



7 May 2021

Contact for Apologies: General Manager

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File Ref: GOV9.14.041

Dear Committee Member

NOTICE OF MEETING

Notice is hereby given pursuant to the Victor Harbor Horse Tram Authority Audit Committee Terms of Reference and Section 87(7) of the Local Government Act, 1999, as amended that a meeting for the **Victor Harbor Horse Tram Authority Audit Committee** has been called for:-

DATE: Tuesday, 11 May 2021

TIME: 12:30pm

PLACE: Encounter Room

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.



Audit Committee
Committee Membership

Member	Representative	Appointed	Expires
Independent Member(s)	John Morgan	23 November 2020	23 November 2022
Victor Harbor Horse Tram Authority Board Member	Paul Brown	23 November 2020	23 November 2022
Victor Harbor Horse Tram Authority Board Member	Rachel Kennedy	23 November 2020	23 November 2022
Independent Member(s)	Kate Christ	22 February 2021	22 February 2023
Office Bearers			
Chairperson	John Morgan	22 February 2021	23 November 2022
Deputy Chairperson	Rachel Kennedy	22 February 2021	23 November 2022

1. Open Meeting/Welcome

2. Attendance

John Morgan (Chair)
 Paul Brown
 Rachel Kennedy

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

3. Apologies

Kate Christ
 Kellie Knight-Stacey (Group Manager Governance and Finance, City of Victor Harbor)



4.	Minutes of Previous meeting	
4.1	Minutes –Victor Harbor Horse Tram Authority Audit Committee – 9 February 2021	4
5.	Adjourned Item(s)	
	Nil	
6.	Reports for Receiving and Noting only	
6.1	Action List Report	10
7.	Reports for Decision	
7.1	Policy Review Report	25
7.2	March Quarterly Budget Review 2020/21 Report	64
8.	Presentation(s)	
	Nil	
9.	Discussion Items – No decision(s)	
9.1	Future Audit Committee Dates	
9.2	LGA Quote for Training	
9.3	LGA Date for Training	
10.	Correspondence Received	
	Nil	
11.	Urgent Business without Notice	
	Nil	



12. Confidential Reports

Nil

Next Meeting

Tuesday 4 August 2021, 1pm – Encounter Room

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.*

- *To comply with COVID-19 physical distancing requirements, places in the public gallery are limited and will be filled on a 'first in' basis.*



Meeting **Victor Harbor Horse Tram Authority**
Date **11 May 2021**
From **Megan Whibley**
Subject **Minutes of the Previous Meeting**
Report Number **4.1**

RECOMMENDATION

That the minutes of the previous Victor Harbor Horse Tram Authority Audit Committee meeting held Tuesday, 9 February 2021 be confirmed as a true and accurate record.

INFORMATION

Purpose

The purpose of this report is to present the Victor Harbor Horse Tram Authority Audit Committee minutes for the meeting held on 9 February 2021 for confirmation.

Background

The Victor Harbor Horse Tram Authority Audit Committee minutes for the meeting held Tuesday, 9 February 2021 were received at the Ordinary Council meeting held Monday 22 February 2021.

Commentary

The minutes for the Victor Harbor Horse Tram Authority Audit Committee meeting held Tuesday, 9 February 2021 were distributed to Members on Friday, 12 February 2021

A copy of the minutes are provided at Attachment A.

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 implication in confirming the Victor Harbor Horse Tram Authority Audit Committee minutes.

No additional funds are required.

CONSULTATION

Victor Harbor Horse Tram Authority Audit Committee members

Director Corporate and Customer Service – Karen Rokicinski

**Minutes of the Victor Harbor Horse Tram Authority
Audit Committee Meeting
For meeting Tuesday 9 February 2021
Commencing at 1pm, Ground Floor Conference
Room**



1. Attendance

Present:

Paul Brown
Rachel Kennedy
John Morgan (Independent Member)

In attendance:

Megan Whibley (General Manager VHHTA)
Ms Megan Whibley, General Manager of the Victor Harbor Horse Tram will preside over the meeting held 9 February, 2021 pending the appointment of the Chair and Deputy of Chair.
Tamar Herron (Minute secretary VHHTA)
Kellie Knight-Stacey (Group Manager Governance & Finance CVH)

Commencement

The meeting commenced at 1:00pm

2. Apologies

Nil

3. Conflict of Interest

Nil

4. Minutes of the Previous Meeting

Nil

5. Action List

Nil

6. Reports for Receiving and Noting only

6.1 Review of Terms of Reference Report

AC001 Moved: Rachel Kennedy
 Seconded: Paul Brown

That the Committee receive and note the Review of Terms of Reference Report.

CARRIED

A handwritten signature in black ink, appearing to read "MWhibley", is written below the word "CARRIED".

**Minutes of the Victor Harbor Horse Tram Authority
Audit Committee Meeting
For meeting Tuesday 9 February 2021
Commencing at 1pm, Ground Floor Conference
Room**



Action: Make a working copy (or workshop) for alterations to the Terms of Reference and recommend them to the Board.

6.2 December Budget Review 2020/21 Report

AC002 Moved: Rachel Kennedy
 Seconded: Paul Brown

That the Victor Harbor Horse Tram Authority Audit Committee receive and note the December Budget Review 2020/21 report.

CARRIED

Action: Make a working copy (or workshop) for alterations to the Terms of Reference and recommend them to the Board.

Action: Adopt changes to meeting procedures and in Terms of Reference to enable meeting in person and/or virtually.

Action: Review VHHTA risk matrix.

Action: Perform Risk Assessment for new environmental conditions during construction period.

7. Reports for Decision

7.1 Appointment of Audit Committee Chairperson Report

AC003 Moved: Rachel Kennedy
 Seconded: Paul Brown

1. That the Victor Harbor Horse Tram Authority Audit Committee recommend to the Authority, subject to Council approval, the appointment of independent member John Morgan as Chairperson, for the term of 2 years, as specified at 5.1 of the Victor Harbor Horse Tram Authority Audit Committee Terms of Reference.

CARRIED

AC004 Moved: Paul Brown
 Seconded: John Morgan

1. That the Victor Harbor Horse Tram Authority Audit Committee recommend to the Authority, subject to Council approval, the appointment of Rachel Kennedy as Deputy Chairperson, for the term of 2 years, as specified at 5.1 of the Victor Harbor Horse Tram Authority Audit Committee Terms of Reference.

CARRIED

A handwritten signature in black ink, appearing to read 'M. Whibley', is written in a cursive style.

**Minutes of the Victor Harbor Horse Tram Authority
Audit Committee Meeting
For meeting Tuesday 9 February 2021
Commencing at 1pm, Ground Floor Conference
Room**



Action: Organise Induction Training for Committee Members @ the LGA.

7.2 2021 Audit committee meeting Dates for Review Report

AC005 Moved: Paul Brown
 Seconded: Rachel Kennedy

1. That the Victor Harbor Horse Tram Authority Audit Committee receive and note the 2021 Audit committee meeting Dates for Review Report.

CARRIED

AC006 Moved: Paul Brown
 Seconded: Rachel Kennedy

2. That the Victor Harbor Horse Tram Authority Audit Committee recommend to change the Committee date in May to be changed to 5 May 2021 and the Committee date in August be changed to 4 August 2021.

CARRIED

Action: Amend Committee meeting dates and set dates for a 12 month period.

8. Presentations

Nil

9. Discussion Items – No decision(s)

- 9.1 Relevant policies / documents / financial statements to review.
- 9.2 Audit Committee induction training / LGA

10. Correspondence Received

Nil

11. Urgent Business without Notice

Nil

12. Confidential Item(s)

Nil

A handwritten signature in cursive script, appearing to read "M. Whibley".

Minutes of the Victor Harbor Horse Tram Authority
Audit Committee Meeting
For meeting Tuesday 9 February 2021
Commencing at 1pm, Ground Floor Conference
Room



13. Next Meetings

Tuesday 5 May 2021, 12:30pm – Encounter Room

14. Meeting Closed.

2:03pm

***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 cursive script, appearing to read "M. Whibley".



Meeting **Victor Harbor Horse Tram Authority**

Date **11 May 2021**

From **Megan Whibley**

Subject **Action List Report**

Report Number **6.1**

RECOMMENDATION

That the Audit Committee receive and note the Action List and report.

INFORMATION

Purpose

The purpose of this report is to provide the status of action items from previous meetings for consideration.

Background

The Audit Committee provides recommendations to the Authority and may also request information pertaining to financial, strategic or corporate risks for consideration. The Action List provides details and status of these requests.

Commentary

The Action List has been updated and is provided at Attachment A.

RISK ASSESSMENT

Information – No risks have been assessed in relation to this report as it has been provided for information only and no formal decision is required.

REFERENCES

Nil

BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications in the preparation or receipt of the Action List. No additional funds are required.

CONSULTATION

Karen Rokicinski (Director Corporate and Customer Service)



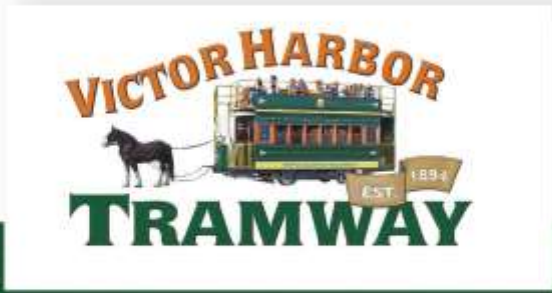
Attachment A
VHHTA – Outstanding Action List– updated 7-May-21
 *newest at top

Meeting Date	Action Number	Action / Task	Status
		<i>Leave blank</i>	
9 February 2021	9.1	Review/Provide for review policies, documents, financial statements.	Financial policies and financial statements and corporate risk matrix made available for Committee review.
9 February 2021	AC006	Amend Committee meeting dates and set dates for a 12 month period.	Board notified and current dates changed Future dates yet to be set
9 February 2021	AC004	Organise Induction Training for Committee Members @ the LGA.	LGA contacted. Audit Committee Members and GM on waiting list until minimum numbers reached for training to run. LGA contacted again on 29 April 2021, asked if training could occur or alternatively if they could recommend another training provider. LGA contacted VHHTA on 6 May 2021 advising that they will prepare a quote for a training via webinar for 5 participants.
9 February 2021	AC002	1. Adopt changes to meeting procedures and in Terms of Reference to enable meeting in person and/or virtually.	1. Meeting procedures already support virtual meetings. TOR working copy set up according to AC001 and changes to be included.



Attachment A

Meeting Date	Action Number	Action / Task	Status
		<p>2. Review VHHTA risk matrix.</p> <p>3. Perform Risk Assessment for new environmental conditions during construction period.</p>	<p>2. Corporate risk matrix reviewed. Matrix providing appropriate risk level. Human error/typo caused the confusion regarding the Budget Review as provided in 9 February AC meeting. The correct risk value was present in the same report that was provided to the VHHTA Board. The corporate risk matrix is provided at 7.1g to the Policy Review Report in the 11 May 2021 Audit Committee agenda.</p> <p>3. Risk assessment for construction period performed as a function of existing assessment as the assessment tackles what to do regarding changing/new conditions. New hazards added and new protocols added to SOP's to manage risks. SOP 210 created.</p>
<p>9 February 2021</p>	<p>AC001</p>	<p>Make a working copy (or workshop) for alterations to the Terms of Reference and recommend them to the Board</p>	<p>Started and distributed by email link.</p>



**VICTOR HARBOR
HORSE TRAM AUTHORITY**

Code of Practice for Meeting Procedures



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Introduction

The provision for the conduct of the Victor Harbor Horse Tram Authority and the decision making processes at those meetings are prescribed by the Local Government Act 1999, Schedule 2, Section 21 and Clause 2.4.5 of the Victor Harbor Horse Tram Authority Charter.

Pursuant to Clause 2.7.2 of the Charter a Code of Practice must be adopted by the Authority.

Code of Practice for Meeting Procedures

- The Board should, at least once in every financial year, review the operation of a code of practice under this regulation.
- The Board may at any time, by resolution supported by at least two-thirds of the members of the board, alter a code of practice, or substitute or revoke a code of practice.
- A person is entitled to inspect (without charge) the code of practice of the Board at the principal office of the City of Victor Harbor during ordinary office hours.
- A person is entitled, on payment of a fee fixed by the Board, to a copy of the code of practice.

Definition

The Authority means the Victor Harbor Horse Tram Authority

The Board means the Board of Management of the Authority set out in Clause 2

Board Member includes a Council Board Member, an Independent Board Member and a deputy Board Member.

Chairperson means the member of the Board appointed pursuant to Clause 2.5.1

Clear days means (in relation to giving notice before a meeting):

The calculation of clear days –

- (a) The day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
- (b) Saturdays, Sundays and public holidays will be taken into account.

Leave of the meeting means with the consent of the majority of members present at the meeting by a show of hands.

Presentation means a person or group of persons who wish to appear personally before the Board to present information on a particular matter.

Written Notice means a notice given in a manner or form determined by the Board.

Chairperson

The Chairperson is appointed by the Authority on the appointment of independent Board Members.

The Chairperson must preside at all meetings of the Board and, in the event the Chairperson is absent from a meeting, the Deputy Chairperson shall preside and in the event of both the Chairperson and the deputy Chairperson being absent from a meeting, the Board must appoint one of the Board Members present to preside at that meeting only.

