



4 January 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, 8 January 2018

TIME: 09:30am

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

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

Yours faithfully

Victoria MacKirdy
Interim General Manager
Victor Harbor Horse Tram Authority

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

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Agenda

Date: Tuesday, 8 January 2019

Time: 9:30am

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

1. ATTENDANCE

Carol Schofield

Terry Andrews

Brian Hockney

Peter Lewis

Victoria MacKirdy (Interim General Manager VHHTA)

Graham Pathuis (Director Planning and Regulatory Services CVH)

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

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

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

2. APOLOGIES

Nil

3. MINUTES OF PREVIOUS MEETING

Item No.	3.1.
Title	Minutes of the Previous Meeting
Meeting Date	8 January 2010
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members
Attachments	3.1.1 VHHTA Minutes – 21 December 2018
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is for the Board to adopt the minutes of the Victor Harbor Horse Tram Authority meeting held on 21 December 2018, as a true and correct record of the meeting.

RECOMMENDATION

That the minutes of the previous Victor Harbor Horse Tram Authority meeting held on 21 December 2018, as per copies supplied to members, be adopted as a true and correct record of the meeting.

INFORMATION

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

The Board held its meeting on 21 December 2018, and the minutes of the meeting are contained in **Attachment 3.1.1**.

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

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

BUDGET IMPLICATIONS

There are no direct budget implications associated with adopting the minutes of the meeting held on 21 December 2018.

Victor Harbor Horse Tram Authority



Minutes

Board Victor Harbor Horse Tram Authority
 Meeting Held 21 DECEMBER 2018 at 10am
 Location Encounter Room – 1 Bay Road, Victor Harbor

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These Minutes are subject to confirmation at the next Ordinary Victor Harbor Horse Tram Authority Board Meeting

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1. ATTENDANCE

Carol Schofield (Chair)
Terry Andrews
Brian Hockney
Peter Lewis

In Attendance:

Victoria MacKirdy (Interim General Manager VHHTA)
Graham Pathuis (Director Planning and Regulatory Services CVH)
Mark Przbilla (Acting Manager of Economic and Tourism Development CVH)
Suzi Prsa (Research and Administration Officer/Minute Secretary CVH)

2. APOLOGIES

NIL

3. MINUTES OF PREVIOUS MEETING

3.1 Minutes of the Previous Meeting

VHHTA16 Moved: T Andrews
 Seconded: B Hockney

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

CARRIED

4. BUSINESS ARISING

4.1 Work Program and Resolution Report

VHHTA17 Moved: T Andrews
 Seconded: B Hockney

1. That the Victor Harbor Horse Tram Authority Board note the Work Program and resolution report as at 21 December 2018.

CARRIED

4.2 Correspondence

VHHTA18 Moved: T Andrews
 Seconded: B Hockney

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

CARRIED

4.3 Items for Discussion

4.3.1 Window Display at the Tram Office

Board Member Carol Schofield presented on the upgrade of the windows at the tram office for the Boards consideration.

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.

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.

4.3.3 Family Fun Day

Board Member Terry Andrews, joint promotion for a Family Fun Day on Monday 28 January 2019, in conjunction with the community radio station Fleurieu FM to be considered by the Board at the next meeting to be held on 8 January 2019.

Action: Ms Victoria MacKirdy – Interim General Manager to organise a report regarding the Horse Tram Family Day to be included on the agenda for the next meeting to be held on 8 January 2019 which will be followed by a Communications & Marketing Workshop.

VHHTA19 Moved: P Lewis
 Seconded: B Hockney

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

CARRIED

5. PRESENTATIONS

- 5.1 Nil

6. Reports

- 11:05am *Item 6.4 and 6.5 were brought forward by the Chair*
- 11:22am *Items 6.1 and 6.2 to be considered at the January 2019 workshop*
- 11:23am *Item 6.3*
- 11:27am *B Hockney left the meeting*
- 11:28am *Item 6.6*

6.1 Media Services

VHHTA20 Moved: T Andrews
 Seconded: B Hockney

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

CARRIED

6.2 Public Relations

VHHTA21 Moved: P Lewis
 Seconded: B Hockney

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

CARRIED

6.3 Tram No. 4

VHHTA22 Moved: B Hockney
 Seconded: T Andrews

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.

CARRIED

6.4 Tram Frequency – Staff Resources

VHHTA23 Moved: T Andrews
 Seconded: B Hockney

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

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

CARRIED

6.5 Ticket Machine

VHHTA24 Moved: P Lewis
 Seconded: B Hockney

1. That the Board endorsed procurement and installation of a ticket machine as per option 1 presented in the agenda report.
2. That the Board provide further direction on procurement and installation of a ticket machine.

CARRIED

6.6 Victor Harbor Horse Tram Authority Budget (Late Item)

VHHTA25 Moved: T Andrews
 Seconded: P Lewis

1. That the Board adopt the 2018/19 Victor Harbor Horse Tram Authority Budget as resolved by Council at the Ordinary Council Meeting held on 17 December 2018.

CARRIED

7. Urgent Business without Notice

Board Member Terry Andrews, Patronage of Victor Harbor Horse Drawn Tram. Item to be considered at the January 2019 workshop.

Carol Schofield clarification on Mr Geoff Sheridan eligibility onto the Selection Panel for Board members.

Ms Victoria MacKirdy – Interim General Manager provided a copy of the daily email to local accommodation providers advising of the Horse Tram operations for the day.

8. Confidential Reports

Nil

9. Next Meeting

The next scheduled Victor Harbor Horse Tram Authority Meeting is Tuesday, 8 January 2019, to be held in the Encounter Room, 1 Bay Road, Victor Harbor at 9:30am followed by a workshop.

10. Closure

The Chair declared the meeting closed at 11:38am.

Signed: _____

Date: _____

4. BUSINESS ARISING

Board Report

Item No.	4.1.
Title	Work Program and Resolutions Report
Meeting Date	8 January 2019
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members Acting Director Corporate & Community Services CVH
Attachments	4.1.1 Work Program 4.1.2 Resolution Register
Purpose	<i>Information/Decision</i>

PURPOSE

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

RECOMMENDATION

That the Victor Harbor Horse Tram Authority Board note the Work Program and resolution report as at 8 January 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 Interim General Manager is to maintain the Work Program and provide board members with an updated version at each board meeting.

Outstanding Resolutions

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

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

Summary

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

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

Government – there is no direct risk with noting the report. The board must manage its governance risk of implementing decisions of the board and associated actions as well as work as required by the Local Government Act 1999 Section 99(1)(a) and the Charter within approved budgets and required time frames. This report provides a mechanism for the Board to monitor progress of resolutions, work and actions and to manage the associated governance risk.

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

BUDGET IMPLICATIONS

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

WORK PROGRAM

Victor Harbor Horse Tram Authority



November 2018 – April 2019

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

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

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

Month	Action	Status
3 December 2018	Work Program Recruitment of Board Members Recruitment process for General Manager	Commenced In progress In progress
21 December 2018	Work Program and Resolution register Correspondence Items for Discussion Public Relation Tram No. 4 Tram Frequency – Staffing implications Media Services Ticket Machine 2018/19 Budget	Ongoing Completed January 2019 January 2019 January 2019 Completed January 2019 Further action Completed
8 January 2019	Work Program and Resolution register Family Fun Day Communications & Marketing Workshop: <ul style="list-style-type: none"> • Patronage of VHHDT • Window Display at the Tram Office • Buy one Get one Free • Chinese Incentive Group Proposal • Public Relations • Media Services 	

February 2019	Asset Management Policy and Maintenance Program (includes Tram No. 4) Workshop: <ul style="list-style-type: none"> Draft 2019/20 Budget Interview & Recruitment of General Manager and Board Members	
	Adopt First Business Plan Application to Council – exemption for Audit & Risk Committee until 25 October 2019 Insurance Report Risk Management Policy Work Health and Safety Policy – General Manager Environmental Protection Policy Disposal Policy Reimbursement Allowances Policy	
March 2019		
April 2019	Appointment of General Manager Appointment of Board Members	

Document History

VERSION	DOCUMENT	ACTION	DATE
0.1	Draft	Board meeting	3 December 2018
1.0	Version 1.0	As amended at the Board meeting	3 December 2018
1.1	Version 1.1	As amended at the Board meeting	21 December 2018
1.1	Version 1.2	Draft presented to January meeting report	8 January 2019

Victor Harbor Horse Tram Authority - Resolutions

Meeting Date	Resolution Number	Agenda Item No.	Title	Resolution	Status	Notes
3-Dec-18	VHHTA01	4.1	Work Program and Resolution Report	That the Board note the Work Program as at 3 rd December 2018 and that at future board meetings a Resolutions Report will also be presented.	Ongoing	updated
3-Dec-18	VHHTA12	6.9	Financial Arrangements	1. That Victor Harbor Horse Tram Authority establishes a bank account with the ANZ Bank, operated with a minimum of two signatories.	In Progress	application lodged with ANZ to establish a bank account
				3. That, a credit card application be submitted for the General Manager to a maximum limit of \$3,000.	In Progress	application has been submitted to ANZ
				4. That the Victor Harbor Horse Tram Authority endorse the use of Xero Accounting Software as its primary financial accounting software subject to the adoption of the 2018-19 Budget.	In Progress	subject to Council endorsing the 2018/19 Budget
				5. That the Victor Harbor Horse Tram Authority requests that the City of Victor Harbor prepare an agreement for the provision of corporate service support.	In Progress	An agreement is currently being drafted for the provision of corporate service support
3-Dec-18	VHHTA14	8.1	Process for Recruitment of General Manager Contract	1. That pursuant to Section 90(2) of the Local Government Act 1999, the public be excluded from the meeting with the exception of the Victoria MacKirdy (Interim General Manager), Terry Andrews (Inaugural Board Member), Carol Schofield (Inaugural Board Member), Brian Hockney (Inaugural Board Member), Peter Lewis (Inaugural Board Member), Graham Pathuis (Director Planning and Regulatory Services – City of Victor Harbor), Stephanie Juhas (Acting Manager Finance & Property – City of Victor Harbor), Mark Prizibilla (Acting Manager of Economic and Tourism Development – City of Victor Harbor) and Kyla Walker (Acting Governance Officer/Minute Secretary – City of Victor Harbor) to enable the Authority to consider information in relation to agenda Item 8.1 – Process for Recruitment of General Manager – Contract, as the Authority is satisfied that, pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to the agenda item is a matter related to commercial information of a confidential nature (not being a trade secret) of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.	Completed	
				2. That the Board endorse the draft position description and associated documentation (as amended) for calling of expressions of interest for the position of General Manager for the Victor Harbor Horse Tram Authority.	No Further Action	The General Manager Position was advertised in the Advertiser Career Lift out (including SEEK listing) on Saturday 8 december 2018, the Times Newspaper on Thursday 13 December 2018 and on the Horse Drawn Tram website. Applications close at 5pm, on Friday 4 January 2019.
				3. That an independent agency be appointed to shortlist and interview applicants and provide a recommendation for appointment to the Board.	No Further Action	McArthur have been engaged as the Independent agency.
				4. That the position of General Manager be offered as a contract, for a period of 3 years.	In Progress	
				5. That having considered Agenda Item 8.1 – Process for Recruitment of General Manager – Contract, in confidence under section (90) (2) and (3)(d) of the Local Government Act 1999, the Authority: i) pursuant to section 91(7) of the Local Government Act orders that the report and Attachment 8.1.1 and 8.1.2 inclusive and the resolutions be released.	Completed	report and attachments have been released
21-Dec-18	VHHTA16	3.1	Minutes of the Previous Meeting	1. That the minutes of the previous Victor Harbor Horse Tram Authority meeting held on 3 December 2018, as per copies supplied to members, be adopted as a true and correct record of the meeting	Completed	
21-Dec-18	VHHTA17	4.1	Work Program and Resolution Report	1. That the Victor Harbor Horse Tram Authority Board note the Work Program and resolution report as at 21 December 2018.	Completed	
21-Dec-18	VHHTA18	4.2	Correspondence	1. That the Board receive and note the correspondence received from Mrs Bronwyn Jolly, Aide to the Governor attached to this report.	Completed	Patronage of VHHTD referred to the January 2019 Communications & Marketing Workshop
21-Dec-18	VHHTA19	4.3	Items for Discussion	1. That the Board receive and note the report on Items for Discussion.	Completed	
		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	Existing monitor not suitable, currently looking to purchase new monitor. Discussions with Friends of the Horse Tram re sponsorship.
		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	Workshop	January 2019 Communications & Marketing Workshop

		4.3.3	Family Fun Day	Action: Ms Victoria MacKirdy – Interim General Manager to organise a report regarding the Horse Tram Family Day to be included on the agenda for the next meeting to be held on 8 January 2019 which will be followed by a Communications & Marketing Workshop.	Agenda Report Workshop	Agenda - 8 January 2019 - see item 6.1. January 2019 Communications & Marketing Workshop
21-Dec-18	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	Workshop	January 2019 Communications & Marketing Workshop
21-Dec-18	VHHTA21	6.2	Public Relations	1. That the Board receive and note the report on Public Relations	Workshop	January 2019 Communications & Marketing Workshop
21-Dec-18	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	February 2019 Work Program
21-Dec-18	VHHTA23	6.4	Tram Frequency – Staff Resources	That, the decision VHHT02 made at the Victor Harbor Horse Tram Authority on 3 December 2018 be amended to include the following: 1. That the General Manager assess and implement the increase in tram frequency in association with available staff resources as required.	No Further Action	
21-Dec-18	VHHTA24	6.5	Ticket Machine	1. That the Board endorsed procurement and installation of a ticket machine as per option 1 presented in the agenda report. 2. That the Board provide further direction on procurement and installation of a ticket machine.	On hold	Order placed on hold at request of the Chair.
21-Dec-18	VHHTA25	6.6 (late item)	Victor Harbor Horse Tram Authority Budget (Late Item)	1. That the Board adopt the 2018/19 Victor Harbor Horse Tram Authority Budget as resolved by Council at the Ordinary Council Meeting held on 17 December 2018	Completed	

Item No.	4.2.
Title	Correspondence
Meeting Date	8 January 2019
Reference	VHHT Authority Charter
Consultation	
Attachments	Nil
Purpose	<i>Information/Decision</i>

Item No.	4.3.
Title	Items for Discussion
Meeting Date	8 January 2019
Reference	VHHT Authority Charter
Consultation	VHHT Authority Board Members
Attachments	Nil
Purpose	<i>Information/Decision</i>

1. Update on the Causeway Repairs and Ongoing Maintenance

Interim General Manager to update Board Members on the management and outcome of the Causeway Failure Incident. Impact on sales and ongoing maintenance requirements.

2. Update on the Recruitment of the General Manager and Independent Board Member Positions

Applications closed 4th January 2019 at 5pm.

5. PRESENTATIONS

5.1 Nil

6. REPORTS

Board Report

Item No.	6.1
Title	Family Fun Day
Meeting Date	8 January 2019
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Carol Schofield – Chairperson Terry Andrews – Board Member Adrian Cox – Acting Tram Co-ordinator
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The report seeks to confirm arrangements for a family fun day event, to be held adjacent to the Horse Tram Office on the 28th January 2019.

RECOMMENDATION

That the Victor Harbor Horse Tram Authority invite local radio station Fleurieu FM to undertake an outside broadcast adjacent to the Horse Tram Office on the 28th January from 11am to 3pm.

That the Victor Harbor Horse Tram Authority allocate up to 5 family return passes to Fleurieu FM be issued as ‘on-air’ prizes leading up to and during the outside broadcast.

That the Victor Harbor Horse Tram Authority invite the representatives of the South Coast Camera Club to capture images on the day to be used by the authority for future promotional purposes.

INFORMATION

At the 21 December 2018 Victor Harbor Horse Tram Authority meeting the board requested that the Interim General Manager prepare a report regarding the Horse Tram Family Fun Day to be included in the agenda for the 8 January 2019 meeting.

A meeting was held on the morning of Thursday 3rd January with staff, board member and Fleurieu FM representatives to discuss the opportunity for an outside broadcast to occur as the primary activity for the Horse Tram Family Fun Day on the 28th January.

Those present agreed that the outside broadcast caravan and associated annexes would fit comfortably on the approach driveway to the Tram Office allowing for the walkway and ticketing stall to remain open and not interfere with ordinary tram operations.

Fleurieu FM representatives were issued with a permit form to be completed and returned to Council along with a copy of public liability insurance certification.

The radio station intends to undertake interviews of staff, volunteers and passengers about the horse tram experience with interviews broadcasted 'on-air' across the day.

A verbal request was received during the on-site meeting for representative(s) of the South Coast Camera Club to be present on the day taking images of activities for future promotional purposes by the tram.

RISK ASSESSMENT

The following risks relating to this report have been identified.

Safety & Welfare - there is a risk of electrocution where unsatisfactory electrical cabling is used by Fleurieu FM. This risk is significantly reduced ensuring that all electrical cables are tagged and tested prior to use. This risk is rated as *low*.

Public Relations - there is a risk that images captured by the South Coast Camera Club are used by the authority without consent from talent. This risk is significantly reduced through the completion of talent release forms by people featured in photos captured on the day. This risk is rated as *low*.

BUDGET IMPLICATIONS

Cost associated with supply of 5x Family Return Tickets at \$140.

7. URGENT BUSINESS WITHOUT NOTICE

Nil

8. CONFIDENTIAL REPORTS

Nil

9. NEXT MEETING

The next Scheduled Meeting is Tuesday, 5 February 2019 at 9:30am to be held in the Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor

10. CLOSURE