



27 November 2020

Contact for Apologies: General Manager

Phone: (08) 8551 0720

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Website: www.horsedrawntram.com.au

File Ref: GOV9.14.041

Dear Board Member

NOTICE OF MEETING

Notice is hereby given pursuant to the Victor Harbor Horse Tram Authority Charter and Section 87(4) of the Local Government Act, 1999, as amended that a meeting for the **Victor Harbor Horse Tram Authority** has been called for:-

DATE: Tuesday, 1 December 2020

TIME: 10:30am

PLACE: Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor

Please find enclosed a copy of the Agenda for the meeting.

Yours faithfully

Megan Whibley

General Manager

Victor Harbor Horse Tram Authority

Please be advised that filming, photography and audio recording may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999.



1. Open Meeting/Welcome

2. Attendance

Paul Brown (Chair)
Cr Carol Schofield AM
Nigel Catt
Rachel Kennedy
Natasha Hunt

Megan Whibley (General Manager VHHTA)
Tamar Herron (Minute Secretary VHHTA)

Kellie Knight-Stacey (Director Corporate and Customer Service)

3. Apologies

Nil

4. Minutes of Previous meeting

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4.2	Minutes - Victor Harbor Horse Tram Authority Board - 20 October 2020	6

5. Adjourned Item(s)

Nil

6. Reports for Receiving and Noting only

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7. Reports for Decision

7.1	Proposed 2021 Board Meetings, Informal Gathering and Audit Committee meeting Dates Report	24
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8. Presentation(s)

Nil

9. Discussion Items – No decision(s)

- 9.1 Sponsorship Progress
- 9.2 V.I.P. Business Plan
- 9.3 Tram 3 Renovation – Progress and Promotional Opportunities
- 9.4 Business Plan - Post Workshop
- 9.5 PHD Applications - Economic Benefit Analysis
- 9.6 Profit and Loss Discussion - Current Financial Year to Date

10. Correspondence Received

Nil

11. Urgent Business without Notice

Nil

12. Confidential Reports

Nil

Next Meeting

Tuesday 9 February 2021, 3pm – Encounter Room

Meeting Close

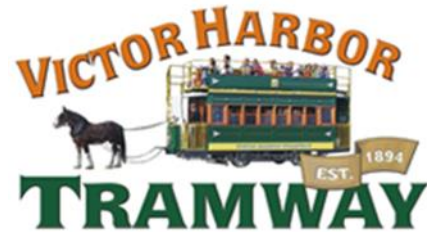


Please be advised

- *That filming, photography and audio recording may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999.*

- *To comply with COVID-19 physical distancing requirements, places in the public gallery are limited and will be filled on a 'first in' basis.*

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Friday 2 October 2020
Commencing at 11.00am (via circular resolution)**



On behalf of the General Manager, the Corporate Administration and Customer Service Officer of the City of Victor Harbor emailed the agenda to the Victor Harbor Horse Tram Authority Board Members on Monday 28 September 2020.

The purpose of the Circular Resolution Agenda was to seek (via circular resolution) the Board's decision relating to a Formal Request to Council for a peppercorn lease of land known as CT 6241-993 Lot 23 and CT 6241-994 Lot 580 and future peppercorn lease of a portion of section 696, 20 Canton Place.

1. Present

Paul Brown (Chair) (via email)
Cr Carol Schofield AM (via email)
Nigel Catt (via email)
Rachel Kennedy (via email)

Megan Whibley (General Manager VHHTA)

At 11 am, Friday 2 October 2020, the General Manager contacted all Board Members by email. The listing below details the results of those contacts:

Confirmed (4)

Board Members: Paul Brown, Rachel Kennedy, Nigel Catt, Cr Carol Schofield

Therefore a quorum of 3 Board Members was achieved (via circular resolution)

2. Apologies

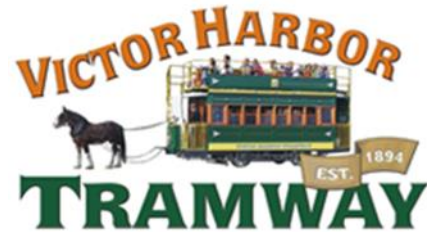
Natasha Hunt

3.1 - Report

Paul Brown, Nigel Catt, Rachel Kennedy and Cr Carol Schofield AM attended the meeting via email, therefore a quorum was achieved (via circular resolution).

Paul Brown – voted in favour of the recommendation (via email)
Nigel Catt – voted in favour of the recommendation (via email)
Rachel Kennedy – voted in favour of the recommendation (via email)
Cr Carol Schofield AM - voted in favour of the recommendation (via email)

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Friday 2 October 2020
Commencing at 11.00am (via circular resolution)**



In accordance with the Victor Harbor Horse Tram Authority Code of Practice for Meeting procedures, if the majority of the Board Members vote in favour, the resolution/s will be a resolution of the Board and will be a valid and effective as if it had been passed at a meeting of the Board duly convened and held.

3.2 Circular Resolution

VHHTA186

1. That the Victor Harbor Horse Tram Authority receive and note the Formal Request for Council to lease to the Victor Harbor Horse Tram Authority for the land known as CT 6241-993 Lot 23 and CT 6241-994 Lot 580
2. That the Victor Harbor Horse Tram Authority endorse the Formal Request to Council to enter into a peppercorn lease of \$1.00 on demand with the Victor Harbor Horse Tram Authority for the land known as CT 6241-993 Lot 23 and CT 6241-994 Lot 580 and present it to Council for their approval/agreement/endorsement.
3. That the Victor Harbor Horse Tram Authority endorse the formal request to Council to enter into a peppercorn lease of \$1.00 on demand with the Victor Harbor Horse Tram Authority for the land already in use by the Victor Harbor Horse Tram Authority identified as a portion of section 696, 20 Canton Place once the purchase occurs in 2021/22.

CARRIED (via circular resolution)

13. Meeting Closed

Not applicable (meeting was conducted via circular resolution)



appointed to the Victor Harbor Horse Tram Authority Audit Committee for a term of two years.

CARRIED

10:21am Deputy Chair Carol Schofield vacated the chair and resumed her seat.

10:21am Paul Brown returned to the meeting and took the Chair.

10:21am Rachel Kennedy returned to the meeting and resumed her seat.

VHHTA199 Moved: Carol Scofield
Seconded: Rachel Kennedy

- 3. That the Victor Harbor Horse Tram Authority recommends to Council that John Morgan be appointed as the Independent member to the Victor Harbor Horse Tram Authority Audit Committee for a term of two years.**

CARRIED

7.5 Policies for Review Report

VHHTA200 Moved: Carol Scofield
Seconded: Nigel Catt

- 1. That the Victor Harbor Horse Tram Authority do receive and note the Policies for Review Report.**

CARRIED

VHHTA201 Moved: Rachel Kennedy
Seconded: Natasha Hunt

- 2. That the Victor Harbor Horse Tram Authority Board endorse the following revised policies and documents:**

- **The Meeting Procedures Policy**
- **The Fees and Charges Policy**

CARRIED

VHHTA202 Moved: Nigel Catt
Seconded: Rachel Kennedy



3. That the Victor Harbor Horse Tram Authority Board note the schedule for future policy / key document review.

CARRIED

8. Presentations

Nil

9. Discussion Items – No decision(s)

Nil

10. Correspondence Received

Nil

11. Urgent Business without Notice

Councillor Schofield raised the following;

1. That the Authority may need to apply for a Property Identification Code for the land(s) where the horses reside.
2. That the Authority should research what immunisations staff may require for increased protection when dealing with horses.
3. That the Visitor Information Centre is moving and may impact the Victor Harbor Horse Tram, with a heavier burden on staff and volunteers, heavier foot traffic at the space poor tram office and an increased physical risk to staff, horses and visitors. It was discussed what assistance the Authority might request from Council.

12. Confidential Item(s)

Nil

13. Next Meetings

Tuesday 1 December 2020, 10am – Encounter Room

A handwritten signature or mark, possibly a stylized 'S' or 'A', located at the bottom right of the page.

Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Tuesday 20 October 2020
Commencing at 10:00 am Encounter Room



14. Meeting Closed.

11:06 am

***Please be advised** that filming, photography and audio recording may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999.*

A handwritten signature in black ink, consisting of a stylized, cursive name, positioned above a horizontal dotted line.



Meeting **Victor Harbor Horse Tram Authority**
Date **1 December 2020**
From **Meg Whibley**
Subject **General Manager Operations and Projects Update Report**
Report Number **6.1**

RECOMMENDATION

That the Victor Harbor Horse Tram Authority receive and note the General Manager Operations and Project Update Report.

INFORMATION

Purpose

The purpose of this report is to provide an update from the General Manager to the Board, regarding Horse Tram operations.

Background

Whilst the following matters are operational and do not require endorsement by the Board, they are important in providing information to the Board around the projects that are being worked on and the day to day operations.

Commentary

Covid-19 has seen a lockdown which stopped operation for 3 days- luckily we were able to get back to work on the Sunday 22 Nov 2020. It was really quiet but we felt good getting the horses back to work and showing the Tram running was great for the area.

Ticket sales for October

Oct 2020	Oct 2019	Oct 2018
2761 Tickets sold	5010 Tickets sold	
\$26,096	\$56,937	\$48,952
7 Days closed	4 Days closed	2 Days closed
Down 55% on 2019 Down 45% on 2018		

October figures are really showing how much covid has affected our takings with no interstate visitors or internationals and how going forward we need to be promoting the

Tram and encouraging people to visit our beautiful area. I will be working on ways to promote the Tram over the next couple of weeks.

Staff:

Training of the new staff ready for the Christmas period is underway and progressing nicely. Staff meetings, staff information on procedures and staff inductions are occurring.

Our Christmas get together is planned for the 22 Dec 2020 at the Tram office, pizza and drinks will be provided and families are welcome.

Horses:

Over all the horses are looking fantastic and have recently had the vet out for their annual drenching. This is a preventative measure against sand colic.

Paddock move has occurred and they are all back at Canton place enjoying the green feed and the shade.

Jay Jay and Scotty have been successfully brought back into work and all staff are getting individual training so as to drive the same way, providing consistency to the horses.

Horses have been rotated through having a break before the busy Christmas period with the Covid lockdown helping this.

New Land at Canton place update:

I have had a meeting with Barefoot Designs in relation to a master plan of the land so as to provide a visual update to all of our long term vision for this area.

I have had Meetings with council staff regarding the new stables and the positioning on the land. Marking of the pine trees that need to be removed has happened. Surveying of the land is happening so we will have the boundary pegged and the levels done on the portion where we want to build the Stables.

Cleaning up of the site is also getting planned with the use of Depot staff and equipment to help with this process, this will be charged out to the Tram. Consideration is being given as to how to dispose of the bio-solids stock pile.

Initial costings of the Stables have come back and plans are being adjusted ready to go out to tender.

Tram renovation update:

The tram is looking great with all the steel work striped back and the wood work all freshly vanished. The stairs were removed and sandblasted and are primed ready for painting. The paint arrives this week (26.11.20) for the rails, steel steps and timber panels, so once it's painted the tram will be put back together and will be back into operation.

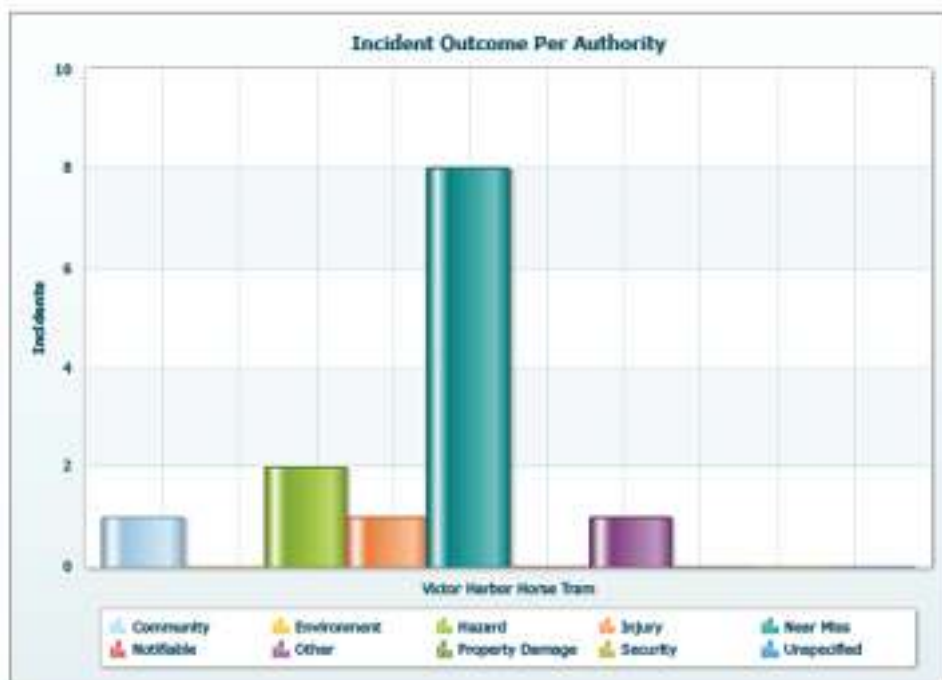
This has been a long process but well worth it as it's been able to be completed during covid and has cost very little compared to quotes that were provided for it to be taken off site and completed.

Work Health Safety update:

Skytrust is proving helpful, with more online inspections having been created, completed and instantly uploaded. All of our workplace inspections are current and up to date. Certain inspections also act as a staff cheat sheet to ensure procedures are correctly followed, and in the correct order, as they progress through the 'inspection' making for a safer process and workplace.

Due to Skytrust incident reporting is simpler and easily reviewed. The following graph demonstrates incidents reported this calendar year to date. The incidents are grouped according to their type for analysis. You will note that the column for 'near miss' incidents appears quite high. This occurs as nearly all incidents are near misses and can be represented on the graph more than once when they fall into several categories. You can see that we do not experience an excessive amount of incidents, despite working with horses and the public, which can be put down to the care and attention of staff, and our safe operating procedures which are strictly followed.

Graph: Incidents by Outcome Per Authority
Start Date: Jan 1 2020
End Date: Nov 26 2020
Authority: All Authority's
Go



Of note, since the prototype ramps have been used on the trams, incidents where injury actually occurs have ceased, showing that the ramps are proving to be a big success. The ramps themselves have not caused a tripping hazard, which was the fear. The prototypes need some improvements, and design styles are being considered, but these modifications really are to tweak what is already working, so a big 'well done' to our Assistant Manager, Adrian.

The team are in the early stages of forming a Work Health Safety Committee. Advice has been sought to determine what an effective and practical committee might look like, and consideration is underway as to who should be on that committee. As the team already work together and consult one another regarding safety issues and the best development of safe operating procedures, we expect that an official committee will not require significant time and resources, but in fact hone down processes, increasing safety and efficiency simultaneously.

RISK ASSESSMENT

A risk assessment has not been undertaken as this operations report is provided to the Board for receiving and noting only.

BUDGET IMPLICATIONS

There are no budget implications associated with the Board receiving and noting the General Manager Operations Report.



Meeting **Victor Harbor Horse Tram Authority**

Date **1 December 2020**

From **Megan Whibley**

Subject **Resolutions Register Report**

Report Number **6.2**

RECOMMENDATION

That the Victor Harbor Horse Tram Authority receive and note the Outstanding Resolutions Register report.

INFORMATION

Purpose

The purpose of this report is to review the outstanding resolutions register and determine the best course of action for items where required.

Background

The General Manager is to maintain a register of outstanding resolutions and implement resolutions of the Board in a timely and efficient manner.

The outstanding resolutions report lists all the outstanding resolutions from previous Board meetings, with a progress note against each resolution. Completed items are removed from the register for the following Board meeting to ensure that the list remains a current working document of outstanding resolutions that require action.

Commentary

The current outstanding resolutions register is provided at attachment A.

RISK ASSESSMENT

Corporate Governance –The Board must manage its governance risk of implementing decisions of the Board and associated actions as well as undertake duties as required by the Local Government Act 1999 Section 99(1)(a) and the Charter within approved budgets and required time frames. This report provides a mechanism for the Board to monitor progress of resolutions, work and actions and to manage the associated governance risk. The risk is assessed as **low**.

Socio Political, Community Issues / Reputation – There may be some concern from former or current Board members, Council and the broader community if resolutions are not actioned in a timely manner or if the current Board determines to resolve contrary to an earlier resolution. The risk is assessed as **medium**.

BUDGET IMPLICATIONS

There are no budget implications associated with the Board receiving and noting this report.

The majority of tasks on the outstanding resolutions register will be undertaken by the General Manager Horse Tram Authority as scheduled and without requirement for additional funds. Where additional funds are required to achieve items on the resolutions register, endorsement by the Horse Tram Authority Board, or where applicable, budget bids to Council, will be applied to individual items as required.



Attachment A
VHHTA – Outstanding Resolutions Register – updated 27-Nov-20
 *newest at top

Date	Minute Number	Resolution	Status/Update
		<i>Leave blank</i>	
20 October 2020	VHHTA199	That the Victor Harbor Horse Tram Authority recommends to Council that John Morgan be appointed as the Independent member to the Victor Harbor Horse Tram Authority Audit Committee for a term of two years.	COMPLETED - This was carried at the 23 Nov 2020 Council meeting unanimously.
20 October 2020	VHHTA198	That the Victor Harbor Horse Tram Authority recommends to Council that the following Authority Board Member(s) Rachel Kennedy and Paul Brown be appointed to the Victor Harbor Horse Tram Authority Audit Committee for a term of two years.	COMPLETED - This was carried with the alteration of the Terms of Reference removing the General Manager– but Rachel Kennedy and Paul Brown were appointed on the Audit committee
20 October 2020	VHHTA196	That the Victor Harbor Horse Tram Authority Board recommend to Council that Paul Brown and Nigel Catt be appointed as Independent Board Members for a second term commencing on 1 March 2021 and concluding 1 March 2024.	COMPLETED - Approved by the council on the 23 Nov 2020
14 September 2020	VHHTA185	That the Victor Harbor Horse Tram Authority amend the meeting scheduled for the 8 December to 1 December 2020.	COMPLETED - Website has been updated to reflect the date change.
14 September 2020	VHHTA184	That the Victor Harbor Horse Tram Authority formally request that Council extend the deadline for the provision of the Annual Report to 31 October 2020 with the draft financial statements to be provided for the audit by 30 September 2020.	COMPLETED - The council have now received our Annual report 23 November 2020 with the Council Annual report.



Attachment A

Date	Minute Number	Resolution	Status/Update
25 August 2020	VHHTA180	<p>That the Victor Harbor Horse Tram Authority recommend to Council’s Chief Executive Officer that the Horse known as Karni, who is currently retired from duties with the Victor Harbor Horse Tram, be the subject of a transfer of ownership, ensuring that the new owner has demonstrated capability, capacity and an appropriate environment that will provide for the horse’s ongoing care and wellbeing.</p> <p>That the Victor Harbor Horse Tram Authority support the rehoming of Karni to Aleysha Austin and recommend this option to Council’s Chief Executive Officer.</p> <p>That the conditions of sale include that Karni is not to be used for any commercial purpose.</p> <p>That the sale of Karni will proceed only after a successful trial period has been undertaken.</p>	<p>This Request has been formally asked of Victoria Mackirdy on the 3 Sept 2020.</p> <p>The General Manager hasn’t heard back as of the 12 Oct 2020.</p> <p>Trial period is in place and going well.</p> <p>Signed documentation for the trial period has been obtained.</p> <p>The approval has been received from the CEO, Victoria MacKirdy for Karni’s retirement - so the final process needs to be implemented with the purchase amount of \$1 to occur.</p>
16 June 2020	VHHTA175	<p>That the Victor Harbor Horse Tram Authority determines to engage an External Auditor and that the Board approves appointment of an external auditor for a three year period, with the possibility of a further two years if both parties are in agreeance, through VHHTAs usual procurement processes as delegated to the General Manager or delegate; and that Council’s Audit Committee is utilised for oversight of the External Auditor engagement, pending the formation of the Authority’s Audit Committee.</p>	<p>Council have engaged an External Auditor so now we will approach that company and potentially engage them for the VHHTA.</p> <p>One quote has been received and another is being sourced before a decision is made.</p>
16 June 2020	VHHTA 174	<p>That at the conclusion of their review process, the Independent Member Application Appraisal Panel Authority make recommendation to the Victor Harbor Horse Tram Authority Board regarding the appointment of an</p>	<p>COMPLETED - The advert has gone in the Victor Harbor Times and onto the website and the</p>



Attachment A

Date	Minute Number	Resolution	Status/Update
		Independent Member to the Audit Committee, for subsequent recommendation by the Board to Council.	closing date for applications is 5pm Friday, 28 August 2020. Interview took place 12 Oct 2020.
16 June 2020	VHHTA173	That an Independent Member Application Appraisal Panel be established for the purpose of reviewing, short-listing and interviewing applications for the Independent Member to the Victor Harbor Horse Tram Authority Audit Committee and that the panel consists of: <ul style="list-style-type: none"> • Megan Whibley, Victor Harbor Horse Tram Authority General Manager; • Paul Brown, Board Chair; • Nigel Catt, Board Member 	COMPLETED - Once the applications are received the Panel will meet to interview the applications. 12 October 2020, 2pm
16 June 2020	VHHTA 172	That the Victor Harbor Horse Tram Authority Board endorse the Draft Terms of Reference for the VHHTA Audit Committee at Attachment A to this report, with removal of sitting fees for independent Audit Committee members and Chair described in section 4.8. That the Victor Harbor Horse Tram Authority General Manager be directed to undertake a recruitment process for one Independent Member position for the Victor Harbor Horse Tram Authority Audit Committee.	COMPLETED - and endorsed. COMPLETED - Advert has been up loaded onto the Website and placed in the Victor Harbor Times on the August 20, 2020.
17 Dec 2019	VHHTA147	That with reference to minute VHHTA40 as detailed in this report regarding improvements to the Causeway Horse Tram Station, the matter be discontinued in light of the new causeway alignment and that the Authority work with DPTI and/or Council to ensure that the future design of any new facilities and infrastructure are suitable to the ongoing needs of the VHHTA.	Ongoing – liaising with Council/DPTI regarding future of Causeway and infrastructure needs of VHHTA.



Attachment A

Date	Minute Number	Resolution	Status/Update
			Meetings are in place with VHHTA GM and Adrian Cox 1.12.2020
17 Dec 2019	VHHTA135	That the Board view the video produced by the Friends of the Victor Harbor Horse Tram to determine suitability to display in the office window and give delegation to the General Manager to purchase a monitor up to the value to \$500.	<p>In progress - Carol Schofield has shared video with the other Board members – Discussions with the Board in June 2020 about the actual footage not being of great quality so as better footage is produced the monitor will be purchased.</p> <p>Monitor still to be purchased – Video content needs updating, work in progress.</p>
17 Dec 2019	VHHTA134	That with reference to minute VHHTA59 as detailed in this report, a review of the VHHTA the Code of Practice for Meeting Procedures be undertaken by the Board in the first quarter of 2020.	<p>COMPLETED - Email has been sent requesting the Board to review and see if any changes are required.</p> <p>Carol Schofield has emailed back after review and no changes necessary.</p>
17 Dec 2019	VHHTA132	That the Board include outstanding items from the Work Program in their review of the VHHTA Business Plan 2019-21 to consolidate the direction of the Authority and streamline reporting so that it is against the current business plan.	<p>In progress - Business Plan to be further revised following presentation to Council in February 2020 – Dan Aubin was the facilitator for the second planning day which was on the 27 July 2020 and work on the business plan is still to be updated.</p>



Attachment A

Date	Minute Number	Resolution	Status/Update
			Outstanding items from work program to be incorporated as part of this amendment process.
17 Sept 2019	VHHTA108	That the Victor Harbor Tram Authority modify the works program by delaying the Tram 4 action for 12 months and removing the ticket machine action from the works program	In progress - To be a 2021/22 Budget Bid Current Capital budget bids are with Council for their consideration.
20 Aug 2019	VHHTA96	That the Victor Harbor Horse Tram Authority examine the policy associated with sales and Merchandise.	In progress – this needs to be developed.
20 Aug 2019	VHHTA97	That the Victor Harbor Horse Tram Authority review the volunteer policy.	In progress – email sent to Board with the policy to review.
18 June 2019	VHHTA82	<p>Grazing Land</p> <p>1. That the Victor Harbor Horse Tram Authority (VHHTA) write to the Chief Executive Officer of the City of Victor Harbor to seek approval to access the Council owned land outlined in Option 1 (known as Gillespie Land) as a short term grazing solution.</p> <p>2. The VHHTA request that the General Manager commence negotiations with SA Water to access land identified as Options 2 & 3 and report back to the Board.</p>	<p>COMPLETED - Negotiations with SA Water are nearly completed by Council, and the takeover date was 28 August 2020.</p> <p>COMPLETED - and successful leasing arrangement for the VHHTA regarding the use of this land.</p>



Meeting **Victor Harbor Horse Tram Authority**
Date **1 December 2020**
From **Megan Whibley**
Subject **Proposed 2021 Board Meetings, Informal Gathering and Audit committee meeting Dates Report**
Report Number **7.1**

Purpose

The purpose of this report is to set the dates for meetings in the 2021 calendar year.

RECOMMENDATION

- 1. That the Victor Harbor Horse Tram Authority Board receive and note the Proposed 2021 Board Meeting and Informal Gathering dates Report.**
- 2. That the Victor Harbor Horse Tram Authority Board endorse the Proposed 2021 Board Meetings, Informal Gathering and Audit Committee dates listed in the report below.**

INFORMATION

In order to get the dates endorsed and published on the website, listed below are the proposed dates and times of bi-monthly Board meetings for 2021, and proposed dates and times for Informal Gatherings on the alternate months.

Meeting dates have been brought forward a week so as to allow time for any reports to go to the City of Victor Harbor meetings if needed.

Board Meetings

Date - 2021	Location	Time	Agenda Due on website
Tuesday 9 February	Encounter Room	3.00pm to 5.00pm	Friday 5 February TBC
Wednesday 6 April	COVH Chambers	9.00am to 12.00pm	Friday 2 April TBC
Tuesday 15 June	Encounter Room	3.00pm to 5.00pm	Friday 11 June TBC
Tuesday 10 August	Encounter Room	3.00pm to 5.00pm	Friday 6 August TBC
Tuesday 12 October	Encounter Room	3.00pm to 5.00pm	Friday 8 October TBC
Tuesday 7 December	COVH Chambers	10.00am to 1.00pm	Friday 3 December TBC

Informal Gathering

Date - 2021	Location	Time
Tuesday 12 January	Encounter Room	2.30pm to 5.00pm
Tuesday 9 March	Encounter Room	2.30pm to 5.00pm
Tuesday 11 May	Encounter Room	2.30pm to 5.00pm
Tuesday 13 July	Encounter Room	2.30pm to 5.00pm
Tuesday 14 September	Encounter Room	2.30pm to 5.00pm
Tuesday 9 November	Encounter Room	2.30pm to 5.00pm
Christmas gathering (Dec)	Encounter Room	TBC

- December Informal gathering/Christmas celebration

Audit Committee Dates

Date - 2021	Location	Time
Tuesday 9 February	Ground Floor Conference Room	1.00pm to 2.30pm
Tuesday 11 May	Encounter Room	12.30pm to 2.00pm
Tuesday 10 August	Encounter Room	1.00pm to 2.30pm

RISK ASSESSMENT

Corporate Governance – As per section 2.4 of the VHHTA Charter,

2.4 Proceedings at Board Meetings

2.4.1 A meeting of the Board must be held at times and intervals as determined by the Board, provided that the Board meets at least six times in every twelve months.

The proposed schedule meets the requirements of the Charter. The risk is assessed as **low**.

Service Delivery – Meetings held every two months may delay decisions that will impact service delivery. This risk can be mitigated by calling Special Meetings as required. The risk is assessed as **low**.

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in endorsing the proposed Board Meeting and Informal Gathering dates for 2020. Less frequent Board meetings will result in less time by VHHTA and City of Victor Harbor staff in relation to administrative duties associated with Agenda and Minutes preparation.