

AGENDA

Council Briefing Session 18 August 2026

NOTICE OF MEETING

Dear Council Member

The next Council Briefing Session will be held at 6:00 pm on Tuesday 18 August 2026, in the Council Chamber, 48 Old Perth Road, Bassendean.

Cameron Woods
CHIEF EXECUTIVE OFFICER

13 August 2026

Meeting Information

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.

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.

Please read the following important disclaimer before proceeding

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

Any statement, comment or decision made at a Council meeting regarding any application for an approval, consent, or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Town must obtain, and should only rely on, written notice of the Town's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council meeting.

Any advice provided by an employee of the Town on the operation of a written law, or the performance of a function by the Town, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Town. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Town should be sought in writing and should make clear the purpose of the request. Any plans or documents in agendas and minutes may be subject to copyright.

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

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.

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/UC46mMs3D7vmHuO0ePibihhg>

Table of Contents

1 Declaration of Opening; Acknowledgment of Country; Declaration of Civic Duty and Responsibility	6
2 Attendance and Apologies	6
3 Declarations of Interest	7
4 Announcements	7
5 Statements, Questions and Deputations by Members of the Public	7
5.1 Statements	7
5.2 Questions	7
5.3 Deputations	8
6 Ordinary Council Meeting Agenda for the meeting to be held on XX.....	8
7 Matters for which the Meeting may be Closed	8
8 Closure.....	8

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

Present

Councillors

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

Officers

Mr Cameron Woods, Chief Executive Officer
Mrs Amanda Alderson, Director Corporate Services
Ms Michelle Brennand, Director Community & Place
Mr Shane Asmus, Director Infrastructure & Sustainability
Mr Joel Warner, Manager Community Services
Mr Jordan McDermott, Manager Governance & Strategy
Ms Sophie Greenan, Minute Secretary

Public

Approximately X members of the public were present.

3 Declarations of Interest

4 Announcements

Cr Kathryn Hamilton, Mayor (Presiding Member) made the following announcement:

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.

The public statement session will be restricted to fifteen (15) minutes unless the Council, by resolution, decides otherwise.

Each person is restricted to one statement of up to two (2) minutes unless the council by decision determines that they may speak for a further two (2) minutes.

Statements at a Briefing Session must relate to an item on the attached Ordinary Council Meeting Agenda.

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.

15 minutes will be allocated for questions by members of the public unless the Council, by resolution, decides otherwise.

A member of the public shall have two (2) minutes to submit a question. 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 regarding 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 28 August 2026

The Agenda and relevant attachments for the Tuesday 28 August 2026 Ordinary Council Meeting can be found at:

[2026 Council Meetings » Town of Bassendean](#)

7 Matters for which the Meeting may be Closed

8 Closure

The next Briefing Session will be held on Tuesday, September 15 2026, commencing at 6pm.