



13 June 2019

Contact for Apologies: General Manager
Phone: (08) 8551 0720
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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: Tuesday, 18 June 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.

Contents

1.	ATTENDANCE	3
2.	APOLOGIES	3
3.	MINUTES OF PREVIOUS MEETING	4
3.1.	Minutes of the Previous Meeting	4
4.	BUSINESS ARISING	11
4.1.	Work Program and Resolutions Report	11
4.2.	Correspondence	16
4.3.	Items for Discussion	19
5.	PRESENTATIONS	20
5.1	Nil.....	20
6.	REPORTS	21
6.1.	Audit Committee	21
6.2.	Auditor.....	23
6.3	Independent Member Sitting Fees - Chair.....	25
6.4	Grazing Land.....	27
6.5	Horse Tram Re-Commencement Festivities	31
7.	URGENT BUSINESS WITHOUT NOTICE	34
8.	CONFIDENTIAL REPORTS	34
9.	NEXT MEETING	34
10.	CLOSURE	34

Agenda

Date: Tuesday, 18 June 2019

Time: 3:00pm

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

1. ATTENDANCE

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

Victoria MacKirdy (Chief Executive Office CVH)
Graham Pathuis (Director Planning and Regulatory Services CVH)
Karen Rokicinski (Director Corporate and Community Services CVH)
Adrian Cox (Acting Horse Tram Co-Ordinator CVH)
Mark Przibilla (Manager of Planning and Activation CVH)
Suzi Prsa (Minute Secretary CVH)

2. APOLOGIES

Rachel Kennedy

3. MINUTES OF PREVIOUS MEETING

Item No.	3.1.
Title	Minutes of the Previous Meeting
Meeting Date	18 June 2019
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members
Attachments	3.1.1 VHHTA Minutes – 7 May 2019
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 7 May 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 7 May 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 7 May 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 7 May 2019.



Minutes

Board Victor Harbor Horse Tram Authority
 Meeting Held 7 May 2019 at 3.00pm
 Location Encounter Room – 1 Bay Road, Victor Harbor

Index

- 1. ATTENDANCE.....2
- 2. APOLOGIES2
- 3. MINUTES OF PREVIOUS MEETING.....2
 - 3.1 Minutes of the Previous Meeting 2
- 4. BUSINESS ARISING2
 - 4.1 Work Program and Resolutions Report..... 2
 - 4.2 Correspondence 3
 - 4.3 Items for Discussion 3
- 5. PRESENTATIONS.....3
- 6. REPORTS 3
 - 6.1 2019/20 Draft Budget..... 3
- 7. URGENT BUSINESS WITHOUT NOTICE.....3
- 8. CONFIDENTIAL REPORTS.....4
 - 8.1 General Manager..... 4
- 9. NEXT MEETING.....6
- 10. CLOSURE.....6

Meeting opened at 3.00pm

1. ATTENDANCE

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

In Attendance:

Victoria MacKirdy (Interim General Manager VHHTA)
Louise Hampel (Administration Assistant/Minute Secretary CVH)
Heather Oliver (State Manager McArthur)

2. APOLOGIES

Roland Roccioletti

3. MINUTES OF PREVIOUS MEETING

3.1 Minutes of the Previous Meeting

It was requested that Cr Carol Schofield's title be corrected in the 4 April 2019 minutes to AM.

VHHTA65 Moved: Nigel Catt
 Seconded: Rachel Kennedy

That the minutes of the previous Victor Harbor Horse Tram Authority Board meetings held on 4 April 2019 and 12 April 2019, as per copies supplied to members, be adopted as a true and correct record of those meetings.

CARRIED

4. BUSINESS ARISING

4.1 Work Program and Resolutions Report

Following on from the facilities tour that took place on Tuesday 7 May 2019, Victoria MacKirdy will provide a report back to the Authority on the options for additional grazing land to support the Horse Tram Clydesdales.

4.2 Correspondence

A letter was received on 6 May 2019 from Minister Knoll thanking Council for their letter regarding the Granite Island Causeway. He advised that interim propping works on the causeway have an anticipated completion date of mid-May 2019.

It also stated that the Department for Planning, Transport and Infrastructure (DPTI) will continue to work with Council during the feasibility and concept planning stage for a long term solution for the Causeway.

Action: That the Interim General Manager send a letter, on behalf of the Authority, to the Minister thanking him for the correspondence, introducing him to the new board and requesting an opportunity to meet with him face to face.

4.3 Items for Discussion

Nigel Catt raised a motion that the Victor Harbor Horse Tram Authority delay the purchase of the ticketing machine allowing for further deliberation.

VHHTA66 Moved: Nigel Catt
 Seconded: Rachel Kennedy

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.

CARRIED

5. PRESENTATIONS

Nil.

6. REPORTS

6.1 2019/20 Draft Budget

VHHTA67 Moved: Cr Carol Schofield
 Seconded: Rachel Kennedy

That the Victor Harbor Horse Tram Authority endorse the Draft 2019/20 Operating Budget as presented, detailing operating income of \$790,500 (own source income of \$426,500 and Council contribution of \$364,000) and operating expenses of \$790,500 for the purposes of public consultation.

CARRIED

7. URGENT BUSINESS WITHOUT NOTICE

Nil.

Victor Harbor Horse Tram Authority

8. CONFIDENTIAL REPORTS

8.1 General Manager

VHHTA68 Moved: Cr Carol Schofield
 Seconded: Rachel Kennedy

That:-

- i) Pursuant to Section 90(2) of the Local Government Act 1999, the public be excluded from the meeting with the exception of Victoria MacKirdy (Interim General Manager), Heather Oliver (State Manager, McArthur) and Louise Hampel (Administration Assistant/Minute Secretary – City of Victor Harbor) to enable the Authority to consider information in relation to Agenda Item 8.1 – General Manager Recruitment
- ii) The Authority is satisfied that pursuant to Section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the agenda item is information of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), as it related to personal qualities and employment suitability for a particular position.
- iii) In addition, the disclosure of the information would, on balance be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from the withholding the information outweighs the benefit to it of disclosure of the information. The Authority is satisfied that the principles that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of details of the applicant's for General Manager may lead to the possibility of court action.

CARRIED

VHHTA69 Moved: Rachel Kennedy
 Seconded: Nigel Catt

That pursuant to Regulation 20(1) of the Local Government (Procedures at Meetings) Regulations 2013, the Authority suspend meeting to facilitate interviews of the shortlisted applicants for the position of General Manager.

CARRIED

VHHTA70 Moved: Rachel Kennedy
 Seconded: Nigel Catt

That the period of suspension be brought to an end.

CARRIED

VHHTA71 Moved: Rachel Kennedy
 Seconded: Cr Carol Schofield

That the Board receive and note the report on the General Manager Recruitment.

CARRIED

VHHTA72 Moved: Rachel Kennedy
 Seconded: Paul Brown

That the presentations from both applicants for the position of General Manager of the Victor Harbor Horse Tram Authority be received.

CARRIED

VHHTA73 Moved: Cr Carol Schofield
 Seconded: Rachel Kennedy

That in the Board determine Megan Whibley as the preferred applicant, subject to reference checks, and that the Board authorise Victoria MacKirdy – Interim General Manager to negotiate a 3 year contract and remuneration and conditions of employment (under the South Australian Municipal Salaried Officers Award (SAMSOA)) with the successful applicant for the General Manager position of the Victor Harbor Horse Tram Authority.

CARRIED

VHHTA74 Moved: Rachel Kennedy
 Seconded: Cr Carol Schofield

That having considered Agenda Item 8.1 – General Manager Recruitment, in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the Authority;

- i) Pursuant to Section 91(7) and (9) of the Local Government Act orders that the report be retained in confidence until negotiations between the successful applicant and the Board have been concluded; and
- ii) The public be readmitted to the meeting.

CARRIED

9. NEXT MEETING

The next scheduled Victor Harbor Horse Tram Authority meeting is Tuesday, 18 June 2019 to be held in the Encounter Room, 1 Bay Road, Victor Harbor at 3pm.

10. CLOSURE

The Chair declared the meeting closed at 4:50 pm.

Signed: _____ Date: _____

4. BUSINESS ARISING

Board Report

Item No.	4.1.
Title	Work Program and Resolutions Report
Meeting Date	18 June 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 18 June 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 – July 2019

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"> • Patronage of VHHDT • Window Display at the Tram Office • Buy one Get one Free • Chinese Incentive Group Proposal • Public Relations • Media Services 	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"> Overview of Tram Service and Functions General Manager Adopt 2019/20 Operating and Capital Budget	Completed Completed Completed
14 June 2019	Informal Gathering <ul style="list-style-type: none"> Stage 1 Strategy Workshop 	
18 June 2019	Correspondence – Rock n Roll Festival Audit Committee Auditor Independent Sitting Fees - Chair Grazing Land Horse Tram Re-Commencement Activities	
July 2019	Allowances Reimbursement of Expenses Policy 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	Draft presented to June meeting report	18 June 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
	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 of 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 Maintenance	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	VHHTA38	4.3.3	Requirement to buy extra Clydesdale	That the Interim General Manager begins an immediate search to buy an appropriate Clydesdale to add to the current team, with purchase price (capital cost line 32230) if bought before end of financial year to come from the current increase in sales revenue, and budgeted horse training/breaking (line 32359, \$2,000).	In Progress	Horse tram staff have commenced investigating suitable clydesdale horse stock available for sale. Progress on the matter to be reported to the board as investigations progress.
	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		6.5	Grazing Land	That Ms Victoria MacKirdy - Interim General Manager coordinate a site visit before the Victor Harbor Horse Tram Authority Board reviews the options for additional grazing land to support the Horse Tram Clydesdales.		Preliminary site meeting held at the Canton Place stables on the 18th April. Further site visits scheduled to consider options. See Agenda report.
	VHHTA59	7.1	Code of Practice for Meeting Procedures	That the Victor Harbor Horse Tram Authority Board review the Code of Practice for Meeting Procedures		Workshop item, date to be scheduled.
	VHHTA62	8.2	Chinese Delegations Bid	That Ms Victoria MacKirdy - Interim General Manager negotiate an offer to Oceanic Victor, for the provision of services connected to the possible Chinese delegation visits in April and June 2020 with the following implications to be considered: • School Holidays and Easter • General public customers • Local traders • Profitable investment return		Further information has been sought from Oceanic Victor with regard to dates, times and additional expectations of the tram. A draft profit and loss template has been prepared, however until dates are provided the statement can not be completed given the variations in wage costs.
7-May-19		4.2	Correspondence	That the Interim General Manager send a letter, on behalf of the Authority, to the Minister thanking him for the correspondence, introducing him to the new board and requesting an opportunity to meet with him face to face.		Letter sent reference OREC9807119 dated 9 May 2019.
	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	

Item No.	4.2.
Title	Correspondence
Meeting Date	18 June 2019
Reference	ED4.12.002
Consultation	City of Victor Harbor
Attachments	4.2.1 – Correspondence – Rock n Roll Festival
Purpose	<i>Information/Decision</i>

PURPOSE

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

RECOMMENDATION

That the Victor Harbor Horse Tram Authority provide 10 horse shoes for the 2019 Victor Harbor Rock n Roll Festival.

INFORMATION

The report tables a request received from the Council's Festivals & Events Officer seeking horse shoes for the 2019 Victor Harbor Rock n Roll Festival, in return for a complimentary site at the event. A copy the correspondence can be referred to as **Attachment 1**.

In recent weeks Horse Tram staff have been putting aside horse shoes following the receipt of this request. Adequate supplies exist to meet this request.

The letter offers a complimentary site at the Rock n Roll Festival. It is suggested that the board consider this request as a part of the Marketing & Communications Plan.

RISK ASSESSMENT

There are no risk identified that relate to this report.

BUDGET IMPLICATIONS

There are no budget implications that relate to this report.



Paul Brown, Chairperson
Victor Harbor Horse Tram Authority
C/O Interim General Manager Victoria MacKirdy
City of Victor Harbor
PO BOX 11
Victor Harbor SA 5211

Tuesday, May 14, 2019

Dear Paul,

I am writing to formally request the provision of 10 used horse shoes from the Horse Tram operations for the purpose of the 2019 Rock 'N' Roll Festival Top 10 Vehicle trophies.

The Rock 'N' Roll Festival, managed by the City of Victor Harbor, is held in Victor Harbor over a weekend in the middle of September each year. The event attracts over 10,000 people annually and includes vehicle displays of the era, with top vehicles awarded trophies including a Top 10 category.

For the past 10 years the Top 10 vehicle trophies have been made using horse shoes supplied by the Horse Drawn Tram under informal arrangements. Given the transition of the Horse Drawn Tram now operating under the Victor Harbor Horse Tram Authority, I write requesting the board consider this formal request for the supply of horse shoes for the 2019 event.

In exchange for the supply of 10 horse shoes, we would like to offer the Horse Tram a 3 x 3 display site on Warland Reserve as part of the 2019 Rock 'N' Roll Festival at no charge, and promotion of a discount offer for Festival attendees that you may wish to provide. For example; for the 2018 event the Horse Tram provided a 2-for-1 ticket offer for Rock 'N' Roll Festival official evening event ticket holders (approx 400 vouchers).

Please find attached a photo showing the horse shoe trophies in their final form.

I look forward to hearing from you.

Kind regards

A handwritten signature in blue ink, appearing to read 'Stacey Richardson'.

Stacey Richardson
Festivals and Events Officer

www.victor.sa.gov.au



Board Report

Item No.	4.3.
Title	Items for Discussion
Meeting Date	7 May 2019
Reference	VHHT Authority Charter
Consultation	VHHT Authority Board Members
Attachments	Nil
Purpose	<i>Information/Decision</i>

5. PRESENTATIONS

5.1 Nil

6. REPORTS

Board Report

Item No.	6.1.
Title	Audit Committee
Meeting Date	18 June 2019
Reference	VHHTA Charter Local Government Act 1999
Consultation	Chairperson
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to seek approval from the City of Victor Harbor to utilise Council's Audit Committee until 25 October 2020.

RECOMMENDATION

- 1. That the Board receive and note the report on the Audit Committee.**
- 2. That the Board seeks approval from the City of Victor Harbor to utilise Council's Audit Committee as the Audit Committee for the Victor Harbor Horse Tram Authority until 25 October 2020.**

INFORMATION

The charter states the following:

- 4.1.1 *The Authority is required to establish an Audit Committee and clause 13(4) of Schedule 2 of the Act governs the constitution and functions of the Audit Committee. The Authority may establish its own Audit Committee or use the Council's Audit Committee with the agreement of the Council.*
- 4.1.2 *If the Authority establishes its own Audit Committee:*
- 4.1.2.1 *it must comply with the Local Government (Financial Management) Regulations 2011 regarding the membership of the Audit Committee;*
- An officer(s) of the Council nominated by the Chief Executive Officer of the Council may attend Audit Committee meetings as an observer;*
- 4.1.2.3 *at least two members of the Audit committee must be neither elected members nor employees of the Council.*

- 4.1.2.4 *The presiding member of the Audit Committee must not be an elected member or employee of the Council;*
- 4.1.2.5 *members of the Audit Committee are not entitled to payment of Remuneration fees unless approved by the Council;*
- 4.1.2.6 *minutes of an Audit Committee Meeting must be provided to the Chief Executive Officer of the Council within five days of the Audit Committee meeting to which the minutes relate.*

Utilisation of the City of Victor Harbor Audit Committee will enable the Horse Tram Authority to meet its requirements of its Charter and the Local Government Act 1999.

RISK ASSESSMENT

Governance – There are ongoing requirements for the City of Victor Harbor Administration to provide support to the Horse Tram Authority during its transition to independence. The utilisation of the skills and expertise of Council Audit Committee can also assist the Authority during this time. The risk is considered low.

Financial – The risk associated with the Authority deferring establishing its own Audit Committee until 25 October 2020 does not create any financial risk.

BUDGET IMPLICATIONS

If the Authority decides to establish its own Audit Committee, there will be additional, unbudgeted costs associated with setting up the committee, such as advertising costs, independent member sitting fees.

Item No.	6.2.
Title	Auditor
Meeting Date	18 June 2019
Reference	VHHTA Charter Local Government Act 1999
Consultation	
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to consider the appointment process of an independent auditor of the Victor Harbor Horse Tram Authority.

RECOMMENDATION

- 1. That the Board receive and note the report on the Auditor.**
- 2. That the Board seeks approval from the City of Victor Harbor to appoint the Council's External Auditor – Galpins.**

INFORMATION

The charter states the following:

- 3.3.1 *The Authority must appoint an auditor, Subject to the Act, and this Charter, an auditor holds office on the terms and conditions (including as to remuneration) that the Authority determines.*
- 3.3.2 *The Authority must provide its audited financial statements to the Chief Executive Officer of the Council by 30 September in each year.*

Regulation 20 of the Local Government (Financial Management) Regulations 2011, Auditor of subsidiary:

- (1) *A Council subsidiary or regional subsidiary must have an auditor.*
- (2) *The auditor must be –*
 - (a) *A registered company auditor; or*
 - (b) *A firm comprising at least 1 registered company auditor.*
- (3) *A person is not eligible to be the auditor of a subsidiary if –*
 - (a) *The person is a member of the board of management of the subsidiary; or*
 - (b) *The person is a member of the council which established the subsidiary or, in the case of a regional subsidiary, a member of a constituent council; or*

- (c) *The person is a nominated candidate for election as a member of the council which established the subsidiary or, in the case of a regional subsidiary, is a nominated candidate for election as a member of a constituent council.*
- (4) *The office of auditor of a subsidiary becomes vacant if –*
 - (a) *The auditor dies; or*
 - (b) *The auditor resigns by written notice to the person who has been appointed to chair the board of management of the subsidiary; or*
 - (c) *The auditor is not or ceases to be eligible for appointment as the auditor; or*
 - (d) *The auditor accepts remunerated office or employment from the subsidiary or –*
 - (i) *In the case of a council subsidiary – the council which established the subsidiary; or*
 - (ii) *In the case of a regional subsidiary – a constituent council; or*
 - (e) *The term of appointment of the auditor expires and the auditor is not reappointed; or*
 - (f) *The auditor is removed from office by the subsidiary for reasonable cause.*

The Authority must ensure the Auditor meets the requirements as detailed in *Regulation 20 (2) of the Local Government (Financial Management) Regulations 2011*.

The external auditor will provide the Authority an opinion on Financial Statements and the internal financial controls to ensure the finances of the Authority provide a true and fair indication of the actual result and assist the Authority to meet their obligations under Clause 3.3.2 of the Charter.

It's appropriate for the Authority to seek approval from Council to utilise the services of Councils external Auditors for the 2018/19 financial year, with the view to reconsider the Authority's position to consider undertaking the recruitment process to appoint an Auditor for the 2019/20 financial year.

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

Governance – The board will still meet the requirements of the Victor Harbor Tram Authority Charter for the Authority to appoint an Auditor. The risk is assessed as *low*.

BUDGET IMPLICATIONS

If the Authority decides to appoint Council's External Auditor or its own External Auditor, there will be additional, unbudgeted costs associated with the appointment.

Item No.	6.3
Title	Independent Member Sitting Fees - Chair
Meeting Date	
Reference	VHHTA Charter Local Government Act 1999
Consultation	Chairperson
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to seek approval from the City of Victor Harbor to increase the Chairperson Remuneration fee.

RECOMMENDATION

1. That the Board receive and note the report on Independent Member Sitting Fee – Chairperson.
2. That the Board seeks approval from the City of Victor Harbor to increase the Chairperson Remuneration sitting fee from \$3,000 per annum to \$5,000.

INFORMATION

At the Board meeting held on Thursday 4 April 2019, the Board resolved to appoint Paul Brown as Chair and Carol Schofield as Deputy Chair for the term of the Board as specified within Clause 2.5 of the Authorities Charter.

The remuneration fee for independent Members had been previously set by council at \$3,000 per annum which is paid quarterly in advance.

The Chair of the Authority receives the same amount as the Independent Board Members. The Chair has additional responsibilities, compared to other Board Members which include assisting the General Manager with the preparation of meeting agenda and attending to correspondence and media matters associated with the Authority as an example. It is considered appropriate the Chair receives a higher remuneration fee.

The Council is responsible for setting the remuneration of Independent Board Members. It is therefore, recommended that the Board seeks approval from Council to increase the capped remuneration fee of the Independent Member who has been appointed as the Chair of the Board from \$3000 to \$5000.

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

Governance – The board will still meet the requirements of the Victor Harbor Tram Authority Charter for the Authority to pay appropriate remuneration fees to Board members. The risk is assessed as *low*.

BUDGET IMPLICATIONS

If the Authority decides to increase the Chairperson Remuneration sitting fee, there will be additional, unbudgeted costs associated with independent member sitting fees, however this can be managed with the current operating budget.

Item No.	6.4
Title	Grazing Land
Meeting Date	18 June 2019
Reference	ED4.12.022 City of Victor Harbor
Consultation Attachments	Attachment 1 – Grazing Land Options 1-3
Purpose	<i>Information/Decision</i>

PURPOSE

The report seeks to provide the board with a number of options to consider with respect to future grazing land for the Horse Tram horses.

RECOMMENDATION

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.

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.

INFORMATION

At the 4th April 2019 board meeting the board considered a report in relation to the future grazing options for the Clydesdale horses. Upon considering the report the board sought to be better informed about the options prior to making a final decision.

Council have been investigating a number of options for additional grazing land to support the horse tram Clydesdales over the last 12 months – these options are identified in **Attachment 1** with further commentary provided below.

Board members have recently participated in visits to the nominated sites.

In determining suitable land for grazing the following criteria was applied :

- Within a reasonable distance from the Horse Tram offices & barn
- Ease of access for horse tram vehicle and float
- Quality of pasture and or soil that would allow for pasture improvement
- Existing infrastructure and shade
- Terms of an arrangement including longevity

The options identified to date are as follows :

Option 1 (known as Gillespie Land): Council currently own land adjacent to the Canton Place paddock that borders Armstrong Road (Ring Road). The land is currently let to a private individual under a permit arrangement. The land is mostly sandy with soil and pasture improvements possibly required. Under the permit arrangement 28 days notice is required for Council to obtain access to the land. The land is earmarked by the Council for future sport and recreation purposes, on ground work is expected to occur in the next few of years. This is considered to be a short-term solution which can be accessed within the next three weeks. The horse tram currently own sufficient pipes, troughs and temporary electric fencing to activate this land.

Footnote : Flooding occurs through winter on existing paddock areas where the horses currently reside. An alternative site will be required for this winter, providing staff with options in the event of flooding.

Option 2: SA Water owned land directly adjacent to the existing paddock area on the corner of Canton Place, Henderson Road and Armstrong Road (Ring Road). It is understood that SA Water intend to install solar panels on much of this site in the future.

Council have requested advice from SA Water on their intentions for this land and their willingness to lease the whole or part thereof. No response has been received at the time of writing.

From previous conversations with representative from SA Water it is understood that commercial rates will be sought.

It is understood that treatment plant waste has been placed on the site previously. It will be prudent to undertake further investigations, to reduce any associated risks.

Option 3: SA Water owned land located on the corner of Martha Place and Canterbury Road on the opposite site of the Ring Road to the existing paddock area. It is understood that a portion of this site was used previously as a casual dump site. It is unknown as to the extent and nature of items dumped in this location. This land is accessible to the existing Canton Place stables, via a path under the Ring Road.

Option 4: That the Authority call for expressions of interest for the agistment of land in the local area under a commercial arrangement.

RISK ASSESSMENT

There is a public relations risk relating to the content of this report. The paddock and grazing area at the existing Canton Place site is limited, with minimal grass for grazing the public might form a view that the horses are not being well cared for by the Authority. Work undertaken by the Authority to determine and implement a solution will eliminate this risk.

BUDGET IMPLICATIONS

There are no budget implications associated with the recommendation.



Item No.	6.5
Title	Horse Tram Re-Commencement Festivities
Meeting Date	18 June 2019
Reference	ED4.12.022 City of Victor Harbor
Consultation Attachments	Attachment 1 – Event Flyer
Purpose	<i>Information/Decision</i>

PURPOSE

This report outlines a proposal to hold a small event to celebrate the re-commencement of the Horse Tram services.

RECOMMENDATION

That the Victor Harbor Horse Tram Authority note plans to hold a celebratory event on the 23 June 2019 to raise the awareness of tram services recommencing.

INFORMATION

The Horse Tram Services have been disrupted for over five months since New Year’s Day 2019. The Department of Planning Transport & Infrastructure have undertaken repair works during this period. Recent advice and testing suggests that the tram service will be able to recommence shortly.

Holding an event to celebrate the re-commencement of tram services provides an opportunity for the tram to market itself to the community and visitors to our region.

The event is scheduled to be held on Sunday 23rd June, starting with a VIP first tram with relevant Ministers, Federal and State Government dignitaries, Elected Members and other key stakeholders. Media will be invited, with an aim of gaining exposure on major evening news channels. VIP guests would travel to Granite Island where they’ll enjoy morning tea at the Island Café before returning to the main land.

In conjunction with the VIP Tram activities, family friendly activities and activations will take place around the Causeway and foreshore precinct to create a festive environment with live musicians, roving performers, additional public seating and festive decorations around the site.

Optus have generously offered to provide and operate one of their TV screen trucks at the event, which would be used to promote historical imagery and video footage of the Horse Tram throughout the day.

A copy of the event flyer can be referred to as **Attachment 1**.

Staff will engage with existing Causeway business operators to become involved with the event, and help promote the event through their own promotional channels.

Given the likelihood for rain at this time of year is high, wet weather provisions will be factored in to the event planning.

A budget of \$4,000 is recommended to facilitate on ground activities including morning tea for up to 40 VIP guests on Granite Island, musicians and roving performers, site decorations and marquees along with marketing activities for the event.

RISK ASSESSMENT

Council's risk assessment tools will be applied during the planning phase of the event, highlighting likely risk and mitigating strategies.

BUDGET IMPLICATIONS

A budget of \$4,000 expenditure would be drawn from the existing Horse Tram operating budget 2018/19.



HORSE DRAWN TRAM

Gold coin donation tram rides from 11am
Free Face Painting
Meet the Clydesdales
Live Entertainment
Tram Shop Open

BACK ON TRACK CELEBRATIONS

SUNDAY 23 JUNE 2019
10am until 2pm, Causeway Victor Harbor

10.20am Official re-opening Mayor Dr Moira Jenkins
10:30am First tram departs with official guests
11.00am Trams depart every 20 mins with final tram returning from Granite Island at 4pm

Gold coin tram rides all day from 11.00am!
Join us in celebration as the Horse Drawn Tram gets back on track in Victor Harbor!



STAY. PLAY. DISCOVER.
VICTOR HARBOR ENCOUNTER IT ALL
1800 557 097
www.horsedrawntram.com.au • www.encountervictorharbor.com.au

7. URGENT BUSINESS WITHOUT NOTICE

8. CONFIDENTIAL REPORTS

9. NEXT MEETING

The next Scheduled Meeting is Tuesday, 16 July 2019 at 3pm to be held in the Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor.

10. CLOSURE