

#### 2. Present

Paul Brown (Chair)
Cr Carol Schofield AM
Nigel Catt
Rachel Kennedy
Natasha Hunt
Megan Whibley (General Manager VHHTA)
Tamar Herron (Minute secretary VHHTA)

In attendance Karen Rokicinski (Director Corporate and Customer Service CVH)

#### Commencement

The meeting commenced at 3:03 pm via Zoom

### 3. Apologies

Nil

## 4. Minutes of the Previous Meeting

## 4.1 Minutes VHHTA Board Meeting 8 April 2020

VHHTA168 Moved: Rachel Kennedy

Seconded: Natasha Hunt

That the minutes of the previous Victor Harbor Horse Tram Authority meeting held on 8 April 2020, as per copies supplied to members, be adopted as a true and correct record of the meeting.

**CARRIED** 

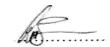
## 4.2 Minutes of VHHTA Special Board Meeting 12 May 2020

VHHTA169 Moved: Carol Scofield

Seconded: Rachel Kennedy

That the minutes of the previous Victor Harbor Horse Tram Authority meeting held on 12 May 2020, as per copies supplied to members, be adopted as a true and correct record of the meeting.

CARRIED





## 5. Business Arising

Nil

## 6. Reports for Receiving and Noting only

## 6.1 General Manager Operations Report

VHHTA170 Moved: Rachel Kennedy

Seconded: Nigel Catt

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

**CARRIED** 

3:14 pm Councillor Schofield left the meeting (due to technical difficulties)

### 6.2 Outstanding Resolutions Register

VHHTA171 Moved: Rachel Kennedy

Seconded: Nigel Catt

**CARRIED** 

3:17 pm Councillor Schofield entered the meeting.

3:19 pm Councillor Schofield left the meeting (due to technical difficulties)

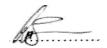
### 7. Reports for Decision

## 7.1 Establishing an Audit Committee and Engaging an External Auditor

VHHTA172 Moved: Rachel Kennedy

Seconded: Nigel Catt

- 1. That the Victor Harbor Horse Tram Authority Board receive and note the Establishing an Audit Committee and Engaging an External Auditor report.
- 2. 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.





3. 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.

CARRIED

3:24 pm Councillor Schofield entered the meeting.

VHHTA173 Moved: Rachel Kennedy

Seconded: Carol Scofield

- That an Independent Member Application Appraisal Panel be established 4. 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:
  - Megan Whibley, Victor Harbor Horse Tram Authority General Manager;
  - Paul Brown, Board Chair;
  - Nigel Catt, Board Member

**CARRIED** 

VHHTA174 Carol Scofield Moved:

Seconded: Rachel Kennedy

5. 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 Independent Member to the Audit Committee, for subsequent recommendation by the Board to Council.

**CARRIED** 

VHHTA175 Moved: Carol Scofield

Seconded: Rachel Kennedy

6. 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.

**CARRIED** 

## 8. Presentations

Nil

## 9. Discussion Items - No decision(s)

9.1 Future Meetings – whether with zoom or in person

## 10. Correspondence Received

Nil

## 11. Urgent Business without Notice

Nil

## 12. Confidential Item(s)

Nil

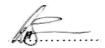
### 13. Next Meetings

Thursday 25 August 2020, 3pm – Zoom Meeting

## 14. Meeting Closed.

3:39 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.

