



12 February 2019

Contact for Apologies: Interim 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: Friday, 12 April 2019
TIME: 3:26pm
PLACE: Not applicable (meeting was conducted via circular resolution)

Please find enclosed a copy of the Agenda for the meeting.

Yours faithfully

Victoria MacKirdy
Interim 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.

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Agenda

Date: Friday, 12 April 2019

Time: 3:26pm

Location: Not applicable (meeting was conducted via circular resolution)

In accordance with the Code of Practice for Meeting Procedures for the Victor Harbor Horse Tram Authority provides Board Meetings for the purpose of Clause 2.4.4 of the Charter, the contemporary linking together by telephone, audio-visual or other instantaneous means of the Board Members provided that at least a quorum is present, is deemed to constitute a meeting of the Board. Each of the Board Members taking part in the telecommunications meeting, must at all time during the telecommunications meeting be able to hear and be heard by each of the other Board Members present. At the commencement of the meeting, each Board Member must announce his/her presence to all other Board Members taking part in the meeting. A board Member must not leave a telecommunications meeting by disconnecting his/her telephone, audio-visual or other communication equipment, unless that Board Member has previously notified the Chair of the meeting.

A proposed resolution in writing and given to all Board Members in accordance with procedures determined by the Board will be a valid decision of the Board and will constitute a valid decision of the Authority where a majority of Board Members vote in favour of the resolution by signing and returning the resolution to the General Manager or otherwise giving written notice of their consent and setting out the terms of the resolution to the General Manager. The resolution will be deemed a resolution of the Board and will be as valid and effective as if it had been passed at a meeting of the Board duly convened and held.

On behalf of the Interim General Manager, the Governance and Policy Officer of the City of Victor Harbor emailed to the Victor Harbor Horse Tram Authority Board Members of on Friday 15 April 2019 at 3:26pm.

The purpose of the Circular Resolution Agenda was to seek (via circular resolution) the Boards Members decision relating to Victor Harbor Horse Tram Authority Board meeting dates for the remainder of 2019 as resolved at the Board meeting held on 4 April 2019 (VHHTA53)

1. ATTENDANCE

Paul Brown (via email)
Nigel Catt (via email)
Rachel Kennedy (via email)
Roland Roccioletti (via email)
Cr Carol Schofield AM (via email)

Victoria MacKirdy (Interim General Manager VHHTA)

Kyla Walker (Governance and Policy Officer – CVH)

2. APOLOGIES

Nil

3. Reports

Board Report

Item No.	3.1. Circular Resolution
From	<i>Victoria MacKirdy – Interim General Manager</i>
Title	<i>VHHTA Board Meetings and Site Visit</i>
Meeting Reference	VHHTA – via Circular Resolution – 12 April 2019
Purpose	<i>Information/Decision</i>

RECOMMENDATION

1. That the Victor Harbor Horse Tram Authority Board meeting to be held on Tuesday 7 May 2019 at 9:30am be rescheduled to Tuesday 7 May 2019, in the Encounter Room at 1 Bay Road, Victor Harbor, commencing at 3pm.
2. That the Board undertake a site visit of the Victor Harbor Horse Tram facilities on Tuesday 7 May 2019 commencing at 12pm.
3. That the Victor Harbor Horse Tram Authority Board schedule meetings on the third Tuesday of each month at 3pm at the Civic Centre, 1 Bay Road, Victor Harbor from June 2019 until December 2019.

INFORMATION

At the Board meeting held on 4 April 2019, the board resolved the following:

6.2 Date, Time and Place of Board Meetings

VHHTA53 *Moved: Carol Schofield*
Seconded: Paul Brown

That this item be deferred to enable the Interim General Manager to identify a preferred date and time for meetings via way of survey of Victor Harbor Horse Tram Authority Board Members and that a recommendation then be circulated to all the Board Members for endorsement.

CARRIED

On Tuesday 9 April 2019, Ms Kyla Walker, Governance and Policy Officer sent an email to board members requesting members to complete a meeting frequency and site visit form to ascertain a circular resolution to be provided to board members in accordance with resolution VHHTA53.

The Code of Practice for Meeting Procedures states:

“A proposed resolution in writing and given to all Board Members in accordance with procedures determined by the Board will be a valid decision of the Board and will constitute a valid decision of the authority were a majority of Board Members vote in favour of the resolution by signing and returning the resolution to the General Manager. Or otherwise given written notice of their consent and setting out the terms of the resolution of the General Management. The resolution will be deemed a resolution of the Board and will be as valid and effective as if it had been passed at a meeting of the Board duly convened and held.”

As a board member of the Authority you need to vote on the circular resolution contained in this report. Board members must sign and return **Attachment A** , if they are in favour of the resolution.

If the majority of the Board members vote in favour, the resolutions will be deemed a resolution of the Board.

RISK ASSESSMENT

Governance – the recommendation meets the requirements of the Charter, relevant legislation and the Code of Practice for Meeting Procedures. The risk has been assessed as *low*.

BUDGET IMPLICATIONS

Board Meetings incur the following director costs:

-) Advertising
-) Sitting fees for independent members
-) Printing
-) Website maintenance for the posting of agendas and minutes
-) Minute secretary
-) Hire fees

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I hereby, vote in favour of the above recommendations:

Signature
Paul Brown
Independent Board Member

Signature
Roland Roccioletti
Independent Board Member

Signature
Nigel Catt
Independent Board Member

Signature
Rachel Kennedy
Independent Board Member

Signature
Cr Carol Schofield AM
Elected Member Representative

4. Closure