Council Agenda – Late Reports

Objective

To ensure that Council Members are provided with all reports and materials for Council and Committee meetings within a timeframe that allows for the proper consideration of all items on an Agenda.

This policy outlines the requirements for submitting late reports and the conditions under which late items may be accepted.

Scope

This policy applies to the Executive and all staff who prepare reports for Council Meetings.

Policy

Submission Deadlines

Final reports must be submitted for approval by the Chief Executive Officer by close of business on the Monday prior to distribution of the Agenda.

Due dates for all report deadlines will be communicated in advance to all employees via the Council's Meeting schedule and internal Governance communications.

Late Report Restrictions

Late reports will be accepted only on a motion moved by the Presiding Member in accordance with the *Shire of East Pilbara Meeting Procedures Local Law 2019*. Late reports will not be accepted unless they meet the criteria outlined in the section below. Reports submitted after the deadline without an approved justification will be deferred to the next Council Meeting.

Exceptions – Acceptable Criteria for Late Items

Late reports may be accepted under the following circumstances only:

1. **Urgency:**
   Matters requiring immediate Council attention to address legal, financial, public safety implications, are critical to Council operational or community interests, or opportunities that may be lost if not considered as a matter of urgency.

2. **External Dependencies:**
   Information or approvals from external bodies received after the deadline but essential for council decision-making.

3. **CEO Discretion:**
   The Chief Executive Officer may approve the inclusion of a late item in the agenda if it is deemed critical to council operations or community interest.

All late items must be accompanied by a Late Report Justification Form, outlining the reason for delay and confirming that the report is complete and accurate and authorised by the applicable Director.

Approval Process for Late Items

1. Final approval rests with the CEO or their delegate.
2. A statement giving reasons for the approval of the late item will included in the agenda item.

Monitoring and Compliance

The Governance team will maintain a register of late reports and reasons for submission which will be published on the Shire's website.

Policy Review

This policy will be reviewed annually or as required to ensure its effectiveness and alignment with council procedures.

Authorisation Details

References:	*Shire of East Pilbara Meeting Procedures Local Law 2019*		
Authorised by:	Council		
Date:	3 October 2025	**Minute No.**	2025/236
Review/Amendment Date	23 October 2026	**Minute No.**	2026/259
Next Review	Annually		
Responsible Directorate	Executive		
Responsible Officer	Governance Administration Officer		
File No.			