



10 December 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: Tuesday, 14 December 2021

TIME: 3pm

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

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 – 9 November 2021	3
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5. Adjourned Item(s)

Nil

6. Reports for Receiving and Noting only

6.1	Resolutions Register Report	10
6.2	Audit Committee Meeting Minutes Report – 9 November 2021	13

7. Reports for Decision

Nil

8. Presentation(s)

Nil



9. Discussion Items – No decision(s)

- 9.1 2022-23 Annual Budget Update
- 9.2 Long Term Financial Management Plan
- 9.3 The new Causeway and Plaza construction
- 9.4 Office Refurbishment Update
- 9.5 Using QR Codes linked to Website to Promote Horses and Inform

10. Correspondence Received

Nil

11. Urgent Business without Notice

Nil

12. Confidential Reports

Nil

Next Meeting

Tuesday 8 February 2022, 3pm, Encounter Room – TBC

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 **14 December 2021**
From **Megan Whibley**
Subject **Board Meeting Minutes – 9 November 2021**
Report Number **4.1**

RECOMMENDATION

That the minutes of the previous Victor Harbor Horse Tram Authority Board Meeting held Tuesday, 9 November 2021, 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 9 November 2021 for confirmation.

Background

A Board meeting of the Victor Harbor Horse Tram Authority was held on Tuesday, 9 November 2021.

Commentary

The minutes for the Victor Harbor Horse Tram Authority meeting held Tuesday, 9 November 2021 were distributed to Members on Friday, 12 November 2021.

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
Karen Rokicinski (Director Corporate and Customer Service)



2. That the Victor Harbor Horse Tram Authority endorse the First Quarter budget review 2021/22, as amended by the Audit Committee, noting an unchanged contribution from Council (operating deficit) of \$415,400.

CARRIED

7.3 Risk and Opportunity Policy and Procedure Report

VHHTA274 Moved: Natasha Hunt
 Seconded: Paul Brown

1. That the Victor Harbor Horse Tram Authority receive and note the Risk and Opportunity Policy and Procedure Report.

CARRIED

VHHTA275 Moved: Paul Brown
 Seconded: Rachel Kennedy

2. That the Victor Harbor Horse Tram Authority endorse the Risk and Opportunity Policy.

CARRIED

VHHTA276 Moved: Natasha Hunt
 Seconded: Paul Brown

3. That the Victor Harbor Horse Tram Authority endorse the Risk and Opportunity Procedure.

CARRIED

VHHTA277 Moved: Rachel Kennedy
 Seconded: Carol Schofield

4. That the Victor Harbor Horse Tram Authority endorse the Risk and Opportunity Risk Library.

CARRIED

8. Presentations

Nil



9. Discussion Items – No decision(s)

- 9.1 Discussion That the Board write a letter of appreciation to the VHHTA Assistant Manager, Adrian Cox, to thank him for all of his hard work, effort and performance in restoring Tram #3. The results are an absolute credit to him.
- 9.2 Discussion that a similar letter is due to Carol Schofield in recognition of her effort, hard work, creativity and determination in setting up a merchandise area in the Barn area, making use of what is available, and keeping merchandise sales coming in to the VHHTA.

10. Correspondence Received

Nil

11. Urgent Business without Notice

Nil

12. Confidential Item(s)

Nil

13. Next Meetings

Tuesday 14 December 2021, 3pm – Encounter Room

14. Meeting Closed.

The Chair declared the meeting closed at 3:53pm

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 December 2021**

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.

VHHTA – Outstanding Resolutions Register – updated 9-Dec-21

*newest at top

Date	Minute Number	Resolution	Status/Update
		<i>Leave blank</i>	
8 June 2021	VHHTA245	That the VHHTA General Manager develop the long-term financial plan as part of the VHHTA strategic management Plan, consistent with Section 122 of the Local Government Act 1999.	In progress - In consultation with Karen Rokicinski
1 December 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.	In Progress – Training Policy for VHHTA is in early stages of development, in consultation with CVH.
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/meeting with Council/DIT/McConnell Dowell re construction of Causeway, Plaza and infrastructure needs of VHHTA. Construction is nearing completion of Causeway and Plaza. Open communication via email and by phone are occurring frequently.
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.



Meeting **Victor Harbor Horse Tram Authority**
Date **14 December 2021**
From **Megan Whibley**
Subject **Audit Committee Public Minutes –**
Report Number **6.2**

RECOMMENDATION

That the Victor Harbor Horse Tram Authority receive and note the unconfirmed public minutes of the Audit Committee meeting 9 November 2021 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, 9 November 2021 and to consider recommendations from the Audit Committee.

Background

The Audit Committee minutes from the meeting held on Tuesday, 9 November 2021 were distributed to Members on Friday, 12 November 2021.

Commentary

During the meeting held 9 November 2021, the Victor Harbor Horse Tram Authority Audit Committee received and noted the First Quarter Review of the 2021/22 Budget Report, and made the following recommendations to the Authority Board;

7.1.2 That the Victor Harbor Horse Tram Authority Audit Committee

recommends to the Authority that;

a) The balances relating to leased premises (Non-Current Assets – Infrastructure, Property, Plant & Equipment and Non-Current Liabilities – Borrowings) is not adjusted as part of any budget review until the end of financial year.

b) In the current budget review, the \$50,000 depreciation amount should be set to zero and that the Authority should work with Council to determine the correct amount of depreciation according to the use for life of the vehicles. The next budget review will

incorporate appropriate depreciation which will be reflected in the Statement of Comprehensive Income and statement of Financial Position.

At the 9 November 2021 Authority Board meeting the Board accepted the recommendations of the Audit Committee and made the changes to the First Quarter Review of the 2021/22 Budget Report.

A copy of the 9 November 2021 Audit Committee minutes is 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)



1. Attendance

Present

John Morgan (Independent Member) (Chair)
Kate Christ (Independent Member)(Via Zoom)
Laura Hodgson (Independent Member)(Via Zoom)
Nigel Catt
Rachel Kennedy (Via Zoom)

In attendance

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

Commencement

The meeting commenced at 12:43pm

2. Apologies

Nil

3. Conflict of Interest

Nil

4. Minutes of the Previous Meeting

4.1 Audit Committee Meeting Minutes Report - 10 August 2021 and 8 September 2021

AC020 Moved: Rachel Kennedy
 Seconded: Laura Hodgson

1. That the minutes of the previous Victor Harbor Horse Tram Authority Audit Committee meeting held Tuesday, 10 August 2021 be confirmed as a true and accurate record.
2. That the minutes of the previous Victor Harbor Horse Tram Authority Audit Committee meeting held Wednesday, 8 September 2021 be confirmed as a true and accurate record.

CARRIED



5. Business Arising

Nil

6. Reports for Receiving and Noting only

6.1 Action List Report

AC021 Moved: Nigel Catt
 Seconded: Rachel Kennedy

That the Audit Committee receive and note the Action List and report.

CARRIED

7. Reports for Decision

7.1 The First Quarter Review of the 2021/22 Budget Report

AC022 Moved: Kate Christ
 Seconded: Rachel Kennedy

1. That the Victor Harbor Horse Tram Authority Audit Committee receive and note the First Quarter Review of the 2021/22 Budget Report.

CARRIED

AC023 Moved: Rachel Kennedy
 Seconded: Nigel Catt

2. That the Victor Harbor Horse Tram Authority Audit Committee recommends to the Authority that;
 - a) The balances relating to leased premises (Non-Current Assets – Infrastructure, Property, Plant & Equipment and Non-Current Liabilities – Borrowings) is not adjusted as part of any budget review until the end of financial year.
 - b) In the current budget review, the \$50,000 depreciation amount should be set to zero and that the Authority should work with Council to determine the correct amount of depreciation according to the use

Minutes of the Victor Harbor Horse Tram Authority
Audit Committee Meeting
For meeting Tuesday 9 November 2021
Commencing at 12:30pm, 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.*