internal Wall Frames | | Maintain / Replace | |
| Sub-Floor | | Maintain / Replace | |
| Roof Frame | | Maintain / Replace | |
| ROOFING | | | |
| Cladding | | Maintain / Replace | |
| Guttering | | Maintain / Replace | Includes cleaning |
| Downpipes | | Maintain / Replace | |
| WALL CLADDING | | | |
| External Cladding | | Maintain / Replace | |
| Internal Cladding | Maintain | Replace | Includes painting, replacing damaged tiles, woodwork, plaster, etc. |
| CEILING | | | |
| Plaster | | Maintain / Replace | |
| Suspended Ceiling | | Maintain / Replace | |
| Acoustic Tiles | | Maintain / Replace | |
| WINDOWS | | | |
| External – Frames | Maintain | Replace | |
| External - Glazing | Replace | Replace | Licensee to replace any windows broken by user groups, including private hires. Council responsible for other repairs. |
| External – Flywire Screens | Maintain / Replace | | |
| Internal – Frames | Maintain | Replace | |
| Internal - Glazing | Replace | | |
| DOORS | | | |
| External – Door Integrity | | Maintain / Replace | |
| External – Locks / Keys | | Maintain / Replace | Licensee shall be issued two keys. Further keys may be requested and will charged rate set by Council. All locks must be on Council's Master system. |
| Internal – Door Integrity | Maintain | Maintain / Replace | |
| Internal – Locks / Keys | | Maintain / Replace | All locks must be on Council's Master system. |

| WATER | | | |
|------------------------------------|------------------|--------------------|---|
| Main to Meter | | Maintain / Replace | |
| Meter to within Building | | Maintain / Replace | |
| ASPECT | LICENSEE | COUNCIL | COMMENTS |
| Usage Charges | Undertake | | All costs for internal use in buildings – see also re grounds |
| Backflow Prevention Servicing | | Maintain / Replace | |
| Water Tanks / Pumps | | Maintain / Replace | |
| Minor Fixtures | Maintain | Replace | Such as taps, washes, etc. |
| Major Fixtures | Maintain | Replace | Such as toilet suites, basins etc. |
| Stormwater | Maintain | Replace | To point of legal discharge. |
| Septic / Treatment System | | Maintain / Replace | Includes servicing |
| Wastewater | | Maintain / Replace | |
| ELECTRICITY / COMMUNICATION | | | |
| Supply Mains | | Maintain / Replace | |
| Electricity Meters | | Maintain / Replace | |
| Distribution Board | | Maintain / Replace | |
| Internal Wiring | | Maintain / Replace | |
| Telephone Line to Building | | Undertake | |
| GPO Outlets | | Maintain / Replace | Copies of all Certificates of Electrical Safety must be provided to Council |
| Usage Charges | Undertake | | |
| Testing and Tagging | | Undertake | Council Owned |
| Testing and Tagging | Undertake | | Licensee Owned |
| GAS | | | |
| Supply Mains (Natural Gas) | | Maintain / Replace | |
| Supply (LPG) | Maintain Replace | | |
| Usage Charges | Undertake | | |
| LIGHTING | | | |
| Internal – Fixture | | Maintain / Replace | |
| Internal - Lamp Replacement | | Replace | |
| Internal – New | Undertake | | Council approval required |
| External – Fixture | | Maintain / Replace | Attached to building. |
| External - Lamp Replacement | | Replace | Licensee to report any lights out to Council. |
| External – New | | Undertake | |
| Carpark and Surrounds | | Maintain / Replace | Licensee to report lights out to Council. |

| ESSENTIAL SAFETY MEASURES (ESM) | | | |
|---------------------------------|----------------------|--------------------|---|
| Annual Compliance Audit | | Undertake | |
| Path of Egress Inspections | | Undertake | Ensure that all paths to an exit are kept clear at all times. Ongoing |
| Fire Extinguishers | | Maintain / Replace | Annual inspection and replacement |
| Fire Blankets | | Maintain / Replace | |
| ASPECT | LICENSEE | COUNCIL | COMMENTS |
| | | | |
| Hose reels | | Maintain / Replace | |
| Emergency Exit Signs | | Maintain / Replace | Report globe replacement |
| Fire and Smoke Detectors | | Maintain / Replace | Hard wired only |
| Security System | | Maintain / Replace | If system already installed. |
| Asbestos Audits | | Undertake | |
| MECHANICAL PLANT | | | |
| Air Conditioner - Split System | | Maintain / Replace | |
| Air Conditioner – Wall | | Maintain / Replace | |
| Heaters | | Maintain / Replace | |
| Ceiling Fans | | Replace | |
| Hot Water Systems | | Maintain / Replace | |
| FLOOR COVERINGS | | | |
| Carpet | Maintain | Replace | |
| Vinyl | Maintain | Replace | |
| Timber | Maintain | Replace | |
| Tiles | Maintain | Replace | |
| WINDOW COVERINGS | | | |
| Curtains / Drapes / Blinds | Maintain | Replace | |
| Roller Shutters | Maintain | Replace | |
| External Awnings | Maintain | Replace | |
| PAINTING | | | |
| External | Maintain | Undertake | Council to repaint as per asset management cycle |
| Internal | Maintain / Undertake | | Council to repaint as per asset management cycle |
| CLEANING | | | |
| External Walls | Undertake | | |
| External Windows | Undertake | | |
| Internal Windows | Undertake | | |
| Internal Floor Coverings | Undertake | | |
| Cleaning of Toilets / Buildings | Undertake | | Contribute to cleaning of shared spaces |

| | | | |
|---------------------------------|--------------------|--------------------|--|
| Litter | Undertake | | |
| Graffiti – External | | Undertake | For example, extensive spray painting |
| Graffiti – Internal | Undertake | | |
| Rubbish Removal | Undertake | Undertake | Licensee to place in appropriate receptacle and position for pick up by Council. |
| PEST CONTROL | | | |
| ASPECT | LICENSEE | COUNCIL | COMMENTS |
| Termites | | Undertake | Annual inspection |
| Termites | | Undertake | Annual treatment |
| Rodents | Undertake | | For example, mice and rats |
| Any other pests | Undertake | | For example, ants, possums, spiders, bees |
| FIT OUT | | | |
| Fixtures / Fittings | Maintain | Replace | Kitchen appliances |
| Internal Cupboards | Maintain | Replace | |
| SIGNAGE | | | |
| Council Corporate Signage | | Maintain / Replace | |
| Site Specific Signage | Maintain / Replace | | Must be approved by Council. |
| MISCELLANEOUS | | | |
| Public Liability (\$20,000,000) | Undertake | | Council must be named as an interested party. |
| Insurance - Buildings | | Undertake | |
| Contents Insurance | | Undertake | Council's equipment, fixtures, and fittings. |
| Contents Insurance | Undertake | | Licensee's equipment, fixtures, and fittings. |
| Site Inspection | Undertake | | Complete inspection checklist provided and report to Council every year. |
| Fencing | Maintain | Replace | |
| Shade Structures | Maintain | Replace | |
| Shade Structures | | Undertake | Annual Safety Inspection |

| GARDEN AREAS (Associated with Buildings) | | | |
|---|--------------------|--------------------|---|
| Maintain Garden | Undertake | | |
| Water Charges | Undertake | | |
| Lawn Maintenance / Mowing | Undertake | | |
| Dangerous Tree Inspection / Removal | | Undertake | Committee to report any tree they reasonably consider to be dangerous to Council. |
| Driveways / Parking Areas | Undertake | | |
| SPORTS PLAYING FIELDS | | | |
| ASPECT | LICENSEE | COUNCIL | COMMENTS |
| Lawn Mowing / Ground Maintenance | Undertake | | Council will provide an annual allocation to assist with these costs. |
| Water Charges | Undertake | | Council will provide an annual allocation to assist with these costs. |
| Fixtures and Equipment | Maintain / Replace | | Tennis Nets, Netball Poles/ Rings, Nets, Fencing around facilities. |
| Playing Surface – General Maintenance | Undertake | | Line-marking, surface patching, etc |
| Playing Surface - Renewal | Undertake | Undertake | Joint responsibility |
| Playing Fields – Lighting Maintenance | | Maintain / Replace | |
| Playing Fields Lighting renewal / upgrade | Undertake | Undertake | Joint responsibility, Council approval required |
| Playground Equipment | Maintain | | |
| Barbecues - Installation | Undertake | Undertake | Joint responsibility, Council approval required |
| Barbecue - Maintenance | Maintain | | |