

MEETING OF THE PORT PHILLIP CITY COUNCIL

15 NOVEMBER 2023



13.4 STATUS OF COUNCIL DECISIONS AND QUESTIONS TAKEN ON NOTICE RECORDED BY COUNCIL: 1 JULY- 30 SEPTEMBER 2023

EXECUTIVE MEMBER: JOANNE MCNEILL, GENERAL MANAGER, GOVERNANCE CAPABILITY AND EXPERIENCE

PREPARED BY: EMILY WILLIAMS, COUNCIL BUSINESS ADVISOR

1. PURPOSE

- 1.1 To provide Councillors with an update on the status of all Resolutions passed by Council at Council and Planning Committee Meetings between 1 July – 30 September 2023 and the status of actions that were previously reported as outstanding in the last quarterly status report.
- 1.2 To provide Council with an update on the status of Questions Taken on Notice during Council Meetings from 1 July – 30 September 2023 and the status of questions taken on notice that were previously reported as outstanding in the last quarterly status report.

2. EXECUTIVE SUMMARY

Council Resolutions

- 2.1 The implementation status of Council Resolutions is a vital measure of Council's performance. This process may also assist reporting for the Local Government Performance Reporting Framework.
- 2.2 There has been a total of 54 Resolutions (decisions) that have been made by Council, in Council and Planning Committee meetings open to members of the public, between the period of 1 July – 30 September 2023. Of these, 4 decisions remain open/outstanding.
- 2.3 There has been a further 7 decisions that have been made in Council and Planning Committee meetings closed to members of the public. These confidential decisions have been completed.
- 2.4 This report includes a further 10 decisions that remain outstanding and a further 4 decisions that have been completed from previous reporting periods (that is, prior to 1 July 2023).
- 2.5 This report is a report in time and is representative of decisions made by Council in the period 1 July – 30 September 2023.

Questions taken on notice

- 2.6 At each meeting, provision is made at the beginning for members of the public and for Councillors to ask general questions. Questions relating to a topic on the agenda are not permitted during this time however can be asked prior to the discussion of that item. When a question is unable to be responded to at the time, it is taken 'on notice' for a response to be provided.
- 2.7 The response status of Questions taken on Notice during Council meetings is a measure of Council's engagement and communication with the community.
- 2.8 A total of 14 questions were taken on notice during the period 1 July – 30 September 2023 in Council meetings open to members of the public. One response remains outstanding at the time of the publication of this report. A copy of the response to each of these questions has been made available on the website. A summary of responses

MEETING OF THE PORT PHILLIP CITY COUNCIL

15 NOVEMBER 2023



to questions taken on notice during this reporting period are contained in Attachment 3 to this report.

3. RECOMMENDATION

That Council:

- 3.1 Notes the implementation status of Council and Planning Committee Resolutions as contained in Attachments 1 and 2.
- 3.2 Notes the response status of questions taken on notice during Council Meetings as contained in Attachment 3.

4. KEY POINTS/ISSUES

- 4.1 Accountability is a fundamental requirement of good governance. Council has an obligation to report, explain and be answerable for the consequences of decisions it has made on behalf of the community.
- 4.2 Reporting on the progress of the implementation of Council resolutions provides Council with the information it needs to demonstrate its accountability to the community.
- 4.3 Decisions of Council should be implemented in an effective, timely, appropriate, and responsive manner that makes the best use of the available people, resources, and time to ensure the best possible results.
- 4.4 **Council Resolutions**
 - 4.4.1 A resolution made by Council is when an officer recommendation or a Councillor's motion is adopted at a Council Meeting or Planning Committee (i.e., a decision has been made). Once a decision on a recommendation has been made, it turns into a resolution. These resolutions are tracked through an internal system.
 - 4.4.2 Attachments 1 and 2 of this report include a summary of the actions taken to implement resolutions where required, or confirmation that Council has noted items where appropriate. The summary of actions has been compiled and divided into the following categories:
 - Status of Resolutions made at Council Meetings – Outstanding
 - Status of Resolutions made at Council Meetings and Planning Committee Meetings – Completed
 - 4.4.3 The Status of Resolutions documents include resolution of officer's reports, notices of motion, petitions and joint letters, and items of urgent business. Resolution of procedural motions (i.e., attendances and apologies, closing the meeting to discuss confidential items) have not been included.
 - 4.4.4 Some of the reasons that resolutions have not been fully implemented may relate to consultation processes being undertaken, awaiting legal advice, or waiting for documents to be executed.
 - 4.4.5 Where it is expected that a resolution may take a longer time to fully implement, the expected completion date has been extended.
- 4.5 **Questions taken on notice**
 - 4.5.1 At each meeting, provision is made at the beginning for members of the public and for Councillors to ask general question/s. Questions relating to a topic on the



agenda are not permitted during this time but can be asked prior to the discussion of that item. When a question is unable to be responded to at the time, it is taken 'on notice' for a response to be provided.

4.5.2 Attachment 3 of this report includes a summary of questions asked and a link to where the responses to those questions has been published on Council's website.

5. CONSULTATION AND STAKEHOLDERS

5.1 This report provides Council and the community with an update on the implementation of outcomes of council decisions.

6. LEGAL AND RISK IMPLICATIONS

6.1 If decision-making is open and able to be followed by observers, it is more likely that all relevant legal requirements will be complied with.

7. FINANCIAL IMPACT

7.1 There are no financial impacts arising from this report.

8. ENVIRONMENTAL IMPACT

8.1 There are no environmental impacts arising from this report.

9. COMMUNITY IMPACT

9.1 Making decisions and having to account for them in an open and transparent way encourages honest consideration of issues by Councillors and promotes community confidence in the decision-making process.

9.2 Members of the community should be able to follow and understand the decision-making process. This means that they will be able to clearly see where a decision was made, and how this decision was implemented.

10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

10.1 Reporting on the progress of council resolutions delivers on Direction 5 of the Council Plan (Well Governed Port Phillip), by providing a transparent and good governance approach to decision making.

10.2 Good decision-making processes helps people feel that Council will act in the community's overall interest. It also encourages Councils to remember that they are acting on behalf of their community and helps them to understand the importance of having open and ethical processes which adhere to the law and stand up to scrutiny.

11. IMPLEMENTATION STRATEGY

11.1 TIMELINE

Council receives ongoing reporting on the status of implementation of Council Decisions, and questions taken on notice at Council Meetings, on a quarterly basis.

12. OFFICER DIRECT OR INDIRECT INTEREST

12.1 No officers involved in the preparation of this report have a material or general interest in the matter.

ATTACHMENTS

1. Outstanding Decisions as at 30 September - Council Meetings [↓](#)
2. Completed Decisions 1 July - 30 September 2023 - Council and Planning Committee Meetings [↓](#)
3. Questions Taken on Notice 1 July - 30 September 2023 [↓](#)