

# Councillor Martin - QoN - Meeting Attendance

Tuesday, 25 June 2024  
Council

**Council Member**  
Councillor Phillip Martin

Public

**Contact Officer:**  
Anthony Spartalis, Acting Chief  
Operating Officer

## QUESTION ON NOTICE

**Councillor Phillip Martin will ask the following Question on Notice:**

'Could the Administration advise the number of CEO Briefings, Core Committee Meetings and Council Meetings for the period November 1st, 2023 to May 31st, 2024 and;

1. The Elected Members who failed to attend such meetings without lodging a prior apology or having an approved application for leave and the number of occasions this occurred in respect of each Elected Member in each of the categories?
2. The Elected Members who left a meeting and were absent from that meeting for more than 30 minutes before returning, those Elected Members who left a meeting and did not return and the number of occasions these absences occurred in respect of each elected for each category of meeting?'

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## REPLY

1. Between 1 November 2023 and 31 May 2024, the following number of Chief Executive Officer (CEO) Briefings, Core Committee Meetings (Committees where all Council Members are appointed) and Council Meetings, including any special meetings, were held:
  - 1.1. CEO Briefings: 18
  - 1.2. Core Committee Meetings: 28
  - 1.3. Council Meetings: 13
2. Council Member attendance at Council Meetings and Core Committee Meetings is reported to Council on a monthly basis via the Reports from Council Members.
3. CEO briefings are held in accordance with section 90A of the *Local Government Act 1999* (SA) (the Act) and are not subject to the requirements under section 91(1) of the Act in relation to minute keeping. Therefore Council Member attendance at CEO briefings is not formally recorded.
4. Under section 91(1) of the Act, minutes of Council and Committee meetings must be kept by the CEO or delegate.
5. Regulation 8 of the *Local Government (Procedures at Meetings) Regulations 2013* sets out the requirements for minute keeping of Council and Core Committee meetings.
6. Regulation 8(4) prescribes that the minutes of the proceedings of a meeting must include:
  - 6.1. the names of the members present at the meeting; and

- 6.2. the name of any member who is not present because the member is suspended or taken to have been granted leave of absence from the office of member of the council; and
- 6.3. in relation to each member present—
- 6.3.1. the time at which the person entered or left the meeting; and
- 6.3.2. unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
- 6.3.3. if, during the meeting, the member is excluded under section 86(6b) of the Act, a statement that the member was excluded and the period for which the member was excluded.
7. The above requirements are echoed by the Code of Practice for Meeting Procedures, adopted by Council in September 2023.
8. The following tables set out the attendance records as per the confirmed minutes of the Core Committee meetings between 1 November 2023 and 31 May 2024:

#### City Community Services and Culture Committee

Date	Apology	Absent	Leave	Left meeting for more than 30 minutes	Left meeting and did not return
07-Nov-23	Cr Li	Cr Davis	Nil	Nil	Nil
06-Feb-24	Cr Hou, Cr Li	Nil	Cr Martin	Nil	Nil
05-Mar-24	Deputy LM, Cr Snape, Cr Abrahamzadeh, Cr Siebentritt	Cr Davis	Nil	Nil	Nil
02-Apr-24	Cr Couros	Nil	Nil	Cr Davis left 6:32pm	Cr Davis did not return. Meeting finished 6:53pm
07-May-24	Cr Davis	Nil	Cr Elliot, Cr Li	Nil	

#### City Planning, Development and Business Affairs Committee

Date	Apology	Absent	Leave	Left meeting for more than 30 minutes	Left meeting and did not return
07-Nov-23	Cr Li	Cr Davis	Nil	Nil	Nil
05-Dec-23	Cr Hou Cr Li	Cr Davis	Nil	Cr Couros left 7:20pm	Cr Couros did not return. Meeting finished 7:42pm
06-Feb-24	Cr Hou Cr Li	Nil	Cr Martin	Cr Abrahamzadeh left 7:16pm	Cr Abrahamzadeh did not return. Meeting finished 7:38pm
05-Mar-24	Deputy LM, Cr Snape, Cr Abrahamzadeh, Cr Giles, Cr Siebentritt	Cr Davis	Nil	Cr Hou left 8:16pm meeting was adjourned for a want of a quorum (6 members left)	Nil
19-Mar-24	Nil	Nil	Nil	Nil	Nil
21-Mar-24	Cr Abrahamzadeh, Cr Noon	Nil	Nil	Nil	Nil
02-Apr-24	Cr Abrahamzadeh, Cr Couros	Cr Davis	Nil	Cr Hou left 7:32pm	Cr Hou left 7:32pm did not return. Meeting finished 8:05pm
07-May-24	Cr Davis, Cr Giles	Nil	Cr Elliott, Cr Li	Nil	Nil

### City Finance and Governance Committee

Date	Apology	Absent	Leave	Left meeting for more than 30 minutes	Left meeting and did not return
21-Nov-23	Cr Abrahamzadeh, Cr Li	Nil	Cr Noon	Nil	Nil
05-Dec-23	Cr Hou, Cr Li	Nil	Nil	Nil	Nil
20-Feb-24	Cr Abrahamzadeh	Cr Davis	Nil	Nil	Nil
07-Mar-24	Deputy LM, Cr Snape, Cr Abrahamzadeh, Cr Hou	Cr Davis	Nil	Nil	Nil
19-Mar-24	Nil	Nil	Nil	Cr Hou left 7:42pm	Cr Hou left at 7:42pm did not return. Meeting finished 8:52pm
21-Mar-24	Cr Abrahamzadeh, Cr Noon, Cr Li	Nil	Nil	Nil	Nil
16-Apr-24	Cr Li	Nil	Nil	Nil	Nil
21-May-24	Cr Martin	Nil	Cr Giles, Cr Li	Cr Davis left 7:08pm	Cr Davis left 7:08pm did not return. Meeting finished 7:46pm
28-May-24	Cr Giles, Cr Li	Cr Abrahamzadeh	N/A	Nil	Nil

### Infrastructure and Public Works Committee

Date	Apology	Absent	Leave	Left meeting for more than 30 minutes	Left meeting and did not return
21-Nov-23	Cr Abrahamzadeh, Cr Li	Nil	Cr Noon	Nil	Nil
05-Dec-23	Cr Hou, Cr Li	Nil	Nil	Nil	Nil
20-Feb-24	Cr Abrahamzadeh, Cr Couros	Cr Davis	N/A	Cr Hou left 7:53pm	Cr Hou left 7:53pm did not return. Meeting finished 8:23pm
19-Mar-24	Cr Abrahamzadeh	Nil	Nil	Nil	Nil
16-Apr-24	Cr Abrahamzadeh, Cr Li	Nil	Nil	Nil	Nil
21-May-24	Cr Abrahamzadeh, Cr Martin	Cr Davis	Cr Giles, Cr Li	Nil	Nil

9. The following table sets out the attendance records as per the confirmed minutes of the Council Meetings between 1 November 2023 and 31 May 2024:

### Council Meetings

Date	Apology	Absent	Leave	Left meeting for more than 30 minutes	Left meeting and did not return
14-Nov-23	Cr Davis, Cr Snape	Nil	Deputy LM, Cr Martin	Nil	Nil
16-Nov-23	Cr Abrahamzadeh, Cr Hou, Cr Snape	Nil	Deputy LM, Cr Martin	Nil	Nil

28-Nov-23	Nil	Nil	Nil	Nil	Nil
12-Dec-23	Nil	Nil	Nil	Cr Abrahamzadeh left 6:47pm	Cr Abrahamzadeh left 6:47pm did not return. Meeting finished 8:25pm
30-Jan-24	Cr Li	Cr Davis	Cr Martin	Nil	Nil
13-Feb-24	Cr Hou, Cr Li	Nil	Nil	Nil	Nil
27-Feb-24	Nil	Nil	Nil	Cr Giles left 8:07pm, Cr Abrahamzadeh left 8:26pm	Cr Giles left 8:07pm Cr Abrahamzadeh left 8:26pm both did not return. Meeting finished 9:08pm
12-Mar-24	Nil	Nil	Cr Davis	Nil	Nil
26-Mar-24	Cr Li	Nil	Nil	Nil	Nil
09-Apr-24	Nil	Nil	Nil	Cr Abrahamzadeh left 6:22pm	Cr Abrahamzadeh left 6:22pm did not return. Meeting finished 7:00pm
23-Apr-24	Nil	Nil	Cr Li	Nil	Nil
14-May-24	Cr Martin, Cr Siebentritt	Nil	Nil	Nil	Nil
28-May-24	Nil	Nil	Cr Giles, Cr Li	Cr Abrahamzadeh left 7:51pm, Cr Hou left 8:14pm	Cr Abrahamzadeh left 7:51pm, Cr Hou left 8:14pm both did not return. Meeting finished 8:57pm

Staff time in receiving and preparing this reply	To prepare this reply in response to the question on notice took approximately 5.5 hours.
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