Minutes of the Victor Harbor Horse Tram Authority Board Meeting For meeting Monday, 24 July 2023 Commencing at 10:30am, Hotel Grosvenor, Conference Room



# <u>Present</u>

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

## In Attendance

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

Toni Carter (Executive Assistant to the Director Corporate and Customer Service COVH)

# **Commencement**

The meeting commenced at 10:35 am

# 3. Apologies

Karen Rokicinski (Director Corporate and Customer Service COVH)

## 4. Minutes of the Previous Meeting

## 4.1 Board Meeting Minutes – 27 April 2023, 31 May 2023

VHHTA373 Moved: Natasha Hunt Seconded: Rachel Kennedy

> That the minutes of the previous Victor Harbor Horse Tram Authority Board Meetings held Thursday, 27 April 2023, and Wednesday, 31 May 2023, be confirmed as true and accurate records.

## CARRIED

# 5. Adjourned Item(s)

Nil

## 6. Reports for Receiving and Noting only

## 6.1 Outstanding Resolutions Register

VHHTA374 Moved: Natasha Hunt Seconded: Rachel Kennedy



That the Victor Harbor Horse Tram Authority receive and note the Outstanding Resolutions Register report.

#### CARRIED

#### 6.2 Audit Committee Meeting Minutes Report

VHHTA375

Moved: Paul Brown Seconded: Schofield

That the Victor Harbor Horse Tram Authority receive and note the unconfirmed public minutes of the Audit Committee meeting 9 May 2023 at attachment A to this report.

CARRIED

#### 7. <u>Reports for decision</u>

#### 7.1 Proposed Ticket Price Increase Report

| VHHTA376 | Moved:    | Carol Schofield |
|----------|-----------|-----------------|
|          | Seconded: | Rachel Kennedy  |

- 1. That the Victor Harbor Horse Tram Authority receive and note the Proposed Ticket Price Increase Report.
- 2. That the Victor Harbor Horse Tram Authority Board endorse that the proposed ticket price increases, come into effect from Friday, 1 September 2023.:

#### "KIDS RIDE FREE"

|                     | Return                   | One-way          |
|---------------------|--------------------------|------------------|
| Adults              | \$25 each                | \$15 each        |
| Concession          | \$20                     | \$15             |
| Seniors             | \$20                     | \$15             |
| Students (14yrs +)  | \$20                     | \$15             |
| Kids 0 – 13yrs ride | free (limit of 2 kids pe | er paying adult) |

#### Annual Membership

| Adult      | \$75 |
|------------|------|
| Concession | \$60 |

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## 7.2 Policy Review Report

VHHTA377 Moved: Natasha Hunt Seconded: Carol Schofield

1. That the Victor Harbor Horse Tram Authority Board receive and note the Policy Review report.

CARRIED

| VHHTA378 | Moved:    | Natasha Hunt |
|----------|-----------|--------------|
|          | Seconded: | Paul Brown   |

2. That the Victor Harbor Horse Tram Authority Volunteer Policy, provided at attachment A to this report, be reviewed by the VHHTA and be brought back to the 12 September 2023 VHHTA Board meeting for Board endorsement.

#### CARRIED

- VHHTA379 Moved: Rachel Kennedy Seconded: Natasha Hunt
  - 3. That the Victor Harbor Horse Tram Authority Board have reviewed and endorse the VHHTA Records Management Policy, at attachment B to this report.

#### CARRIED

| VHHTA380 | Moved:    | Paul Brown   |
|----------|-----------|--------------|
|          | Seconded: | Natasha Hunt |

4. That the Victor Harbor Horse Tram Authority Board have reviewed and endorse the VHHTA Communications Policy, at attachment C to this report, subject to the addition of the words 'or their nominee' into provision 6.1.1.

#### CARRIED

- VHHTA381 Moved: Natasha Hunt Seconded: Paul Brown
  - 5. That the VHHTA Code of Conduct for Board Members Policy, provided at attachment D to this report, be reviewed by the VHHTA and be brought

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back to the 12 September 2023 VHHTA Board meeting for Board endorsement.

#### CARRIED

VHHTA382 Moved: Rachel Kennedy Seconded: Carol Schofield

- 6. That the Victor Harbor Horse Tram Authority Board have reviewed and endorse the VHHTA Code of Practice for Meeting Procedures, at attachment E to this report, subject to the following changes;
  - a) Under the heading 'Record of Meetings'. Page 10, the addition of the words 'Members of the public recording the meeting are limited to one camera or recording device per person'.
  - b) The removal of the requirement for the VHHTA to place the Notice of Meeting, Agenda and Minutes on public display at the principal offices of the City of Victor Harbor, as stated on pages 7 and 8.

## CARRIED UNANIMOUSLY

At 11:18am Nigel Catt left the meeting. At 11:21am Nigel Catt rejoined the meeting.

# 7.3 Board Meeting Change of Date Report

VHHTA383 Moved: Natasha Hunt Seconded: Paul Brown

- 1. That the Victor Harbor Horse Tram Authority Board receive and note the Board Meeting Change of Date report.
- 2. That the meeting to be held on Tuesday, 8 August 2023 be cancelled noting that the next VHHTA Board meeting will be held on Tuesday, 12 September 2023 at 3pm.

## CARRIED

At 11:30am Nigel Catt left the meeting. At 11:31am Nigel Catt rejoined the meeting.

## 8. Presentations

Nil

9. Discussion Items - No decision(s)



9.1 Discussion around the benefits of appointing a Tram Patron.

9.2 Business Planning Day. A discussion around when and where to hold the next VHHTA business planning session.

9.3 Merchandise Informal Report. A quick briefing from Cr Carol Schofield regarding the Merchandise Store's continued success, and information regarding the value that the VHHTA's volunteer team is providing.

# 10. Correspondence Received

Nil

# 11. Urgent Business without Notice

VHHTA384 Moved: Rachel Kennedy Seconded: Carol Schofield

Pursuant to Section 90 (2) of the Local Government Act 1999, the Board orders that all members of the public be excluded, with the exception of the General Manger, Minute Secretary and Executive Assistant to the Director Corporate and Customer Service on the basis it will receive and consider item 11.1 (Confidential) Proposed Patron for the VHHTA.

The Board is satisfied, pursuant to Section 90 (3) (o) of the Act, that the information to be received, discussed or considered in relation to this Agenda Item is information that would disclose the unreasonable disclosure of information relating to a proposed award recipient before the presentation of the award.

The Board is satisfied that the principle that the meeting should be conducted in a place open to the public has been outweighed in the circumstances because it includes information about a possible Parton of the Victor Harbor Horse Tram Authority.

CARRIED

VHHTA386

Moved: Carol Schofield Seconded: Paul Brown



- That having considered Agenda Item 11.1 (Confidential) Proposed Patron for the VHHTA in confidence under section 90 (2) and (3) (o) of the Local Government Act 1999 that the Board, pursuant to section 91 (7) of the Local Government Act 1999, orders that the minutes for item 11.1 (Confidential) Proposed Patron for the VHHTA be retained in confidence for a period of 12 months or until otherwise determined by the General Manager.
- 2. That pursuant to section 91 (9) (c) of the Local Government Act 1999 the Council delegates to the General Manager the power to revoke, in whole or in part, the order made in paragraph 1 of this resolution.

CARRIED

# 12. Confidential Item(s)

Nil

# 13. Next Meetings

Tuesday, 12 September 2023, 3pm – The Stables, Visitor Centre, Canton Place, TBC

# 14. Meeting Closed.

The Chair declared the meeting closed at 12:16pm

**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.