



27 October 2023

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: Tuesday, 31 October 2023

TIME: 3:00pm

PLACE: 'The Stables' 11 Canton Place, 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

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

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

Karen Rokicinski (Director Corporate and Customer Service)

3. Apologies

Nil

4. Minutes of Previous meeting

4.1	Board Meeting Minutes Report – 8 August 2023 – 26 September 2023	3
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5. Adjourned Item(s)

Nil

6. Reports for Receiving and Noting only

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7. Reports for Decision

7.1	The First Quarter Review of the 2023-24 Budget Report	22
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8. Presentation(s)

Nil



9. Discussion Items – No decision(s)

9.1 Stable Complex

10. Correspondence Received

Nil

11. Urgent Business without Notice

Nil

12. Confidential Reports

Nil

Next Meeting

Tuesday, 12 December 2023, 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 **31 October 2023**
From **Megan Whibley**
Subject **Board Meeting Minutes – 8 August 2023**
Report Number **4.1**

RECOMMENDATION

That the minutes of the previous Victor Harbor Horse Tram Authority Board Meeting held Tuesday, 8 August 2023, be confirmed as a true and accurate record.

INFORMATION

Purpose

The purpose of this report is to present the Victor Harbor Horse Tram Authority minutes for the meeting held on 8 August 2023 for confirmation.

Background

A Board meeting of the Victor Harbor Horse Tram Authority was held on Tuesday, 8 August 2023.

Commentary

The minutes for the Victor Harbor Horse Tram Authority meeting held Tuesday, 8 August 2023 were distributed to Members on Friday, 11 August 2023.

A copy of the minutes are provided at attachment A to this report.

RISK ASSESSMENT

Legal and Compliance – The minutes were prepared and distributed to members in line with legislation. This risk is assessed as **low**.

REFERENCES

Nil

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in confirming the Victor Harbor Horse Tram Authority minutes.

No additional funds are required.

CONSULTATION

Victor Harbor Horse Tram Authority Board members

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Tuesday 12 September 2023
Commencing at 3:00pm, at the Encounter Room**



Present

Nigel Catt (Chair)
Natasha Hunt (Zoom)
Paul Brown

In Attendance

Megan Whibley (General Manager VHHTA)
Tamar Herron (Minute Secretary VHHTA)
Karen Rokicinski (Director Corporate and Customer Service COVH)
Toni Carter (Executive Assistant Corporate and Customer Service COVH)

Commencement

The meeting commenced at 3:04 pm

3. Apologies

Rachel Kennedy
Cr Carol Schofield AM

4. Minutes of the Previous Meeting

4.1 Board Meeting Minutes – 24 July 2023

VHHTA387 Moved: Paul Brown
Seconded: Natasha Hunt

That the minutes of the previous Victor Harbor Horse Tram Authority Board Meeting held Monday, 24 July 2023, be confirmed as a true and accurate record.

CARRIED

5. Adjourned Item(s)

Nil

6. Reports for Receiving and Noting only

6.1 Outstanding Resolutions Register

VHHTA388 Moved: Natasha Hunt
Seconded: Paul Brown

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Tuesday 12 September 2023
Commencing at 3:00pm, at the Encounter Room**



***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, appearing to read "N. M. Catt", is located in the bottom right corner of the page.

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Tuesday 26 September 2023
Commencing at 3pm, Encounter Room**



Present -

Nigel Catt (Chair)
Cr Carol Schofield AM
Rachel Kennedy (Electronic Attendance – Zoom)
Natasha Hunt
Paul Brown (Electronic Attendance – Zoom)

In Attendance

Megan Whibley (General Manager VHHTA)
Karen Rokicinski (Director Corporate and Customer Service COVH)
Toni Carter (Executive Assistant Corporate and Customer Service COVH)

Commencement

The meeting commenced at 3.03 pm

3. Apologies

4. Reports for decision

4.1 Draft Annual 2022/23 Report

VHHTA399 Moved: Natasha Hunt
Seconded: Carol Scholfield

1. That the Victor Harbor Horse Tram Authority Board receive and note the Draft 2022/23 Victor Harbor Horse Tram Authority Annual Financial Statements.

CARRIED

Nigel Catt left the meeting 3.10pm
Nigel Catt returned to the meeting at 3.10pm

VHHTA400 Moved: Rachael Kennedy
Seconded: Paul Brown

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Tuesday 26 September 2023
Commencing at 3pm, Encounter Room**



2. That the Board endorse the Draft 2022/23 Annual Report at Attachment A with minor edits as provided to the General Manager and with condensed version on pages 22 and 23, and forward the report to Council for approval.

CARRIED

VHHTA401 Moved: Carol Scholfield
Seconded: Natasha Hunt

3. That the Board endorse:
- the 2022/23 Victor Harbor Horse Tram Authority Annual Financial Statements as provided under separate cover, and
 - the relevant Chair and General Manager be authorised to sign the Financial Statements on behalf of the Authority; and
 - the documents be provided in the 2022/23 Annual Report to Council for approval.

CARRIED

4.2 General Manager's Remuneration Report

VHHTA402 Moved: Rachael Kennedy
Seconded: Paul Brown

1. That the Victor Harbor Horse Tram Authority receive and note the General Manager Remuneration Review Report.

CARRIED

VHHTA403 Moved: Natahsa Hunt
Seconded: Paul Brown

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Tuesday 26 September 2023
Commencing at 3pm, Encounter Room**



2. That the Victor Harbor Horse Tram Authority:

- I. retrospectively approve the 3.5% General Manager wage for the previous year, consistent with the increase of other staff under the Enterprise Agreement, noting that it has already been applied; and
- II. having endorsed the General Manager Performance Review at the Board meeting on 12 September 2023, subsequently approve an 8.6% increase to base salary, consistent with the increase of other staff under the Enterprise Agreement, to be applied from 1 July 2023.
- III. Note there will be nil effect to the budget.

CARRIED

VHHTA404 Moved: Rachel Kennedy
Seconded: Natasha Hunt

3. The Victor Harbor Horse Tram Authority review the General Manager employment agreement in May 2024.

CARRIED

5. Next Meetings

Tuesday 31 October 2023 at 3pm – The Stables – 11 Canton Place. TBC

6. Meeting Closed.

The Chair declared the meeting closed at 4.01 pm

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.

Meeting **Victor Harbor Horse Tram Authority**

Date **31 October 2023**

From **Megan Whibley**

Subject **Resolutions Register Report**

Report Number **6.1**

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 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 16-Oct-23

Date	Minute Number	Resolution	Status/Update
		<i>Leave blank</i>	
26 Sept 2023	VHHTA404	The Victor Harbor Horse Tram Authority review the General Manager employment agreement in May 2024.	
26 Sept 2023	VHHTA403	<p>That the Victor Harbor Horse Tram Authority:</p> <p>I. retrospectively approve the 3.5% General Manager wage for the previous year, consistent with the increase of other staff under the Enterprise Agreement, noting that it has already been applied; and</p> <p>II. having endorsed the General Manager Performance Review at the Board meeting on 12 September 2023, subsequently approve an 8.6% increase to base salary, consistent with the increase of other staff under the Enterprise Agreement, to be applied from 1 July 2023.</p> <p>III. Note there will be nil effect to the budget.</p>	Complete
26 Sept 2023	VHHTA401	<p>That the Board endorse:</p> <ul style="list-style-type: none"> • the 2022/23 Victor Harbor Horse Tram Authority Annual Financial Statements as provided under separate cover, and • the relevant Chair and General Manager be authorised to sign the Financial Statements on behalf of the Authority; and • the documents be provided in the 2022/23 Annual Report to Council for approval. 	Complete
26 Sept 2023	VHHTA400	That the Board endorse the Draft 2022/23 Annual Report at Attachment A with minor edits as provided to the General Manager and with condensed version on pages 22 and 23, and forward the report to Council for approval.	Complete
12 Sept 2023	VHHTA396 VHHTA397	Confidential - Return and Allocation of Surplus Funds	Complete



Attachment A

Date	Minute Number	Resolution	Status/Update
1 Dec 2020	VHHTA209	That the General Manager present a report to the Victor Harbor Horse Tram Authority Board prior to the setting of the 2021/2022 budget, that includes information on our training policy and our budget requirements for training, so as to provide direction for the Board.	Draft tabled at Board meeting 13 September 2022 – VHHTA Draft Staff and Development Policy requiring further development.



Meeting **Victor Harbor Horse Tram Authority**
Date **31 October 2023**
From **Megan Whibley**
Subject **Audit Committee Public Minutes – 26 September 2023**
Report Number **6.2**

RECOMMENDATION

That the Victor Harbor Horse Tram Authority receive and note the unconfirmed public minutes of the Audit Committee meeting 26 September 2023 at attachment A to this report.

INFORMATION

Purpose

The purpose of this report is to receive and note the minutes of the Audit Committee meetings held on Tuesday, 26 September 2023 and to consider recommendations from the Audit Committee.

Background

The Audit Committee minutes from the meeting held on Tuesday, 26 September 2023 were distributed to Members on Friday, 29 September 2023.

Commentary

During the meeting held 26 September 2023, the Audit Committee made an Action List note for the Audit Committee to request that the VHHTA Terms of Reference are reviewed/updated to align with new legislation and noted that Michelle Bennetts is happy to review the TOR.

A copy of the 26 September 2023 Audit Committee minutes are provided at attachment A to this report.

RISK ASSESSMENT

Legal and Compliance – The minutes were prepared and distributed to members in line with legislative requirements. This risk is assessed as **low**.

REFERENCES

VHHTA Charter

The Local Government Act 1999

Local Government (Financial Management) Regulations 2011

BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications in the preparation and receipt of this report.

No additional funds are required.

CONSULTATION

Audit Committee Members

Karen Rokicinski – (Director Corporate and Customer Service CVH)

**Minutes of the Victor Harbor Horse Tram Authority
Audit Committee Meeting
For meeting Tuesday 26 September 2023
Commencing at 12:30pm, Encounter Room**



1. Attendance

Present

Laura Hodgson (Independent Member) (Electronic Attendance – Zoom)
Nigel Catt
Rachel Kennedy (Acting Chair)
Kate Christ (Independent Member)

In attendance

Megan Whibley (General Manager VHHTA)
Michelle Bennetts (Managing Director IgiQ) (Electronic Attendance – Zoom)
Toni Carter (Executive Assistant Corporate and Customer Service COVH)

Commencement

The meeting commenced at 12: 46 pm

2. Apologies

John Morgan (Independent Member) (Chair)

3. Conflict of Interest

Nil

4. Minutes of the Previous Meeting

4.1 Audit Committee Meeting Minutes Report – 9 May 2023

AC052 Moved: Larua Hodgson
 Seconded: Nigel Catt

That the minutes of the previous Victor Harbor Horse Tram Authority Audit Committee meeting held Tuesday, 9 May 2023 be confirmed as a true and accurate record.

CARRIED

5. Business Arising

Nil

Minutes of the Victor Harbor Horse Tram Authority
Audit Committee Meeting
For meeting Tuesday 26 September 2023
Commencing at 12:30pm, Encounter Room



9. Discussion Items – No decision(s)

Nil

10. Correspondence Received

Nil

11. Urgent Business without Notice

Nil

12. Confidential Item(s)

Nil

13. Next Meetings

Next meeting – Tuesday 31 October 2023, 12:30PM, AT 'The Stables' 11 Canton Place

14. Meeting Closed.

The meeting closed at 1.19 pm

***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.*



Meeting **Victor Harbor Horse Tram Authority**
Date **31 October 2023**
From **Megan Whibley**
Subject **The First Quarter Review of the 2023/24 Budget Report**
Report Number **7.1**

RECOMMENDATION

- 1. That the Victor Harbor Horse Tram Authority receive and note The First Quarter Review of the 2023/24 Budget Report.**

- 2. That the Victor Harbor Horse Tram Authority;**
 - a. endorse The First Quarter Review of the 2023/24 Budget Report as presented at attachment A to this report, noting an unchanged contribution from Council (operating deficit) of \$365,000, and**

 - b. provide the Budget Review to Council.**

INFORMATION

Purpose

The purpose of this report is for the Victor Harbor Horse Tram Authority (VHHTA) to endorse The First Quarter Review of the 2023/24 Budget Report, and to provide a projection of the Victor Harbor Horse Tram Authority ('Authority') operating budget for 2023/24, identifying any variations sought to the Authority's original budget and the cumulative financial implications.

Background

Section 9 of the Local Government (Financial Management) Regulations 2011 provides the requirements for regular budget reviews. Regulation 9(1)(b) and 9(2) of the Local Government (Financial Management) Regulations 2011 requires a budget review to include a revised forecast of the Authority's operating and capital investment activities compared with estimates set out in the budget.

Further, the Victor Harbor Horse Tram Authority is required by the Charter to provide reports on the financial position of the Authority each quarter:

5.5 Quarterly reports summarising the financial position and performance of the Authority against the Budget must be prepared and presented to the Board within thirty days of the conclusion of each quarter and copies provided to the Council.

The first quarterly report for the 2023/24 financial year has been prepared on schedule. This First Quarter Review of the 2023/24 Budget is a review addressing the first three months of the 2023/24 financial year.

Commentary

The Victor Harbor Horse Tram Authority 2023/24 budget was prepared by the VHHTA, utilising the software package 'Xero' to manage Authority finances.

The 2023/24 budget is tracking well considering the Horse Tram has had a reduced service with three of our five working horses sustaining minor injuries and needing some time to recover. This is associated with horse hierarchy, after losing Jay Jay, the herd is somewhat unsettled and squabbling as they establish a new herd leader. We have been managing this through segregation at feed times and an array of horse chiropractors and massage therapy for the injuries. The new Stable Complex will also add to the ability to manage the herd at feed times. The VHHTA has been mindful to care for and nurture horses that are still working and ensure a schedule that provides plenty of rest and relaxation, and with careful management the VHHTA is managing to provide an adequate service, pleasing visitors to Victor Harbor and generating substantial income.

The merchandise store is showing strong results in the first quarter.

There are a few areas that were not allowed for in the 2023/24 budget.

- Increased souvenir purchasing for stock.
- Fringe Benefits Tax allowances were missed.
- Horse expenses have increased due to injuries and vet costs for Archer's eye treatment.

On a positive note, the new Stable Complex is getting close to opening and creating another revenue stream. Exciting times. The expected opening date to the public is mid to late December 2023.

The First Quarter Review of the 2023/24 Budget contained within the financial statements is provided at attachment A.

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

Financial Management – The VHHTA is on track to achieve an end of financial year position in accordance with the adopted budget. The Board are continuing to find ways

to generate own-source income outside of ticket sales to improve the bottom line into the future. The risk is assessed as **low**.

Socio Political, Community Issues / Reputation - The Board are continuing to find ways to generate own-source income to reduce the dependency on Council funding which will go toward appeasing any community concern regarding the use of ratepayer money to fund Horse Tram operations. The VHHTA has been able to provide information to the Victor Harbor community around the benefits of the iconic Horse Tram as a driver of the tourist economy and as an attraction for Victor Harbor versus the relatively low cost of keeping the service running, via the study and report by Laura Hodgson, titled 'The Assessment of the Value of the Victor Harbor Horse Tram'. This risk is assessed as **low**.

Governance - the recommendation meets the requirements of the Charter and legislation. The risk is assessed as **low**.

REFERENCES

Victor Harbor Horse Tram Authority Charter

Local Government (Financial Management) Regulations 2011

The Assessment of the Value of the Victor Harbor Horse Tram – report by Laura Hodgson

BUDGET IMPLICATION

The contribution required from City of Victor Harbor (operating deficit) presented in the budget review at attachment A remains unchanged at \$365,000.

CONSULTATION

Michele Bennetts and Rebecca Lamshed from LGiQ



	Actual	Actual	Budget	Budget
VICTOR HARBOR HORSE TRAM AUTHORITY STATEMENT OF COMPREHENSIVE INCOME	FY23	YTD	Original	Revised
	\$'000	23/24	\$'000	1
		\$'000		\$'000
INCOME				
Ticket & Bookings Sales	809	174	796	796
Council Contribution	415	91	365	365
Other income	223	39	417	458
Total Income	1,447	304	1,578	1,619
DIRECT EXPENSES				
Employee Costs	698	177	954	965
Materials, Contracts and Other Expenses	562	167	591	728
Depreciation, amortisation & impairment	18	-	33	33
	1,278	344	1,578	1,726
OPERATING SURPLUS / (DEFICIT)	169	(40)	-	(107)
Net gain (loss) on disposal or revaluation of assets	-	-	-	-
TOTAL COMPREHENSIVE INCOME	169	(40)	-	(107)
	Actual	Actual	Budget	Budget
VICTOR HARBOR HORSE TRAM AUTHORITY CASH FLOW STATEMENT	FY23	YTD	Original	Revised
	\$'000	23/24	\$'000	1
		\$'000		\$'000
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Operating receipts	1,470	322	1,579	1,620
Investment receipts	-	-	-	-
Payments				
Operating payments to suppliers & employees	(1,267)	(317)	(1,491)	(1,639)
Finance payments	(2)	-	(9)	(9)
Net Cash provided by (or used in) Operating Activities	201	5	79	(28)
CASH FLOWS FROM INVESTING ACTIVITIES				
Receipts				
Grants specifically for new or upgraded assets	-	-	-	-
Sale of Assets	-	-	-	-
Payments				
Capital Expenditure on renewal/replacement of assets	1	-	-	5
Capital Expenditure on new/upgraded assets	(99)	(16)	(55)	(55)
Net Cash provided by (or used in) Investing Activities	(98)	(16)	(55)	(50)
CASH FLOWS FROM FINANCING ACTIVITIES				
Receipts				
Proceeds from Borrowings	-	-	55	55
Payments				
Repayment of Borrowings	(33)	(1)	(88)	(85)
Net Cash used in Financing Activities	(33)	(1)	(33)	(30)
NET INCREASE (DECREASE) IN CASH HELD	70	(12)	(9)	(108)
CASH AT BEGINNING OF YEAR	91	161	90	161
CASH AT END OF PERIOD	161	149	81	53



	Actual	Actual	Budget	Budget
VICTOR HARBOR HORSE TRAM AUTHORITY				
UNIFORM PRESENTATION OF FINANCES	FY23	YTD	Original	Revised
	\$'000	23/24	\$'000	1
		\$'000	\$'000	\$'000
Operating Revenues	1,447	304	1,578	1,619
less Operating Expenses	-	-	(1,578)	(1,726)
OPERATING SURPLUS (DEFICIT) BEFORE CAPITAL AMOUNTS	1,447	304	-	(107)
NET OUTLAYS ON EXISTING ASSETS				
Capital Expenditure on Renewal and Replacement of Existing Assets	1	-	-	5
add back Depreciation, Amortisation and Impairment	18	-	33	33
add back Proceeds from Sale of Replaced Assets	-	-	-	-
	19	-	33	38
NET OUTLAYS ON NEW AND UPGRADED ASSETS				
Capital Expenditure on New and Upgraded Assets	(99)	(16)	(55)	(55)
add back Amounts Received Specifically for New and Upgraded Assets	-	-	(55)	(55)
	-	-	(55)	(55)
NET LENDING (BORROWING) FOR FINANCIAL PERIOD	1,466	217	(22)	(124)

	Actual	Actual	Budget	Budget
VICTOR HARBOR HORSE TRAM AUTHORITY				
FINANCIAL INDICATORS	FY23	YTD	Original	Revised
	\$'000	23/24	\$'000	1
		\$'000	\$'000	\$'000
Operating Surplus Ratio <i>being operating surplus (deficit) divided by operating revenue</i>	11.7%	-13.2%	0.0%	-6.6%
Net Financial Liabilities <i>being total liabilities less financial assets (excluding equity accounted investments in Council business)</i>	44	98	129	139
Net Financial Liabilities Ratio <i>being total liabilities less financial assets (excluding equity accounted investments in Council business), divided by total operating revenue</i>	3.0%	32.2%	8.2%	8.6%
Asset Management Plan forecast project spend for renew	(1)	-	-	(5)
Asset Renewal Funding Ratio <i>Asset renewals expenditure is defined as capital expenditure on the renewal and replacement of existing assets relative to the optimal level planned, and excludes new capital expenditure on the acquisition of additional assets. The optimal level planned refers to the Council's Asset Management Plan (AMP) which forecasts the activities/projects that need to be undertaken in order to maintain the Council's assets.</i>	100%			100%
Own Source Funding	81%	62%	77%	73%



	Actual	Actual	Budget	Budget
VICTOR HARBOR HORSE TRAM AUTHORITY		YTD		Revised
CAPITAL EXPENDITURE	FY23	23/24	Original	1
	\$'000	\$'000	\$'000	\$'000
CAPITAL NEW				
IT equipment	-	-	10	10
Tools	4	-	5	5
Tractor/mower/slasher	-	-	20	20
Gater	-	16	15	15
Work vehicle	53	-	-	-
Second float	24	-	-	-
Harness Equipment	2	-	5	5
Equissage	10	-	-	-
Café Equipment	6	-	-	-
Total - Capital New	99	16	55	55
CAPITAL REPLACEMENT				
Float	-	-	-	-
Second Float	-	-	-	-
Work Vehicle	42	-	-	-
harness Equipment	-	-	-	-
Spray unit	-	-	-	-
Gater	-	-	-	-
Work Ute	-	-	-	-
Tractor/mower/slasher	-	-	-	-
Tools	-	-	-	-
IT Equipment	-	-	-	-
	-	-	-	-
	-	-	-	-
Total - Capital Replacement	42	-	-	-
	141	16	55	55



Meeting **Victor Harbor Horse Tram Authority**
 Date **31 October 2023**
 From **Megan Whibley**
 Subject **Proposed 2024 Board Meeting, Informal Meeting and Audit Committee Meeting Dates Report**
 Report Number **7.2**

Purpose

The purpose of this report is to set the dates for meetings in the 2024 calendar year.

RECOMMENDATION

- 1. That the Victor Harbor Horse Tram Authority Board receive and note the Proposed 2024 Board Meeting, Informal Gathering and Audit Committee dates Report.**
- 2. That the Victor Harbor Horse Tram Authority Board endorse the Proposed 2024 Board Meeting, 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 2024, and proposed dates and times for Informal Gatherings on the alternate months.

Board Meetings

Date - 2024	Location	Time	Agenda Due on website
Tuesday 6 February 2024	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 2 Feb 2024
Tuesday 23 April 2024	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 19 April 24
Tuesday 23 July 2024	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 19 July 2024
Tuesday 24 September 2024	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 20 Sept 2024
Tuesday 29 October 2024	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 25 Oct 2024
Tuesday 10 December 2024	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 6 Dec 2024

Informal Gatherings

Date - 2024	Location	Time
19 March 2024	TBC	3.00pm
21 May 2024	TBC	3.00pm
20 August 2024	TBC	3.00pm
19 November 2024	TBC	3.00pm

Audit Committee Meetings

Date - 2022	Location	Time
6 February 2024	TBC	12.30pm- 2pm
9 May 2023	TBC	12.30pm- 2pm
24 September 2024	TBC	12.30pm- 2pm
29 October 2024	TBC	12.30pm- 2pm

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 Meetings, Informal Gathering and Audit Committee dates for 2024.