



TOWN OF
Bassendean

AGENDA

Special Council Meeting Tuesday 15 September 2026

NOTICE OF SPECIAL MEETING

Dear Council Member

A Special Meeting of Council will be held at 7:00 pm on Tuesday 15 September 2026, in the Council Chamber, Administration Building, 48 Old Perth Road, Bassendean.

The purpose of the meeting is to consider the 2025 Compliance Audit Return

Cameron Woods
CHIEF EXECUTIVE OFFICER

11 September 2026

Meeting Information

Please read the following important disclaimer before proceeding

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About the Special Council Meeting

The Mayor will preside at the Special Council meeting. In the absence of the Mayor, the session will be presided over by the Deputy Mayor.

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.

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

Conduct at meetings

The Town is committed to ensuring our Council Meetings 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 Special Council Meeting or any item presented in the agenda, please contact the Town of Bassendean at mail@bassendean.wa.gov.au.

Council Role

Each Report presented will identify what Council's Role is in the item

Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
Executive	The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When the Council operates as a review authority on decisions made by Officers for appeal purposes.
Quasi-Judicial	When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.
Information	For the Council/Committee to note.

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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 Announcements by the Presiding Person Without Discussion

3 Attendances and Apologies

Councillors

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

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 Jordan McDermott, Manager Governance & Strategy
Ms Sophie Greenan, Minute Secretary

Public

4 Declarations of Interest

5 Presentations or Deputations

Deputation requests must relate to an item listed on the agenda and must be submitted by 12 noon the day of the meeting.

To submit a request, please complete the online form:

- [Online Form - Request for Deputation » Town of Bassendean](#)

For more information about how Council meetings work and how you can get involved, visit:

- [About Council Meetings » Town of Bassendean](#)

6 Statements by Members of the Public on Agenda Items

Members of the public may only make a statement on an item listed on the agenda. Each statement is limited to two minutes per person.

Members of the public are encouraged to submit their statements in advance by completing the online form by no later than 12 noon on the day of the meeting:

- [Online Form - Public Statement Time » Town of Bassendean](#)

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.

7 Questions from Members of the Public

Questions at a Special Council meeting must relate to items on the agenda.

Each person may ask up to two questions before other members of the public are invited to speak. 15 minutes will be allocated for questions.

Questions are encouraged to be submitted prior to the Council meeting via the online form by 12 noon on the day of the meeting:

- Online Form - Public Question Time » Town of Bassendean

If the person asking a question is not present at the meeting, the Presiding Member may choose to address the question during the meeting or provide a response by email.

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.

8 Reports

8.1 Compliance Audit Return 2025	
Property Address	N/A
Landowner/Applicant	N/A
File Reference	GOVR/LREGLIA/15
Department	Office of the CEO
Previous Reports	N/A
Authority/Discretion	Executive The substantial direction setting and oversight role of the Council.
Attachments	1. Compliance Audit Return L G- CA R-564310 [8.1.1 - 22 pages]

Purpose

The purpose of this report is for Council to adopt the Compliance Audit Return (CAR) 2025 for the Town of Bassendean for the calendar year 1 January 2025 to 31 December 2025.

Background

All Local Governments are required, by 30 September 2026, to submit an annual CAR to the Local Government Inspector for the previous calendar year. The CAR is used to measure the level of compliance with the *Local Government Act 1995* and associated Regulations.

The CAR was submitted to the Town of Bassendean Audit, Risk and Improvement Committee, where it was reviewed and presented to Council for adoption.

Communication and Engagement

Internal liaison with relevant staff.

Strategic Implications

Performance Area 5: Performance

9.1 Continuously improve operational performance and service delivery.

Comment

The CAR is one of the tools that allows Council to monitor how the organisation is functioning. It places emphasis on the need to bring to Council's attention issues of non or partial compliance.

In addition to explaining or qualifying cases of non-compliance, the return also requires Council to endorse any remedial action taken or proposed to be taken regarding instances of non-compliance. The compliance areas covered in the CAR are as follows:

Topic	Number of Questions
Delegation of Power / Duty	13
Disclosure of Interest	20
Disposal of Property	7
Elections	5
Finance	12
Integrated Planning and Reporting	7
Local Government Employees	9
Official Conduct	9
Optional Questions	2
Tenders for Providing Goods and Services	20

In the current reporting period, there was no instances of non-compliance.

Statutory Requirements

Under regulation 14(3A) of the *Local Government (Audit) Regulations 1996*, the Audit and Governance Committee is to review the CAR and report to Council the results of that review. The CAR is then to be presented to Council for adoption and the resolution recorded in the minutes.

Financial Considerations

Nil

Risk Management Implications

Compliance

Medium

Failure to adopt the CAR within the statutory timeframe will place the Town in breach of the Act. This could lead to reputational damage both within the community and with the DLGSC.

Declaration of Conflicts of Interest

All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.

Officer Recommendation – Item 8.1

That Council adopts the Local Government 2025 Compliance Audit Return for the Town of Bassendean for the period 1 January 2025 to 31 December 2025, as attached to this report.

Voting requirements: Simple Majority

9 Confidential Reports

Nil

10 Closure

The next Ordinary Council meeting will be held on 22 September 2026 commencing at 6pm.