



1. Attendance

Present

John Morgan (Independent Member)

Paul Brown

Rachel Kennedy

In attendance

Megan Whibley (General Manager VHHTA)

Tamar Herron (Minute secretary VHHTA)

Commencement

The meeting commenced at 12:36pm

2. Apologies

Katherine Christ (Independent Member)

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

3. Conflict of Interest

John Morgan declared a material conflict of interest and abstained from the meeting and debate for agenda item 7.1(3).

4. Minutes of the Previous Meeting

4.1 Minutes - VHHTA Board Meeting – 9 February 2021

AC007

Moved: Rachel Kennedy

Seconded: Paul Brown

That the minutes of the previous Victor Harbor Horse Tram Authority Audit Committee meeting held on 9 February 2021, as per copies supplied to members, be adopted as a true and correct record of the meeting.

CARRIED

5. Business Arising

Nil

A handwritten signature in black ink, appearing to be "Paul Brown", is located at the bottom right of the page.

**Minutes of the Victor Harbor Horse Tram Authority
Audit Committee Meeting
For meeting Tuesday 11 May 2021
Commencing at 12:30pm, Encounter Room**



1. That the Victor Harbor Horse Tram Authority Audit Committee receive and note the Policy Review Report.

CARRIED

AC011

Moved: Rachel Kennedy
Seconded: Paul Brown

2. That the Victor Harbor Horse Tram Authority Audit Committee review the policies at attachment A, B, C, D, E, F, and the corporate risk matrix as attached, and recommend any changes to the Authority.

CARRIED

John Morgan (Chair) declared a material interest and left the meeting at 1:35pm.

Rachel Kennedy (Deputy Chair) assumed the role as Chair.

AC012

Moved: Paul Brown
Seconded: Rachel Kennedy

3. That the Victor Harbor Horse Tram Authority Audit Committee recommend to the Authority that the Allowances and Reimbursement of Expenses Policy be changed at provision 3 from "Payment of Board Members' to "Payment of Board Members and Audit Committee Members allowances and expenses', and that the definition of an Audit Committee Member be added to provision 5 so as to be consistent with other definitions.

CARRIED

John Morgan joined the meeting at 1:37pm and assumed the role as chair.

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AC013 Moved: Paul Brown
 Seconded: Rachel Kennedy

1. That the Victor Harbor Horse Tram Authority Audit Committee recommend to the Authority that it make the following changes to policies reviewed;

- a) Budget Framework Policy at 6.4 amend the word Council to Authority;
- b) Procurement Policy at 6.8.1 (a) amend to 'at least one verbal quotation sought';
- c) Procurement Policy at (b) and (c) the addition of the word 'sought' to the end of each sentence;
- d) Procurement Policy at page 7, Schedule 1 – Procurement Delegation Table, top row of table, the addition of the word 'sought' to 'Two Written Quotes' and 'Three Written Quotes';
- e) Procurement Policy at 6.10 change the limit for one credit card per calendar month to \$5,000 to be consistent with schedule 1 of the policy;
- f) Sponsorship Policy – Sponsorship Contract - at 7.3 remove the requirement to send by facsimile;
- g) Sponsorship Policy remedy the absence of provisions 6.1, 7.2 and 8.2 and any other missing sections;
- h) Corporate Risk Matrix - correct misspelled word 'likelihood'

CARRIED

Action: Organise a risk management session for October meeting/workshop.

Action: Utilise risk management specialist, staff, Authority and Audit Committee Members to tailor Corporate Risk Matrix to the Victor Harbor Horse Tram Authority.

Action: Check the Treasury Policy against the VHHTA Charter for consistency and seek advice regarding potential changes to policy.

7.2 March Quarterly Budget Review 2020/21 Report

AC014 Moved: Rachel Kennedy
 Seconded: Paul Brown

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1. That the Victor Harbor Horse Tram Authority receive and note the March Quarterly Budget Review 2020/21 Report.
2. That the Victor Harbor Horse Tram Authority endorse the March Quarterly Budget Review 2020/21 as presented at attachment A to this report, noting an unchanged contribution from Council (operating deficit) of \$415,400.

CARRIED

Action: Review budget template from John Morgan for suitability and/or adaption.

8. Presentations

Nil

9. Discussion Items – No decision(s)

9.1 Future Audit Committee Dates

Date tentatively set for 12 October 2021 at 10:00am, availability to be confirmed by Katherine Christ.

9.2 LGA Quote for Training

Discussion that the quote appears reasonable and is less per member for training than the listed price on the LGA's website.

9.3 LGA Date for Training

Date tentatively set for 16 June 2021, availability to be confirmed by Katherine Christ and the LGA.

10. Correspondence Received

Nil

11. Urgent Business without Notice

Nil

12. Confidential Item(s)

Nil

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Minutes of the Victor Harbor Horse Tram Authority
Audit Committee Meeting
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13. Next Meetings

Tuesday 4 August 2021, 1:00pm – Encounter Room

14. Meeting Closed.

2:38pm

***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.*

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