

PEEL-HARVEY CATCHMENT COUNCIL

Finance and Audit Steering Committee Meeting Meeting Notes



PHCC Working Together
Peel-Harvey Catchment Council

Held at 10.55am 2 December 2019

PHCC Office, 58 Sutton Street, Mandurah

In Attendance:

Marilyn Gray	Treasurer (Chair)
Caroline Knight	Chairperson
Jane O'Malley	Chief Executive Officer
Karen Henderson	Manager, Finance & Payroll
David Prattent	Observer

Apologies:

Howard Mitchell Community Member (Provided external comment via email Item 6.6)

Chair, Marilyn, welcomed David to the meeting and indicated that she looked forward to him joining the Committee in 2020 bringing another set of skills and expertise to the Steering Committee.

1. Confirmation of previous notes:

Moved: Caroline Knight Seconded: Marilyn Gray

That the notes of previous meeting be confirmed as a true and correct record of the Finance and Audit Steering Committee meeting of 12 August 2019 and signed by Chair of Committee, Marilyn Gray in accordance with the PHCC Constitution.

CARRIED

2. Business Arising from Previous Meetings :

Actions arising from previous meetings:

No	Action	Responsible	Complete
1.	<p>Item 6.6 [10 July 2017] – Terms of Reference Finance & Audit Committee</p> <p><i>ACTION: Can now progress along with other Sub-Committee ToR now that 1.7 Sub-Committees Policy was endorsed at August 2018 General Meeting. Jane and Karen to review, and present for endorsement by Board at December meeting.</i></p> <p><i>UPDATE: This is with Pat Sutton to review the Draft ToR written in 2017 against the new Policy 1.7 Sub-Committee and Constitution to check if wording is still relevant and provide feedback to Jane. Will bring back to F&A Committee March 2020.</i></p>	Jane Karen	In progress

2.	Item 6.3 [17 September 2018] New MYOB file be purchased and set up new Chart of Accounts in accordance with Australian Accounting Standards. ACTION: Karen to keep developing the new structure and seek assistance where necessary.	Karen	In progress
3.	Item 6.2 [3 December 2018] Credit Card Review ACTION: Marilyn to delete Allison's credit card (not yet activated), but keep the delegation open to the Administration Officer position so that it can transfer to the new person when they are appointed. UPDATE: Marilyn is unable to cancel profile online but Karen destroyed card on Allison's final day 22/11/2019. Karen to prepare Maintenance form and send off to ANZ once signed.	Marilyn Karen	In progress

Actions arising from meeting of 12 August 2019:

No	Action	Responsible	Complete
1.	Item 6.3 [12 August 2019] 2019-20 PHCC Support & Employment Budget. ACTION: 1. Karen to make necessary adjustments to the proposed PHCC support and Employment budgets. 2. Marilyn to present Draft Budget to Board at August General Meeting for endorsement.	Karen Marilyn	Complete Complete
2.	Item 6.4 [12 August 2019] Finance Training for new Bank Signatories ACTION: Karen to arrange training for new signatories (Caroline, Amanda and Sue), when Karen is back from leave.	Karen Marilyn	Complete
3.	Item 6.5 [12 August 2019] Accounts Receivable: Formalising Local Government Funding Agreement with MOUs ACTION: Jane to formalise funding with Shire of Murray, Shire of Waroona, City of Mandurah and letters sent to 4 H-W Shires Murray MOU complete; Waroona waiting Jane; Mandurah waiting City (Brett Brenchley); 4 x letters sent to HW 29 November 2019 (no's 77-79)	Jane	In progress

4.	<p>Item 6.2 Distribution of retained earnings 30 June 2019 [12 August 2019]</p> <p>ACTION: Karen to update the F&A committee at next meeting</p> <p>Retained earnings of \$131,230.72 to be distributed across PHCC Support Equity Account Codes.</p> <p style="text-align: center;">As at 30/06/19 Distribution As at 01/07/19</p> <p>PHCC Support \$954,889.90 \$104,910.18 \$1,059,799.98</p> <p>Asset-Vehicle \$ 51,000.00 \$ 13,130.00 \$ 64,130.00</p> <p>Asset – IT \$ 45,462.93 \$ 0.00 \$ 45,462.93</p> <p>Asset – Office \$ 32,857.00 \$ 13,190.54 \$ 45,047.54</p> <p>Members \$ 5,300.00 \$ 0.00 \$ 5,300.00</p> <p>Total: \$1,089,509.83 \$131,230.72 \$1,220,740.45</p> <p>Journal transfer to be completed in MYOB.</p>	Karen	Complete
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3. Reinvestment of Term Deposit:

Figure 1 –Term Deposit’s made by PHCC since December 2011 – Westpac [Corporate Funds]

Amount	Lodgement Date			Maturity Date			Rate	Term	Interest	
\$375,000.00	19	December	2011	19	June	2012	5.75	6	\$10,810.79	
\$385,810.79	19	June	2012	19	Nov	2012	5.05	5	\$8,167.03	
\$393,977.82	19	Nov	2012	19	April	2013	4.44	5	\$7,236.37	
\$ 401,214.49	19	April	2013	19	Oct	2013	4.25	6	\$8,549.17	
\$409,763.66	19	Oct	2013	27	Nov	2013	2.5	*	\$1,094.57	
\$410,858.23	27	Nov	2013	27	June	2014	3.6	7	\$8,590.88	
\$419,449.11	27	June	2014	27	Jan	2015	2.5	*	\$54.59	
\$419,503.70	27	June	2014	27	Dec	2014	3.6	6	\$7610.83	
\$427,111.53	31	December	2014	30	June	2015	3.55	6	\$7518.97	
-	30	June	2015	Additional PHCC corporate fund						\$150,000.00
\$584,633.50	30	June	2015	30	Dec	2015	3.050	6	\$8,940.09	
\$593,573.59	30	December	2015	7	Jan	2016	3.0	*	\$108.92	
\$593,682.51	7	January	2016	7	June	2016	3.0	5	\$7,416.97	
\$601,099.48	7	June	2016	7	June	2017	2.7	12	\$16,229.69	
\$617,329.17	7	June	2017	7	June	2018	2.55	12	\$15,741.89	
\$633,071.06	7	June	2018	12	June	2018	2.55	*	\$71.88	
\$633,142.94	12	June	2018	12	June	2019	2.67	12	\$16,904.92	
\$650,047.86	12	June	2019	12	June	2020	2.18	12		

Figure 2 –Term Deposit’s made by PHCC since December 2016 – ANZ [Project Funds]

Amount	Lodgement Date			Maturity Date			Rate	Term	Interest
\$1,000,000	15	December	2016	15	June	2017	2.5	6	\$12,465.75
\$1,500,00.00	18	October	2017	18	May	2018	2.35	7	\$20,473.97
\$1,000,000	17	June	2019	17	Dec	2019	2.05	6	

ANZ Term Deposit is due for renewal on 17 December 2019. Principal and interest to be re-invested, with Treasurer Marilyn Gray, negotiating best rate and length of term.

Moved: Marilyn Gray Seconded: Caroline Knight

That the F&A Committee recommends to the Board that on the maturity, the Principal \$1,000,000 and the interest earned, to be reinvested in an ANZ Term Deposit account, with Treasurer, Marilyn Gray, negotiating best rates and terms.

CARRIED

ACTION: Marilyn to recommend to the Board at the December General Meeting that on maturity, the Project Funds Principal \$1,000,000 and the interest earned be reinvested in a Term Deposit account, with the Treasurer, negotiating best rates and terms.

4. Finance Manager Report (Karen Henderson)

The month of September was just wonderful, touring Europe and having a great break away from numbers, passwords and everything that goes with that! October and November has been catch up, with 12 credit cards to manage and entering the Accounts Payables, it has taken more time than anticipated, but I feel that I can breathe again and back on track keeping up with the day-to-day operations.

The 12 **Credit Cardholders** have been issued with new cards with expiry date 10/23. The procedure of card handover has been formalised with each Cardholder signing for their new card and the Finance Manager recording disposal of expired cards.

I have been involved in the **CEG grant** for our Landholders to invoice PHCC on Milestone payments. Group discussions with Program Managers and Officers has allowed us to streamline the process, more emphasis on Project Staff to fill out POs, etc in line with their Deliverable Budgets so when paperwork arrives with Finance, it is only data entry rather than having to calculate GST, breakdown expenditure against project deliverables.

Marilyn and I provided our **new Bank Signatories**, Caroline Knight, Sue Fyfe and Amanda Willmott with their Online Banking Induction last month. A PowerPoint presentation of our Procurement processes and Online Banking was provided and once fine-tuned, it will be made available to Bank Signatories and F&A Committee Members.

Quarterly financial reporting to Government Agencies for the REI (DWER – Jane & Karen) and the two Election Promise grants 1FTE and Peel Estuary FishRec projects (DPIRD – Steve & Karen) were completed within the required timeframe.

Steve and I completed **Charity Status equivalency** for Alcoa Foundation in October and this triggered the final payment of our 3 year agreement. Final payment of \$326,844 (\$225,000 USD) was received on 19th November with an excellent exchange rate of \$1.45. The Agreement for the Alcoa Project Connecting Corridors and Communities – Restoring the Serpentine River for \$750,000USD has resulted in \$1,022,304 being received at an average exchange rate of \$1.37.

ACNC: The Annual Information Statement is in draft form and will be presented to the Board at the December Meeting. The Responsible Persons list will be updated once the 2019 AIS has been submitted. Jane will discuss with Board potentially adding 3 new sub-types to our Charity.

Associations Online: The Annual Information Statement as at 30th June 2019 has been completed and has been sent to Department of Consumer Protection in November. This statement confirms the association is still active, eligible to be incorporated and has held its Annual General Meeting.

RLP Projects: F19-20 Q1 Project Invoicing was sent to Aust Government on 3 October totalling a combined \$435,658.30

\$39,850.00 Greening Farms
\$84,026.43 Numbat Neighbourhood
\$31,800.00 Banksia Woodlands
\$279,981.87 Ramsar

All funds received. Quarter 2 Invoice is due to be submitted 1st week January 2020.

RLP Core Services: F19-20 Core Services Invoicing for Payment 1 (\$75,653) and Payment 2 (\$75,653), totalling \$151,306.00 have been sent and funds received.

Payment 3 invoice due to be submitted 1st week January 2020

Member Comment: *Jane commented that she has received feedback on the Cores Services Annual Report and has been required to provide further comment as to how PHCC is achieving the 4% of total RLP funding for Noongar employment. Jane has reminded the Australian Government that the Agreement requires us to “use our best endeavours” as opposed to “required” to meet the 4% that was suggested in their correspondence. Jane reiterated that she is very comfortable with the manner in which the PHCC is establishing long term capacity building programs, rather than token employment opportunities purely to tick off the proposed 4%, and will happily defend this position. She also mentioned that the NRM Strategy review is aligned to Year 2 Core Services funding and that this process has commenced.*

The most exciting news for me is that from January, I will have permanent finance support with Pat Sutton filling this role. Apart from delegating day-to-day finance work to Pat and assisting with monthly and annual reporting, this working arrangement will also allow Pat and I to update the prepare or update finance procedures.

ACTION: *Karen to provide a financial training session and overview of the ACNC reporting process and implications to Board Members, similar to the one in 2016, at the February Strategic Meeting, or early 2020 general meeting.*

5. Signing off on Bank Statements

July to October 2019 Bank Statements, Credit Cards and Petty Cash Reconciliation Reports have been sighted and signed off by Treasurer.

6. Other Business

6.1 Organisation Audit

Karen presented a Quote for \$5,300 ex GST has been received from AMD Chartered Accountants to conduct the F19/20 annual audit onsite to the Committee for approval. There has been a marginal Increase of \$150 from the previous year. The Committee approved the Quote and asked Karen to confirm with AMD Chartered Accountants that the quote of \$5,300 + GST has been accepted and to set a date for the 2 day on-site audit to be conducted.

ACTION: *Karen to advise AMD Chartered Accountants that the Quote of \$5,300 + GST has been approved and to liaise with them to set a date for the 2 day on-site audit to be conducted.*

6.2 Insurances

Jane raised the question as to whether an annual review of PHCC insurances should sit with the Governance Steering Committee, or the F&A Committee. Marilyn reported that the F&A SC's involvement with Insurance is financial only, and they do not review to consider appropriate coverage. The Finance Manager reports to the Committee when Insurance and Workers Compensation premiums have been paid only. Jane informed the committee that a review of all its insurances was carried out 2 years ago and all Policies are now managed under a single Broker and this was put in place and is managed at an operational level. After discussion, the F&A Steering Committee agree that it's not the F&A Committee's core business and supported that the Governance Steering Committee take ownership of the risk management and responsibility of Insurances for the PHCC. It suggested that it would be worthwhile for the Governance Steering Committee to invite our Broker, Sam Norrish, from Nexus Risk Management to their next meeting.

ACTION: *Jane to advise the Governance Steering Committee that they support that insurances fall under its Committee and suggested they consider inviting the Broker to their next Meeting as part of its Risk Management strategy.*

6.3 Corporate Online Saver Account – No 5272-85292

Karen reported that the interest rate on the Online Saver Accounts is 0.1% and the period 1 July to 30 November the Corporate Online Saver Account had earned \$374.01 on an investment of approximately \$494,800. \$111,687.86 needed to be transferred to this account from the Project Online Saver Account to reconcile the retained corporate funds at 30th June so this will bring the total held in the account to over \$600k. Purchasing the new vehicle needed to be factored in (\$30,000), Karen asked the Committee to consider investing \$500,000 into an ANZ Term Deposit on the basis that the funds held in this account generally are not touched unless major assets are purchased (e.g. vehicle).

Moved: Marilyn Gray

Seconded: Caroline Knight

That a recommendation be made to the Board to invest \$500,000 of Corporate Funds in an ANZ (or Westpac) Term Deposit Account, with the Treasurer, Marilyn Gray, to negotiate for best rate and length of term.

CARRIED

ACTION: *Marilyn to recommend to the Board at the December General Meeting that consideration be given to investing \$500,000 of Corporate Funds into a Term Deposit in the New Year, with the Treasurer to negotiate for best rate and length of term.*

6.4 Core Service Staff Movements and changes to roles & responsibilities:

Jane gave an update on staff movements within the Administration team and the impact that this will have on the organisation.

Administration Officer: Allison Owens resigned on 22nd November and this position has been filled by Janine Neeling, through an employment agency. PHCC will receive a Wage Subsidy of about \$7,500 for employing Janine. Janine is fitting in well and proving to be an asset already.

Administration Support Officer: Debra Tyler will finish on 5th December after gaining full-time employment with Shire of Waroona. It has been good to have Debra 2 days a week to help with backlog of administration tasks (filing, setting up Access database etc).

Administration Support (ad-hoc): We will offer Cassie James a casual position, on an ad-hoc basis, commencing with support at the end of year event and hopefully enabling some additional support for the Hotham Williams team. Jane informed the committee that Cassie is the daughter of employee Rick James, and full consideration was taken into account for any potential conflicts of interest before offering this casual employment opportunity. Members indicated that they were comfortable with the approach Jane was taking to manage any perceived or actual conflicts.

Corporate Service Manager – Pat Sutton will step down as Corporate Service Manager at the completion of her current contract on 20th December and has accepted a new contract in a new position within the Finance Team under the supervision of Finance Manager, Karen Henderson. Leanne Greene has been transitioning into Pat's position since October and will take over from Pat on 23rd December in the role of *Office Manager and Executive Support*.

With these changes, Jane requested that the following actions need to be endorsed for the efficiency of the organisation.

- **Patricia Sutton:**
 - Marilyn to add Patricia as an "Operator" to all ANZ Online Banking account. Marilyn to add Patricia as an authorised user to the ATO Portal through mygovID.
 - Karen to add Patricia as an authorised user to MYOB.
 - Credit Card limit to be reduced from \$4,000 to \$1,000 and to be reviewed and then cancelled once the Administration Officer has met her 3 months' probation period (and therefore received her own card).

- **Leanne Greene:** To be added to the Credit Card Facility as a Cardholder with a monthly limit of \$4,000.
- **Janine Neeling:** To be added to the Credit Card Facility as a Cardholder with a monthly limit of \$1,000 and the card be issued to Janine once her probation period has been met.

Moved: *Caroline Knight* Seconded: *Marilyn Gray*

That:

- **Patricia Sutton:**
 - **be added as an Operator to the ANZ Online Banking Accounts;**
 - **be added as an authorised User to MYOB;**
 - **be added as an authorised User to the PHCCs ATO Portal;**
 - **'s monthly credit card limit be reduced from \$4,000 to \$1,000, reviewed in 3 months' time with the expectation of cancelling her credit card once the Administration Officer has completed her probation**
- **Leanne Greene be added to the Credit Card Facility as a Cardholder with a monthly limit of \$4,000**
- **Janine Neeling be added to the Credit Card Facility as a Cardholder with a monthly limit of \$1,000 and the card to be issued once probation period has been met.**

CARRIED

ACTION: ANZ Online Banking – Marilyn to add Patricia Sutton as an Operator.

- **MYOB – Karen to add Patricia Sutton as a User**
- **ATO – Marilyn to add Patricia Sutton as an authorised User**
- **Credit Card Facility:**
 - **Add Leanne Greene as a Cardholder with monthly limit of \$4,000;**
 - **Add Janine Neeling as a Cardholder with a monthly limit of \$1,000; and**
 - **Reduce Patricia Sutton's monthly limit from \$4,000 to \$1,000**

6.5 ATO – Reporting to the ATO

Karen advised the Committee that as of 1 April 2020, using AusKey to login in to the PHCC ATO Portal will no longer be an option and that the gateway will be through myGovID. From the Factsheet downloaded, there is a two parts to this – Marilyn, as the Administrator, will set up her myGovID account, log into RAM (Relationship Authorisation Manager) and link PHCC to her myGovID then authorise Karen and Pat to act on behalf of the Organisation. City of Mandurah Payroll will not be affected through this process.

ACTION: Marilyn will commence the transition to myGovID in the New Year with the aim of it being fully operational by 1 April 2020.

6.6 Contracts – When should there be a formal Agreement/Contract vs Purchase Order only

Kim Wilson, Special Projects Officer, has requested the F&A Committee review and provide feedback on a document that she is preparing “PO Agreements & Terms & Conditions”. The documents were tabled but Committee Members requested further time to provide feedback. Jane said that she would take this to the Senior Manager’s Group meeting on Wednesday. With Observer David’s knowledge in the area, he offered suggestions to work through a rather complex process but making sure that the rules applied are kept simple to avoid being too rigid in the process as different relationships need different requirements met. The message out of the discussion “*Procurement works by type of purchase and the relationship with the intended Supplier not the \$\$ value*”.

It was suggested as starting point is to define items that only require a Purchase Order and that may come in the form of a Preferred or Sole Suppliers List. Standard Terms and Conditions can be linked back to the Website. Marilyn thanked David for his expertise in this area and Jane will take initial feedback back to Kim and the Senior Manager’s Group.

Karen mentioned that she has been trialling an **electronic purchase order system** linked with MYOB for Harvey River Restoration Taskforce’s purchasing, and whilst glitches are still being fixed, the concept is great and it would be worthwhile PHCC considering moving to a similar system once the new MYOB program is up and running as the PO template can be designed to meet additional needs to comply with Terms & Conditions, etc. It was agreed to continue as we are, and discuss at next Meeting in 3 months’ time.

ACTION:

- 1. Jane to thank Kim for raising and making the Committee aware that she is working on standardising PO Agreement and Terms & Conditions across the organisation, and provide feedback from the F&A minutes.**
- 2. Karen to identify the relationship PHCC has with our current Suppliers to determine the type of Supplier (e.g. Sole, Preferred, Landholder, etc); where located in the catchment, and categorise into type of Supply provided e.g. Goods, General Services or Specialised Services.**

6.7 Additional Vehicle – Update on vehicle purchase

Jane provided an update that she has been working with a Vehicle Broker and a vehicle is has been found, meeting PHCCs needs and within budget. Checks have been carried out by two independent businesses, and Jane is now following up with the Broker on a couple of minor issues found during inspections. Jane thanked Karen for her providing the name of Broker who runs a Car Dealership in Harvey. It is anticipated that the PHCC will take ownership of the vehicle in the week of December 9.

6.8 Using Cheques to pay City of Mandurah

PHCC currently pays the reimbursement of Salary costs to the City of Mandurah by cheque and Caroline asked Jarred King if it is possible to pay electronically, who advised it can be done via “Pay Anyone”, not BPAY. Jarred will organise for us to have the EFT details. As the transaction amount is over the daily banking limit, Marilyn, as Administrator of Online Banking, would need to increase the daily limit prior to lodgement and once the payment has been authorised, reduce the daily limit to approved limit. It was agreed to trial this method, with

the stipulation that the two Bank Authorisations be completed by Executive Members, Marilyn and Caroline, with Karen to monitor the efficiency.

ACTION: *Karen to work with Jarred King at the City of Mandurah to trial “Pay Anyone” for PHCC reimbursement of salary costs to the City of Mandurah, with Marilyn and Caroline (only) as authorisers for this.*

6.9 Removing Jan Star as a Bank Signatory

Karen advised that in order to action this item, she requires a copy of the PHCC general meeting Minutes which endorses the removal of Jan Star from the Bank Signatory of ANZ and Westpac due to her Retirement from the Board.

ACTION: *Marilyn recommend the removal of Jan Star from the Bank Signatory of ANZ and Westpac, due to her retirement from the Board, at the next PHCC general meeting, to enable the minutes of the meeting to be provided to the Bank to enable the removal.*

7. Next Meeting:

Meeting dates set for 2020 (subject to change) are:

- March 9th 2020
- July 6th 2020
- November 23rd 2020

ACTION: *Karen to ensure appointments for 2020 meeting dates are in all members calendars*

Meeting closed 12.45pm

Marilyn Gray (Chair)

Date

Actions arising from previous meeting:

No	Action	Responsible	Complete
1.	<p>Item 6.6 [10 July 2017] – Terms of Reference Finance & Audit Committee</p> <p>ACTION: Can now progress along with other Sub-Committee ToR now that 1.7 Sub-Committees Policy was endorsed at August 2018 General Meeting. Jane and Karen to review, and present for endorsement by Board at December meeting.</p> <p>UPDATE: This is with Pat Sutton to review the Draft ToR written in 2017 against the new Policy 1.7 Sub-Committee and Constitution to check if wording is still relevant and provide feedback to Jane. Will bring back to F&A Committee March 2020.</p>	Jane Karen	In progress
2.	<p>Item 6.3 [17 September 2018]</p> <p>New MYOB file be purchased and set up new Chart of Accounts in accordance with Australian Accounting Standards.</p> <p>ACTION: Karen to keep developing the new structure and seek assistance where necessary.</p>	Karen	In progress
3.	<p>Item 6.2 [3 December 2018] Credit Card Review</p> <p>ACTION: Marilyn to delete Allison's credit card (not yet activated), but keep the delegation open to the Administration Officer position so that it can transfer to the new person when they are appointed.</p> <p>UPDATE: Marilyn is unable to cancel profile online but Karen destroyed card on Allison's final day 22/11/2019. Karen to prepare Maintenance form and send off to ANZ once signed.</p>	Marilyn Karen	In progress
4.	<p>Item 6.5 [12 August 2019] Accounts Receivable: Formalising Local Government Funding Agreement with MOUs</p> <p>ACTION: Jane to formalise funding with Shire of Murray, Shire of Waroona, City of Mandurah and letters sent to 4 H-W Shires</p> <p>Murray MOU complete;</p> <p>Waroona waiting Jane;</p> <p>Mandurah waiting City (Brett Brenchley);</p> <p>4 x letters sent to HW 29 November 2019 (no's 77-79)</p>	Jane	In progress

Actions arising from meeting of 2 December 2019:

No	Action	Responsible	Complete
1.	Item 3 [2 December 2019] Reinvestment of ANZ Term Deposit on maturity 17 December 2019. ACTION: Marilyn to recommend to the Board at the December General Meeting that that on the maturity, the Principal \$1,000,000 and the interest earned to be reinvested in a Term Deposit account, with Treasurer, negotiating best rates and terms.	Marilyn & Karen	
2.	Item 4 [2 December 2019] Finance Manager's Update. ACTION: Karen to provide a financial training session and overview of the ACNC reporting process and implications to Board Members, similar to the one in 2016, at the February Strategic Meeting, or early 2020 general meeting.	Karen	
3.	Item 6.1 [2 December 2019] Advise AMD Quote accepted. ACTION: Karen to advise AMD Chartered Accountants that the Quote of \$5,300 + GST has been approved and to liaise with them to set a date for the 2 day on-site audit to be conducted.	Karen	
4.	Item 6.2 [2 December 2019] Insurance to be a Governance Steering Committee responsibility. ACTION: Jane to advise the Governance Steering Committee that insurances fall under its Committee and suggested they consider inviting the Broker to their Meeting as part of its Risk Management strategy.	Jane	
5.	Item 6.3 [2 December 2019] Corporate Online Saver Account – No 5272-85292 ACTION: Marilyn to recommend to the Board at the December General Meeting that consideration be given to investing \$500,000 of Corporate Funds in the New Year, with the Treasurer to negotiate for best rate and length of term.	Marilyn & Karen	
6.	Item 6.4 [2 December 2019] Core Service Staff Movements, roles and responsibilities ACTION: ANZ Online Banking – Add Patricia Sutton as an Operator. <ul style="list-style-type: none"> • MYOB – Add Patricia Sutton as a User • ATO – Add Patricia Sutton as an authorised User • Credit Card Facility – Add Leanne Greene as a Cardholder with monthly limit of \$4,000; Janine Neeling as a Cardholder with a monthly limit of \$1,000; and reduce Patricia Sutton monthly limit from \$4,000 to \$1,000 	Marilyn Karen Marilyn Karen	
7.	Item 6.5 [2 December 2019] Reporting to the ATO ACTION: Marilyn will commence the transition to myGovID in the New Year with the aim of it being fully operational by 1 April 2020.	Marilyn Karen Patricia	

8.	<p>Item 6.6 [2 December 2019] Agreements/Contracts v Purchase Order only? – When should there be an Agreement written up?</p> <p>ACTION: Jane to thank Kim for raising and making the Committee aware that she is working on standardising PO Agreement and Terms & Conditions across the organisation, and provide feedback from the F&A Minutes.</p> <p>Karen to identify the relationship PHCC has with our current Suppliers to determine the type of Supplier (e.g. Sole, Preferred, Landholder, etc); where located in the catchment, and categorise into type of Supply provided e.g. Goods, General Services or Specialised Services.</p>	<p>Jane</p> <p>Karen</p>	
9.	<p>Item 6.8 [2 December 2019] Using Cheques to pay City of Mandurah</p> <p>ACTION: Karen to work with Jarred King at the City of Mandurah to trial “Pay Anyone” for PHCC reimbursement of salary costs to the City of Mandurah, with Marilyn and Caroline (only) as authorisers for this.</p>	<p>Karen</p>	
10.	<p>Item 6.9 [2 December 2019] Removing Jan Star as a Bank Signatory</p> <p>ACTION: Marilyn to include this recommendation in her Treasurer’s Report for the December Meeting.</p>	<p>Marilyn</p>	
11.	<p>Item 7 [2 December 2019] Meeting Dates 2020</p> <p>ACTION: Karen to ensure appointments for 2020 meeting dates are in all members calenders.</p>	<p>Karen</p>	

