Councillor Briefings and Council Meeting: Report Deadline Dates 2025

Meeting Type	Meeting Date	Author Deadline 5.00pm *(authors must notify directors by this date)*	*Director Authorisation Deadline 10.00am *(the report must be fully authorised by this time)*	ELT Review *(Briefing agenda & Draft Council Meeting Agenda)*	Briefing Review *(Only Draft Council Meeting Agenda is reviewed)*	Director Final Changes Deadline 10.00am *(after an ELT review)*
Councillor Briefing	31 Mar	Tuesday 18 Mar	Friday 21 Mar	Tuesday 25 Mar	N/A	Wednesday 26 Mar
Councillor Briefing	7 Apr	Tuesday 25 Mar	Friday 28 Mar	Tuesday 1 Apr	N/A	Wednesday 2 Apr
Council Meeting	14 Apr	Tuesday 25 Mar	Friday 28 Mar	Tuesday 1 Apr	Monday 7 Apr	Wednesday 9 Apr
Councillor Briefing	28 Apr	Monday 14 Apr	Thursday 17 Apr	Tuesday 22 Apr	N/A	Wednesday 23 Apr
Councillor Briefing	5 May	Tuesday 22 Apr	**Thursday 24 Apr**	Tuesday 29 Apr	N/A	Wednesday 30 Apr
Council Meeting	12 May	Tuesday 22 Apr	**Thursday 24 Apr**	Tuesday 29 Apr	Monday 5 May	Wednesday 7 May
Councillor Briefing	19 May	Tuesday 6 May	Friday 9 May	Tuesday 13 May	N/A	Wednesday 14 May
Council Meeting	26 May	Tuesday 6 May	Friday 9 May	Tuesday 13 May	Monday 19 May	Wednesday 21 May
Councillor Briefing	2 Jun	Tuesday 20 May	Friday 23 May	Tuesday 27 May	N/A	Wednesday 28 May
Council Meeting	10 Jun	Tuesday 20 May	Friday 23 May	Tuesday 27 May	Monday 2 Jun	Wednesday 4 Jun
Council Briefing	16 Jun	Tuesday 27 May	Friday 30 May	Tuesday 3 Jun	Monday 2 Jun	Wednesday 11 Jun
Council Meeting	23 Jun	Tuesday 10 Jun	Friday 13 Jun	Tuesday 17 Jun	N/A	Wednesday 18 Jun
Councillor Briefing	7 Jul	Tuesday 24 Jun	Friday 27 Jun	Tuesday 1 Jul	N/A	Wednesday 2 Jul
Council Meeting	14 Jul	Tuesday 24 Jun	Friday 27 Jun	Tuesday 1 Jul	Monday 7 Jul	Wednesday 9 Jul
Councillor Briefing	21 Jul	Tuesday 8 Jul	Friday 11 Jul	Tuesday 15 Jul	N/A	Wednesday 16 Jul
Council Meeting	28 Jul	Tuesday 8 Jul	Friday 11 Jul	Tuesday 15 Jul	Monday 21 Jul	Wednesday 23 Jul
Councillor Briefing	4 Aug	Tuesday 22 Jul	Friday 25 Jul	Tuesday 29 Jul	N/A	Wednesday 30 Jul
Council Meeting	11 Aug	Tuesday 22 Jul	Friday 25 Jul	Tuesday 29 Jul	Monday 4 Aug	Wednesday 6 Aug
Councillor Briefing	18 Aug	Tuesday 5 Aug	Friday 8 Aug	Tuesday 12 Aug	N/A	Wednesday 13 Aug
Council Meeting	25 Aug	Tuesday 5 Aug	Friday 8 Aug	Tuesday 12 Aug	Monday 18 Aug	Wednesday 20 Aug
Councillor Briefing	1 Sep	Tuesday 19 Aug	Friday 22 Aug	Tuesday 26 Aug	N/A	Wednesday 27 Aug
Council Meeting	8 Sep	Tuesday 19 Aug	Friday 22 Aug	Tuesday 26 Aug	Monday 1 Sep	Wednesday 3 Sep
Councillor Briefing	15 Sep	Tuesday 2 Sep	Friday 5 Sep	Tuesday 9 Sep	N/A	Wednesday 10 Sep
Council Meeting	22 Sep	Tuesday 2 Sep	Friday 5 Sep	Tuesday 9 Sep	N/A	Wednesday 10 Sep
Councillor Briefing	6 Oct	Tuesday 23 Sep	**Thursday 25 Sep	Tuesday 30 Sep	N/A	Wednesday 1 Oct
Council Meeting	13 Oct	Tuesday 23 Sep	**Thursday 25 Sep	Tuesday 30 Sep	Monday 6 Oct	Wednesday 8 Oct
Councillor Briefing	20 Oct	Tuesday 7 Oct	Friday 10 Oct	Tuesday 14 Oct	N/A	Wednesday 15 Oct
Council Meeting	27 Oct	Tuesday 7 Oct	Friday 10 Oct	Tuesday 14 Oct	Monday 20 Oct	Wednesday 22 Oct
Councillor Briefing	4 Nov*	Tuesday 21 Oct	Friday 24 Oct	Tuesday 28 Oct	Tuesday 4 Nov*	Wednesday 5 Nov
Council Meeting	10 Nov	Tuesday 21 Oct	Friday 24 Oct	Tuesday 28 Oct	Tuesday 4 Nov*	Wednesday 5 Nov
Council Meeting *Meeting to elect Mayor and Deputy Mayor*	12 Nov Wednesday			No Reports		
Councillor Briefing	17 Nov	Tuesday 4 Nov	Friday 7 Nov	Tuesday 11 Nov	N/A	Wednesday 12 Nov
Council Meeting	24 Nov	Tuesday 4 Nov	Friday 7 Nov	Tuesday 11 Nov	Monday 17 Nov	Wednesday 19 Nov
Councillor Briefing	1 Dec	Tuesday 18 Nov	Friday 21 Nov	Tuesday 25 Nov	N/A	Wednesday 26 Nov
Council Meeting	8 Dec	Tuesday 18 Nov	Friday 21 Nov	Tuesday 25 Nov	Monday 1 Dec	Wednesday 3 Dec

Notes

- Please liaise with your People Leader to establish their ability to 'review' and what lead times you might be facing when submitting your Council Business Paper. The date listed latest possible date to submit to your Director.
- *Date Unconfirmed
- **Grand Final Public holiday TBC
- Authors should advise their Directors and Governance if any delays are anticipated in meeting report deadlines.
- Bold deadlines are earlier due to Public Holidays and that these dates are to be adhered to, not the ones in InfoCouncil.
- ELT reports intended to flow on to a Council Meeting must also be created as Councillor Briefing and Council Meeting reports under the relevant dates; reports cannot be copied across meeting types as the format and purpose of the reports differ. Likewise, Councillor Briefing reports intended to flow onto a Council Meeting must also be created as Council Meeting reports.