

**CITY OF  
BALLARAT**



**Special Council Meeting**

**23 March 2020**

Council Chamber, Town Hall, Sturt Street, Ballarat

**MINUTES**  
**Public Copy**

**MINUTES OF A SPECIAL MEETING OF BALLARAT CITY COUNCIL HELD IN THE  
TRENCH ROOM, TOWN HALL, STURT STREET, BALLARAT ON MONDAY  
23 MARCH 2020 AT 1:00PM**

**MINUTES**

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**The next Ordinary Meeting of the Ballarat City Council will be held on Wednesday 1 April 2020.**

## 1. OPENING DECLARATION

**Councillors:** *"We, the Councillors of the City of Ballarat, declare that we will carry out our duties in the best interests of the community, and through collective leadership will maintain the highest standards of good governance."*

**Mayor:** *"I respectfully acknowledge the Wadawurrung and Dja Dja Wurrung People, the traditional custodians of the land, and I would like to welcome members of the public in the gallery."*

## 2. APOLOGIES FOR ABSENCE

### 2.1 Present

Mayor Cr Ben Taylor  
Cr Samantha McIntosh  
Cr Belinda Coates  
Cr Mark Harris  
Cr Des Hudson  
Cr Amy Johnson  
Cr Daniel Moloney  
Cr Jim Rinaldi  
Cr Grant Tillett

Ms Justine Linley - Chief Executive Officer  
Mr Glenn Kallio - Director Business Services  
Mr Cameron Montgomery - Executive Manager Safety, Risk and Compliance Services  
Mr Chris Crawley - ICT Service Delivery Manager  
Mr Rhett Nunn - Team Leader - Application Development and Support

### 2.2 Apologies

Nil

## 3. DISCLOSURE OF INTEREST

Nil

**4. OFFICER REPORTS****4.1. S5 INSTRUMENT OF DELEGATION - COUNCIL TO CEO**

**Division:** Business Services  
**Director:** Glenn Kallio  
**Author/Position:** Cameron Montgomery – Executive Manager Safety, Risk and Compliance Services

**RESOLUTION:**

In the exercise of the powers conferred by s 98(1) of the *Local Government Act 1989* (the Act) and the other legislation referred to in the attached instrument of delegation, Ballarat City Council resolves that:

1. There be delegated to the person holding the position, acting in or performing the duties of Chief Executive Officer the powers, duties and functions set out in the attached *Instrument of Delegation to the Chief Executive Officer*, subject to the conditions and limitations specified in that Instrument.
2. The instrument comes into force immediately the common seal of Council is affixed to the instrument.
3. On the coming into force of the instrument all previous delegations to the Chief Executive Officer are revoked.
4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may from time to time adopt.
5. It is noted that the instrument includes a power of delegation to members of Council staff, in accordance with s 98(3) of the Act.
6. The Chief Executive Officer prepare a procedure that outlines notification process to Council prior to the exercising of the delegation outlined in item 4.1 of the *Instrument of Delegation to the Chief Executive Officer*
7. A review of the delegation be completed as soon as the emergency event has ceased.

Moved: Cr Des Hudson  
Seconded: Cr Samantha McIntosh

**CARRIED**  
**(R73/20)**

**EXECUTIVE SUMMARY**

The purpose of this report is to enable Council to revoke the S5. Instrument of Delegation (Instrument) to the Chief Executive Officer (CEO) that was endorsed at the Council meeting held on 20 November 2019 (R308/19); and to endorse the S5. Instrument of Delegation (Instrument) to the Chief Executive Officer (CEO).

A revised Instrument has been prepared with primary consideration given to ensuring the operations of Council during the unprecedented COVID-19 pandemic event are capable of maximising business continuity potential.

**5. CLOSE**