



7 October 2021

Contact for Apologies: General Manager

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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:** Friday, 8 October 2021

**TIME:** 10am

**PLACE:** Via Zoom

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**

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

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

**3. Apologies**

Nil

**4. Reports for Decision**

4.1 Board Meeting Change Report 2

**Next Meeting**

Tuesday, 9 November 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.*



Meeting                      **Victor Harbor Horse Tram Authority**  
Date                            **9 November 2021**  
From                           **Megan Whibley**  
Subject                       **Board Meeting Change**  
Report Number              **4.1**

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## **RECOMMENDATION**

- 1. That the Victor Harbor Horse Tram Authority receive and note the Board Meeting Change report.**
- 2. That the Victor Harbor Horse Tram Authority endorse that the Board meeting, endorsed for 12 October 2021, be rescheduled to 9 November 2021 at 2:30pm and be held at the Encounter Room.**

## **INFORMATION**

### **Purpose**

The purpose of this report is to seek Board endorsement to reschedule the 12 October 2021 Board Meeting to 9 November 2021.

### **Background**

At the Board meeting held on 4 April 2019, the board resolved the following:

#### **7.1 *Proposed 2021 Board Meetings, Informal Gathering and Audit committee meeting Dates Report.***

VHHTA207                      *Moved:        Rachel Kennedy*  
   *Seconded:   Nigel Catt*

- 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, with the adjustment of 15 June 2020 to 10:30am and 6 April 2020 changed to Tuesday.*

**CARRIED**

The resolution of the Board endorsed the following Board Meeting;

Tuesday 12 October	Encounter Room	3.00pm to 5.00pm	Friday 8 October TBC
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## Commentary

The VHHTA has decided that it would be beneficial that the Board Meeting endorsed for 12 October 2021 be rescheduled and endorsed for 9 November 2021. The VHHTA will be presenting the Quarter Budget Review as an Agenda item. The figures regarding the Quarter Budget Review will be made available in November and will not be complete for the 12 October meeting.

The VHHTA Charter states at provision 2.4;

*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 VHHTA Code of Practice for Meeting Procedures states at page 4;

*Ordinary meetings of the Board will be held at such times and places as determined by the Board except that there must be at least one ordinary meeting of the Board every three months.*

A Board Meeting endorsed for 9 November 2021 will be within three months of the previous Board Meeting and a change of Board Meeting date may be made by the determination of the Board. A Board Meeting held in November will be able to provide more accurate and relevant information regarding the matters to be presented.

## RISK ASSESSMENT

**Governance** – the recommendation meets the requirements of the Charter, relevant legislation and the Code of Practice for Meeting Procedures. The risk has been assessed as **low**.

## REFERENCES

VHHTA Charter

VHHTA Code of Practice for Meeting Procedures

## BUDGET IMPLICATIONS

There are no budget implications in rescheduling the October Board meeting for 9 November 2021.

## **CONSULTATION**

Karen Rokicinski (Director of Corporate and Customer Service CVH)