



2 August 2024

Contact for Apologies: General Manager
Phone: (08) 8551 0720
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: Wednesday, 7 August 2024
TIME: 3:00pm
PLACE: The Stables, 11 Canton Place, Victor Harbor

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

Yours faithfully

Megan Whibley
General Manager
Victor Harbor Horse Tram Authority

Please be advised that filming, photography, and audio recording may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999.



Acknowledgement of Country

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

1. Open Meeting/Welcome

2. Attendance

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

Megan Whibley (General Manager VHHTA)
Toni Carter (Executive Assistant - CVH Executive Assistant -
Corporate and Customer Service)
Karen Rokicinski (Director Corporate and Customer Service)

3. Apologies

Nil

4. Minutes of Previous meeting

4.1 Board Meeting Minutes Report – 22 May 2023 3

5. Adjourned Item(s)

Nil

6. Reports for Receiving and Noting only

6.1 Resolutions Register Report 11
6.2 End of Financial Year 2023-24 15

7. Reports for Decision

7.1 General Manager Remuneration Review Report 19
7.2 General Manager attending Equitana Melbourne 14–17 November 22



8. Presentation(s)

Nil

9. Discussion Items – No decision(s)

10. Correspondence Received

Nil

11. Urgent Business without Notice

Nil

12. Confidential Reports

Nil

Next Meeting

Wednesday, 25 September 2024, 3pm – The Stables, 11 Canton Place, Victor Harbor

Meeting Close

Please be advised

- *That filming, photography and audio recording may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999.*



Meeting **Victor Harbor Horse Tram Authority**

Date **7 August 2024**

From **Megan Whibley**

Subject **Board Meeting Minutes – 22 May 2024**

Report Number **4.1**

RECOMMENDATION

That the minutes of the previous Victor Harbor Horse Tram Authority Board Meeting held Wednesday, 22 May 2024, be confirmed as a true and accurate record.

INFORMATION

Purpose

The purpose of this report is to present the Victor Harbor Horse Tram Authority minutes for the meeting held on 22 May 2024 for confirmation.

Background

A Special Board meeting of the Victor Harbor Horse Tram Authority was held on Wednesday, 22 May 2024.

Commentary

The minutes for the Victor Harbor Horse Tram Authority meeting held Wednesday, 22 May 2024 were distributed to Members.

A copy of the minutes are provided at Attachment A to this report.

RISK ASSESSMENT

Legal and Compliance – The minutes were prepared and distributed to members in line with legislation. This risk is assessed as **low**.

REFERENCES

Nil

BUDGET IMPLICATIONS

Excluding endorsed budgeted staff resources there are no budget implications in confirming the Victor Harbor Horse Tram Authority minutes.

No additional funds are required.

CONSULTATION

Victor Harbor Horse Tram Authority Board members



Present

Nigel Catt (Chair)
Natasha Hunt (Via Teams)
Cr Carol Schofield
Rachel Kennedy (via Teams)

Karen Rokicinski (Director Corporate and Customer Services – CVH)
Toni Carter (Executive Assistant Corporate and Customer Services – CVH)

In Attendance

Megan Whibley (General Manager - VHHTA)
Whitney Mainwaring (Minute Secretary)

Commencement

The meeting commenced at 3.04pm

3. Apologies

Paul Brown

4. Minutes of the Previous Meeting

4.1 Board Meeting Minutes Report – 24 April 2024 4

VHHTA443 Moved: Natasha Hunt
Seconded: Rachel Kennedy

That the minutes of the previous Victor Harbor Horse Tram Authority Board Meeting held Wednesday, 24 April 2024, be confirmed as a true and accurate record.

CARRIED

4.2 Board Meeting Minutes Report – 8 May 2024 7

VHHTA444 Moved: Rachel Kennedy
Seconded: Natasha Hunt

That the minutes of the previous Victor Harbor Horse Tram Authority Board Meeting held Wednesday, 8 May 2024, be confirmed as a true and accurate record.

CARRIED



5. Adjourned Item(s)

Nil

6. Reports for Receiving and Noting only

6.1 Resolutions Register Report 10

VHHTA445

Moved: Cr Carol Schofield

Seconded: Rachel Kennedy

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

CARRIED

6.2 Audit Committee Minutes Report – 13 March 2024 11

VHHTA446

Moved: Rachel Kennedy

Seconded: Natasha Hunt

1. That the Victor Harbor Horse Tram Authority receive and note the public minutes of the VHHTA Audit Committee meeting held 13 March 2024 at attachment A to this report.

CARRIED

6.3 Audit Committee Minutes Report – 8 May 2024 13

VHHTA 447

Moved: Cr Carol Schofield

Seconded: Rachel Kennedy

1. That the Victor Harbor Horse Tram Authority receive and note the public minutes of the Audit Committee meeting 8 May 2024 at attachment A to this report.

CARRIED



7. Reports for Decision

7.1 Update – Asset Accounting Policy Report 15

VHHTA448

Moved: Rachel Kennedy
Seconded: Cr Carol Schofield

1. That the Victor Harbor Horse Tram Authority Board receive and note the Asset Accounting Policy Report.
2. That the Victor Harbor Horse Tram Authority Board endorse the Asset Accounting Policy with minor adjustments to 6.11 Stocktakes to be performed a minimum of twice-yearly.

CARRIED

7.2 General Manager Annual Performance Review Report 25

VHHTA449

Moved: Natasha Hunt
Seconded: Rachel Kennedy

1. That the Victor Harbor Horse Tram Authority receive and note the General Manager Annual Performance Review 2024 report.
2. That the Victor Harbor Horse Tram Authority approved the General Manager Annual Performance Review 2024 Report as presented, noting that that the performance review achieved was excellent.
3. That the Victor Harbor Horse Tram Authority General Manager performance review committee present to the Board the next annual KPI's and remuneration review prior to the next VHHTA Board Meeting for approval.

CARRIED

7.3 Capital and Operating Budget 2024/25 Adoption 32

VHHTA450

Moved: Rachel Kennedy
Seconded: Natasha Hunt



1. That the Victor Harbor Horse Tram Authority receive and note the Final Adoption - Capital and Operating Budget 2024/25 report.

CARRIED

VHHTA451

Moved: Natasha Hunt
Seconded: Rachel Kennedy

2. That the Victor Harbor Horse Tram Authority:
 - a) adopt the 2024/25 Operating Budget in the accompanying financial statements as provided at Attachment A to this report, detailing an unchanged Council contribution of \$365,000 (operating deficit) and consistent with the approval given by the Council at their meeting on 22 April 2024; and
 - b) adopt the 2024/25 Capital Budget as presented in this report, consistent with the approval given by the Council at their meeting on 22 April 2024; and
 - c) provide a copy of the adopted budget to Council, as required by section 5.4 of the VHHTA Charter

CARRIED

7.4 Appointment of Audit Committee Deputy Chairperson 32

VHHTA452

Moved: Natasha Hunt
Seconded: Rachel Kennedy

1. That the Victor Harbor Horse Tram Authority receive and note the Appointment of Audit Committee Deputy Chairperson Report.
2. That the Victor Harbor Horse Tram Authority recommends to Council that Laura Hodgson be appointed as the Deputy Chairperson to the Victor Harbor Horse Tram Authority Audit Committee for a term of two years.

CARRIED

8. Presentation(s)

Nil

9. Discussion Items – No decision(s)

4.02pm Nigel Catt left meeting



4.03pm Nigel Catt returned to the meeting

9.1 Official Opening Date – Stables Complex

Discussion on logistics of the event including run sheet and locations of event specifics.

9.2 Horse Lease and Update

General Horse Discussion – last week the veterinarian reported positive feedback from horses – horses that were sick are showing improvement. There is potential lease-back of a previously owned horse, on a two-year lease at no cost to the Authority. Last week Rusty arrived and has commenced training for tram operations.

9.3 Service Level Agreement

Discussion regarding the Service Agreement from City of Victor Harbor

10. Correspondence Received

Nil

11. Urgent Business without Notice

Nil

12. Confidential Reports

12.1 CONFIDENTIAL – Staff Update

VHHTA453

Moved: Natasha Hunt
Seconded: Rachel Kennedy

That pursuant to section 90(2) of the Local Government Act 1999, the Victor Harbor Horse Tram Authority Board orders that all members of the public, except Megan Whibley (VHHTA General Manager), Whitney Mainwaring (Minute Secretary), Karen Rokicinski (City of Victor Harbor – Director Corporate and Customer Service) and Toni Carter (City of Victor Harbor – Executive Assistant to Director Corporate and Customer Service), be excluded from attendance at the meeting for Agenda Item 12.1 – CONFIDENTIAL – Staff Update, that the VHHTA is satisfied that, pursuant to Section 90(3)(a) of the Act information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

CARRIED



VHHTA454

Moved: Cr Carol Schofield
Seconded: Rachel Kennedy

CARRIED

VHHTA455

Moved: Cr Carol Schofield
Seconded: Rachel Kennedy

CARRIED

VHHTA456

Moved: Cr Carol Schofield
Seconded:

LAPSED FOR WANT OF SECONDER

Cr Carol Schofield left the meeting at 4.59pm

VHHTA457

Moved: Rachel Kennedy
Seconded: Natasha Hunt

CARRIED

VHHTA458

Moved: Natasha Hunt
Seconded: Rachel Kennedy

That having considered the Agenda Item 12.1 – CONFIDENTIAL – Staff Update is retained in confidence under Section 90(2) and (3)(a) of the Local Government Act 1999 for a period of 12-months or until otherwise determined by the delegate, and

- i. delegates to the General Manager the power to revoke, in whole or in part, the order made in paragraph 1 of this resolution, pursuant to section 91 (9)(c) of the Act
- ii. the public be readmitted to the meeting.

CARRIED

Victor Harbor Horse Tram Authority
Board Meeting Agenda
For meeting Wednesday, 22 May 2024
Commencing at 3:00pm



Next Meeting

Wednesday, 7 August 2024, 3pm – The Stables, 11 Canton Place, Victor Harbor.

Meeting Closed at 5.24pm

Please be advised

- *That filming, photography and audio recording may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999.*

Meeting **Victor Harbor Horse Tram Authority**
Date **7 August 2024**
From **Megan Whibley**
Subject **Resolutions Register Report**
Report Number **6.1**

RECOMMENDATION

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

INFORMATION

Purpose

The purpose of this report is to review the outstanding resolutions register and determine the best course of action for items where required.

Background

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

The outstanding resolutions report lists all the outstanding resolutions from previous Board meetings, with a progress note against each resolution. Completed items are removed from the register for the following Board meeting to ensure that the list remains a current working document of outstanding resolutions that require action.

Commentary

The current outstanding resolutions register is provided at attachment A.

RISK ASSESSMENT

Corporate Governance –The Board must manage its governance risk of implementing decisions of the Board and associated actions as well as undertake duties as required by the Local Government Act 1999 Section 99(1)(a) and the Charter within approved budgets and required time frames. This report provides a mechanism for the Board to monitor progress of resolutions, work and actions and to manage the associated governance risk. The risk is assessed as **low**.

Socio Political, Community Issues / Reputation – There may be some concern from Board members, Council and the broader community if resolutions are not actioned in a timely manner or if the current Board determines to resolve contrary to an earlier resolution. The risk is assessed as **medium**.

BUDGET IMPLICATIONS

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

The majority of tasks on the outstanding resolutions register will be undertaken by the General Manager Horse Tram Authority as scheduled and without requirement for additional funds. Where additional funds are required to achieve items on the resolutions register, endorsement by the Horse Tram Authority Board, or where applicable, budget bids to Council, will be applied to individual items as required.



Attachment A

VHHTA – Outstanding Resolutions Register – updated 2-Aug-24

Date	Minute Number	Resolution	Status/Update
<i>Intentionally Left blank</i>			
22 May 2022	VHHTA449	7.2.3 - That the Victor Harbor Horse Tram Authority General Manager performance review committee present to the Board the next annual KPI's and remuneration review prior to the next VHHTA Board Meeting for approval.	In progress
24 April 2024	VHHTA439	1. That the Victor Harbor Horse Tram Authority refer to the Victor Harbor Horse Tram Audit Committee to; a. endorse the March Budget Review 2023/24 as presented at Attachment A to this report, noting an unchanged contribution from Council (operating deficit) of \$365,000, and b. provide the March Budget Review to Council.	Complete - Audit Committee endorsed the March Budget Review 2023/24 Report on 8 May 2024 and provided recommendation to VHHTA Board. VHHTA Board endorsed the March Budget Review Report on 8 May 2024 via Circular Resolution and provided report to Council.
24 April 2024	VHHTA438	1. That the Victor Harbor Horse Tram Authority Board refer to the Victor Harbor Horse Tram Audit Committee to receive and note the Asset Accounting Policy Report. 2. That the Victor Harbor Horse Tram Authority Board refer to the Victor Harbor Horse Tram Audit Committee to review and endorse the Asset Accounting Policy.	In progress - Audit Committee endorsed the Asset Accounting Policy Report on 8 May 2024 with updates and additions. To be endorsed by VHHTA Board.
13 Mar 2024	VHHTA433	1. That the Victor Harbor Horse Tram Authority Board receive and note the Draft Operating and Capital Budget 2024/25 report. 2. That the Victor Harbor Horse Tram Authority Board endorse the Draft Operating and Capital Budget 2025/25 and the accompanying financial statements as provided at attachment A to this report and provide it to Council.	In progress - Council endorsed the Operating and Capital Budget 2024/25 on 22 April 2024 for adoption by VHHTA Board.
13 Mar 2024	VHHTA432	1. That the Victor Harbor Horse Tram Authority Board receive and note the Draft Business Plan 2024-2027 Report. 2. That the Victor Harbor Horse Tram Authority Board endorse the Draft Business Plan 2024-2027 as provided at attachment A and provide the plan to Council with the minor formatting and the following changes: in reference to page 5 change to "Due to	Complete - Council endorsed the Business Plan on 22 April 2024



Attachment A

Date	Minute Number	Resolution	Status/Update
		unforeseen horse husbandry and weather conditions”.	
13 Dec 2023	VHHTA420	That the Victor Harbor Horse Tram Authority Board receive and note the Asset Management Proposal Report. That the Victor Harbor Horse Tram Authority Board recommend to Council to approve the sale of two Clydesdales, namely, Norman and Finniss.	In Progress
13 Dec 2023	Discussion Item 9.1	Board Member Remuneration	Tabled for future discussion
1 Dec 2020	VHHTA209	That the General Manager present a report to the Victor Harbor Horse Tram Authority Board prior to the setting of the 2021/2022 budget, that includes information on our training policy and our budget requirements for training, so as to provide direction for the Board.	Draft tabled at Board meeting 13 September 2022 – VHHTA Draft Staff and Development Policy requiring further development.
		<i>Intentionally Left Blank</i>	



Meeting **Victor Harbor Horse Tram Authority**
Date **31 July 2024**
From **Megan Whibley**
Subject **End of Financial Year 2023/24 Budget Summary**
Report Number **6.2**

RECOMMENDATION

1. That the Victor Harbor Horse Tram Authority receive and note the End of Financial Year 2023/24 Budget Summary report.
2. That the Victor Harbor Horse Tram Authority receive and note the end of financial year budget summary for 2023/24 and unaudited financial statements, as presented at Attachment A to this report.

INFORMATION

Purpose

The purpose of this report is for the Victor Harbor Horse Tram Authority Board to receive and note the End of Financial Year 2023/24 Budget Summary prior to the audit of financial Statements and preparation of the annual report.

Background

The Victor Harbor Horse Tram Authority is required by the Charter to provide an annual report to the Council at the end of each financial year, which contains audited financial statements:

8.2 Clause 12 of Schedule 2 of the Act required the Authority to furnish an annual report to the Council. The report is required by 30 September each year.

In preparing the annual report, an end of financial year review is undertaken to inform the financial statements which will then be audited for inclusion in the annual report furnished to the Council. These are being presented to the Board for information and to facilitate understanding regarding the expected end of year budget position for the Authority.

Once the financial statements have been audited, they will be included with the annual report and presented to the Audit Committee, then to the Board for approval to provide them to Council. The Council will then include these documents within their own annual report, as is required for all of their subsidiaries.

Commentary

The end of year budget summary and unaudited financial statements are provided at Attachment A for receiving and noting by the Board.

The following information summarises the challenges and opportunities faced by the Authority across 2023/24, as well as the expected end of year budget position for the Authority.

The 2023/2024 end of year financial result is a slight deficit budget, mostly due to a restricted Tram service over some of our busiest holiday periods. At first the figures looked like they could withstand this operational restriction through the increase in ticket prices which occurred in September 2023. Sadly, it was soon after this increase that the horses showed soreness issues and high temperatures in three of our main tram pulling horses, which we later realized were the effects of Ross River Virus. This virus has seen the passing of our beloved Izabella, Elliot is still building on his recovery, neurologically and muscle wise and Murray only just returning to the tram in full capacity this month.

The Stables behind the scenes was 6 months behind schedule in opening due to delayed building completions and therefore that has affected the income that it was able to generate. It is showing very promising signs but as with any new business it is going to take time to become the financial powerhouse predicted.

Despite these challenges, the VHHTA remains resilient and committed to the ongoing success of the Horse Tram operation.

During the previous fiscal year, VHHTA achieved a revenue surplus of \$168,000, with Council's endorsement to allocate \$100,000 of this surplus for reinvestment in the construction of the stables complex, which has now been operational since late 2023. However, it's noteworthy that the entirety of the \$100,000 allocation was utilised in completing essential components including a training yard, earthworks, and repurposing causeway timbers, which incurred higher costs than initially expected. Fortunately, the initial phase of operations at the new stables, coupled with the introduction of behind-the-scenes experiences, has demonstrated early success and generated some valuable revenue. Projected growth is on the horizon, with additional offerings planned for release throughout the year, contributing to the sustained positive trajectory of income.

In the pursuit of greater financial self-sufficiency, VHHTA has demonstrated significant progress, both financially and in productivity, over the past two years. A cornerstone of this progress lies in our commitment to gradually reduce reliance on Council contributions, steering towards a future where operations are predominantly sustained through self-sourced revenue streams.

Council's contribution has not seen any increases since the Authority was established. In fact it has been reduced from initial contribution levels of \$415,000 per annum, but has remained constant at \$365,000 this current fiscal year.

In the face of inflationary pressures and escalating operational costs, maintaining the same monetary contribution signifies a decrease in real value when adjusted for these economic factors.

RISK ASSESSMENT

Financial Management – although VHHTA had a slight deficit budget, operationally with the use of the CAD borrowings will be able to build back up over the next financial year and recover without the need to change the contribution from Council. The Board are continuing to find ways to generate own-source income outside of ticket sales to improve the bottom line into the future. The risk is assessed as **low**.

Reputation - The Board are continuing to find ways to generate own-source income to reduce the dependency on Council funding which will go toward appeasing any community concern regarding the use of ratepayer money to fund Horse Tram operations. This risk is assessed as **low**.

Governance - the recommendation meets the requirements of the Charter and legislation. The risk is assessed as **low**.

REFERENCES

Victor Harbor Horse Tram Authority 2022/23 budget
Victor Harbor Horse Tram Authority Charter
Local Government (Financial Management) Regulations 2011

BUDGET IMPLICATION

The contribution required from City of Victor Harbor (operating deficit) presented in the budget review at attachment A remains at \$365,000.

CONSULTATION

City of Victor Harbor Administration
SMP Chartered Accountants
IgiQ
General Manager VHHTA

Victor Harbor Horse Tram Authority Budget



Income	Description	YTD 23/24	Original	Revised 3	Difference Budget V Actuals	Variance Comments
Ticket Sales	Casual and Group bookings	713,375	796,235	796,235	82,860	Horses not able to work consistently and as much during peak times has really affected income.
	Souvenir sales and donations/sponsorship	126,394	155,000	152,000	25,606	Cost of living crisis showing up through less spending
	Behind the scenes	24,930	177,100	37,100	12,170	Behind the scenes didn't open until late 2023
	DIT Boom gate monitoring	38,929	45,000	45,000	6,071	Under because it depends on no. of new card holders
	Council Contribution	365,000	365,000	365,000	-	
	Interest and Other Income	8,881	40,100	21,100	12,219	Tracking low - sponsorship has come in other forms instead of cash
Total Income		1,277,508	1,578,435	1,416,435	138,927	
Expenses	Description	YTD 23/24	Original	Revised 3	Difference Budget V Actuals	Variance Comments
Employee Costs	Salaries, superannuation & workcover	866,266	954,270	837,154	(29,112)	Juggling act with training, new experience annual leave
Depreciation	Depreciation for fixed assets	66,603	66,720	66,720	117	
Administration	Travel, stationary, printing, communication, insurance, utilities, training and development	114,262	142,830	110,830	(3,432)	Training costs from 24/25 portion paid in advance
Maintenance	Building, stables, tram, paddock and equipment maintenance	54,437	35,000	168,000	113,563	22/23 Surplus spent on Capital for the Stables so moved from BR3
	Horse Care - feed, farrier and vet fees	102,653	70,000	95,000	(7,653)	Unforeseen expenses re horses illness
Marketing	Advertising, promotions, and souvenir purchases	68,488	100,000	70,000	1,512	
Other Expenses	Committee, cleaning, consultants, professional services, FBT, volunteer and staff amenities	116,677	122,760	127,176	10,499	FBT needs to be paid out still \$10,500
Administration charge	Rent on Assets	10,000	16,855	16,855	6,855	
Corporate Support	IT, Finance, Records and Administration	24,600	70,000	77,700	53,100	This was recognised as lower
Total Expenses		1,423,986	1,578,435	1,569,435	145,449	
Net gain (loss) from sale of assets						
Net Surplus (Deficit)		(146,478)	0	(153,000)	(6,522)	



Meeting **Victor Harbor Horse Tram Authority**
Date **7 August 2024**
From **Megan Whibley**
Subject **General Manager Remuneration Review**
Report Number **7.1**

RECOMMENDATION

- 1. That the Victor Harbor Horse Tram Authority Board receive and note the General Manager Remuneration Review report.**

- 2. That the Victor Harbor Horse Tram Authority:**
 - (i) Having endorsed the General Manager Performance Review at the Board meeting on 22 May 2024, subsequently approve an 4.1% wage increase consistent with the increase CPI South Australia, to be applied from 1 July 2024;**
 - (ii) Approve annual funding of \$5000 for General Manager Professional development, to be applied from 1 July 2024; and**
 - (iii) Approve General Manager private use of vehicle to be extended to use interstate from 1 July 2024.**

INFORMATION

Purpose

The purpose of this report is to endorse an increase in the General Manager's Total Employment Contract (TEC) remuneration, following approval of the annual performance review at the previous meeting, and to endorse extending private vehicle usage to interstate travel, as well as endorsing annual professional development funding for the General Manager.

Background

In accordance with the General Manager Employment Agreement, the Board must conduct an annual performance review of the incumbent. In line with this process, the review should typically include a review of the TEC package, as described in the General Manager's Employment Agreement, at clause 15:

15.1 The Employee may undergo a TEC Package Review, typically in conjunction with the Performance Review as per Clause 17.1 of this Agreement.

Commentary

The General Manager’s annual performance review was undertaken by Nigel Catt (Chairperson) and Board Member Rachel Kennedy. The assessment was reviewed and endorsed by the Board at the 22 May 2024 meeting, though remuneration was not considered at the time. Historically, the General Manager has received the same remuneration increase as other staff who are covered by the Enterprise Agreement, noting that the General Manager is not covered under this agreement and requires Board endorsement for any remuneration increases.

The following table shows the impact of the changes being proposed for approval by the Board:

Component	2023/24 8.6%	2024/25 4.1%
Annual base salary	\$111,924	\$116,512
Superannuation	\$ 12,312	\$ 13,399
Motor Vehicle	\$ 14,000	\$ 14,500
Annual Leave Loading	\$ 1,688	\$ 1,960
Annual Professional Development		\$ 5,000
Total	\$ 139,924	\$151,371

Note: there has been a change to the Superannuation Guarantee from 11% in 2023/24 to 11.5% in 2024/25.

Accordingly, we recommend that the Board approve a 4.1% increase to the General Manager’s TEC package for 2024/25. This increase aligns with the CPI Adelaide figures for the year ending December and adheres to the VHHTA Enterprise Agreement. As per the agreement, staff receive their pay increase effective from 1 July 2024. Therefore, we propose that this increase also applies to the General Manager from this date, pending approval.

Additionally, we seek approval for the General Manager to receive annual funding for professional development. Furthermore, we propose extending the current private vehicle usage allowance beyond South Australia to include interstate travel.

RISK ASSESSMENT

Corporate Governance – The Board has a responsibility in accordance with the Charter to manage the performance of the General Manager, and to conduct the annual performance review. They are also responsible for reviewing and approving any increases to the TEC package of the General Manager in line with the Employment Agreement. The risk is assessed as **low**.

Financial Management – An allocation for the proposed remuneration increase of 4.1% has been included in the adopted budget, as it is in line with the VHHTA Enterprise Agreement that applies to other staff (but not to the General Manager). The risk is assessed as *low*.

REFERENCES

Victor Harbor Horse Tram General Manager Employment Agreement
Victor Harbor Horse Tram Authority Enterprise Agreement
VHHTA Charter

BUDGET IMPLICATIONS

Approval of a remuneration increase as recommended would result in an 4.1% increase to the General Manager’s TEC package in 2024/25 as indicated in the table within the commentary section above.

This would not impact on the approved budget in 2024/25 as increases in line with the Enterprise Agreement were included in the budget allocation.

Consideration should be given to the minor budget implications for funding toward professional development of \$5,000 per annum. The Training and Professional Development budget will not increase as it has enough to accommodate this.



Meeting **Victor Harbor Horse Tram Authority**
Date **26 July 2024**
From **Megan Whibley**
Subject **Equitana Melbourne 14 – 17 November 2024**
Report Number **7.2**

RECOMMENDATION

- 1. That the Victor Harbor Horse Tram Authority Board receive and note the Equitana Melbourne 14 – 17 November 2024 report.**

- 2. That the Victor Harbor Horse Tram Authority Board recognise attendance at Equitana 2024 as valuable professional development for key staff, that benefits the Horse Tram Team and the Authority, and accordingly:**
 - a) approve that the General Manager attends Equitana Melbourne in November 2024, as part of regular work hours; and**
 - b) note that the event will also be attended by the Head Trainer of the Victor Harbor Horse Tram (approval provided under delegation of the General Manager);**

- 3. That the Victor Harbor Horse Tram Authority Board approve the payment of event tickets, airfares, and accommodation for attendance at Equitana 2024, valued at \$3000, from the operating budget.**

INFORMATION

Purpose

The purpose of this report is to seek Board approval for the General Manager to attend Equitana Melbourne 2024 and for attendance costs to be expended, in recognition of the benefit of event attendance for the Authority.

Background

Equitana Melbourne 2024 is a highly acclaimed biennial gathering for equestrians all over the world. The four day event provides the equestrian community with a unique showcase of all the equestrian disciplines, involving international stars presenting masterclasses and a world-class education program.

Commentary

Equitana Melbourne will provide a unique opportunity for the General Manager and the Head trainer to learn from some of the best international hosts involving horses in their

presentation, which will serve as wonderful learning and development to improve our own Behind the Scenes Experiences at the new Stables. The Masterclasses showcasing harness and horse husbandry education will also be a valuable educational asset to the Victor Harbor Horse Tram team to support keeping our own horses healthy and fit into the future. This opportunity will allow us to bring back ideas and techniques to the team, which will enhance our learnings and team development for the future.

RISK ASSESSMENT

Corporate Governance – Board approval is required in accordance with the Employment Agreement, for the General Manager to attend the Equitana 2024 event and to expend Authority budget for this professional development purpose. This opportunity is in line with the VHHTA Business Plan in relation to the Behind the Scenes Experience and would provide professional development and networking opportunities which will benefit the VHHTA. This is assessed as *low*.

REFERENCES

VHHTA Charter

BUDGET IMPLICATIONS

There are sufficient funds in Job #418 (training and Development Expenses) to support the costs of the Melbourne Equitana Attendance.

Current Budget	=	\$12,600
Less Expenditure to date	=	\$0
Less Report Expenditure	=	\$3000
Budget Remaining	=	\$9,600

No additional funds required.

CONSULTATION

Karen Rokicinski – Director - Corporate and Customer Service, City of Victor Harbor