

# Determination of Time and Place of Ordinary Meetings of Council for 2025

Strategic Alignment - Our Corporation

Public

Tuesday, 19 November 2024  
City Finance and Governance  
Committee

**Program Contact:**  
Kathryn Goldy, Acting Manager  
Governance

**Approving Officer:**  
Anthony Spartalis, Chief  
Operating Officer

## EXECUTIVE SUMMARY

For the purposes of section 81 of the *Local Government Act 1999* (SA), Council must determine the time and place of its ordinary meetings. There must be at least one ordinary meeting in each month.

This report provides Council with the proposed meeting dates for the 2025 calendar year and seek Council's approval.

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## RECOMMENDATION

The following recommendation will be presented to Council on 26 November 2024 for consideration

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS TO COUNCIL

THAT COUNCIL

1. Approves that the ordinary council meetings will be held from 5.30pm in the Council Chambers, Town Hall, Adelaide on the second and fourth Tuesday of every month (except in January and December 2025), in accordance with the meeting schedule outlined below:

Tuesday 28 January 2025

Tuesday 11 February 2025

Tuesday 25 February 2025

Tuesday 11 March 2025

Tuesday 25 March 2025

Tuesday 8 April 2025

Tuesday 22 April 2025

Tuesday 13 May 2025

Tuesday 27 May 2025

Tuesday 10 June 2025

Tuesday 24 June 2025

Tuesday 8 July 2025

Tuesday 22 July 2025

Tuesday 12 August 2025

Tuesday 26 August 2025

Tuesday 9 September 2025

Tuesday 23 September 2025

Tuesday 14 October 2025

Tuesday 28 October 2025

Tuesday 11 November 2025

Tuesday 25 November 2025

Tuesday 9 December 2025

2. Delegates authority to the Chief Executive Officer to amend the date and time of ordinary Council meetings should the need arise, with advice provided to Council Members as soon as practical when a need for change is identified and formal notification provided in accordance with the requirements of section 83(1) of the *Local Government Act 1999* (SA).
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## IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	<a href="#">Strategic Alignment – Our Corporation</a>
Policy	Not as a result of this report.
Consultation	<p>Section 84 of the <i>Local Government Act 1999</i> (SA) requires that public notice of council meetings be placed at the principal office of the council and publish the notice and agenda for the meeting in accordance with section 132 (1)(a).</p> <p>In addition, the meeting schedule will be communicated to stakeholders and the community through other council publications and communication channels.</p>
Not as a result of this report.	Not as a result of this report.
Risk / Legal / Legislative	<p>Section 81 of the <i>Local Government Act 1999</i> (SA) states:</p> <ol style="list-style-type: none"> <li>(1) Subject to this section, ordinary meetings of a council will be held at times and places appointed by a resolution of the council.</li> <li>(2) There must be at least one ordinary meeting in each month.</li> <li>(3) Ordinary meetings of a council may not be held on Sundays, or on public holidays. In the case of a municipal council, ordinary meetings of the council may not be held before 5 p.m. unless the council resolves otherwise by a resolution supported unanimously by all members of the council.</li> </ol>
Opportunities	The City of Adelaide is committed to open and transparent decision-making. The resolution before Council provides an understanding and commitment on the dates and times ordinary council meetings will be held. This will assist members of our community who may have business with the Council.
24/25 Budget Allocation	Not as a result of this report.
Proposed 25/26 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
Not as a result of this report	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

## DISCUSSION

1. Council is required to meet at least once each month.
2. Current practice is that council meetings are convened on the second and fourth Tuesday of each month, commencing at 5.30pm.
3. This report proposes that the current ordinary Council meeting schedule remains in place for the 2025 calendar year.
4. A variation to the standard meeting schedule is being proposed which means that Council will only hold one ordinary meeting in the months of January and December 2025.
5. Where required, the Chief Executive Officer may vary the start time of a Council Meeting and if this occurs notice will be provided to Council Members in accordance with section 83(1) of the *Local Government Act 1999* (SA).
6. There are no public holiday dates that have required a variation to the proposed schedule.
7. This report provides advance notification to the community of ordinary Council meeting dates for 2025.

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## ATTACHMENTS

Nil

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- END OF REPORT -