

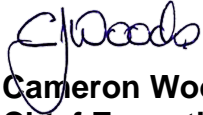
# **Council Briefing Session**

# **Agenda**

19 March 2024

## Notice of Meeting

A Council Briefing Session will be held in the Town of Bassendean Council Chamber, 48 Old Perth Road, Bassendean, on Tuesday 19 March 2024, commencing at 6.00pm.



**Cameron Woods**  
**Chief Executive Officer**

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### **Please read the following important disclaimer before proceeding**

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## **Meeting Information**

### **About the Briefing Session**

The Mayor will preside at the Briefing Session. In the absence of the Mayor, the session will be presided over by the Deputy Mayor. The Briefing Session is designed as a Question and Answer session only. No decisions by Council are made at this forum.

The meeting is open to all members of the public, except during the consideration of matters deemed confidential in line with the Local Government Act 1995.

### **Recording and Live-streaming**

All participation in the meeting, except for confidential business, will be audio recorded and live-streamed on the Town's website. The live stream will be archived and made available on the Town's website after the meeting.

### **Conduct at Briefing Sessions**

The Town is committed to ensuring our Briefing Sessions are a safe work environment, free of risks to the health and wellbeing of Elected Members, Officers and our community. Any person attending is required to be respectful, courteous and have due regard for individual rights and differences. Individuals may be asked to leave should their conduct adversely affect the health and safety of others.

By attending this meeting, you agree to abide by these conditions.

For any questions regarding the Briefing Session or any item presented in the agenda, please contact the Town of Bassendean at [mail@bassendean.wa.gov.au](mailto:mail@bassendean.wa.gov.au).

Tune in to live streaming from the comfort of your own home by going to: Town of Bassendean Council - YouTube

or if you miss it live, go to:

<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihg>

## Table of Contents

1.	Declaration of Opening; Acknowledgement of Country; Acknowledgement of Visitors; Disclaimer.....	5
2.	Apologies and Leave of Absence.....	5
3.	Declarations of Interest.....	5
4.	Announcements.....	5
5.	Statements, Questions and Deputations by Members of the Public.....	5
	5.1 Statements.....	6
	5.2 Questions.....	6
	5.2 Deputations.....	7
6.	Ordinary Council Meeting Agenda for the meeting to be held on 26 March 2024.....	7
7.	Matters for which the meeting may be closed.....	7
8.	Closure.....	7

## **Purpose of Council Briefing Session**

This is a non-decision-making forum that involves Councillors, officers of the Town (whose attendance is determined by the CEO) and if required, external advisors. The purpose is to –

- a. Provide Councillors with the opportunity to obtain and exchange information with Town officers on items contained in the forthcoming Ordinary Council Agenda; and
  - b. Provide a transparent, accountable, and public forum for Councillors to better inform themselves on items on the Council Agenda. It provides the Council with the opportunity to ask questions and seek points of clarification. This ensures Council is fully informed to consider and make impartial and transparent decisions on items presented to it at the Ordinary Council meeting.
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### **1. Declaration of Opening; Acknowledgement of Country; Acknowledgement of Visitors; Disclaimer**

The Town of Bassendean acknowledges the past and present traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

### **2. Apologies and Leave of Absence**

### **3. Declarations of Interest**

### **4. Announcements**

### **5. Statements, Questions and Deputations by Members of the Public**

#### **5.1 Statements**

- Members of the public may make public statements at a Council Briefing Session
- Public Statement time will be limited to two (2) minutes per person
- 15 minutes is allocated for public statement time
- Statements at a Briefing Session must relate to an item on the attached Ordinary Council Meeting Agenda and be made by a member of the public who can demonstrate that they are directly affected (whether adversely or favorably) by the matter.

- Statements are to be directed to the Presiding Member and are to be polite and not stated in a way to reflect adversely or be defamatory of a Councillor or officer or the local government
- Members of the public are encouraged to submit their statements in advance by completing the relevant form:  
<https://www.bassendean.wa.gov.au/forms/public-statement-time/37>
- Please complete this form and submit it to the Town's Chief Executive Officer by no later than 12noon on the day of the meeting
- Written statements will be circulated to Councillors and will not be read out unless specifically requested by the Presiding Member prior to the commencement of the meeting.

## 5.2 Questions

- Statements at a Briefing Session must relate to an item on the attached Ordinary Council Meeting Agenda and be made by a member of the public who can demonstrate that they are directly affected (whether adversely or favorably) by the matter.
- 15 minutes will be allocated for questions by members of the public unless the Council, by resolution, decides otherwise.
- Each member of the public with a question is entitled to ask up to two questions, limited to two (2) minutes each, before other members of the public will be invited to ask their questions.
- Members of the public shall not address the meeting on any matter not included in the Ordinary Council Meeting Agenda.
- Members of the public are encouraged to submit their questions in advance by completing the relevant form:  
<https://www.bassendean.wa.gov.au/forms/public-question-time/36>
- Please complete this form and submit it to the Town's Chief Executive Officer by no later than 12noon on the day of the meeting.
- If a person asking a question is not present at the meeting, then the Mayor can choose to deal with it at the meeting or arrange a response by email.

### 5.3 Deputations

- A Deputation is a presentation made to a Council Briefing Session by members of the public who can demonstrate that they are directly affected (whether adversely or favorably) by a matter on the attached Ordinary Council Meeting Agenda
- A Deputation should be made by no more than five people relating to an item, and only two may address the Council.
- 10 minutes will be allocated for Deputations by members of the public on matters contained in the agenda.
- Deputation requests can be submitted prior to the Briefing Session via the online form:  
<https://www.bassendean.wa.gov.au/forms/request-for-deputation/81>
- Please complete this form and submit it to the Town's Chief Executive Officer by no later than 12noon on the day of the meeting.

***It should be noted that comments are recorded and live streamed via YouTube, and that there is no protection from legal action being taken against you, should it arise from your comments delivered at the meeting.***

Further information can be found here: [About Council Meetings » Town of Bassendean](#)

**6 Ordinary Council Meeting Agenda for the meeting to be held on 26 March 2024**

**7 Matters for which the meeting may be closed**

**8 Closure**