



TOWN OF  
**Bassendean**

# AGENDA

## **Council Briefing Session 9 December 2025**

To be held at 6:00 pm on 9 December 2025, in the Council Chamber,  
Administration Building, 48 Old Perth Road, Bassendean.

## Notice of Meeting

A Council Briefing Session will be held in the Town of Bassendean Council Chamber, 48 Old Perth Road, Bassendean, on Tuesday 9 December 2025, commencing at 6:00 pm.

**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

<https://www.youtube.com/channel/UC46mMs3D7vmHuO0ePibihhg>

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## **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; Acknowledgment of Country; Declaration of Civic Duty and Responsibility**

### **Acknowledgment of Country**

The Town of Bassendean acknowledges the Whadjuk people of the Noongar Nation as the Traditional Custodians of this land. We pay our respects to Elders past and present, and acknowledge their continuing culture and the contribution they make to the region.

### **Declaration of Civic Duty and Responsibility**

I make this declaration in good faith and declare that I will duly, faithfully, honestly and with integrity fulfil the duties of my office for all the people in the Town of Bassendean according to the best of my judgement and ability.

By observing the Town's Code of Conduct and Council Meeting Procedures Local Law to ensure efficient, effective and orderly decision making, I:

- will base decisions on relevant and factually correct information
- make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness
- have read all agenda papers given to me in relation to council or committee meetings
- be open and accountable to, and represent, the community in the district.

## **2 Attendance and Apologies**

### Councillors

Cr Kathryn Hamilton, Mayor (Presiding Member)  
Cr Paul Poliwka, Deputy Mayor  
Cr Hayden Long  
Cr Jamayne Burke  
Cr Ken John  
Cr Jennie Carter  
Cr Tallan Ames

### Officers

Mr Cameron Woods, Chief Executive Officer  
Ms Amanda Alderson, Director Corporate Services  
Ms Michelle Brennand, Director Community & Place  
Mr Shane Asmus, Director Infrastructure & Sustainability  
Mr Dale Ballantyne, Manager Governance & Strategy  
Ms Sarah Bainbridge, Minute Secretary

### Public

## **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 favourably) 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 questions and statements in advance by completing the relevant form by no later than 12 noon on the day of the meeting:

[Public Statement Request Form](#)

- Written statements will be circulated to Councillors and will not be read out.

## 5.2 Questions

- Questions 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 favourably) by the matter.
- 15 minutes will be allocated for questions by members of the public unless the Council, by resolution, decides otherwise.
- Members of the public are entitled to ask up to two questions 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 and statements in advance by completing the relevant form by no later than 12 noon on the day of the meeting:

[Question Request Form](#)

- If a person asking a question is not present at the meeting, then the Presiding Member can choose to respond to it at the meeting or provide 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 favourably) by a matter on the attached Ordinary Council Meeting Agenda.
- A deputation may consist of no more than five people, and only two may address the Council. Others can respond to specific questions from members, unless otherwise ruled by the Presiding Member.
- A maximum of 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 by no later than 12noon on the day of the meeting:

[Deputation Request Form](#)

***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 Tuesday 16 December 2025**

To access Agenda items, please view the reports detailed in the 9 December 2025 Briefing Session Agenda.

## **7 Matters for which the Meeting may be Closed**

<b>7.0</b>	<b>Confidential Business</b>
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### **Officer Recommendation**

That the following matters be considered with members of the public excluded from the Chamber under Clause 5.23 (2) of the *Local Government Act 1995*, in the list below.

## **8 Closure**

The next Briefing Session will be held on Tuesday 17 February 2026 commencing at 6pm.