



16 August 2019

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File Ref: GOV9.14.041

Dear Board Member

### **NOTICE OF MEETING**

Notice is hereby given pursuant to the Victor Harbor Horse Tram Authority Charter and Section 87(4) of the Local Government Act, 1999, as amended that a meeting for the **Victor Harbor Horse Tram Authority** has been called for:-

**DATE:** Tuesday, 20 August 2019

**TIME:** 3:00pm

**PLACE:** Encounter Room, Civic Centre, 1 Bay Road, 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.*

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# Agenda

**Date:** Tuesday, 20 August 2019

**Time:** 3:00pm

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

## 1. ATTENDANCE

Paul Brown (Chair)

Cr Carol Schofield AM

Nigel Catt

Rachel Kennedy

Megan Whibley (General Manager VHHTA)

Karen Rokicinski (Director Corporate and Customer Service CVH)

Pauline Corcoran (Minute Secretary CVH)

## 2. APOLOGIES

### 3. MINUTES OF PREVIOUS MEETING

<b>Item No.</b>	<b>3.1.</b>
<b>Title</b>	<b>Minutes of the Previous Meeting</b>
<b>Meeting Date</b>	<b>20 August 2019</b>
<b>Reference</b>	GOV9.14.041
<b>Consultation</b>	Board Members
<b>Attachments</b>	3.1.1 VHHTA Minutes – 16 July 2019
<b>Purpose</b>	<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 16 July 2019, as a true and correct record of the meeting.

#### RECOMMENDATION

**That the minutes of the previous Victor Harbor Horse Tram Authority meeting held on 16 July 2019, 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 meetings on 16 July 2019, and the minutes of the meetings 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 16 July 2019.



# Minutes

Board Victor Harbor Horse Tram Authority  
 Meeting Held 16 July 2019 at 3.00pm  
 Location Encounter Room – 1 Bay Road, Victor Harbor

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Meeting opened at 3.00pm

**1. ATTENDANCE**

Paul Brown (Chair)  
Nigel Catt  
Rachel Kennedy  
Cr Carol Schofield AM  
Megan Whibley (General Manager VHHTA)

In Attendance:

Karen Rokicinski (Director Corporate and Community Services CVH)  
Suzi Prsa (Minute Secretary CVH)

**2. APOLOGIES**

Nil.

**3. MINUTES OF PREVIOUS MEETING**

**3.1 Minutes of the Previous Meeting**

VHHTA86      Moved:      Rachel Kennedy  
                  Seconded:    Nigel Catt

That the minutes of the previous Victor Harbor Horse Tram Authority Board meetings held on 18 June 2019, as per copies supplied to members, be adopted as a true and correct record of the meeting.

**CARRIED**

**4. BUSINESS ARISING**

**4.1 Work Program and Resolutions Report**

VHHTA87      Moved:      Cr Carol Schofield  
                  Seconded:    Rachel Kennedy

That the Victor Harbor Horse Tram Authority Board note the Work Program and resolution report as at 16 July 2019.

**CARRIED**

#### 4.2 Correspondence

VHHTA88      Moved:      Nigel Catt  
                  Seconded:      Cr Carol Schofield

That the Victor Harbor Horse Tram Authority receive and note the correspondence from Mr Glen Silver in relation to the Horse Tram Authority dated 13 July 2019 and the General Manager's letter of response to Mr Silver, sent on behalf of the Authority, attached to these minutes.

**CARRIED**

#### 4.3 Items for Discussion

Nil.

#### 5. PRESENTATIONS

Nil.

It was noted that a brainstorming session in regards to presentations be considered by the Authority at the next Informal Gathering – Strategic Planning meeting.

#### 6. REPORTS

*The Chair re-ordered agenda Items 6.2 and 6.3 before Item 6.1.*

##### 6.2 Ticket Sales

VHHTA89      Moved:      Rachel Kennedy  
                  Seconded:      Nigel Catt

That the Victor Harbor Horse Tram Authority receive and note the Ticket Sales Report.

**CARRIED**

##### 6.3 Grazing Land

VHHTA90                      Moved:      Rachel Kennedy  
  Seconded:      Nigel Catt

That the Victor Harbor Horse Tram Authority receive and note the Grazing Land Report.

**CARRIED**

**6.1 2018/19 Budget Update**

VHHTA91      Moved:      Cr Carol Schofield  
                  Seconded:    Rachel Kennedy

That the Victor Harbor Horse Tram Authority receives and notes the 2018/19 Budget Update Report estimating a council contribution requirement of \$270,000.

**CARRIED**

**7. URGENT BUSINESS WITHOUT NOTICE**

**7.1 Ticketing Prices**

VHHTA92      Moved:      Cr Carol Schofield  
                  Seconded:    Rachel Kennedy

That the Victor Harbor Horse Tram Authority request that Megan Whibley – General Manager to arrange the “kids travel free” trial in August 2019 in line with the Horse’s Birthday promotions and report back to the Authority on the trial.

**CARRIED**

**8. CONFIDENTIAL REPORTS**

Nil.

**9. NEXT MEETING**

The next scheduled Victor Harbor Horse Tram Authority meeting is Tuesday, 20 August 2019 to be held in the Encounter Room, 1 Bay Road, Victor Harbor at 3pm.

**10. CLOSURE**

The Chair declared the meeting closed at 3.15pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**From:** Glen Silver  
**Sent:** Saturday, 13 July 2019 9:48 AM  
**Subject:** IREC18656719 - GOV9.14.041 - Horse Tram Board Accountability?

Dear Councillor

it is now 6 months since the Horse Tram Board was officially endorsed by the Victor Harbor Council.

So far as a community / rate payers we have not been told their business plan or their strategy of lowering the cost burden on us the ratepayers.

Yet, I note the Chairman has asked to almost double his sitting fees.

The newly appointed manager has spoken about what she done previously, in the paper but nothing about where she wants the horse tram to go or her vision for the future of the horse tram.

A lot of work was done by the original committee who put forward plans to better promote the horse tram and to gain sponsorship, yet nothing has materialized to date, to my knowledge.

Can I ask **you** and the council to find out:

- 1 When will we hear publicly what the Chairman and the Manager are going to do to bring in sponsorship dollars and lessen the cost burden on ratepayers?
- 2 What is the target for passengers numbers for this financial year, as against 2017/18?. Forgetting last year due to the closure of the Causeway.
- 3 Can we expect any joint promotions with TV or Radio Channels this year, similar to Steam Ranger adverts on Ch 9?
- 4 Why hasn't tram No. 4 been converted and used a promotional tool and ticket point rather than spend \$50,000 on converting part of the building and horse corral?
- 5 Are there any plans to bring in a professional promotional person or company to assist in developing Victor Harbor's No. 1 Tourist Attraction?.

It appears a lot of the hard work that the previous committee done has been shelved. It could be interesting to see what those members think of the new Boards actions so far.

Awaiting your reply

Glen Silver  
Victor Harbor Rate Payer.



File No: GOV9.14.041

16 July 2019

Mr Glen Silver  
Victor Harbor Rate Payer  
Email:

Dear Mr Silver,

Thank you for your email enquiry to elected members of City of Victor Harbor in relation to the Horse Tram Authority (the Authority). Your enquiry has been provided to me for response as the General Manager of the Authority.

I feel that it is important to respond to your enquiry by first providing some context.

The Minister confirmed establishment of the Horse Tram Authority subsidiary on 25<sup>th</sup> October 2018, with the inaugural Board consisting of the former Council committee. In November 2018, Council appointed Victoria MacKirdy to the Interim General Manager role. In accordance with the Charter, both the Interim General Manager and Board could only be in place for 6 months. As such, their role was largely to set up a number of the foundational policies and procedures required of the Authority, as per the Charter.

During their first few months, the interim Board were also charged with responsibility to determine an appropriate structure for a new Board and made a number of decisions in this regard, eventually appointing MacArthur to assist with recruitment of the new Board. Positions were called prior to Christmas 2018, however, further complicating the timing was the fact that Council had also been in caretaker mode in the lead up to the local government elections from mid-September 2018, until results of the Council election were announced in November 2018.

In amongst all of this, you will be aware that the Causeway was closed for short periods of time, with an extended closure extending from 23 January 2019 until only recently. Once it became apparent that an extended closure was imminent, a Special Council Meeting was called by Council Chief Executive Officer Victoria MacKirdy (also Interim GM of the Horse Tram Authority) seeking to amend the Charter to provide the Board with 12 months rather than just the initial 6 months, to appoint a General Manager and to prepare its first business plan. The Minister was notified of this and an extension was formally granted by his Office, permitting the Charter to be amended in this way. The purpose of seeking this extension of time was in light of the Causeway closure and to save the Authority (and indeed our City of Victor Harbor residents) money if the Causeway was to remain closed for an extended period, negating the need to have a paid General Manager in place over this time.



For this reason, an extension was not sought for appointment of a brand new independent Board, who came into effect around four and a half months ago, in February 2019.

Since the appointment of the new Board, much has already been achieved, including:

- research into land options for relocation of horses
- setting the first Authority budget
- purchase of a new horse and horse accessories
- an open day to relaunch the Horse Tram after the Causeway reopening
- advertisement published for new Horse Husbandry position
- engagement with Union representative to set up a new wage structure and enterprise agreement for Horse Tram staff
- appointment of General Manager position - commenced at the start of June 2019, approximately 8 weeks ago

With the Horse Tram not operating for six months because of the issues with the Causeway, the Board is not yet in a position to have identified savings but are well on their way and are positioning themselves to improve the running of the Horse Tram over the coming months and years. To do this, as a new Board, they need to pace themselves appropriately, ensure that they are learning and taking the time to understand the history, rather than rushing ahead and reinventing the wheel. Whilst considering the direction of the previous Board and committee, the skills and expertise on the new Board are also different and there are a number of exciting new ideas also being discussed.

It is also important to consider that whilst the Horse Tram is subsidised by Council, like other Council services, it provides a valuable service to the City of Victor Harbor on behalf of ratepayers, and is an important and highly significant contributor to the economy of Victor Harbor. Monies put into the Horse Tram by the Council are an investment in Victor Harbor's tourism, and it was well noted that a vast number of our local businesses experienced a significant loss in trade when the tram wasn't in operation - The horse tram is a part of what makes this town thrive.

It is with this context that I respond to your direct questions below-

- 1 When will we hear publicly what the Chairman and the Manager are going to do to bring in sponsorship dollars and lessen the cost burden on ratepayers?

The Board have commenced investigations into sponsorship opportunities following discussions at two recent informal gatherings, the latest of which was held on Friday 12 July 2019. The Board are in the process of drafting a sponsorship package, which will need to be in place prior to being in a position to make a formal approach to businesses for sponsorship. The Chairman has no decision making delegation - decisions in relation to sponsorship will be made by the Board, with input from myself, the General Manager, in accordance with the Charter. All agreements in relation to sponsorship will be made public as soon as they are in place, but it may compromise negotiations to provide this information publicly prior to arrangements being finalised.





- 2 What is the target for passengers numbers for this financial year, as against 2017/18?. Forgetting last year due to the closure of the Causeway.

An extension of time was provided by the Minister for the inaugural Authority Business Plan, and as such, it is premature to provide a target for this. The Authority is currently in a phase where, with a newly appointed General Manager now in place, they are seeking to re-establish patronage following the extended closure of the causeway. For this reason, it is anticipated that any future target for passenger numbers would be conservative in the first instance.

- 3 Can we expect any joint promotions with TV or Radio Channels this year, similar to Steam Ranger adverts on Ch 9?

As mentioned in the previous response, an extension has been granted by the Minister for the inaugural Authority Business Plan. As part of the setting of this plan, decisions will also be made in relation to an appropriate marketing strategy. It is important that the Board first seeks to set its policies and processes before moving too far in this direction, although a number of early informal discussions have centred around marketing and improving promotions for the Horse Tram.

- 4 Why hasn't tram No. 4 been converted and used a promotional tool and ticket point rather than spend \$50,000 on converting part of the building and horse corral?

This has been a topic of much conversation at recent informal gatherings as the Board gets their head around the best options for Horse Tram promotions and infrastructure. The Council's current budget includes \$50,000 to convert part of the building for this purpose, but alternatives are still being discussed and again, it is important that monies are expended carefully and with a considered approach. Since the challenges with the causeway closure and a number of other Council endeavours, the context has changed somewhat over the last few months. The conversion of tram number 4 is quite expensive – and at this stage, the Board is not sure if they are ready to recommend to Council an investment to this extent. Investigations continue and the Authority Board will endeavour to obtain requisite information before making a decision in this regard.

- 5 Are there any plans to bring in a professional promotional person or company to assist in developing Victor Harbor's No. 1 Tourist Attraction?

At this stage there are no plans to bring in external expertise for this purpose, however, the Board have a Strategic planning day scheduled for July 2019 to try to shape the future direction of the Horse Tram and this will likely be a consideration. The Board is extremely fortunate to have a Professor of Marketing as a sitting member, and therefore may already possess the appropriate skills and expertise without the need for an external engagement.



I trust that I have responded sufficiently to each of your enquiries, and I would be very happy to meet with you in person to discuss any of my comments or to answer any additional enquiries that you might have. The expertise and experience of the newly formed Board are exceptional and I am personally very excited with the way the Authority is functioning and positioning itself to support the development of the Victor Harbor Horse Tram, a premier tourist attraction on the Fleurieu peninsula. I am encouraged by your interest in the progress of the Board and the Authority and look forward to being in a position to present the inaugural Authority Business Plan to all City of Victor Harbor residents and ratepayers over the coming months.

Please do not hesitate to give me a call if you would like to catch up to discuss this response further.

Yours sincerely

A handwritten signature in black ink, appearing to read "Megan Whibley".

Megan Whibley  
**General Manager**  
Victor Harbor Horse Tram Authority

A handwritten signature in black ink, appearing to read "Paul Brown".

Paul Brown  
**Chairperson**  
Victor Harbor Horse Tram Authority

## 4. BUSINESS ARISING

### Board Report

<b>Item No.</b>	<b>4.1.</b>
<b>Title</b>	<b>Work Program and Resolutions Report</b>
<b>Meeting Date</b>	<b>20 August 2019</b>
<b>Reference</b>	GOV9.14.041
<b>Consultation</b>	Board Members Director Corporate & Customer Service CVH
<b>Attachments</b>	4.1.1 Work Program 4.1.2 Resolution Register
<b>Purpose</b>	<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 20 August 2019.**

#### 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 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 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 – October 2020

The actions listed have 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 Dec 2018	Work Program Recruitment of Board Members Recruitment process for General Manager	Commenced Completed Completed
21 Dec 2018	Work Program and Resolution register Public Relation Tram No. 4 Tram Frequency – Staffing implications Media Services Ticket Machine (as per resolution VHHTA66 May 2019) 2018/19 Budget	Ongoing Ongoing August 2019 Completed August 2019 Delayed Completed
8 Jan 2019	Work Program and Resolution register Family Fun Day Communications & Marketing Workshop: <ul style="list-style-type: none"> <li>• Patronage of VHHDT</li> <li>• Window Display at the Tram Office</li> <li>• Buy one Get one Free</li> <li>• Chinese Incentive Group Proposal</li> <li>• Public Relations</li> <li>• Media Services</li> </ul>	Ongoing Completed Completed
23 Jan 2019	Workshop	Completed



12 Feb 2019	Work Program and Resolution register 2018/19 Summer Holiday Operating Report	Ongoing Completed
12 Feb 2019	Workshop – Draft 2019/20 Budget	Completed
27 Feb 2019	Special Board Meeting	Completed
4 April 2019	Work Program and Resolution register Adopt Draft 2019/20 Operating and Capital Budget for recommendation to Council Appointment of Chairperson and Deputy Chair	Ongoing Completed Completed Completed
12 April 2019	Circular Resolution – Meeting dates	Completed
18 April 2019	Informal Gathering – Site Meeting of the Stables	Completed
7 May 2019	Informal Gathering <ul style="list-style-type: none"> <li>Overview of Tram Service and Functions</li> </ul> General Manager Adopt 2019/20 Operating and Capital Budget	Completed Completed Completed
14 June 2019	Informal Gathering <ul style="list-style-type: none"> <li>Stage 1 Strategy Workshop</li> </ul>	Completed
18 June 2019	Correspondence – Rock n Roll Festival Audit Committee Auditor Independent Sitting Fees - Chair Grazing Land Horse Tram Re-Commencement Activities	Completed Completed Completed Completed Completed Completed
12 July 2019	Informal Gathering <ul style="list-style-type: none"> <li>Site visit for the potential merchandise/ticket office within the building</li> </ul>	Completed
16 July 2019	Work Program and Resolution register 2018/19 Budget Update	Completed
20 August 2019	Allowances Reimbursement of Expenses Policy	
17 September 2019	Risk Management Policy Asset Management Policy and Maintenance Program (includes Tram No. 4) Policy Adopt First Business Plan Environmental Protection Policy	

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	As amended at the Board meeting	21 December 2018
1.1	Version 1.2	As amended at the Board meeting	8 January 2019
1.1	Version 1.3	As amended at the Board meeting	12 February 2019
1.1	Version 1.4	As amended at the Board meeting	4 April 2019
1.1	Version 1.5	As amended at the Board meeting	7 May 2019
1.1	Version 1.6	As amended at the Board meeting	18 June 2019
1.1	Version 1.7	As amended at the Board meeting	16 July 2019
1.1	Version 1.7	Draft presented to July meeting report	20 August 2019

## Attachment 4.1.2

Victor Harbor Horse Tram Authority - Resolutions						
Meeting Date	Resolution Number	Agenda	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 <sup>rd</sup> December 2018 and that at future board meetings a Resolutions Report will also be presented.	Ongoing	updated
	VHHTA12			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.	In Progress	An agreement is currently being drafted for the provision of corporate service support
21-Dec-18		4.3.1	Window Display at the Tram Office	Action: Ms Victoria Mackirdy - Interim General Manager to organise implementation of a monitor utilising the three current videos of the Horse Drawn Tram to be displayed on the windows facing south of the causeway.	In Progress	Quotation has been obtained. To be considered as a part of the budget process.
		4.3.2	Marketing	Board Member Peter Lewis, marketing activity of Buy one Get one Free and Chinese Incentive Group Proposal to be considered by the Board at the January 2019 Communications & Marketing Workshop	Ongoing	Communications & Marketing Workshop complete awaiting draft for consideration by the board. Application of 'buy one get one free' to be considered by the board and General Manager in the context of the Communications & Marketing Plan. Per resolution at the April 2019 meeting additional information has been sought from Oceanic Victor to inform negotiations and the design of a profit and loss statement for the transportation of two large chinese delegations in 2020.
	VHHTA20	6.1	Media Services	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	Ongoing	Communications & Marketing Workshop complete awaiting draft for consideration by the board. Board to consider media services in the context of the Communications & Marketing Plan.
	VHHTA21	6.2	Public Relations	1. That the Board receive and note the report on Public Relations	Ongoing	January 2019 Communications & Marketing Workshop
	VHHTA22	6.3	Tram No. 4	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.	Work Program	2019 Work Program
		4.3.1	Causeway Repairs and Ongoing	Action: Ms Victoria Mackirdy - Interim General Manager provide a report on the progress and meetings on the Causeway Repairs and Ongoing Maintenance.	Ongoing	Updates circulated to the Board and Community via email correspondence and social media.
12-Feb-19	VHHTA39	4.3.4	Back up Mechanical Tram	That a "Committee" be formed in due course under the auspices of the Authority, as authorised under section 9 of the Charter, with the objective and terms of reference to: • Investigate and consider all alternative means of vehicle to pull the Horse Tram carriages, including electrical, tractor or vehicle (eg as held by the Port Elliot Museum), overseas options (France, European models). • Investigate the costs and timing of introducing such a service. The working Party is to report to the Board in due course with its results	Ongoing	For consideration by the new board. A proposal has been received through the Office of David Basham MP to reinstate the previous tractor train, operating services across the Causeway in lieu of Horse Tram. A mechanical audit of the vehicle has been undertaken and advice sought from the Vehicle Standards division of the Department Planning, Transport & Infrastructure, with regard to registration. A number of issues have been highlighted through this work, advice has been provided back to the Office of David Basham.
	VHHTA40	4.3.5	Causeway HT Station	That a "Committee" be formed in due course under the auspices of the Authority, as authorised under section. 9 of the Charter, with the objective and terms of reference to; • Consider the options available to improve the state and design of the Causeway Horse Tram Station, to; o Improve its suitability as a station, both in regard to safety, loading and unloading procedures, and o Improve signage and ticketing facilities, and o Improve protection provided to passengers from bad weather, including rain, wind and sun.	On Hold	For consideration by the new board.
4-Apr-19	VHHTA59	7.1	Code of Practice for Meeting	That the Victor Harbor Horse Tram Authority Board review the Code of Practice for Meeting Procedures		Workshop item, date to be scheduled.
	VHHTA66	4.3	Ticket Machine	That the Interim General Manager delays purchase of the ticketing machine subject to the outcome of the Strategic Planning day scheduled for 26 May 2019	Delayed	
18-Jun-19	VHHTA82	6.4	Grazing Land	1. That the Victor Harbor Horse Tram Authority (VHHTA) write to the Chief Executive Officer of the City of Victor Harbor to seek approval to access the Council owned land outlined in Option 1 (known as Gillespie Land) as a short term grazing solution.  2. The VHHTA request that the General Manager commence negotiations with SA Water to access land identified as Options 2 & 3 and report back to the Board.	In Progress	Access to land is waiting adjustment horses to vacate.  SA Water meetings scheduled to be held on 11 July 2019.
16-Jul-19	VHHTA92	7.1	Ticketing Prices	That the Victor Harbor Horse Tram Authority request that Megan Whibley - General Manager to arrange the "kids travel free" trial in August 2019 in line with the Horse's Birthday promotions and report back to the Authority on the trial		

<b>Item No.</b>	<b>4.2.</b>
<b>Title</b>	<b>Correspondence</b>
<b>Meeting Date</b>	<b>20 August 2019</b>
<b>Reference</b>	GOV9.14.041
<b>Consultation</b>	
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

Nil

<b>Item No.</b>	<b>4.3.</b>
<b>Title</b>	<b>Items for Discussion</b>
<b>Meeting Date</b>	<b>20 August 2019</b>
<b>Reference</b>	GOV9.14.041
<b>Consultation</b>	VHHT Authority Board Members
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

### **PURPOSE**

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

### **RECOMMENDATION**

**That the Victor Harbor Horse Tram Authority receives and notes the report on Items for Discussion.**

### **INFORMATION**

The following reports are provided for the information of Horse Tram Authority Board members:

2019 Victor Harbor Horse Tram Volunteer Report – Attachment 4.3.1

Victor Harbor Horse Tram Authority End of Year Sales Report – Attachment 4.3.2

2019 Rock & Roll Festival – Verbal report

### **RISK ASSESSMENT**

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

### **BUDGET IMPLICATIONS**

There are no budget implications associated with the recommendation.

**2019**

**Victor Harbor Horse Tram Authority**

**Volunteer Report**

**2019**

Prepared by;

Carol Schofield AM

## Background:

In 2015 the City of Victor Harbor Council endorsed a Section 41 committee to look at the longevity of the Victor Harbor Horse Tram due to the substantial losses the enterprise was experiencing. The recommendation was for Council to outsource the Tram operation. The Committee undertook extensive research of the Tram contracts and relevant documents that spaned some 20 years. The committee comprised of two elected members of Council and three independent members.

In September 2017 the Committee presented to Council a report detailing its findings and recommendations. The recommendations from the Committee included supporting documentation from both the Holdich report 2015 and Thompson Tregear Pty Ltd report 1999 to re instatement of volunteers to the Horse Tram service.

It was emphasised that volunteers did not replace staff, volunteer roles were to assist staff and perform some tasks that are currently being outsourced to assist in reducing operational costs.

On January 9 2017 a Drop in Day hosted by the Committee was open to public to gather ideas for the future of the Horse Tram service. The day was very successful with some 20 + showing interest in becoming volunteers. A further meeting was called to gauge the commitment of individuals.

It was decided by the meeting that some individuals would prefer to assist the Horse Tram in the capacity of "Friends of the Horse Tram" assisting at events, selling raffle tickets etc., others wanted to volunteer on a roster system.

It was not until December 2017 that volunteers started at the causeway terminal, meeting and greeting the public. One volunteer commenced selling horse shoes when on duty by displaying them on a cloth and selling for \$20 each.

After much discussion with council staff and managers it was agreed that the volunteers could open a merchandise outlet at one end of the office store area as a trial. Unfortunately, due to causeway issues their full trading period was three weeks.

The volunteers continued to support staff by attend the merchandise area on Wednesdays and Saturdays being advocates for the staff and Horse Tram service, their dedication during this stressful time is greatly appreciated.

## Roles and Responsibilities of Volunteers:

Discussions around the roles where volunteers could assist included input from the Horse Tram Team Leader and in December 2018 volunteers were inducted by council staff member for Economic Development and Tourism, Horse Tram Team Leader and Volunteer Coordinator.

The Volunteer Role Description was prepared by Council staff with recommendation and adoption by the Board:

**See attachment 1:** Volunteer Documents comprising of:

- Volunteer Assets
- Daily Set up and Procedures
- Horse tram Memberships
  - List of Current Members
  - Membership application procedures
- Merchandise Monthly Stocktake
  - Merchandise Orders
  - Wholesale prices
  - Order form for volunteer uniforms
- Sign in sheets
- Volunteers
  - Application forms
  - Daily float and sales forms
  - Parking permits
  - Role descriptions
  - Roster
  - Training
  - Uniforms supplied

Eight volunteers were inducted with five prepared to volunteer in the merchandise area, and four outside at the terminal, meeting and greeting visitors.

All volunteers have business qualifications and skills and are great assets to the organisation.

At the time of writing this report the volunteer number have declined to three volunteers outside and one inside and one volunteer prepared to undertake both positions if required.

The decline in volunteers is due to the uncertainty of the future role of volunteers. There is one junior volunteer being inducted, their position is temporary as they undertake a Duke of Edinburgh Award.

## **Events:**

During the past year the volunteers and Friends of the Horse Tram have participated in several events including.

### **Rock and Roll Festival September 2018;**

*See attachment 2:*

### **SA Whale Season Launch Party;**

*See attachment 3*

### **Back on Track Celebrations:**

*See attachment 4:*

While each of the Events were seen as promotional opportunities for the Horse Tram the most successful was the Open Day in June. The success of sales was due to the display of merchandise being in a large area enabling the public to walk around and have an opportunity to browse.

## **Merchandise:**

There has been little merchandise purchased for this area, with some found in boxes dating back some 16 years. Stock was purchased from the Causeway Café when they changed ownership, at a reduced cost, no wholesale prices were provided. Two items purchased to date are stubby holders and fridge magnets [by public demand.] A few items have been donated as trial stock [ one off purchases] While clothing items are from over ordering of staff uniforms and placing them for sale was seen as an opportunity to recoup some costs.

**Merchandise sales report 29/December 2018 to 30<sup>th</sup> June 2019**



**See attachment 5:**

## **Conclusion:**

The introduction of merchandise sales and volunteers offer the Horse Tram service an avenue to increase revenue while the merchandise venture has suffered considerably and not had the opportunity to demonstrate its full value it has however been seen by locals and visitors a success and a fantastic idea. The dedication of the volunteers during this trying time is noted and their support to me very much appreciated and acknowledged. The staff must also be thanked for trusting the Board in trailing this venture and supporting the volunteers as they gain further knowledge of the Horse Tram operation and service.

While many discussions are underway re the future of the volunteers and merchandise relocation it is paramount that due diligence and consideration is taken when deciding the best opportunity and outcome for the business.

The Horse Tram is part of South Australia's and indeed Australia's history and should be nurtured for future generations.

*Carol Schofield AM*

Coordinator Horse Tram Volunteers

Deputy Chair Horse Tram Authority



## 5. PRESENTATIONS

5.1 Nil

## 6. REPORTS

### Board Report

<b>Item No.</b>	<b>6.1.</b>
<b>Title</b>	<b>General Manager's Report</b>
<b>Meeting Date</b>	<b>20 August 2019</b>
<b>Reference</b>	GOV9.14.041
<b>Consultation</b>	Director Corporate & Customer Service CVH
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

#### PURPOSE

The purpose of this report is to provide an update from the General Manager on the management and operations of the Victor Harbor Horse Tram.

#### RECOMMENDATION

**That the Victor Harbor Horse Tram Authority receives and notes the General Manager's Report.**

#### INFORMATION

##### Grazing Land

The Gillespie grazing land has become available as of 6 August 2019. The fencing and the solar electric device have been set up. Horses Scotty and Chester now reside in the area as of 9 August 2019 and both horses are on a training schedule in preparation for work.

Fencing works are included within the 19/20 budget and are yet to be completed. The aim of these works are to eliminate feeding over the fence by the general public, which has been a problem. Work has been completed into the gateway of the grazing land at Gillespie which will enable access with the horse float safely.

##### New Horse Chester

Chester, a newly purchased six year old Clydesdale now resides at the Gillespie grazing land. Chester is large in stature and exhibits quite a presence.

Horse Albert has been released with the other horses and is doing well following his operation four weeks ago to remove a benign cyst. Stitches were removed on 16 August 2019 and a clean bill of health has been given by Vet, Dr Lindsay Young. Albert will now start getting fit ready for work again.

## Staffing

The Horse Husbandry role has now been filled as a shared full time position. Renae Urbanski and Cherysse Fanscali were the successful applicants and commenced in the role on 12 August 2019.

Part time contracts for are being considered for a number of other staff.

Work has commenced to develop a new Enterprise Agreement for Horse Tram staff which will seek to better suit the staffing requirements of the Authority, which are quite different from those of Council. Meetings have been held with the Australian Workers' Union and discussions have been positive in terms of achieving an agreement that is fair and reasonable to staff as well as supporting the needs of the Horse Tram Authority.

## Signage

Signage to indicate ticket sale locations (whether that be from the office or on the platform) will be erected on the southwest wall above the windows of the horse tram office.

Signage showing the names and images of horses on working shifts has now been erected.

## Ticket Sales

Comparison of ticket sales from:

	<b>17/18</b>	<b>18/19</b>	<b>19/20</b>
July	2762	3342	3570
Kids travel Free for month of August			
August to 15 <sup>th</sup>	828	789	989
\$ Figures			
July	\$26,035	\$33,781	\$36,735
August to 15 <sup>th</sup>	\$ 7573	\$ 7752	\$ 8670

## **RISK ASSESSMENT**

There are no risks identified with receiving this information.

## **BUDGET IMPLICATIONS**

There are no budget implications with receiving this information.

<b>Item No.</b>	<b>6.2.</b>
<b>Title</b>	<b>Office Refurbishment and Stables</b>
<b>Meeting Date</b>	<b>20 August 2019</b>
<b>Reference</b>	GOV9.14.041
<b>Consultation</b>	Director Corporate & Customer Service CVH
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

### PURPOSE

The report seeks to provide the Board an update on plans for the office refurbishment and stables, and seeks Board approval to recommend to City of Victor Harbor the repositioning of capital funds to facilitate these works.

### RECOMMENDATION

1. That the Victor Harbor Horse Tram Authority receive and note the Office Refurbishment and Stables Report.
2. That the Victor Harbor Horse Tram Authority seek endorsement from the City of Victor Harbor to reallocate capital funds in their 19/20 capital budget to support an upgrade to the stables at Canton Place, facilitated by a scope reduction for the merchandise area redevelopment.

### INFORMATION

#### Office Refurbishment:

The office area at the Tram stable lacks a customer service front and this has been quite confusing to customers. Discussions with the Board prompted investigation to determine a cost effective way to incorporate this into the current office building. In accordance with the Horse Tram Authority Procurement policy, a number of quotes have been obtained to assist the Board to understand the cost implications before determining whether to approach Council about repositioning capital funds to support this development.

The proposal which was put forward for quotation is as follows:

- Office divided in two with a wall and doorway, allowing a 5m x 3m area for public interface with windows facilitating merchandise sales, a volunteer work space and ticket sales.
- Staff Lunch area to be provided on the kitchen side of the new wall and a new cash up area provided in the side room where tickets and uniforms are currently stored.

Quotations have been provided for these works, with prices in the vicinity of \$11,000-\$13,000.

A preferred contractor has not yet been selected, awaiting the outcome of this report to determine whether to proceed with further evaluation.

### **Stable Build at Canton Place:**

Council's Capital Budget allocation for the redevelopment of the merchandise area was \$50,000 and a proposal for reduced scope of these works might also facilitate improvements to the stable facilities at Canton Place, if Council supports the change in direction.

In consultation with Horse Tram staff, a draft design for improvements to the stable facilities at Canton Place has been developed as the second part to this proposal. The proposed design includes positioning of the stable in the first fenced area at Canton place, closest to the Ring Road. The design facilitates stabling for four horses on the uphill side, with outside yarding attached. It also includes a store for the ute and float in the middle drive through section and one end corner as a room for staff use and amenities. A wash down area and tie up area is proposed to be located on the downhill side of the shed.

### **RISK ASSESSMENT**

The risks associated with the recommendation have been assessed as follows:

**Financial Management** – The capital funds are available in City of Victor Harbor's capital budget and had been allocated for the purposes of projects relevant to the horse tram. This proposal does not require additional capital funds and is simply a reallocation to facilitate modified capital works. The risk is assessed as *low*.

**Socio Political, Community Issues / Reputation** – This proposal will upgrade the stable facilities which will likely go some way to appease community with concerns about the condition of the current stabling facilities. The risk is assessed as *low*.

**Employee Safety/ Public Safety** – The proposal will still address Work Health & Safety requirements for employee amenities at the stabling facility. The risk is assessed as *low*.

### **BUDGET IMPLICATIONS**

The budget implications associated with the recommendation are relevant to City of Victor Harbor, rather than the Horse Tram Authority as they are Capital budget items held by Council that are proposed to be modified. The proposal does not

require additional capital funds, but rather a reallocation to support upgrade of the stabling facilities facilitated by a scope reduction in the merchandise area upgrade.

As this proposal would change the capital budget allocation which has been endorsed by Council for the merchandise area development, Council endorsement would need to be sought to reallocate capital funds to support this proposal.

#### Capital Budget

32201 Tram Armstrong Rd, Stables Capital \$40,600

Fencing \$20K - actual need is \$15k for fencing

Toilet / Amenities \$20.6K - propose to use for stable instead

32205 Tram office / Stables Capital \$57,800

Vinyl Flooring \$5.8K - propose to use for stable instead

Merchandise Shop \$50K use \$13K

City of Victor Harbor capital budget allocation \$98,400

Propose:

Use \$28,000 on fencing and Merchandise office Refurb.

Re allocate \$68,400 to achieve the new stable build.



<b>Item No.</b>	<b>6.3.</b>
<b>Title</b>	<b>Draft - Allowance and Reimbursement of Expenses Policy</b>
<b>Meeting Date</b>	<b>20 August 2019</b>
<b>Reference</b>	GOV9.14.041
<b>Consultation</b>	Director Corporate & Customer Service CVH
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

### PURPOSE

The purpose of this report is to provide the Board of Management the opportunity to discuss and consider the draft Allowance and Reimbursement of Expenses Policy.

### RECOMMENDATION

1. That the Victor Harbor Horse Tram Authority Board adopts the Allowance and Reimbursement of Expenses Policy that has been provided within attachment 6.3.1 to this report.

### INFORMATION

The Board is the Authority's governing body and has the responsibility for the administration of the affairs of the Authority ensuring that the Authority acts in accordance with the Charter and all relevant legislation including the *Local Government Act 1999*.

Clause 2.2 of the Authority's Charter, details specific functions of the board in administering the affairs of the Authority, the board must ensure:

- 2.7.2 The Authority must, in consultation with the Council, prepare and adopt, and thereafter keep under review as required by legislation, policies on:
  - 2.7.2.1 governance;
  - 2.7.2.2 contracts and tenders (to conform to Section 49 of the Act);
  - 2.7.2.3 human resource management;
  - 2.7.2.4 work, health and safety;
  - 2.7.2.5 protection of the environment;
  - 2.7.2.6 any other matters relevant to the operation of the Victor Harbor Horse Tram and the Authority; and
  - 2.7.2.7 the Board must ensure that code of conduct and Authority policies are complied with in the operation of the Authority.

Additionally *Clause 2.12.2 of the Victor Harbor Horse Tram Authority Charter*, a Board Member is entitled to claim for any travelling and other expenses that are properly incurred in connection with the Authority's business and with the prior approval of the Board as recorded in minutes of a Board Meeting.

The *Local Government Act 1999* and *Local Government (Members Allowances and Benefits) Regulations 2013* prescribe that all members are entitled to receive reimbursement of expenses actually necessarily incurred in performing or discharging official functions and duties as follows:

- (a) travelling expenses actually and necessarily incurred by the member in travelling to or from a prescribed meeting if –
  - (i) the journey is an eligible journey; and
  - (ii) the journey is by the shortest or most practicable route
  
- (b) expenses for the care of –
  - (i) a child of the member; or
  - (ii) a dependant of the member requiring full-time care;

Furthermore the act provides provisions for the Board to resolve, on a discretionary basis, to reimburse members for a range of additional expenses incurred in performing or discharging official functions and duties eg reimbursement for travel outside the Council area and/or to attend functions in addition to Board meetings.

These discretionary expenses can only be reimbursed with specific Board approval either by establishing a formal policy or alternatively by the Board approving each claim for reimbursement on a case by case basis by resolution.

The Attached draft Allowances and Reimbursement of Expenses has been prepared for the Boards consideration and adoption.

It is recommended that the Board adopts the attached draft policy to meet the requirements within the Victor Harbor Horse Tram Authorities Charter.

## **RISK ASSESSMENT**

**Governance** – the recommendation meets the requirements of the Charter and legislation. The risk has been assessed as *low*.

## **BUDGET IMPLICATIONS**

There are no budget implications associated with adopting the Allowance and Reimbursement of Expenses Policy for the Victor Harbor Horse Tram Authority, although any reimbursements approved by the Board in future may have budget implications which would need to be considered at the time of consideration and endorsement.



# Policy

<b>Policy Name</b>	<b>Allowances &amp; Reimbursements of Expenses</b>
<b>Policy/File Number</b>	
<b>Review Frequency</b>	Every Three Years
<b>Attachments</b>	Nil

## 1. Purpose

The purpose of this policy is to:

- set out the legislative provisions in respect to Board Members allowances and expenses
- ensure that the payment of Board Members reimbursement of expenses is accountable and transparent, and in accordance with the *Local Government Act 1999* and the *Local Government (Members Allowances and Benefits) Regulations 2010*.
- specify the types of expenses that will be reimbursed without the prior approval of the Board every time a claim is made.
- provide guidance to the General Manager to ensure that allowances and the reimbursements of expenses is carried out in a consistent and fair manner in accordance with this Policy and the legislative provisions.
- explain the information that must be recorded within the Board's Register of Allowances and Benefits to ensure compliance with *Section 79 of the Local Government Act 1999*.

## 2. Scope

This policy applies to all Board Members, who have an obligation to abide by this policy and the General Manager who is responsible for implementing and monitoring expenses reimbursement procedures in accordance with the *Local Government Act 1999* and *Local Government (Members Allowances and Benefits) Regulations 2010*.

## 3. Policy Statement (Summary)

The Victor Harbor Horse Tram Authority is committed to ensuring that payment of Board Members allowances and expenses are made in accordance with the legislative provisions

## 4. Legislation and Compliance

Pursuant to *Clause 2.12.2 of the Victor Harbor Horse Tram Authority* a Board Member is entitled to claim for any travelling and other expenses that are properly incurred in connection with the Authority's business and with the prior approval of the Board as recorded in minutes of a Board Meeting.

The *Local Government Act 1999* and *Local Government (Members Allowances and Benefits) Regulations 2013* prescribe that all members are entitled to receive reimbursement of expenses actually necessarily incurred in performing or discharging official functions and duties as follows:

:

## Allowance and Reimbursement of Expenses Policy

- (a) travelling expenses actually and necessarily incurred by the member in travelling to or from a prescribed meeting if –
  - (i) the journey is an eligible journey; and
  - (ii) the journey is by the shortest or most practicable route
- (b) expenses for the care of –
  - (i) a child of the member; or
  - (ii) a dependant of the member requiring full-time care;

Additionally the act provides provisions for the Board to resolve, on a discretionary basis, to reimburse members for a range of additional expenses incurred in performing or discharging official functions and duties eg reimbursement for travel outside the Council area and/or to attend functions in addition to Board meetings.

These discretionary expenses can only be reimbursed with specific Board approval either by establishing a formal policy or alternatively by the Board approving each claim for reimbursement on a case by case basis by resolution.

### 5. Definitions

**Authority** means an Authority established by Council under Section 42 of the Local Government Act 1999.

**Board Member** means at any time a member of the Board appointed in accordance with Subclause 2.9 of the Victor Harbor Horse Tram Authority Charter.

**CEO** means the Chief Executive Officer of the City of Victor Harbor

**Eligible Journey** means a journey (in either direction) between the principal place of residence, or a place of work, of a member of the Victor Harbor Horse Tram Authority and the place of a prescribed meeting.

**General Manager** means the General Manager of the Authority and includes a person acting in that position.

**Prescribed Meeting** means a meeting of the Authority or a committee of the Authority, or an informal gathering, discussion, workshop, briefing, training course or similar activity which is directly or closely related to the performance or discharge of the roles or duties of the member.

**The Act** means the *Local Government Act 1999*

**The Regulations** means the *Local Government (Members Allowances and Benefits) Regulations 2010*

### 6. Policy Content

#### 6.1 Allowances

Board Members receive a sitting fee as determined by the City of Victor Harbor, in accordance with the Guidelines for Agencies and Board Directors, published by the department of Premier and Cabinet for Government Boards and Committees (or such publication as may succeed the Guidelines).



### 6.2 Reimbursement

To ensure Board Members of the authority, reimbursement of expenses properly incurred in performing or discharging official functions and duties are determined and approved by the Authority and set out this policy.

Prior to expenditure being undertaken, consideration must be given to any potential reimbursement restrictions such as budget allocation for travel, the production of relevant documentation and receipts or other required evidence of expenditure.

#### 6.2.1 Approved expenses

These may be, but are not limited to:

- An expense incurred in the use of a telephone, facsimile or other telecommunications device, or in the use of a form of electronic communication, on the business of the Authority.
- Travelling expenses incurred by the Board Member as a consequence of the Member's attendance at a function or activity on the business of the Authority.
- Expenses for the care incurred by the Board Member as a consequence of the Member's attendance at a function or activity on the business of the Authority for:
  - A child of the Board Member
  - A dependent of the Board Member requiring full-time care
- Expenses incurred by the Member as a consequence of attendance at an approved conference, seminar, training course or other similar activity which is directly related to the roles and duties of the Authority.

#### 6.2.2 Other Reimbursements

Any additional reimbursements, or facilities and support not detailed in this policy will require the specific approval of the Board of Management prior to any payments being made, benefits received, facilities and/or support being provided.

#### 6.2.3 Travel

Where other communication tools, such as teleconferencing and videoconferencing, are ineffective and there is a demonstrated business need for travel:

- Reimbursement will be restricted to the shortest or most practicable route
- Board Members should travel in groups wherever possible
- Travel by private motor vehicle will be reimbursed at the rate per kilometre prescribed for the purposes of calculating deductions for car expenses using the current year ATO cents per kilometre method.
- Car parking fees will be reimbursed upon the provision of receipts, and where they are a consequence of a Board Member attending a function or activity on the approved business of the Authority.
- Travel by taxi, bus, plane or other means of public transport will be reimbursed on the basis of being expenses where they are incurred as a consequence of the Member's attendance at a function or activity on the

## Allowance and Reimbursement of Expenses Policy

business of the authority, however such travel must still be by the shortest or most practicable route.

### 6.2.4 Air Travel

Necessity of air travel should only be considered where other communications tools such as teleconferencing and videoconferencing are unavailable. The Board must be satisfied that there is a demonstrated business need for the travel, and that prior approval has been provided in writing from the Authority. The Lowest Practical Fare Guide (Attachment A) must be used at all times when ascertaining airfares. Reimbursements will only be made at the rate of the Lowest Practical Fare regardless of the actual fare paid, unless a satisfactory reason can be provided in writing.

### 6.2.5 Child/Dependant Care (Section 77(1)(a) of the Act)

Expenses for the care incurred by the Member as a consequence of the Members attendance at a function or activity on the business of the Authority for a child of the member, or a dependent of the member requiring full-time care

### 6.3 Claims for Reimbursement

All claims for reimbursement must be submitted to the General Manager on the form/s provided for the purposes of maintaining the Register of Allowances and Benefits.

Claims for reimbursement may only be paid to all Board Members upon presentation of the form/s and adequate evidence (such as receipts) supporting the claims made.

### 6.4 Register of Allowances and Benefits

Pursuant to *Section 79(1) and (2) of the Act*, the General Manager must maintain a public Register of Allowances and Benefits where all records are kept and updated on a quarterly basis detailing:

- the annual allowance payable to a Board Member
- any expenses reimbursed under Section 77(1)(b) of the Act
- other benefits paid or provided for the benefit of the Member by the Authority.
- to make a record of the provision of a reimbursement or benefit not previously recorded in the Register.

Reimbursements paid under *Section 77(1)(a) of the Act* are not required to be recorded in the Register.

The General Manager is required to record in the Register, any changes in the allowances or a benefit payable to or provided for the benefit of Board Members. Accordingly, the General Manager will update the Register each quarter and therefore each Board Member is required to provide his or her claim form for reimbursement to the General Manager on the last business day of each quarter.

## 7. Risk Management

## Allowance and Reimbursement of Expenses Policy

This policy meets the Authority's obligations under *Section 77(1)(b) Reimbursement of expenses and Section 79(1) Register of Allowances and Benefits* and ensures that Board Members are informed of entitlements for the reimbursement of expenses.

### 8. Implementation/Delegations

The General Manager of the Victor Harbor Horse Tram Authority is provided with the delegated authority to implement this policy.

### 9. Related Documents

Local Government Act 1999  
Local Government (Members Allowances and Benefits) Regulations 2013  
Victor Harbor Horse Tram Authority Charter

### 10. Availability of Policy

This policy and Register of Allowances and Benefits is available on Victor Harbor Horse Tram website at [www.horsedrawntram.com.au](http://www.horsedrawntram.com.au). It may also be inspected or purchased at the Principal Office of the City of Victor Harbor, 1 Bay Road, Victor Harbor.

#### Document History

Version	Document	Action	Date
1.0	Approved version	Victor Harbor Horse Tram Authority endorsement	

<b>Item No.</b>	<b>6.4.</b>
<b>Title</b>	<b>Additional Bank signatories</b>
<b>Meeting Date</b>	<b>20 August 2019</b>
<b>Reference</b>	GOV9.14.041
<b>Consultation</b>	Director Corporate & Customer Service CVH
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

**PURPOSE**

The report seeks Board endorsement for additional signatories for the Horse Tram Authority Bank Accounts.

**RECOMMENDATION**

**That the Victor Harbor Horse Tram Authority endorse the Chair, Paul Brown, and the Deputy Chair, Carol Schofield, as additional signatories on the Horse Tram Authority bank accounts.**

**INFORMATION**

With the General Manager now in place and the Horse Tram Authority working towards becoming more independent, it is important that appropriate banking signatories are put in place to facilitate effective banking operations. Banking authority has been assigned to Megan Whibley as the General Manager of the Authority, and to Karen Rokicinski, Director Corporate and Customer Service, who may be delegated to Act as General Manager as required. It is recognised that two signatories may not be sufficient in meeting operational banking needs of the Authority.

It is recommended that an additional signatory be authorised and that the Chair of the Authority Board would be that appropriate signatory. During periods of absence, the Deputy Chair may also be required to assist with banking authorisations and as such, it is recommended that the Deputy Chair also be endorsed as a banking signatory for the Horse Tram Authority.

**RISK ASSESSMENT**

**Governance** – it is important that appropriate persons are authorised as banking signatories of the authority and that the number of persons is sufficient to meet



operational needs. Endorsing appropriate additional signatories mitigates the risk, reducing it to *low*.

**Service Delivery** – having sufficient numbers of persons authorised as banking signatories ensures that creditors can be paid in a timely manner and banking needs of the Authority can be appropriately managed. Endorsing additional signatories mitigates the risk, reducing it to *low*.

### **BUDGET IMPLICATIONS**

There are no budget implications associated with endorsing additional signatories to the Authority bank account.

**7. URGENT BUSINESS WITHOUT NOTICE**

**8. CONFIDENTIAL REPORTS**

**9. NEXT MEETING**

The next Scheduled Meeting is Tuesday, 17 September 2019 at 3pm to be held in the Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor.

**10. CLOSURE**