

TOWN OF BASSENDEAN
NOTICE OF THE MEETING OF THE
AUDIT AND GOVERNANCE COMMITTEE

Dear Committee Member

The meeting of the Town of Bassendean's Audit and Governance Committee will be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Wednesday 14 March 2018, commencing at 5.30pm.



Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

9 March 2018

A G E N D A

1.0 **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Acknowledgement of Traditional Owners

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.

2.0 **ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**

3.0 **DEPUTATIONS**

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Meetings held on 14 February 2018

OFFICER RECOMMENDATION – ITEM 4.1

That the minutes of the meeting held on 14 February 2018 be confirmed as a true record.

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

6.0 DECLARATIONS OF INTEREST

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

8.0 REPORTS

8.1 Bassendean Bowling Club Lease Agreement Renewal (Ref: LEGL/AGMT/9 – Tim Dayman, Recreation Development Officer)

PURPOSE

The purpose of this report is for Council to consider the renewal of the Lease Agreement with the Bassendean Bowling Club.

BACKGROUND

Officers had initially referred this report to the February 2018 Ordinary Council meeting for Council's consideration. It was resolved by Council (OCM-15/02/18) that the matter be deferred for consideration at the next Audit and Governance Committee scheduled for Wednesday 14 March 2018. The reason for the deferral was to review the lease terms and rental proposal after which the Committee would make recommendations to Council for consideration.

The Bassendean Bowling Club commenced operating in 1934 and has a long history in the Town. The Club is situated on the BIC Reserve in Bassendean and has access to three bowling greens and the adjacent clubroom facility.

The Club has recently undertaken approved cosmetic upgrades to its kitchen facilities, as well as works on the skirts of the greens and floodlighting on "C Green", all at its own expense.

The Bassendean Bowling Club's membership levels over the last five years were as follows:

Year	Members
2013/2014	180
2014/2015	165
2015/2016	202
2016/2017	260
2017/2018	281

The most recent number consists of:

- 77 Male bowlers
- 17 Female bowlers
- 24 Non bowling full members
- 106 Social members
- 53 Dart Club members
- 4 Tennis Club members

The previous Lease Agreement was developed in May 2007 for a 5 year period, with a 5 year option and was extended to December 2017 due to the outcome of the Facility Audit/Needs Assessment (although recently expired, it remains in "carry-over" mode until Council decides on the outcome of the expired agreement).

The Club is looking to enter into a new agreement with the Town.

COMMUNICATION AND ENGAGEMENT

Communication has taken place between the club and Town of Bassendean Recreation and Culture staff, along with independent consultants from AECOM.

COMMENT

Legal agreements (whether they be Leases, Licences or Management Agreements) are essential for the effective management of Council facilities, as they clearly outline the rights and responsibilities of the parties wishing to enter into contractual relationships.

The Bassendean Bowling Club has a consistent level of membership, has great engagement in the community, and appears to have sound governance. Whilst the Town has not undertaken any formal evaluation of the social/community development contribution that the Club makes to the Town, it is evident that the Club provides opportunities for community to engage in social and physical activities.

The Club undertakes regular fundraising, operates a bar facility and has obtained various private sponsorships, so is financially stable. The Club, as mentioned has made some amendments to the kitchen area, with the intention of allowing a small-scale commercial operation to operate, with the approval of the Town's Health Officer.

The Bassendean Bowling Club is responsible for the maintenance, repair and cleaning of the building on an everyday basis at their own expense. These works, where necessary must be conducted by a licenced and qualified tradesperson. The Town is responsible for structural maintenance, repair or replacement caused by fair and reasonable wear and tear, which is covered by the Town's Capital Budget.

As a result of the Town's recent Facility Audit and Needs Assessment, it is advised that all new lease agreements are simplified and highlight roles and responsibilities of both the Lessor and Lessee more clearly. This clarity will assist the Town with budgeting, removing the grey areas where the Club is unsure if they are responsible for some larger items. With some cases in the past, the Town has assisted with repairs in good faith, as the lease was not entirely clear on responsibilities.

STATUTORY REQUIREMENTS

Local Government Act 1995

STRATEGIC IMPLICATIONS

Objective: Build a sense of place and belonging.

Strategy: Activate neighbourhood spaces to facilitate community gathering

Objective: Ensure all community members have the opportunity to be active, socialise and connected

Strategy: Support our volunteers and community groups to remain empowered, dynamic and inclusive.

FINANCIAL CONSIDERATIONS

Under the terms of the lease, there are annual rent reviews linked to CPI. Under the current lease, the Club was to pay \$3,400 in advance annually from May 2007. The latest payment in May 2017 was \$4,696.72.

The new lease payments to the Town will be \$4,696.72 paid in advance on May 1 and indexed by CPI annually. The original formula for calculating this rate was based on a fee per green cost and this has rolled over with CPI for each term of the lease. Other local governments use a similar formula with their leased bowling club facilities. The exact figure will be calculated when the CPI figure is released in March.

The Club also pays building insurance payments and a fire and emergency levy, as reimbursements to the Town in two instalments each year, which in 2016-17 equalled \$5285.86.

The Town has conducted large capital works on the Bowling Club over the past two years with a new switchboard being installed, to meet Australian Standards, new LED light fittings to reduce environmental impact and to address some security concerns with new doors and garrison fencing.

OFFICER RECOMMENDATION – ITEM 8.1

That Council instructs its solicitors to draft a new lease agreement for the use of the Bowling Club facilities at 10 Whitfield Street, Bassendean, by the Bassendean Bowling Club Inc, that includes a 5-year term with a 5-year option, commencing with the 2018 season.

Voting requirement: Simple majority

8.2 Local Government Compliance Audit Return 2017 (Ref: GOVR/LREGLIA/9 – Ken Lapham, Manager Corporate Services)

APPLICATION

The report presents the Local Government Compliance Audit Return 2017, 1 January to 31 December 2017 to Council in order that the report be adopted.

ATTACHMENT

Attachment No. 1: 2017 Compliance Audit Report

BACKGROUND

The Department of Local Government, Sport and Cultural Industries require all Councils to submit an annual Compliance Return (CAR) by 31st March each year. The return is used as a measurement to determine the level of compliance with the Local Government Act and associated Regulations.

STRATEGIC IMPLICATIONS

Good Governance

- 5.1.3 Strengthen governance, risk management, and compliance.

COMMENT

Each Local Government Authority is required to complete a Compliance Audit Return for the period 1 January to 31 December 2017. The Compliance Audit Return must be submitted to the Director General, Department of Local Government by 31 March 2018.

The return 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-compliance, or issue where full compliance was not achieved.

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 in regard to instances of non-compliance.

The document contains 94 questions to test compliance with the Local Government Act and Regulations.

The compliance areas include:

TOPIC	NO OF QUESTIONS	OFFICER
Commercial Enterprises by Local Governments	5	Michael Costarella/Ken Lapham
Delegation of Power / Duty	13	Bob Jarvis
Disclosure of Interest	16	Bob Jarvis
Disposal of Property	2	Michael Costarella
Elections	1	Michael Costarella
Finance	14	Ken Lapham
Integrated Planning & Reporting	7	Michael Costarella
Local Government Employees	5	Ken Lapham
Official Conduct	6	Bob Jarvis
Tenders for Providing Goods and Services	25	Ken Lapham

A summary of the responses are shown below. Statistics on previous year's returns are provided.

RESPONSE	2017	2016	2015	2014	2013
Areas of Compliance	63	52	72	55	58
Areas of Non Compliance	0	1	0	1	0
Not Applicable	31	34	15	22	20
Total	94	87	87	78	78

STATUTORY REQUIREMENTS

Local Government Act 1995 and associated Regulations

FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION – ITEM 8.2

That the Audit and Governance Committee recommends that Council adopt the Compliance Audit Return 2017 for the period 1 January to 31 December 2017, as attached to the Agenda of 14 March 2018.

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

11.0 CONFIDENTIAL BUSINESS

12.0 CLOSURE

The next meeting is to be held on Wednesday, 9 May 2018, commencing at 5.30pm.

ATTACHMENT NO. 1



Bassendean - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	N/A		Ken Lapham
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.	N/A		Michael Costarella
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017.	N/A		Michael Costarella
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.	N/A		Ken Lapham
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Michael Costarella

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes		Bob Jarvis
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Bob Jarvis
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Bob Jarvis
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Bob Jarvis
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	Yes		Bob Jarvis
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Bob Jarvis
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Bob Jarvis
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Bob Jarvis
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Bob Jarvis
10	s5.45(1)(b)	Were all decisions by the Council to	Yes		Bob Jarvis



		amend or revoke a delegation made by absolute majority.		
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes	Bob Jarvis
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year.	Yes	Bob Jarvis
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes	Bob Jarvis

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an Interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Bob Jarvis
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Bob Jarvis
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Bob Jarvis
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Bob Jarvis
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	N/A		Bob Jarvis
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Bob Jarvis
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		Bob Jarvis
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Bob Jarvis
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Bob Jarvis



10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Bob Jarvis
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Bob Jarvis
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Bob Jarvis
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Bob Jarvis
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Bob Jarvis
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Bob Jarvis
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Bob Jarvis

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Michael Costarella
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Michael Costarella

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly	Yes		Michael Costarella



identifies and distinguishes the
candidates.

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Ken Lapham
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Ken Lapham
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Ken Lapham
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Ken Lapham
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes		Ken Lapham
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes		Ken Lapham
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Ken Lapham
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Ken Lapham
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Ken Lapham
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Ken Lapham
11	Audit Reg 7	Did the agreement between the local government and its auditor include the	Yes		Ken Lapham



		scope of the audit.		
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes	Ken Lapham
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes	Ken Lapham
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes	Ken Lapham

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	10 July 2017	Michael Costarella
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A	Council adopted a new CBP following the adoption of a new SCP	Michael Costarella
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Council adopted a new Strategic Community Plan in May 2017.	Michael Costarella
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A	Council adopted a new Strategic Community Plan in May 2017.	Michael Costarella
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Formed part of a presentation to Council in April 2017.	Michael Costarella
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or	Yes	Formed part of a presentation to Council in April 2017.	Michael Costarella



endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.

7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted by Council at its April 2017 OCM	Michael Costarella
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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Ken Lapham
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Ken Lapham
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Ken Lapham
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Ken Lapham
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Ken Lapham

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Bob Jarvis
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Bob Jarvis
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Bob Jarvis
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the	Yes		Bob Jarvis



		name of the person who makes the complaint.		
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes	Bob Jarvis
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes	Bob Jarvis

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Ken Lapham
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Ken Lapham
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Ken Lapham
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Ken Lapham
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Ken Lapham
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Ken Lapham
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Ken Lapham
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Ken Lapham
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Ken Lapham
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful	Yes		Ken Lapham



		tender or advising that no tender was accepted.		
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A	Ken Lapham
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A	Ken Lapham
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A	Ken Lapham
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A	Ken Lapham
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	Ken Lapham
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	Ken Lapham
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	Ken Lapham
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	Ken Lapham
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	Ken Lapham
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A	Ken Lapham
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A	Ken Lapham
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was	N/A	Ken Lapham



		not accepted.		
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	Ken Lapham
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A	Ken Lapham
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	Ken Lapham

Signed Mayor / President, Bassendean

Signed CEO, Bassendean