



8 November 2024

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:** Tuesday, 12 November 2024  
**TIME:** 5:00pm  
**PLACE:** The Stables, 11 Canton Place, 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.*



## **Acknowledgement of Country**

We acknowledge the traditional custodians of our beautiful lands and surrounding waters, the Ramindjeri and Ngarrindjeri people. As a community we recognise and respect their cultural connection with the land and waters.

### **1. Open Meeting/Welcome**

### **2. Attendance**

### **3. Apologies**

Nil

### **4. Minutes of Previous meeting**

4.1 Board Meeting Minutes Report – 30 October 2024 4

### **5. Adjourned Item(s)**

Nil

### **6. Reports for Receiving and Noting only**

6.1 Resolutions Register Report 10

6.2 Audit Committee Minutes Report – 30 October 2024 13

### **7. Reports for Decision**

7.1 Reappointment of Board Member Report 18

### **8. Presentation(s)**

Nil

### **9. Discussion Items – No decision(s)**

Nil

### **10. Correspondence Received**

Nil



**11. Urgent Business without Notice**

Nil

**12. Confidential Item**

Nil

**Next Meeting**

Wednesday, 5 February 2025, 3pm – The Stables, 11 Canton Place, Victor Harbor

**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.*



Meeting **Victor Harbor Horse Tram Authority**  
Date **12 November 2024**  
From **Megan Whibley**  
Subject **Board Meeting Minutes – 30 October 2024**  
Report Number **4.1**

---

## **RECOMMENDATION**

**That the minutes of the previous Victor Harbor Horse Tram Authority Board Meeting held Wednesday, 30 October 2024, 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 30 October 2024 for confirmation.

### **Background**

A Board meeting of the Victor Harbor Horse Tram Authority was held on Wednesday, 30 October 2024.

### **Commentary**

The minutes for the Victor Harbor Horse Tram Authority meeting held Wednesday, 30 October 2024 were distributed to Members.

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

Victor Harbor Horse Tram Authority  
Board Meeting Minutes  
For meeting Wednesday, 30 October 2024  
Commencing at 3:00pm



**1. Present**

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

**2. In Attendance**

Megan Whibley (General Manager - VHHTA)

**Commencement**

3.00pm Rachel Kennedy, Paul Brown and Natasha Hunt were present. Nigel Catt advised he will be late arrival due to being held up in Adelaide.

3.36pm Nigel Catt arrived

3.36pm The meeting commenced

**3. Apologies**

Cr Carol Schofield

**4. Minutes of the Previous Meeting**

**4.1 Victor Harbor Horse Tram Authority Board Minutes Report – 25 September 2024**

VHHTA470 Moved: Rachel Kennedy  
Seconded: Natasha Hunt

That the minutes of the previous Victor Harbor Horse Tram Authority Board Meeting held Wednesday, 25 September 2024, be confirmed as a true and accurate record.

**CARRIED**

**5. Adjourned Item(s)**

Nil



## **6. Reports for Receiving and Noting only**

### **6.1 Resolutions Register Report**

VHHTA471            Moved:        Paul Brown  
                          Seconded:     Rachel Kennedy

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

**CARRIED**

### **6.2 Victor Harbor Horse Tram Authority Audit Committee Minutes Report – 25 September 2025**

VHHTA472            Moved:        Natasha Hunt  
                          Seconded:     Paul Brown

That the Victor Harbor Horse Tram Authority receive and note the public minutes of the Audit Committee meeting of 25 September 2024 at attachment A to this report.

**CARRIED**

## **7. Reports for Decision**

### **7.1 Proposed 2025 Board Meeting, Informal Meeting and Audit Committee Meeting Dates Report**

VHHTA473            Moved:        Natasha Hunt  
                          Seconded:     Rachel Kennedy

1. That the Victor Harbor Horse Tram Authority Board receive and note the Proposed 2025 Board Meeting, Informal Gathering and Audit Committee dates Report.
2. That the Victor Harbor Horse Tram Authority Board endorse the Proposed 2025 Board Meeting, Informal Gathering and Audit Committee dates listed in the Table below.



**Board Meetings**

<b>Date - 2025</b>	<b>Location</b>	<b>Time</b>	<b>Agenda Due on website</b>
Wednesday 5 February 2025	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 31 Jan 2025
Wednesday 23 April 2025	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 18 April 25
Wednesday 23 July 2025	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 18 July 2025
Wednesday 24 September 2025	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 19 Sept 2025
Wednesday 29 October 2025	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 24 Oct 2025
Wednesday 26 November 2025	The Stables – 11 Canton Place	3.00pm	5.00pm Friday 21 Nov 2025

**Informal Gatherings**

<b>Date - 2025</b>	<b>Location</b>	<b>Time</b>
19 March 2025	The Stables	3.00pm
21 May 2025	The Stables	3.00pm
20 August 2025	The Stables	3.00pm
19 December 2025	The Stables	12.30pm

**Audit Committee Meetings**

<b>Date - 2025</b>	<b>Location</b>	<b>Time</b>
5 February 2025	The Stables	12.30pm- 2pm
23 April 2025	The Stables	12.30pm- 2pm
24 September 2025	The Stables	12.30pm- 2pm
29 October 2025	The Stables	12.30pm- 2pm

**CARRIED**



## **7.2 The First Quarter Review of the 2024/25 Budget Report**

VHHTA474            Moved:        Natasha Hunt  
                          Seconded:    Paul Brown

1. That the Victor Harbor Horse Tram Authority receive and note The First Quarter Review of the 2024/25 Budget Report.

**CARRIED**

VHHTA475            Moved:        Paul Brown  
                          Seconded:    Natasha Hunt

2. That the Victor Harbor Horse Tram Authority;
  - a. endorse The First Quarter Review of the 2024/25 Budget Report as presented at attachment A and B to this report, noting an unchanged contribution from Council (operating deficit) of \$365,000, and
  - b. provide the Budget Review to Council.

**CARRIED**

**8. Presentation(s)**  
Nil

**9. Discussion Items**

- 9.1 **Cruise ships coming to Victor Harbor in December 2024 and February 2025**
- 9.2 **Marketing update from Paul Brown and Meg Whibley**
- 9.3 **Meeting with the Minister of Tourism and the CEO of SATC – Paul Brown and Meg Whibley**

**10. Correspondence Received**  
Nil





## 11. Urgent Business without Notice

VHHTA476                      Moved:             Rachel Kennedy  
  Seconded:          Paul Brown

The board resolved the change of time for the next meeting.

That the 12 November 2024 Board meeting be moved to 5pm at the Stables.

**CARRIED**

## 12. Confidential Reports

Nil

## Next Meeting

Tuesday, 12 November 2024 October 2024, 5pm – The Stables, 11 Canton Place, Victor Harbor.

**Meeting Closed 4.40pm**

### **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 Section90 of the Local Government Act 1999.*

Meeting **Victor Harbor Horse Tram Authority**  
Date **12 November 2024**  
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.



Attachment A

**VHHTA – Outstanding Resolutions Register – updated 8-Nov-24**

Date	Minute Number	Resolution	Status/Update
		<i>Intentionally Left blank</i>	
<b>22 May 2022</b>	VHHTA449	7.2.3 - That the Victor Harbor Horse Tram Authority General Manager performance review committee present to the Board the next annual KPI's and remuneration review prior to the next VHHTA Board Meeting for approval.	In progress  Align with business plan
<b>30 Oct 2024</b>	VHHTA475	<ol style="list-style-type: none"> <li>1. That the Victor Harbor Horse Tram Authority;               <ol style="list-style-type: none"> <li>a. endorse The First Quarter Review of the 2024/25 Budget Report as presented at attachment A and B to this report, noting an unchanged contribution from Council (operating deficit) of \$365,000, and</li> <li>b. provide the Budget Review to Council.</li> </ol> </li> </ol>	In Progress  Report has been sent to COVH CEO for inclusion in the council meeting on the 25 Nov 2024.
<b>13 Dec 2023</b>	Discussion Item 9.1	Board Member Remuneration	Tabled for future discussion
<b>1 Dec 2020</b>	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 - A new induction process is being developed by Daring Humans – Dan Aubin.
		<i>Intentionally Left Blank</i>	



Meeting **Victor Harbor Horse Tram Authority**  
Date **12 November 2024**  
From **Megan Whibley**  
Subject **VHHTA Audit Committee Public Minutes – 30 October 2024**  
Report Number **6.2**

---

## **RECOMMENDATION**

**That the Victor Harbor Horse Tram Authority receive and note the public minutes of the Audit Committee meeting of 30 October 2024 at attachment A to this report.**

## **INFORMATION**

### **Purpose**

The purpose of this report is to receive and note the minutes of the VHHTA Audit Committee meeting held on Wednesday, 30 October 2024.

### **Background**

The Audit Committee minutes from the meeting held on Wednesday, 30 October 2024 were distributed to Members.

### **Commentary**

A copy of the 30 October 2024 Audit Committee 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 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





## **6.2 The First Quarter Review of the 2024/25 Budget Report**

AC085                      Moved:        Paul Brown  
                                  Seconded:    Katherine Christ

That the Victor Harbor Horse Tram Authority Audit Committee receive and note The First Quarter Review of the 2024/25 Budget Report.

**CARRIED**

## **7.1 Audit Committee Meeting Dates for 2025 Report**

AC086                      Moved:        Laura Hodgson  
                                  Seconded:    Paul Brown

1. That the Victor Harbor Horse Tram Authority Audit Committee receive and note the Audit Committee Meeting Dates for 2025 Report.
2. That the Victor Harbor Horse Tram Authority Audit Committee recommend to the Victor Harbor Horse Tram Authority Board that the Audit Committee resolve to meet in accordance with the meeting dates, times and locations as listed in the Audit Committee Meeting Dates for 2025 Report.

**CARRIED**

## **8. Presentation(s)**

Nil

## **9. Discussion Items – No decision(s)**

Nil

## **10. Correspondence Received**

Nil

## **11. Urgent Business without Notice**

Nil

## **12. Confidential Reports**

Nil

## **Next Meeting**

Wednesday, 5 February 2025, 12.30pm – The Stables, 11 Canton Place, Victor Harbor



Victor Harbor Horse Tram Authority  
Audit Committee Meeting Minutes  
For meeting Wednesday, 30 October 2024  
Commencing at 12.30pm



**Meeting Close**

The chair declared the meeting closed at 1.00pm

**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 **12 November 2024**

From **Megan Whibley**

Subject **Reappointment of a Board Member Report**

Report Number **7.1**

---

## **RECOMMENDATION**

- 1. That the Victor Harbor Horse Tram Authority Board receive and note the Reappointment of a Board Member Report.**
- 2. That the Victor Harbor Horse Tram Authority Board recommend to Council, Natasha Hunt be reappointed as Independent Board Member for a third term commencing on 1 March 2025 and concluding 1 March 2028.**

## **INFORMATION**

### **Purpose**

The purpose of this report is for the Authority to consider and recommend to Council to give consideration to reappointing Natasha Hunt as an Independent Board Member for a third term.

### **Background**

*The Victor Harbor Horse Tram Authority Charter sets out the requirements for a Board Member to be eligible for reappointment as follows:*

*2.9.5 A Board Member is eligible for reappointment at the expiration of a term of office except that no person shall hold office as a Board Member for more than three consecutive terms.*

*2.9.6 Prior to the conclusion of the term of office of any Board Member, a further appointment will be made by the Council.*

*2.9.7 The Council must give to the Authority a written notice of appointment of a Board Member.*

*2.9.8 Each Board Member must give to the Authority a signed written consent to act as a Board Member.*

At the Ordinary Council meeting held on Monday, 28 March 2022, Council reappointed Natasha Hunt to the Victor Harbor Horse Tram Authority as an Independent Board Member for a three-year term commencing on 1 March 2022.

## **Commentary**

With Natasha Hunt's term concluding on 1 March 2025, Natasha has indicated she wishes to be reappointed to the Board for a third term.

As the Board has entered an established and effective stage, it's considered to be advantageous for the Authority to recommend to Council to consider it and reappoint Natasha Hunt to the Authority Board for a third term. The advantages of reappointing existing board members will ensure the Authority retains their knowledge and valuable skills.

The terms of remaining Independent Board Members, Nigel Catt and Paul Brown's term is due to conclude on 1 March 2027. Rachel Kennedy's term is due to conclude on 1 March 2026, so with Natasha's term concluding on the 1 March 2028, if reappointed, this will make sure that no more than two Board Members terms of office expire in the same 12 month period.

## **RISK ASSESSMENT**

The risks associated with the recommendations have been assessed as follows:

**Legal and Compliance** – The recommendations meet the requirements of the Victor Harbor Horse Tram Authority. This risk is assessed as **low**.

## **REFERENCES**

Victor Harbor Horse Tram Authority Charter

Local Government Act 1999

## **BUDGET IMPLICATIONS**

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

## **CONSULTATION**

Victor Harbor Horse Tram Board Members