

Deputy Lord Mayor, Councillor Noon - MoN - Questions on Notice

Tuesday, 11 August 2026
Council

Council Member
Deputy Lord Mayor, Councillor
Carmel Noon

Public

Contact Officer:
Anthony Spartalis, Chief Operating
Officer

MOTION ON NOTICE

Deputy Lord Mayor, Councillor Carmel Noon will move a motion and seek a seconder for the matter shown below to facilitate consideration by the Council:

‘THAT COUNCIL:

1. Notes that Regulation 9 of the Local Government (Procedures at Meetings) Regulations 2013 and the City of Adelaide’s Code of Practice for Council Meeting Procedures require a Question on Notice and a reply to be recorded in the minutes of the meeting at which the question is asked.
2. Notes that neither the Regulations nor the Code expressly requires the reply provided at that meeting to contain the complete substantive answer where additional time is reasonably required to research, compile or verify the information.
3. Requests the Chief Executive Officer to establish a procedure allowing Administration, where a complete response cannot reasonably be prepared within the available timeframe, to provide an interim reply that:
 - a. explains why further time is required; and
 - b. nominates the Council meeting at which the complete response will be provided.
4. Requests that the interim reply be included in the minutes of the original meeting and that the complete response be tabled and recorded at the nominated later meeting.
5. Requests that this procedure be reflected in the next review of the City’s meeting procedures or an appropriate supporting governance protocol, subject to confirmation of legislative compliance.’

ADMINISTRATION COMMENT

1. The Administration acknowledges the intent of the proposed Motion and notes the importance of ensuring that responses to Questions on Notice (QoN) are accurate, complete and supported by appropriate verification and analysis.
2. The current legislative framework requires QoN and responses to be recorded in the minutes; however, it does not prescribe the level of detail that must be contained in a response where additional time is reasonably required to research, compile or verify information. In practice, the complexity of some requests can result in significant resource implications and may require consultation across multiple business units to ensure the information provided is accurate and complete.
3. To support the efficient use of Council resources and facilitate timely responses, Council Members are encouraged to engage with the relevant Director at an early stage to discuss any proposed QoN. This approach is consistent with the principles and expectations set out in the Code of Practice for Council Meetings and Code of Practice for Committee Meetings and provides an opportunity to better understand the scope, complexity and potential resource implications of a request before it is formally lodged.

4. Where a QoN has been submitted and the Administration's preliminary assessment indicates that a comprehensive response cannot reasonably be prepared within the available timeframe, it is strongly recommended that Administration be afforded the opportunity to negotiate an appropriate reporting timeframe with the relevant Member. This would enable the provision of a complete and accurate response while balancing the competing demands on organisational resources.
5. The Administration notes the proposal to formalise an interim response process; however, it does not recommend any changes to the existing process or amendments to the Council or Committee Code of Practices at this time.
6. The Administration considers that the current framework provides sufficient flexibility to manage requests that require additional time for research, consultation or verification. Where a QoN cannot reasonably be responded to within the available timeframe, the Administration's preferred approach is to engage with the relevant Council Member to negotiate an appropriate timeframe for the provision of a complete and accurate response, rather than introducing additional procedural requirements.
7. Any future consideration of changes to meeting procedures should be informed by demonstrated operational need and confirmed legislative compliance.
8. Should Council resolve to support the proposed Motion, legal advice will be sought to ensure any amendments to the Code of Practice are legislatively sound.

Should the proposed motion be supported by Council, the following implications of this motion should be considered. Note any costs provided are estimates only – no quotes or prices have been obtained:	
Public consultation	Not applicable
External consultant advice	Not applicable
Legal advice / litigation (eg contract breach)	Should Council resolve to support the proposed motion, legal advice will be sought to ensure any amendments to the Code of Practice are legislatively sound
Impacts on existing projects	Not applicable
Budget reallocation	Not applicable
Capital investment	Not applicable
Staff time in preparing the workshop / report requested in the motion	Not applicable
Other	Not applicable
Staff time in receiving and preparing this administration comment	To prepare this administration comment in response to the motion on notice took approximately 7.5 hours.

- END OF REPORT -