



10 September 2020

Contact for Apologies: General Manager  
Phone: (08) 8551 0720  
Email: [horsetram@victor.sa.gov.au](mailto:horsetram@victor.sa.gov.au)  
Website: [www.horsedrawntram.com.au](http://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:** Monday, 14<sup>th</sup> September 2020  
**TIME:** 3:00pm  
**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.*



**Date: Monday 14 September 2020**

**Time: 3.00pm**

**Location: Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor**

**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

**4.0 Reports for Decision**

- 4.1 Annual Report 2019/20 – Update ..... 3
- 4.2 December Board meeting date change. Move from the 8 Dec 2020  
back to the 1 Dec 2020 ..... 5

**5.0 Discussion Items – No decision(s)**

- 5.1 The Board may need to attend a Council workshop to put forward its request to use the recently acquired land on Canton place and answer any questions relating to the land requirements.
- 5.2 The council have an Informal Gathering scheduled for Monday, 12 October at 4.30pm.

**Meeting Close**

Victor Harbor Horse Tram Authority  
Board Meeting Agenda  
For meeting Monday 14 September 2020,  
3.00pm



***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 **14 September 2020**  
From **Megan Whibley**  
Subject **Annual Report 2019/20 - Update**  
Report Number **4.1**

---

## **RECOMMENDATION**

- 1. That the Victor Harbor Tram Authority receive and note the Annual Report 2019/20 - Update.**
- 2. That the Victor Harbor 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.**

## **INFORMATION**

### **Purpose**

The purpose of this report is to provide Board Members with an update regarding the Victor Harbor Horse Tram Authority (the 'Authority') 2019/20 Financial Statements and Annual Report.

### **Background**

The Authority is required to prepare financial statements and have them independently audited under section 127 and 129 of the Local Government Act 1999. Clause 3.3.2 of the Authority Charter requires that the financial statements are presented to the Chief Executive Officer of the Council by 30 September each year.

The Authority is also required to furnish an annual report to the Council. This is a requirement of Clause 12 of Schedule 2 of the Local Government Act 1999. In accordance with the Charter, the report is required by 30 September each year for the previous financial year.

### **Commentary**

The Victor Harbor Horse Tram Board has endorsed the use of the Council's auditor for the Authority financial statements for 2019/20. The Council has arranged for the financial audit of Council's financial statements on the 9-13 October 2020 and it stands to reason that the Authority's statements are audited at the same time. As the audited financial statements are a requirement of the Annual Report, it will not be possible for the Authority to meet the

deadline specified in the Charter for 2019/20, however the timing will ensure that the Authority annual report can still be included with Council's for presentation to the Minister by the overarching deadline applied to all Councils.

As the Authority becomes more independent from Council, an earlier audit date will allow for preparation of the financial statements and annual report in accordance with the deadline in the Charter.

## **RISK ASSESSMENT**

### **Corporate Governance**

The Board carries a corporate governance risk by not achieving the deadline for the annual report as endorsed by the Minister in the Authority Charter. This risk will be mitigated to some degree by virtue that the audited financial statements will be prepared alongside Councils and will be provided to the Minister in accordance with requirements of the Local Government Act 1999. Whilst the Board will not be in a position to meet compliance requirements with the Victor Harbor Horse Tram Authority Charter for 2019/20, they should be in a position to achieve this deadline in future as the Authority moves further towards independence from Council. The risk is assessed as *medium*.

## **BUDGET IMPLICATIONS**

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

## **REFERENCES**

The Victor Harbor Horse Tram Authority Charter - Section 42 Subsidiary of the City of Victor Harbor.

Kellie Knight-Stacey (Group Manager Governance & Finance CVH)

## **CONSULTATION**

N/A



Meeting **Victor Harbor Horse Tram Authority**  
Date **14 September 2020**  
From **Megan Whibley**  
Subject **8 December 2020 Board meeting Date Change**  
Report Number **4.2**

---

## **RECOMMENDATION**

1. That the Victor Harbor Horse Tram Authority receive and note the 8 December 2020 Board meeting Date Change report
2. That the Victor Harbor Horse Tram Authority approve 2 weeks annual leave for the General Manager from 7 December to 18 December 2020
3. That the Victor Harbor Horse Tram Authority amend the meeting scheduled for the 8 December to 1 December 2020

## **INFORMATION**

### **Purpose**

The purpose of this report is to seek authorisation for the General Manager to take leave from the 7 December 2020 – 18 December 2020 and to amend the scheduled meeting in from 8 December to 1 December to accommodate the leave request.

### **Background**

#### *2.4 Proceedings at Board Meetings*

*2.4.1 The Victor Harbor Horse Tram Authority Board meeting must be held at times and intervals determined by the Board, provided that the Board meets at least six times in every 12 months*

### **Commentary**

The General Manager has requested leave from the 7 December to the 18 December 2020 before the peak season begins. Bringing the date forward for the Board meeting should work in with the schedule leading into Christmas.

## **RISK ASSESSMENT**

Nil. The Assistant Manager will be in charge of the Victor Harbor Horse tram in the absence of the General Manager.

**REFERENCES**

The Victor Harbor Horse Tram Authority Charter - Section 42 Subsidiary of the City of Victor Harbor.

**BUDGET IMPLICATIONS**

Nil. The assistant Manager is able to perform what is required without any backfill of casual staff. Holiday funds are budgeted for.

**CONSULTATION**

N/A