

**Minutes of the Victor Harbor Horse Tram Authority  
Board Meeting  
For meeting Tuesday 13 September 2022  
Commencing at 3:00pm Encounter Room**



**Present**

Nigel Catt (Chair)  
Paul Brown  
Rachel Kennedy (Via Zoom)  
Natasha Hunt (Via Zoom)

**In Attendance**

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

**Commencement**

The meeting commenced at 3:07 pm

**3. Apologies**

Cr Carol Schofield AM  
Kellie Knight-Stacey (Acting Director Corporate and Customer Service)

**4. Minutes of the Previous Meeting**

**4.1 Board Meeting Minutes – 9 August 2022**

VHHTA326 Moved: Paul Brown  
Seconded: Rachel Kennedy

That the minutes of the previous Victor Harbor Horse Tram Authority Board meeting held Tuesday, 9 August 2022, as per a copy supplied to members at attachment A to this report, be confirmed as a true and accurate record.

**CARRIED**

**5. Adjourned Item(s)**

Nil

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

**6.1 Outstanding Resolutions Register**

VHHTA327 Moved: Rachel Kennedy  
Seconded: Natasha Hunt



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

**CARRIED**

## **6.2 General Manager Report**

VHHTA328            Moved:     Natasha Hunt  
                          Seconded: Paul Brown

That the Victor Harbor Horse Tram Authority receive and note the General Manager Report.

**CARRIED**

## **7. Reports for decision**

### **7.1 Authorisation to Sign 2021/22 Certification of Financial Statements**

VHHTA329            Moved:     Paul Brown  
                          Seconded: Rachel Kennedy

1. That the Victor Harbor Horse Tram Authority receive and note the Authorisation to Sign 2021/22 Certification of Financial Statements report.
2. That the Victor Harbor Horse Tram Authority endorse the changes to the Procurement Policy, as recommended by the Audit Committee, and as detailed at attachment A to this report, subject to proofreading.

**CARRIED**

### **7.2 Draft Annual 2021/22 Report**

VHHTA330            Moved:     Paul Brown  
                          Seconded: Natasha Hunt

1. That the Victor Harbor Horse Tram Authority receive and note the Draft Annual 2021/22 Report and the 2021/22 Victor Harbor Horse Tram Authority Financial Statements.

**CARRIED**

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VHHTA331            Moved:     Rachel Kennedy  
                          Seconded: Paul Brown

2. That the Board endorse the Draft Annual 2021/22 Report as provided at attachment A, and provide the report to Council for approval, subject to proof reading.

**CARRIED**

VHHTA332            Moved:     Paul Brown  
                          Seconded: Natasha Hunt

3. That the Board endorse the 2021/22 Victor Harbor Horse Tram Authority Financial Statements as provided under separate cover, and provide them in the Draft Annual 2021/22 Report to Council for approval

**CARRIED**

**7.3                    General Manager Annual Performance Review**

VHHTA333            Moved:     Paul Brown  
                          Seconded: Rachel Kennedy

1. That the Victor Harbor Horse Tram Authority receive and note the General Manager Annual Performance Review report.

**CARRIED**

VHHTA334            Moved:     Rachel Kennedy  
                          Seconded: Natasha Hunt

2. That the Board endorse the General Manager Annual Performance Review report.

**CARRIED**

**8. Presentations**

Nil

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

- 9.1 Discussion around VHHTA Draft Staff and Development Policy requiring further development.

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**10. Correspondence Received**

Nil

**11. Urgent Business without Notice**

Nil

**12. Confidential Item(s)**

Nil

**13. Next Meetings**

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

**14. Meeting Closed.**

The Chair declared the meeting closed at 4:10pm

***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.*

A handwritten signature in black ink, appearing to be "M. H. C. G.", located at the bottom right of the page.