

17 December 2018

Contact for Apologies: Interim General Manager
Phone: (08) 8551 0506
Email: horsetram@victor.sa.gov.au
Website: 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: Friday, 21 December 2018

TIME: 10:00am

PLACE: Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor

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.

Contents

1. ATTENDANCE	3
2. APOLOGIES	3
3. MINUTES OF PREVIOUS MEETING	4
3.1 Minutes of the Previous Meeting	4
4. BUSINESS ARISING	14
4.1 Work Program and Resolutions Report	14
4.2 Correspondence	21
4.3 Items for Discussion	23
5. PRESENTATIONS	24
5.1 Nil.....	24
6. Reports	25
6.1 Media Services	25
6.2 Public Relations	27
6.3 Tram No. 4.....	28
6.4 Tram Frequency – Staff Resources	30
6.5 Ticket Machine.....	34
6.6 Victor Harbor Horse Tram Authority Budget.....	42
7. Urgent Business without Notice	43
8. Confidential Reports	43
9. Next Meeting	43
10. Closure	43

Agenda

Date: Friday, 21 December 2018

Time: 10am

Location: Encounter Room – Civic Centre – 1 Bay Road, Victor Harbor

1. ATTENDANCE

Carol Schofield

Terry Andrews

Brian Hockney

Peter Lewis

Victoria MacKirdy (Interim General Manager VHHTA)

Graham Pathuis (Director Planning and Regulatory Services CVH)

Kellie Knight-Stacey (Interim Director Corporate and Community Services CVH)

Mark Przibilla (Acting Manager of Economic and Tourism Development CVH)

Suzi Prsa (Research and Administration Officer/Minute Secretary CVH)

2. APOLOGIES

Nil

3. MINUTES OF PREVIOUS MEETING

Item No.	3.1.
Title	Minutes of the Previous Meeting
Meeting Date	21 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members
Attachments	3.1.1 VHHTA Minutes – 3 December 2018
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is for the Board to adopt the minutes of the Victor Harbor Horse Tram Authority meeting held on 3 December 2018, as a true and correct record of the meeting.

RECOMMENDATION

That the minutes of the previous Victor Harbor Horse Tram Authority meeting held on 3 December 2018, as per copies supplied to members, be adopted as a true and correct record of the meeting.

INFORMATION

The Victor Harbor Horse Tram Authority is established under Section 42 of the Local Government Act 1999 and is required to operate in accordance with its Charter and the legislation.

The Board held its inaugural meeting on 3 December 2018, and the minutes of the meeting are contained in **Attachment 3.1.1**.

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

Governance – preparation and reporting for the endorsement of the minutes can be managed through routine activities and have a negligible impact.

BUDGET IMPLICATIONS

There are no direct budget implications associated with adopting the minutes of the meeting held on 3 December 2018.



Minutes

Board Victor Harbor Horse Tram Authority
 Meeting Held 3 DECEMBER 2018 at 1:00pm
 Location Encounter Room – 1 Bay Road, Victor Harbor

Index

- 1. ATTENDANCE**..... 2
- 2. APOLOGIES** 2
- 3. MINUTES OF PREVIOUS MEETING**..... 2
- 3.1 Nil – Inaugural Meeting2
- 4. BUSINESS ARISING**..... 2
- 4.1 Work Program and Resolution Report2
- 4.2 Status Operations Report3
- 4.3 Correspondence.....3
- 5. PRESENTATIONS** 3
- 5.1 Nil3
- 6. Reports**4
- 6.1 Appointment of Chair & Deputy Chair4
- 6.2 Date, Time and Place of Board Meetings4
- 6.3 Code of Conduct – VHHT Authority Board Members4
- 6.4 Code of Practice for Meeting Procedures4
- 6.5 Governance – Board Policies.....5
- 6.6 Board Members – Expressions of Interest Process5
- 6.7 Volunteer Management5
- 6.8 2018/19 Fees and Charges6
- 6.9 Financial Arrangements7
- 6.10 2018/19 Budget7
- 7. Urgent Business without Notice** 7
- 8. Confidential Reports**..... 8
- 8.1 Process for Recruitment of General Manager Contract8
- 9. Next Meeting**..... 8
- 10. Closure** 9

1:01pm – Ms Victoria MacKirdy – Interim General Manager officially opened the meeting and welcomed the Authority and Members of the gallery to the Inaugural meeting.

Meeting opened at 1:02pm

1. ATTENDANCE

Carol Schofield (Chair)
Terry Andrews
Brian Hockney
Peter Lewis

In Attendance:

Ms Victoria MacKirdy (Interim General Manager VHHTA)
Mr Graham Pathuis (Director Planning and Regulatory Services CVH)
Ms Stephanie Juhas (Acting Manager Finance & Property CVH)
Mr Mark Przibilla (Acting Manager of Economic and Tourism Development CVH)
Ms Kyla Walker (Governance Officer CVH & Minute Secretary)

2. APOLOGIES

NIL

Ms Victoria MacKirdy – Interim General Manager sought and was granted leave of the meeting to bring Item 6.1 of Chair and Deputy Chair forward. (refer to page 4)

3. MINUTES OF PREVIOUS MEETING

3.1 Nil – Inaugural Meeting

4. BUSINESS ARISING

4.1 Work Program and Resolution Report

VHHTA01 Moved: Terry Andrews
 Seconded: Peter Lewis

1. That the Board note the Work Program as at 3rd December 2018 and that at future board meetings a Resolutions Report will also be presented.

CARRIED

4.2 Status Operations Report

VHHTA02 Moved: Peter Lewis
 Seconded: Terry Andrews

1. That the Board note the status of the items identified in the Operations Status Report.
2. That for the periods 26 – 31 of December 2018, January, March long weekend and Easter in 2019, that three (3) horse trams run when previously two trams were run (this was all of January), except when weather makes it clear that it is not suitable due to a lack of potential passengers.
3. That for all weekends of February and March of 2019, that two horses trams run instead of one, except when weather makes it clear that it is not suitable due to a lack of potential passengers.
4. That for the periods 26 – 31 of December 2018, January 2019, February long weekend and Easter, that operating hours of trips be initially amended to start half an hour before, and finish one hour after, than they currently do, except when weather makes it clear that it is not suitable due to a lack of potential passengers.
5. That the General Manager organise a daily email to all local accommodation providers advising of the Horse Tram operations for that day commencing from 26 December 2018 and concluding on the 31 January 2019.
6. That the General Manager organise that, commencing from 26 December 2018 and concluding on the 31 January 2019, staff or registered volunteers remain in the general area of the causeway station between the Horse tram trips for the purpose of selling tickets and Horse Tram marketing.

CARRIED

4.3 Correspondence

VHHTA03 Moved: Terry Andrews
 Seconded: Peter Lewis

1. That the correspondence received from Steve Robertson from Leo Editorial Services and John Field from Field Public Relations be received and noted.

CARRIED

5. PRESENTATIONS

5.1 Nil

6. Reports

6.1 Appointment of Chair & Deputy Chair

1:04pm Ms Victoria MacKirdy - Interim General Manager called for nominations for the position of Chair and Deputy Chair.

1:05pm Terry Andrews nominated Carol Schofield as Chair

1:05pm Terry Andrews nominated Brian Hockney as Deputy Chair

Carol Schofield accepted the nomination as Chair and Brian Hockney accepted the nomination as Deputy Chair.

VHHTA04 Moved: Terry Andrews
Seconded: Peter Lewis

1. That the Victor Harbor Horse Tram Board appoint Carol Schofield as Chairperson for the term of the Inaugural Board as specified in Clause 11 - Transitional Provisions of the VHHT Authority Charter.
2. That the Victor Harbor Horse Tram Board appoint Brian Hockney as Deputy Chairperson for the term of the Inaugural Board as specified in Clause 11 - Transitional Provisions of the VHHT Authority Charter.

CARRIED

6.2 Date, Time and Place of Board Meetings

VHHTA05 Moved: Peter Lewis
Seconded: Brian Hockney

That the Victor Harbor Horse Tram Board conduct Meetings commencing at 9:30am on the dates and at the venues as listed in the report tabled 3 December 2018. That an extra Ordinary Board Meeting be held on 11 December 2018 commencing at 9:30am.

CARRIED

6.3 Code of Conduct – VHHT Authority Board Members

VHHTA06 Moved: Peter Lewis
Seconded: Brian Hockney

That the Victor Harbor Horse Tram Board endorse the Code of Conduct for Board Members as attached to the report.

CARRIED

6.4 Code of Practice for Meeting Procedures

VHHTA07 Moved: Terry Andrews
Seconded: Peter Lewis

That the Victor Harbor Horse Tram Board endorse (as amended) the Code of Practice – Meeting Procedures as attached to this report.

CARRIED

6.5 Governance – Board Policies

VHHTA08 Moved: Terry Andrews
 Seconded: Peter Lewis

That the Victor Harbor Horse Tram Authority Board endorse the following policies (as amended for the Procurement Delegation table) as attached to this report:

- Communication Policy
- Informal Gathering Policy
- Procurement Policy
- Records Management Policy
- Budget Framework Policy
- Sponsorship Policy
- Treasury Management Policy

CARRIED

6.6 Board Members – Expressions of Interest Process

VHHTA09 Moved: Terry Andrews
 Seconded: Peter Lewis

1. That the following persons be appointed by the Board onto the Selection Panel as per clause 2.10.1 of the Charter:-
 - Mr Geoff Sheridan
 - Mr Brian Hockney
 - Ms Victoria MacKirdy, CEO - City of Victor Harbor
2. That the Board endorse the draft Advertisement (as amended) calling for Expressions of Interest for four (4) Board Members to the Victor Harbor Horse Tram Authority, subject to 18/19 Budget approval.
3. That two (2) Independent positions be offered for a 24 month period; and two (2) Independent positions be offered for a 36 month period.
4. That an Independent agency be appointed to assist the Selection Panel with shortlisting of applicants subject to 18/19 Budget approval.

CARRIED

6.7 Volunteer Management

VHHTA10 Moved: Peter Lewis
 Seconded: Terry Andrews

1. That the Victor Harbor Horse Tram Authority adopt the DRAFT volunteer policy.
2. That the Victor Harbor Horse Tram Authority request that the Council provide assistance with training of volunteers for the purposes of ticketing and merchandise sales.

CARRIED

6.8 2018/19 Fees and Charges

VHHTA11 Moved: Peter Lewis
 Seconded: Terry Andrews

That the fees and charges listed below are endorsed by the Board:

Fees	Description	2018/19 Proposed
Tickets		
One-way	Adult	\$7.00
	Child	\$5.00
	Family	\$20.00
Return	Adult	\$10.00
	Child	\$7.00
	Family	\$28.00
Annual Memberships		
Unlimited return trips on Horse Tram	Adult	\$28.00
	Child	\$13.00
	Family	\$64.00
	Concession	\$18.00
Joint Packaging with Whale Centre		
FUN PASS - Return	Adult	\$17.00
	Child	\$10.00
	Family	\$45.00
	Concession Return	\$13.00
FUN PASS – Annual	Adult	\$52.00
	Child	\$25.00
	Family	\$125.00
	Concession	\$35.00
FUN PASS – Resident	Adult	\$42.00
	Child	\$20.00
	Family	\$105.00
	Concession	\$30.00
Discounts		
Special advertised promotions	Bring a Friend	2 for 1 when advertised
	Upgrade to Return Ticket	Buy one way – get return for free
Groups		
Tour Leader	Free of Charge with Group	FOC
Normal Hours	Discount for > 25 people	10%
After Hours Groups of up to 50 Excludes public holidays	Return (per group)	\$700.00
	One way (per group)	\$500.00
Public Holiday Groups of up to 50	Return (per group)	\$900.00
	One way (per group)	\$700.00
Weddings & Special Functions		
Mid-Week (10am to 4pm)	One way	\$350.00
	Return	POA
Mid-Week Evenings	One way	POA
	Return	POA
Weekends	One Way	POA
	Return	POA

CARRIED

6.9 Financial Arrangements

VHHTA12 Moved: Terry Andrews
 Seconded: Peter Lewis

1. That Victor Harbor Horse Tram Authority establishes a bank account with the ANZ Bank, operated with a minimum of two signatories.
2. That the General Manager, Victoria MacKirdy and Board Member, Carol Schofield be authorised signatories for the operation of the Authorities ANZ Bank Account.
3. That, a credit card application be submitted for the General Manager to a maximum limit of \$3,000.
4. That the Victor Harbor Horse Tram Authority endorse the use of Xero Accounting Software as its primary financial accounting software subject to the adoption of the 2018-19 Budget.
5. That the Victor Harbor Horse Tram Authority requests that the City of Victor Harbor prepare an agreement for the provision of corporate service support.

CARRIED

6.10 2018/19 Budget

VHHTA13 Moved: Peter Lewis
 Seconded: Terry Andrews

1. That the Victor Harbor Horse Tram Authority Budget for the period 25 October 2018 to 30 June 2019 detailing a Council contribution requirement of \$286,500 capital and \$292,300 operating be recommended to Council for adoption.
2. That it be reported to Council that while an increased contribution from Council is required that it be noted that there has been a significant increase in Horse Tram Income since the formation of Section 41 Committee as detailed within the attached income table included in this report.
3. That the Authority formally apply for membership to the LGA Mutual Liability Scheme, Asset Mutual Fund and Workers Compensation Scheme and that subsequent to the membership nomination being accepted, the Board requests insurance coverage for the Board and its members.

CARRIED

7. Urgent Business without Notice

Nil

8. Confidential Reports

8.1 Process for Recruitment of General Manager Contract

VHHTA14 Moved: Peter Lewis
 Seconded: Terry Andrews

1. That pursuant to Section 90(2) of the Local Government Act 1999, the public be excluded from the meeting with the exception of the Victoria MacKirdy (Interim General Manager), Terry Andrews (Inaugural Board Member), Carol Schofield (Inaugural Board Member), Brian Hockney (Inaugural Board Member), Peter Lewis (Inaugural Board Member), Graham Pathuis (Director Planning and Regulatory Services – City of Victor Harbor), Stephanie Juhas (Acting Manager Finance & Property – City of Victor Harbor), Mark Przibilla (Acting Manager of Economic and Tourism Development – City of Victor Harbor) and Kyla Walker (Acting Governance Officer/Minute Secretary – City of Victor Harbor) to enable the Authority to consider information in relation to agenda Item 8.1 – Process for Recruitment of General Manager – Contract, as the Authority is satisfied that, pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to the agenda item is a matter related to commercial information of a confidential nature (not being a trade secret) of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.

CARRIED

VHHTA15 Moved: Peter Lewis
 Seconded: Terry Andrews

2. That the Board endorse the draft position description and associated documentation (as amended) for calling of expressions of interest for the position of General Manager for the Victor Harbor Horse Tram Authority.
3. That an independent agency be appointed to shortlist and interview applicants and provide a recommendation for appointment to the Board.
4. That the position of General Manager be offered as a contract, for a period of 3 years.

CARRIED

5. That having considered Agenda Item 8.1 – Process for Recruitment of General Manager – Contract, in confidence under section (90) (2) and (3)(d) of the Local Government Act 1999, the Authority:
 - i) pursuant to section 91(7) of the Local Government Act orders that the report and Attachment 8.1.1 and 8.1.2 inclusive and the resolutions be released.

9. Next Meeting

The next scheduled Victor Harbor Horse Tram Authority Meeting is Tuesday, 11 December 2018, to be held in the Ground Floor Conference Room, 1 Bay Road, Victor Harbor at 9:30am.

10. Closure

The Chair declared the meeting closed at 3:32 pm

Signed: _____

Date: _____

4. BUSINESS ARISING

Board Report

Item No.	4.1.
Title	Work Program and Resolutions Report
Meeting Date	21 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members Acting Director Corporate & Community Services CVH
Attachments	4.1.1 Work Program – Version 1 4.1.2 Resolution Register
Purpose	<i>Information/Decision</i>

PURPOSE

To provide a record of resolutions and outstanding actions, the work program and associated action list with status updates.

RECOMMENDATION

That the Victor Harbor Horse Tram Authority Board note the Work Program and resolution report as at 19 December 2018.

INFORMATION

The Victor Harbor Horse Tram Authority is established under Section 42 of the Local Government Act 1999 and is required to operate in accordance with its Charter as gazetted on the 25 October 2018 and other relevant legislation as stated within its Charter.

Work Program

To assist the Board to fulfil its role a Work Program has been established detailing programmed actions and status.

The actions listed in the second version of the Work Program that appears as **Attachment 4.1.1** to this Agenda, have been determined largely from the Charter and in consideration of the work required in the first 6 – 12 months to establish the Authority and its operations and provides a status on the actions.

This work program is subject to review, additions, deletions and amendment, as a work in progress, therefore, the program should be noted by the board but not endorsed as it will need to remain a live document. The Interim General Manager is to maintain the Work Program and provide board members with an updated version at each board meeting.

Outstanding Resolutions

The General Manager is to maintain a resolution register and to implement resolution of the Board in a timely and efficient manner.

The resolutions report lists all the resolutions from the previous meeting, with a progress note as contained in **Attachment 4.1.2**.

Summary

The Resolutions Report and Work Program will be a standing item at the each board meeting.

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

Government – there is no direct risk with noting the report. The board must manage its governance risk of implementing decisions of the board and associated actions as well as work 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.

Compliance – There is no direct risk with noting the work program and resolution report. This will assist the Board to achieve compliance with the Local Government Act 1999 and the Victor Harbor Horse Tram Authority Charter.

BUDGET IMPLICATIONS

There are no direct budget implications with noting the progress of the outstanding actions, the work program and action list. Resource implications associated with specific resolutions and actions are considered in specific reports.

WORK PROGRAM

Victor Harbor Horse Tram Authority



November 2018 – April 2019

The actions listed has been determined largely from the Charter and in consideration of the work required in the first six (6) months to establish the Authority and operations at the Victor Harbor Horse Tram.

Workshops, out-of-session feedback to the General Manager from board members, and special meetings may be required to progress work in a timely manner and meet key deadlines.

This work program is subject to review, additions, deletions and amendments, therefore the work program should be noted by the board but not endorsed as it will need to remain a live document. The General Manager is to maintain the Work Program and provide board members with updated versions as appropriate.

Month	Action	Status
3 December	Work Program	Commenced
	Status Operations	Completed
	Appointment of Chair and Deputy Chairperson	Completed
	Date, Time and Place of Meetings	Completed
	Code of Conduct for Board Members	Completed
	Code of Practice for Meeting Procedures	Completed
	Communication Policy	Completed
	Informal Gatherings Policy	Completed
	Procurement Policy	Completed
	Records Management Policy	Completed
	Sponsorship Policy	Completed
	Treasury Management Policy	Completed
	Budget Framework Policy	Completed
	2018/19 Fees and Charges	Completed
	Recruitment of Board Members	In progress
	Volunteers	Completed
	Adopt 2018/19 Budget	In progress
	Banking Report	Completed
	Financial Arrangements	Completed
Recruitment process for General Manager	In progress	
21 December 2018	Work Program and Resolution register Correspondence	

	Items for Discussion Public Relation Tram No. 4 Tram Frequency – Staffing implications Media Services Ticket Machine 2018/19 Budget	
January 2019	Adopt First Business Plan Application to Council – exemption for Audit & Risk Committee until 25 October 2019 Insurance Report Risk Management Policy Work Health and Safety Policy – General Manager Environmental Protection Policy Disposal Policy Reimbursement Allowances Policy	
February 2019	Workshop: <ul style="list-style-type: none"> • Draft 2019/20 Budget Interview & Recruitment of General Manager and Board Members	
March 2019		
April 2019	Appointment of General Manager Appointment of Board Members	

Document History

VERSION	DOCUMENT	ACTION	DATE
0.1	Draft	Board meeting	3 December 2018
1.0	Version 1.0	As amended at the Board meeting	3 December 2018
1.1	Version 1.1	Draft presented to December meeting report	19 December 2018

Victor Harbor Horse Tram Authority - Resolutions

Meeting Date	Resolution Number	Agenda Item No.	Title	Resolution	Status	Notes
3-Dec-18	VHHTA01	4.1	Work Program and Resolution Report	That the Board note the Work Program as at 3 rd December 2018 and that at future board meetings a Resolutions Report will also be presented.	Ongoing	updated
3-Dec-18	VHHTA02	4.2	Status Operations Report	<p>1. That the Board note the status of the items identified in the Operations Status Report.</p> <p>2. That for the periods 26 – 31 of December 2018, January, March long weekend and Easter in 2019, that three (3) horse trams run when previously two trams were run (this was all of January), except when weather makes it clear that it is not suitable due to a lack of potential passengers.</p> <p>3. That for all weekends of February and March of 2019, that two horse trams run instead of one, except when weather makes it clear that it is not suitable due to a lack of potential passengers.</p> <p>4. That for the periods 26 – 31 of December 2018, January 2019, February long weekend and Easter, that operating hours of trips be amended to start half an hour before, and finish one hour after, than they currently do, except when weather makes it clear that it is not suitable due to a lack of potential passengers.</p> <p>5. That the General Manager organise a daily email to all local accommodation providers advising of the Horse Tram operations for that day commencing from 26 December 2018 and concluding on the 31 January 2019.</p> <p>6. That the General Manager organise that, commencing from 26 December 2018 and concluding on the 31 January 2019, staff or registered volunteers remain in the general area of the causeway station between the Horse Tram trips for the purpose of selling tickets and Horse Tram marketing.</p>	No Further Action	<p>Agenda - 21 December 2018 - See Item 6.4</p> <p>Agenda - 21 December 2018 - See Item 6.4</p> <p>Agenda - 21 December 2018 - See Item 6.4</p> <p>An Matchimp account has been created to allow the Authority to email daily all local accommodation providers of the Horse Tram operations for that day.</p> <p>An email has been sent to staff and volunteers advising they remain in the general area of the causeway station between the Horse Tram Trips</p>
3-Dec-18	VHHTA03	4.3	Correspondence	1. That the correspondence received from Steve Robertson from Leo Editorial Services and John Field from Field Public Relations be received and noted.	No Further Action	No Further Action
3-Dec-18	VHHTA04	6.1	Appointment of Chair & Deputy Chair	<p>1. That the Victor Harbor Horse Tram Board appoint Carol Schofield as Chairperson for the term of the Inaugural Board as specified in Clause 11 - Transitional Provisions of the VHHT Authority Charter.</p> <p>2. That the Victor Harbor Horse Tram Board appoint Bitan Hockney as Deputy Chairperson for the term of the Inaugural Board as specified in Clause 11 - Transitional Provisions of the VHHT Authority Charter.</p>	No Further Action	No Further Action
3-Dec-18	VHHTA05	6.2	Date, Time and Place of Board Meetings	That the Victor Harbor Horse Tram Board conduct Meetings commencing at 9:30am on the dates and at the venues as listed in the report tabled 3 December 2018. That an extra Ordinary Board Meeting be held on 11 December 2018 commencing at 9:30am.	No Further Action	Published on VHHT website
3-Dec-18	VHHTA06	6.3	Code of Conduct - VHHT Authority Board Members	That the Victor Harbor Horse Tram Board endorse the Code of Conduct for Board Members as attached to the report.	No Further Action	Published on VHHT website
3-Dec-18	VHHTA07	6.4	Code of Practice for Meeting Procedures	That the Victor Harbor Horse Tram Board endorse (as amended) The Code of Practice - Meeting Procedures as attached to this report.	No Further Action	Published on VHHT website
3-Dec-18	VHHTA08	6.5	Governance - Board Policies	<p>That the Victor Harbor Horse Tram Authority Board endorse the following policies (as amended for the Procurement Delegation table) as attached to this report:</p> <ul style="list-style-type: none"> • Communication Policy • Informal Gathering Policy • Procurement Policy • Records Management Policy • Budget Framework Policy • Sponsorship Policy • Treasury Management Policy 	No Further Action	Published on VHHT website
3-Dec-18	VHHTA09	6.6	Board Members - Expressions of Interest Process	<p>1. That the following persons be appointed by the Board onto the Selection Panel as per clause 2.10.1 of the Charter:-</p> <ul style="list-style-type: none"> • Mr Geoff Sheridan • Mr Bitan Hockney • Ms Victoria Mackrady, CEO - City of Victor Harbor <p>2. That the Board endorse the draft Advertisement (as amended) calling for Expressions of Interest for four (4) Board Members to the Victor Harbor Horse Tram Authority, subject to 18/19 Budget approval.</p> <p>3. That two (2) independent positions be offered for a 24 month period, and two (2) independent positions be offered for a 36 month period.</p> <p>4. That an independent agency be appointed to assist the Selection Panel with shortlisting of applicants subject to 18/19 Budget approval.</p>	No Further Action	<p>Letter sent to Selection Panel appointments</p> <p>The four (4) Board Member Positions were advertised in the Advertiser Career Lift out (including SEEK listing) on Saturday 8 december 2018, the Times Newspaper on Thursday 13 December 2018 and on the Horse Drawn Tram website. Applications close at 5pm, on Friday 4 January 2019.</p> <p>McArthur have been engaged as the independent agency.</p>

3-Dec-18	VHHTA10	6.7	Volunteer Management	<p>1. That the Victor Harbor Horse Tram Authority adopt the DRAFT volunteer policy.</p> <p>2. That the Victor Harbor Horse Tram Authority request that the Council provide assistance with training of volunteers for the purposes of ticketing and merchandise sales.</p>	<p>No Further Action</p> <p>No Further Action</p>	<p>Published on VHHT website</p> <p>Council inducted 5 volunteers on behalf of the authority on the morning of Monday 17 December 2018. Volunteers will be completing the necessary registration and acceptance forms before commencing volunteering roles at the tram. The training session predominately focussed on training related to the Visitor Services role, that includes sale of tickets, answering visitor queries and selling merchandise. Carol Schofield will be working with volunteers on rostering, follow up training, generating interest in volunteering at the tram and answering queries from volunteers. Further volunteer induction sessions are anticipated to occur in the near future.</p>																																																																																																																																																																																																																																																																																																															
3-Dec-18	VHHTA11	6.8	2018/19 Fees and Charges	<p>That the fees and charges listed below are endorsed by the Board:</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Tram Ticket</td> <td>\$2.00</td> </tr> <tr> <td>2</td> <td>Tram Ticket (Senior)</td> <td>\$1.50</td> </tr> <tr> <td>3</td> <td>Tram Ticket (Child)</td> <td>\$1.00</td> </tr> <tr> <td>4</td> <td>Tram Ticket (Infant)</td> <td>\$0.50</td> </tr> <tr> <td>5</td> <td>Tram Ticket (Group)</td> <td>\$10.00</td> </tr> <tr> <td>6</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>7</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>8</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>9</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>10</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>11</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>12</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>13</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>14</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>15</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>16</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>17</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>18</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>19</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>20</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>21</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>22</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>23</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>24</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>25</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>26</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>27</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>28</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>29</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>30</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>31</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>32</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>33</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>34</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>35</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>36</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>37</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>38</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>39</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>40</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>41</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>42</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>43</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>44</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>45</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>46</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>47</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>48</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>49</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>50</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>51</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>52</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>53</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>54</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>55</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>56</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>57</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>58</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>59</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>60</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>61</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>62</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>63</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>64</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>65</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>66</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>67</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>68</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>69</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>70</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>71</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>72</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>73</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>74</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>75</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>76</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>77</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>78</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>79</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>80</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>81</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>82</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>83</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>84</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>85</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>86</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>87</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>88</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>89</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>90</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>91</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>92</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>93</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>94</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> <tr> <td>95</td> <td>Tram Ticket (Lifetime)</td> <td>\$200.00</td> </tr> <tr> <td>96</td> <td>Tram Ticket (Corporate)</td> <td>\$50.00</td> </tr> <tr> <td>97</td> <td>Tram Ticket (Special)</td> <td>\$15.00</td> </tr> <tr> <td>98</td> <td>Tram Ticket (Gift)</td> <td>\$10.00</td> </tr> <tr> <td>99</td> <td>Tram Ticket (Season)</td> <td>\$50.00</td> </tr> <tr> <td>100</td> <td>Tram Ticket (Annual)</td> <td>\$100.00</td> </tr> </tbody> </table>	Item	Description	Amount	1	Tram Ticket	\$2.00	2	Tram Ticket (Senior)	\$1.50	3	Tram Ticket (Child)	\$1.00	4	Tram Ticket (Infant)	\$0.50	5	Tram Ticket (Group)	\$10.00	6	Tram Ticket (Corporate)	\$50.00	7	Tram Ticket (Special)	\$15.00	8	Tram Ticket (Gift)	\$10.00	9	Tram Ticket (Season)	\$50.00	10	Tram Ticket (Annual)	\$100.00	11	Tram Ticket (Lifetime)	\$200.00	12	Tram Ticket (Corporate)	\$50.00	13	Tram Ticket (Special)	\$15.00	14	Tram Ticket (Gift)	\$10.00	15	Tram Ticket (Season)	\$50.00	16	Tram Ticket (Annual)	\$100.00	17	Tram Ticket (Lifetime)	\$200.00	18	Tram Ticket (Corporate)	\$50.00	19	Tram Ticket (Special)	\$15.00	20	Tram Ticket (Gift)	\$10.00	21	Tram Ticket (Season)	\$50.00	22	Tram Ticket (Annual)	\$100.00	23	Tram Ticket (Lifetime)	\$200.00	24	Tram Ticket (Corporate)	\$50.00	25	Tram Ticket (Special)	\$15.00	26	Tram Ticket (Gift)	\$10.00	27	Tram Ticket (Season)	\$50.00	28	Tram Ticket (Annual)	\$100.00	29	Tram Ticket (Lifetime)	\$200.00	30	Tram Ticket (Corporate)	\$50.00	31	Tram Ticket (Special)	\$15.00	32	Tram Ticket (Gift)	\$10.00	33	Tram Ticket (Season)	\$50.00	34	Tram Ticket (Annual)	\$100.00	35	Tram Ticket (Lifetime)	\$200.00	36	Tram Ticket (Corporate)	\$50.00	37	Tram Ticket (Special)	\$15.00	38	Tram Ticket (Gift)	\$10.00	39	Tram Ticket (Season)	\$50.00	40	Tram Ticket (Annual)	\$100.00	41	Tram Ticket (Lifetime)	\$200.00	42	Tram Ticket (Corporate)	\$50.00	43	Tram Ticket (Special)	\$15.00	44	Tram Ticket (Gift)	\$10.00	45	Tram Ticket (Season)	\$50.00	46	Tram Ticket (Annual)	\$100.00	47	Tram Ticket (Lifetime)	\$200.00	48	Tram Ticket (Corporate)	\$50.00	49	Tram Ticket (Special)	\$15.00	50	Tram Ticket (Gift)	\$10.00	51	Tram Ticket (Season)	\$50.00	52	Tram Ticket (Annual)	\$100.00	53	Tram Ticket (Lifetime)	\$200.00	54	Tram Ticket (Corporate)	\$50.00	55	Tram Ticket (Special)	\$15.00	56	Tram Ticket (Gift)	\$10.00	57	Tram Ticket (Season)	\$50.00	58	Tram Ticket (Annual)	\$100.00	59	Tram Ticket (Lifetime)	\$200.00	60	Tram Ticket (Corporate)	\$50.00	61	Tram Ticket (Special)	\$15.00	62	Tram Ticket (Gift)	\$10.00	63	Tram Ticket (Season)	\$50.00	64	Tram Ticket (Annual)	\$100.00	65	Tram Ticket (Lifetime)	\$200.00	66	Tram Ticket (Corporate)	\$50.00	67	Tram Ticket (Special)	\$15.00	68	Tram Ticket (Gift)	\$10.00	69	Tram Ticket (Season)	\$50.00	70	Tram Ticket (Annual)	\$100.00	71	Tram Ticket (Lifetime)	\$200.00	72	Tram Ticket (Corporate)	\$50.00	73	Tram Ticket (Special)	\$15.00	74	Tram Ticket (Gift)	\$10.00	75	Tram Ticket (Season)	\$50.00	76	Tram Ticket (Annual)	\$100.00	77	Tram Ticket (Lifetime)	\$200.00	78	Tram Ticket (Corporate)	\$50.00	79	Tram Ticket (Special)	\$15.00	80	Tram Ticket (Gift)	\$10.00	81	Tram Ticket (Season)	\$50.00	82	Tram Ticket (Annual)	\$100.00	83	Tram Ticket (Lifetime)	\$200.00	84	Tram Ticket (Corporate)	\$50.00	85	Tram Ticket (Special)	\$15.00	86	Tram Ticket (Gift)	\$10.00	87	Tram Ticket (Season)	\$50.00	88	Tram Ticket (Annual)	\$100.00	89	Tram Ticket (Lifetime)	\$200.00	90	Tram Ticket (Corporate)	\$50.00	91	Tram Ticket (Special)	\$15.00	92	Tram Ticket (Gift)	\$10.00	93	Tram Ticket (Season)	\$50.00	94	Tram Ticket (Annual)	\$100.00	95	Tram Ticket (Lifetime)	\$200.00	96	Tram Ticket (Corporate)	\$50.00	97	Tram Ticket (Special)	\$15.00	98	Tram Ticket (Gift)	\$10.00	99	Tram Ticket (Season)	\$50.00	100	Tram Ticket (Annual)	\$100.00	No Further Action	Published on VHHT website
Item	Description	Amount																																																																																																																																																																																																																																																																																																																			
1	Tram Ticket	\$2.00																																																																																																																																																																																																																																																																																																																			
2	Tram Ticket (Senior)	\$1.50																																																																																																																																																																																																																																																																																																																			
3	Tram Ticket (Child)	\$1.00																																																																																																																																																																																																																																																																																																																			
4	Tram Ticket (Infant)	\$0.50																																																																																																																																																																																																																																																																																																																			
5	Tram Ticket (Group)	\$10.00																																																																																																																																																																																																																																																																																																																			
6	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
7	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
8	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
9	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
10	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
11	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
12	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
13	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
14	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
15	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
16	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
17	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
18	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
19	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
20	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
21	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
22	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
23	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
24	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
25	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
26	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
27	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
28	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
29	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
30	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
31	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
32	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
33	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
34	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
35	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
36	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
37	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
38	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
39	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
40	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
41	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
42	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
43	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
44	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
45	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
46	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
47	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
48	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
49	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
50	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
51	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
52	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
53	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
54	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
55	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
56	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
57	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
58	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
59	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
60	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
61	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
62	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
63	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
64	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
65	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
66	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
67	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
68	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
69	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
70	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
71	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
72	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
73	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
74	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
75	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
76	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
77	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
78	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
79	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
80	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
81	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
82	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
83	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
84	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
85	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
86	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
87	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
88	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
89	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
90	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
91	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
92	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
93	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
94	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
95	Tram Ticket (Lifetime)	\$200.00																																																																																																																																																																																																																																																																																																																			
96	Tram Ticket (Corporate)	\$50.00																																																																																																																																																																																																																																																																																																																			
97	Tram Ticket (Special)	\$15.00																																																																																																																																																																																																																																																																																																																			
98	Tram Ticket (Gift)	\$10.00																																																																																																																																																																																																																																																																																																																			
99	Tram Ticket (Season)	\$50.00																																																																																																																																																																																																																																																																																																																			
100	Tram Ticket (Annual)	\$100.00																																																																																																																																																																																																																																																																																																																			
3-Dec-18	VHHTA12	6.9	Financial Arrangements	<p>1. That Victor Harbor Horse Tram Authority establishes a bank account with the ANZ Bank, operated with a minimum of two signatories.</p> <p>2. That the General Manager, Victoria Mackinlay and Board Member, Carol Schofield be authorised signatories for the operation of the Authorities ANZ Bank Account.</p> <p>3. That, a credit card application be submitted for the General Manager to a maximum limit of \$3,000.</p> <p>4. That the Victor Harbor Horse Tram Authority endorse the use of Xero Accounting Software as its primary financial accounting software subject to the adoption of the 2018/19 Budget.</p> <p>5. That the Victor Harbor Horse Tram Authority requests that the City of Victor Harbor prepare an agreement for the provision of corporate service support.</p>	<p>In Progress</p> <p>No Further Action</p> <p>In Progress</p> <p>In Progress</p> <p>In Progress</p>	<p>application lodged with ANZ to establish a bank account</p> <p>application has been submitted to ANZ</p> <p>subject to Council endorsing the 2018/19 Budget</p> <p>An agreement is currently being drafted for the provision of corporate service support</p>																																																																																																																																																																																																																																																																																																															
3-Dec-18	VHHTA13	6.10	2018/19 Budget	<p>1. That the Victor Harbor Horse Tram Authority Budget for the period 25 October 2018 to 30 June 2019 detailing a Council contribution requirement of \$286,500 capital and \$292,300 operating be recommended to Council for adoption.</p> <p>2. That it be reported to Council that while an increased contribution from Council is required that it be noted that there has been a significant increase in Horse Tram income since the formation of Section 41 Committee as detailed within the attached income table included in this report.</p> <p>3. That the Authority formally apply for membership to the LGA Mutual Liability Scheme, Asset Mutual Fund and Workers Compensation Scheme and that subsequent to the membership nomination being accepted, the Board requests insurance coverage for the Board and its members.</p>	<p>No Further Action</p> <p>No Further Action</p> <p>Completed</p>	<p>Report to presented to the Ordinary Council Meeting on 17 December 2018</p> <p>Report to presented to the Ordinary Council Meeting on 17 December 2018</p> <p>applied for membership to the LGA Mutual Liability Scheme, Asset Mutual Fund and Workers Compensation Scheme.</p>																																																																																																																																																																																																																																																																																																															
3-Dec-18	VHHTA14	8.1	Process for Recruitment of General Manager Contract	<p>1. That pursuant to Section 90(2) of the Local Government Act 1999, the public be excluded from the meeting with the exception of the Victoria Mackinlay (Interim General Manager), Terry Andrews (Inaugural Board Member), Carol Schofield (Inaugural Board Member), Brian Hockney (Inaugural Board Member), Peter Lewis (Inaugural Board Member), Graham Pothuis (Director Planning and Regulatory Services - City of Victor Harbor), Stephanie Juhos (Acting Manager Finance & Property - City of Victor Harbor), Mark Piribilla (Acting Manager of Economic and Tourism Development - City of Victor Harbor) and Kyia Walker (Acting Governance Officer/Minute Secretary - City of Victor Harbor) to enable the Authority to consider information in relation to agenda item 8.1 - Process for Recruitment of General Manager - Contract, as the Authority is satisfied that, pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to the agenda item is a matter related to commercial information of a confidential nature (not being a trade secret) of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party, and would, on balance, be contrary to the public interest.</p>	Completed																																																																																																																																																																																																																																																																																																																

		<p>2. That the Board endorse the draft position, description and associated documentation (as amended) for calling of expressions of interest for the position of General Manager for the Victor Harbor Horse Tram Authority.</p> <p>3. That an independent agency be appointed to shortlist and interview applicants and provide a recommendation for appointment to the Board.</p> <p>4. That the position of General Manager be offered as a contract, for a period of 3 years.</p> <p>5. That having considered Agenda Item 8.1 – Process for Recruitment of General Manager – Contract, in confidence under section (90) (2) and (3)(a) of the Local Government Act 1999, the Authority:</p> <p>i) pursuant to section 91(7) of the Local Government Act orders that the report and Attachment 8.1.1 and 8.1.2 inclusive and the resolutions be released.</p>	<p>No Further Action</p> <p>No Further Action In Progress</p> <p>Completed</p>	<p>The General Manager Position was advertised in the Advertiser Career Lift out (including SEEK listing) on Saturday 8 december 2018, the Times Newspaper on Thursday 13 December 2018 and on the Horse Drawn Tram website. Applications close at 5pm, on Friday 4 January 2019.</p> <p>McArthur have been engaged as the independent agency.</p> <p>report and attachments have been released</p>
--	--	--	--	---

Item No.	4.2.
Title	Correspondence
Meeting Date	21 December 2018
Reference	VHHT Authority Charter
Consultation	
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to table correspondence received that relates to the Victor Harbor Horse Drawn Tram.

RECOMMENDATION

That the Board receive and note the correspondence received from Mrs Bronwyn Jolly, Aide to the Governor attached to this report.

INFORMATION

On Wednesday 12 December 2018, City of Victor Harbor Mayor, Dr Moira Jenkins, received correspondence from Mrs Bronwyn Jolly, Aide to the Governor.

His Excellency and Mrs Le are unable to accept patronage of the Victor Harbor Horse Drawn Tram, however extends his best wishes to the Victor Harbor Horse Drawn Tram.

Summary

The Board receive and note the correspondence received from Mrs Bronwyn Jolly, Aide to the Governor.

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

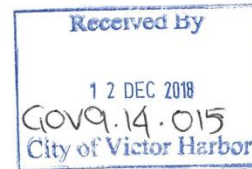
Governance – there is no direct risk with receiving and noting the correspondence received from Mrs Bronwyn Jolly, Aide to the Governor.

BUDGET IMPLICATIONS

There are no budget implications with receiving and noting the correspondence.



GOVERNMENT HOUSE
ADELAIDE



xref- OREC9049818

Our Reference:

Friday 7th December 2018

Dr Moira Jenkins
City of Victor Harbor Mayor
PO Box 11
VICTOR HARBOR SA 5211

Dear Dr Jenkins

His Excellency the Governor has asked me to respond to your letter in which you invited His Excellency and Mrs Le to extend patronage to the Victor Harbor Horse Drawn Tram.

As discussed with Ms Overall recently, I regret to advise that His Excellency and Mrs Le are unable to accept patronage of the Victor Harbor Horse Drawn Tram.

His Excellency extends his best wishes to the Victor Harbor Horse Drawn Tram.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Bronwyn Jolly".

Mrs Bronwyn Jolly
Aide to the Governor

Item No.	4.3.
Title	Items for Discussion
Meeting Date	21 December 2018
Reference	VHHT Authority Charter
Consultation	VHHT Authority Board Members
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to discuss items that have been raised by Board Members.

RECOMMENDATION

That the Board receive and note the report on Items for Discussion.

INFORMATION

Window Display at the Tram Office

Board Member Carol Schofield will be presenting a draft plan for the upgrade of the windows at the tram office for the Boards consideration.

Marketing

Board Member Peter Lewis would like to the board to review its marketing obligations and consider a marketing activity of Buy one Get one Free.

Administration Commentary – Item 6.3 within this Agenda regarding developing a communication and marketing activity plan that provides a coordinate and strategic approach.

Family Fun Day

Board Member Terry Andrews, would like to discuss a joint promotion for a Family Fun Day on Monday 28 January 2019, in conjunction with the community radio station Fleurieu FM.

Fleurieu FM will be holding a Family Fun Day on Warland Reserve on Monday 28 January 2018 between 10am – 4pm.

RISK ASSESSMENT

There are no risks identified in receiving and noting the report.

BUDGET IMPLICATIONS

There are no budget implications associated with the recommendation.

5. PRESENTATIONS

5.1 Nil

6. Reports

Board Report

Item No.	6.1.
Title	Media Services
Meeting Date	21 December 2018
Reference	VHHT Authority Charter Local Government Act 1999 Communication Policy Procurement Policy
Consultation Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to provide members with the opportunity to discuss and consider offers provided to the Authority to assist with promoting the Horse Drawn Tram.

RECOMMENDATION

1. That the Board receive and note the report on Media Services.
2. That the Board include the preparation of a Marketing Plan for inclusion in the work program for February 2019.

INFORMATION

At the Inaugural board meeting held on 3 December 2018, the Board received and noted correspondence received from Steve Robertson from Leo Editorial Services and John Field from Field Public Relations.

Both companies have offered their services as follows:

- Leo Editorial Services – Steve Robertson would like to offer his services in publicising the tram to potential customers at no charge to the Authority during the transitional period of the Authority,
- Field Public Relations – John Field would like to offer his services to assist with media coverage, at a rate of \$210 per hour.

It would be appropriate for the authority to consider the merit of the offers in the context of its broader communication and marketing activity plan, which is yet to be developed. In dealing with these proposals, there are policy and procedural implications that the Authority need to be mindful of.

It is important to take into consideration the Authorities Communication Policy which sets out how the Victor Harbor Horse Tram Authority undertakes effective communication to the community and wider audience on a variety of aspects for the Authority's role as defined within the Charter, business, operations and policy.

The General Manager and Chairperson are the only authorised spokespersons of the Authority for media comment and press releases regarding the Victor Harbor Horse Tram business, operation and policies. Any Press releases, advertising, notifications, signage and public commentary are to be authorised by the General Manager of the Authority prior to distribution.

Opportunities for media promotion can serve to enhance the reputation for the Authority and the Horse Drawn Tram activities, however, to maximise the effectiveness of such activities a communication and marketing activity plan should be developed. Consistency and quality of media messaging is at risk without a communication and marketing activity plan that provides a coordinated and strategic approach.

As the Authority is currently in transitional provisions, it is considered appropriate to wait until a General Manager and Independent Board Members are appointed, so they can develop a communication and marketing activity plan that will ensure compliance with the communications and Procurement Policy.

RISK ASSESSMENT

There are policy compliance risks associated with agreeing to accept the services offered by either company, without taking into consideration the Authority's Communication and Procurement Policy.

BUDGET IMPLICATIONS

There are no budget implications with receiving and noting the report.

Item No.	6.2.
Title	Public Relations
Meeting Date	21 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members
Attachments	6.2.1 –Public Relations and Sponsorship Services – provided under separate cover
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to consider and note the report presented to the City of Victor Harbor from Field Public Relations.

RECOMMENDATION

That the Board receive and note the report on Public Relations.

INFORMATION

At the Ordinary Council Meeting held on 19 December 2018, a report was presented in confidence. The Council resolved that the report be received.

The report and attachments were released from confidence on 24/7/2017 in the annual review of all outstanding confidential orders in June /July 2017.

A copy of the report and attachments are provided under a separate cover.

As previously discussed in Item 6.1 – Media Services, as the Authority is currently in transitional provisions, it is considered appropriate to wait until a General Manager and Independent Board Members are appointed, so they can develop a communication and marketing activity plan that will ensure compliance with the Communication and Procurement Policy.

RISK ASSESSMENT

There are policy compliance risks associated with agreeing to accept the services offered by a company, without taking into consideration the Authority's Communication and Procurement Policy

BUDGET IMPLICATIONS

There are no budget implications with receiving and noting the report, however there would be budget implications if the Authority was to engage a professional Public Relations/Marketing Company.

Item No.	6.3.
Title	Tram No. 4
Meeting Date	21 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members
Attachments	6.3.1 – Tram No. 4 assessment – provided under separate cover
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is for the Board to consider and note the report provided to the Authority from Kim Bayly regarding Tram No. 4.

RECOMMENDATION

1. **That the Board receive and note the report on Tram No. 4.**
2. **That the administration undertake an investigation on Tram No. 4, as part of the preparation of the Asset Management Plan.**
3. **That the Asset Management Policy and Maintenance Program be included in the work program for February 2019.**

INFORMATION

A current volunteer of the City of Victor Harbor undertook an assessment of Tram No. 4 and prepared a report for the Victor Harbor Horse Tram Authority to consider.

A copy of the report and attachments are provided under a separate cover.

The Charter states:

1.8.1.3 That the activities of the Authority are conducted efficiently and effectively and that the assets of the Authority are properly managed and maintained.

11.5 First Business Plan

11.5.1 in accordance with Clause 8(2) of schedule 2 of the Act the Authority must ensure that the first Business Plan of the Authority is prepared within six (6) months after the Authority has been established.

The Authority will consider a Risk Management Policy in February 2019 as part of the work Program. It's considered appropriate for the Authority to develop an Asset Management Policy and a maintenance program, to align with the transition of the assets in July 2019. This will ensure adequate provisions are made for the long-term replacement of the Authority Assets.

In the meantime it's recommended that the administration undertake an investigation regarding the assessment of the Tram No. 4, as part of the preparation of the Asset Management Plan.

RISK ASSESSMENT

To mitigate risks associated with the maintenance and management of assets, it is important that any asset elevation reports are appropriately qualified.

BUDGET IMPLICATIONS

There are no budget implications with receiving and noting the report.

Item No.	6.4.
Title	Tram Frequency – Staff Resources
Meeting Date	21 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	
Attachments	6.4.1 - Existing arrangement and alternative scenarios
Purpose	<i>Information/Decision</i>

PURPOSE

The report seeks to outline the financial and operating implications relating to tram frequency and services over the Christmas and January holiday period as resolved by the authority at the 3rd December 2018 meeting.

RECOMMENDATION

That, the decision VHHT02 made at the Victor Harbor Horse Tram Authority on 3 December 2018 be amended to include the following:

- 1. That the General Manager assess and implement the increase in tram frequency in association with available staff resources as required.**

INFORMATION

At the authority meeting held on the 3rd of December 2018 the members made various resolutions relating to tram operating arrangements for the forthcoming holiday period. The pertinent resolutions are outlined below, followed by some commentary with respect to operational impacts:

That for the periods 26 – 31 of December 2018, January, March long weekend and Easter in 2019, that three (3) horse trams run when previously two trams were run (this was all of January), except when weather makes it clear that it is not suitable due to a lack of potential passengers.

Commentary: under normal arrangements during this period 3x staff are employed for the full day and one staff member is brought in to provide lunch breaks and support horse maintenance tasks that tram operators are not able to fulfil due to operating trams. For three trams to operate and to also have staff on the platform selling tickets (per below resolution) an additional staff member will be required from 10am to 6:45pm (8.75hrs). While volunteers can be enlisted to support operations it will be difficult to commit volunteers during these holiday periods. Volunteers would represent a value-add to arrangements.

That for all weekends of February and March of 2019, that two horses trams run instead of one, except when weather makes it clear that it is not suitable due to a lack of potential passengers.

Commentary: this is already the case, the continuation of which will not result in any additional staff resource or operational impacts.

That for the periods 26 – 31 of December 2018, January 2019, February long weekend and Easter, that operating hours of trips be initially amended to start half an hour before, and finish one hour after, than they currently do, except when weather makes it clear that it is not suitable due to a lack of potential passengers.

Commentary: it is assumed that extending tram services will be based on existing tram operating schedule during the period. In the period outlined in the resolution tram services will commence at 10am while the last tram leaves the island at 5:20pm. Under this proposal tram services would commence at 9:30am and conclude with the last service leaving Granite Island at 6:20pm.

Note – tram services are ordinarily extended by an additional hour during the summer period with the last service leaving Granite Island at 5:20pm, compared with 4:20pm under normal arrangements.

Further extending these hours mean that the 3 full day staff members would need to be awarded an additional 15 minute break after they have completed 11 hours of work. The staff member brought in to provide lunch breaks would need to be extended by a further 1 hour to support extra breaks. The 3 full day staff would commence their shift at 7:00am and conclude at 7:30pm, resulting in a 12.5hr shift. Under the award where an employee works more than 11hrs and or works beyond 6:30pm a 25% loading applies to the hourly rate. If employees, under the award were to work beyond 76hrs in the fortnightly pay period additional penalties would apply with a limit of 80hrs to be worked.

That the General Manager organise that, commencing from 26 December 2018 and concluding on the 31 January 2019, staff or registered volunteers remain in the general area of the causeway station between the Horse tram trips for the purpose of selling tickets and Horse Tram marketing.

Commentary : for staff to remain in the vicinity of the tram office and terminal at all times, with three trams operating, and to also effectively manage additional lunch breaks it will mean an extra person (10am to 6:45pm) plus an additional hour for the ‘lunch breaker’ will be required.

Induction and training of volunteers has progressed in recent weeks with ticketing services expected to be provided by volunteers nearby to the platform during the forecasted busy periods. This is expected to ease pressure on tram staff while securing ticket sales during times the tram is not present.

In Summary

The intent of the above resolution can be delivered, however there are implications that the authority needs to be aware of with regard to scheduling, staffing costs and staffing impact. The spreadsheet provided in **Attachment 6.4.1** outlines the existing arrangement and alternative scenarios in consideration of the resolutions.

To deliver extra services in accordance with the resolutions will require an additional 17hrs per day under Option 1 or 14.5hrs per day under Option 2. Based on calculations outlined in the attached document this would result in an additional \$25,575 in staffing costs during the period 26th December 2018 to 31st January 2019. the increased service provisions will result in increased staffing costs that may not be fully recoverable through the anticipated increased ticket sales for the same period.

There will also be an additional staffing impost created that will be difficult to sustain throughout the summer period without recruiting additional staff. The recruitment and subsequent training of new staff into the horse tram service is not possible at this time.

RISK ASSESSMENT

Financial – there is a risk that the provision of additional services will result in a net financial loss during the period given the increased staffing costs. To mitigate this risk it is recommended that the authority default back to substantive operating arrangements and support volunteer training and rostering to ensure ticket sales are maximised. This risk is rated as *low*.

Safety & Welfare - there is a risk that by increasing the workload of the existing casual staffing pool ie longer shifts during the summer holiday period, it may increase the likelihood of safety related incidents due to tired staff. This risk is rated as *high*.

Human Resources – there is a risk that additional hours beyond staff capacity may lead to trained staff deciding to leave the tram. Recruitment and training of new staff at this time of the year to assist with the increased services or cover for unforeseen circumstances (such as staff illness) is not possible.

BUDGET IMPLICATIONS

If additional expenditure through additional staffing costs and increasing revenue were to occur this will need to be amended when the authority consider the next budget review.

Item No.	6.5.
Title	Ticket Machine
Meeting Date	21 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	6.5.1 – Electronic Ticketing Machine
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to provide the board with an update on the purchasing of the ticketing machine.

RECOMMENDATION

That the Board provide further direction on procurement and installation of a ticket machine.

INFORMATION

At the Inaugural Board Meeting held on 3 December 2018, the board noted the status of the items identified in the Operations Status Report, which included the Ticketing Machine.

There were two options that provided security and weather proofing for an electronic ticketing kiosk as detailed below:

- 1) Removal of the locker room window adjacent to the female toilet, reduction of sill height, install backing to alcove and installation of security shutter and weather hood; or
- 2) External placement of machine in wall adjacent to locker room window, installation of a securable booth to house unit, and installation of weather hood.

Both options required a budget of \$10,000, which has been included in the capital budget to be considered by Council at its Ordinary Council Meeting on Monday 17 December 2018.

Council's Building Facilities Officer met with a contractor on site and provided the following cost estimate information (which has not yet been formed up into a formal quote):

Hi Graham, I met with a contractor today at the HDT office and below is an estimate of cost which will be very close to the mark without doing some destructive work to see where

services go within the wall cavity. There is power in the wall which supplies power to a DGPO directly under the window to be removed which will need to be isolated and extended.

Window shutter 1.200 x 2.100 with remote - \$1100.00

Demolition of double brick wall including brick cutting and protection of internal areas - \$1100.00

Brick work required to extend brick quoins - \$500.00

Internal wall materials including wall linings - \$300.00

Labour to construct walls, line internal & external, form raised floor section, painting and make good all surfaces - \$1500.00

Power & data redirection and installation - \$1000.00

Total - \$5500.00 (plus the cost of the ticketing machine)

Graeme Eatts | Building Facilities Officer

Supply and delivery of the TryBooking Kiosk unit is \$4500, bringing the total to \$10,000 supplied and installed.

Following on from the resolution of the board to endorse the use of 'Xero Accounting Software' as its primary accounting software, enquiries were made with the TryBooking Kiosk supplier with respect to system compatibility. The following advice was received:

Please note that the Xero Accounting Software is not aligned with the system as yet and sits outside the system's existing reporting. But a file can be extracted.

However, since many customers have asked, they are incorporating the Xero Accounting Software in the future expected 1st Quarter of next year.

Whilst the accounting between the machine and the software can still occur with some manual intervention, together with the problems of trying to install an indoor machine into an external environment, some further research was conducted on alternative ticketing machine options. Attachment 6.5.1 provides the information obtained to date, along with advantages and constraints of the various machines for further consideration by the board.

An option involving the use of a QR code and smart phone/device payment as previously suggested is also an approach the board may wish to further pursue.

RISK ASSESSMENT

This report is for information and further direction only. A full risk assessment can be determined upon further refinement of the options. There is some risk associated with

placement of an indoor machine in an external environment, including equipment security, protection and potential warranty issues.

BUDGET IMPLICATIONS

The budget impact on the ticket machine has been covered within the 2018/19 Horse Tram Budget, on the basis of supply and installation of the TryBooking Kiosk.

Electronic Ticketing Machine for the HDT

Current options

At the Horse Tram Committee meeting on the 10th of May 2018, it was recommended that the Committee receive and note the electronic ticketing machine report, requested to be created by the Committee at the February meeting.

Staff were to investigate various ticket vending options, with the following considerations;

- The “Kiosk” is designed for indoor secure areas, requiring a weather proof securable box of some form if used at the HDT terminals.
- EFTPOS only, whilst it may disappoint some customers hoping to pay cash, provides the added benefit of reducing potential vandalism for those purposes.
- The machine would print out tickets that are only slightly customised for the HDT.
- Capabilities of being open 24/7 or only during trading hours. Also incorporate the ability for staff to close it down before the last trip of the day.
- May incorporate the ability to “upsell” to packaged tickets.
- Costs to connect power and internet access.

There are extra options / conditions to also consider, such as;

- Ability to buy multiple tickets as one purchase.
- Does the machine also have the software design and hardware integration inbuilt or does that need to be created by another company?
- How long is the lifespan of the machine?
- What are the ongoing costs after installation? (Machine Communication fees / Credit Card administration processing fees)
- What happens if they breakdown, how are they serviced?
- Do you need a touchscreen or just have buttons to choose options?
- Sales reporting options.
- Zero accounting software.
- Timeframes to order, manufacture and install.

Two options were presented to the HDT Committee at the May meeting;

- One was from D&R Technology for an outdoor Kiosk (requiring power and internet connection) and costing between \$35K and \$40K for one new machine (possibly \$33k per machine if two were ordered).
- The other was an indoor machine made by TryBooking (requiring infrastructure to house it and make it weatherproof and secure) and costing \$4K per unit plus delivery costs. This option comes with the ticket selling software and the ongoing fees and charges on average commensurate with the 12% booking fee at the VIC and are cheaper than booking online. Tickets require a scanning App for final processing.

Other options (in order of suitability)

1. PayTech Solutions (NSW)

They have suggested to purchase their ETM Payment Station without the bank note reader and without the coin change giver, but with the Nayax credit card terminal fitted (i.e. a cashless machine).

This machine features an industrial PC and a colour screen which is standard. The PC when connected to the internet can email out errors and warnings and also email a daily sales report. From a servicing perspective it allows (using team viewer) technicians access to do work without the need to put a man in a van to attend the machine. This is a cost saving feature.

This machine would operate on selecting a ticket from 4 options (using labelled buttons) (adult, child, concession or family) and using a Visa or MasterCard to pay. A sequential numbered ticket will be printed clearly showing what type of ticket was purchased, with the amount paid, the date and time. Example: if 4 x tickets are required this would require 4 x transactions.



They supply an ETM Payment Machine with standard features;

- Coin Change Giver
- High temperature rugged PC with its own power supply
- High brightness outdoor screen
- Banknote Reader
- Coin shutter
- Credit card reader EMV PCI Compliant

- Vandal resistant easy to use
- Buttons - up to 4 prices
- Self-Locking Cash box
- Customer friendly software
- Internal power point
- Additional ports for keyboard and mouse
- Reconditioned strong and secure aluminium cabinet
- Easy installation
- Dimensions: 1,52cm (H) x 40cm (W) x 23cm (D)
- Weight: 90kg
- Machine operates on 240V power with a 12 month warranty
- It is a solid aluminium outdoor cabinet and does not need to be housed under cover (note: these are refurbished cabinets) and it needs 240 volt power, as it is running a PC, printer, display and credit card device etc.
- **\$16K+GST with Cash and Credit facilities or \$10K+GST if only credit facilities.**

2. Duncan Solutions (VIC)

This company already provides the City of Victor Harbor with Parking Machines along the Causeway / Foreshore area and the Bluff Boat Ramp Carpark. Although they have outdoor ticketing machines both new and used that would be appropriate (**\$4K+GST used and \$8K+GST new**) and already have a working relationship with the CVH; the programming required for repurposing the machines for the HDT is not possible.

From their report;

What I have learned is that whilst there are multiple tariff tables within the configurations, programming of multiple flat rates when done in the past has been problematic. For example, the amount being paid after the first flat rate has to have a similar fixed value to the first but more important is that when paying by credit card the payment value distorts adding an extra cent or two. The other issue is where we have done something similar in the past after the 3rd tariff it becomes very tricky (almost impossible) to apply that additional charge.

3. Newtouch (VIC)

Design and build interactive touch screen “Kiosks” for both indoors and outdoors.

Specifications:

- NEWTOUCH Touch Screen
- Customization is available
- Indoor or Outdoor
- Software supported stylish 1.5mm cold rolled steel enclosure Lockable computer & monitor compartments ability to secure to floor
- Size: 17"- 65" LCD/LED, With built-in Computer, Speakers (Webcam, Printer,

- Payment System, Coin Acceptor...etc.)



Hardware costs range between \$8-9K for an Indoor kiosk and \$15K for an Outdoor kiosk. Software price range is between \$10k-14K, it really depend on what you need done and what you need integrate. **Therefore an Indoor Kiosk would cost roughly \$18-\$23K and an Outdoor Kiosk would be approximately \$25-29K. Ongoing costs are bank related.**

4. Quest Payment Systems (VIC)

Create and install Outdoor Payment Terminals (mostly Fuel services).



The "Fast Fuel" machine can be reconfigured for the HDT tickets but the **cost is over \$25K+GST plus ongoing costs** which is very expensive.

5. Olea Kiosks Inc. (USA)

Within the "Kiosk" industry, Olea Kiosks is known as the "go to" company for beautifully designed custom kiosks. With decades of experience on hundreds of custom projects, placing over 10,000 of our custom kiosks out in the field, it's easy to see why Olea handles as many custom projects as it does. Our custom kiosk creative

process involves seven phases which can be explored below, along with many of our past projects showcased in Featured Case Studies Gallery.

They produce a model called the "Seattle" which features such as;

- 19" PCAP High-Bright Outdoor Touchscreen
- Amplified Stereo Speakers
- Durable Powder Coat Paint Finish
- Lightweight, Tough Full Aluminium Construction
- Dual Lock System for Entry Security
- Efficient Solid State Cooling System
- Six-outlet power strip
- Bolt-Down Base Plate
- Dimensions
- Width: 22"
- Height: 57.3
- Depth: 19.11"
- Weight: 142lbs
- Base plate: 22"W x 13.23"D

Currently waiting on a quote, but the company is based in California and therefore servicing the machine would be an issue in the future.

Item No.	6.6.
Title	Victor Harbor Horse Tram Authority Budget
Meeting Date	21 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	
Attachments	Nil
Purpose	<i>Information/Decision</i>

At the Ordinary Council meeting held on 17 December 2018, Council will consider the 2018/19 draft budget for the Victor Harbor Horse Tram Authority which was presented to the Authority at its Inaugural Meeting on 3 December 2018.

A late report will be presented to the Authority, advising the Board of Council's resolution.

7. Urgent Business without Notice

Nil

8. Confidential Reports

Nil

9. Next Meeting

The next Scheduled Meeting is Tuesday, 8 January 2019 at 9:30am to be held in the Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor

10. Closure