

29 November 2018

Contact for Apologies: Interim General Manager
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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: Monday, 3 December 2018
TIME: 1pm
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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Inaugural Agenda

Date: Monday, 3 December 2018

Time: 1pm

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)

Stephanie Juhas (Acting Manager Finance & Property CVH)

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

Kyla Walker (Governance Officer CVH & Minute Secretary)

2. APOLOGIES

3. MINUTES OF PREVIOUS MEETING

3.1 Nil – Inaugural Meeting

4. BUSINESS ARISING

Board Report

Item No.	4.1.
Title	Work Program and Resolutions Report
Meeting Date	3 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members Acting Director Corporate & Community Services CVH
Attachments	4.1.1 Work Program – Version 1
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 Board note the Work Program as at 3rd December 2018 and that at future board meetings a Resolutions Report will also be presented.

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 25th 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 first 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.

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.

As this is the inaugural meeting of the Board there are no outstanding resolutions to report. It is proposed that at future meetings the General Manager will table a Resolutions Report listing resolutions from the previous meeting and any outstanding resolutions with a progress note as relevant.

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:

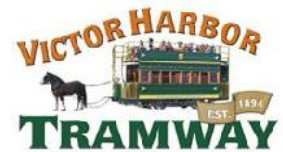
Government – there is no direct risk with noting the report. The board must manage its governance risk of implementing decisions of the board and associated actions as well as work as required by the Local Government Act 1999 Section 99(1)(a) and the Charter within approved budgets and required time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

BUDGET IMPLICATIONS

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

WORK PROGRAM

Victor Harbor Horse Tram Authority



November 2018 – April 2019

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

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

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

Month	Action	Status
3 December	Work Program Status Operations Appointment of Chair and Deputy Chairperson Date, Time and Place of Meetings Code of Conduct for Board Members Code of Practice for Meeting Procedures Communication Policy Informal Gatherings Policy Procurement Policy Records Management Policy Sponsorship Policy Treasury Management Policy Budget Framework Policy 2018/19 Fees and Charges Recruitment of Board Members Volunteers Adopt 2018/19 Budget Banking Report Financial Arrangements Recruitment process for General Manager	
January 2019	Adopt First Business Plan	

	Application to Council – exemption for Audit & Risk Committee until 25 October 2019 Insurance Report Risk Management Policy Work Health and Safety Policy – General Manager Environmental Protection Policy Disposal Policy Reimbursement Allowances Policy	
February 2019	Workshop: <ul style="list-style-type: none"> • Draft 2019/20 Budget Interview & Recruitment of General Manager and Directors	
March 2019		
April 2019	Appointment of General Manager Appointment of Board Members	

Item No.	4.2
Title	Status Operations Report
Meeting Date	3 December 2018
Reference	
Consultation	Director, Planning and Regulatory Services
Attachments	
Purpose	<i>Information/Decision</i>

PURPOSE

To provide status updates on a number of matters raised by members of the board

RECOMMENDATION

That the Board note the status of the items identified in the Operations Status Report

INFORMATION

	Item	Status
1.	Granite Island lease	The Chief Executive Officer of the City of Victor Harbor has been in discussion with all parties with a view to reinstatement of a '4-way' agreement. Responses have been positive and further meetings scheduled.
2.	SA Water Land	SA Water have advised that a portion of the Canton Place land is required for a solar array associated with SA Water operations. SA Water has been preparing a site layout, which will inform land availability for alternative uses. SA Water advises that the layout has not yet been finalised. A request has been made to SA Water with respect to potential tenure arrangements and costs associated with use of the SA Water land on the eastern side of the ring road, however, a response has not yet been received.
3.	Tram Frequency	In line with recommendations previously made by the Horse Tram Committee, it is anticipated that the number and frequency of trams will increase with the commencement of the summer school holidays and festive season to the extent allowed by current tram and horse resource capacity. Ticket sales will be monitored as will any additional staff resources deployed in increasing the service level for reporting at a future board meeting.
4.	Chemical Storage	The products stored at the tram office are horse care and veterinary products that do not have the same requirements for storage as chemicals (such as venting and bunds).

		Nonetheless, an appropriate storage cabinet is currently being sourced to assist with improved 'housekeeping'.
5.	Ticketing Machine	Complications around optimum placement, security, weather protection and aesthetics continue with regard to this initiative. The most likely options are either: <ul style="list-style-type: none"> 1) removal of the locker room window adjacent to the female toilet, reduction of sill height, install backing to alcove and installation of security shutter and weather hood; or 2) external placement of machine in wall adjacent to locker room window, installation of a securable booth to house unit, and installation of weather hood. Either option requires a budget of \$10,000. Item 6.9 in this agenda includes this in the capital budget. A lead time of 4 weeks applies to delivery of the unit.
6.	Letter to Governor of SA - patronage	Invitation to Governor to be patron as previously recommended and endorsed by Council has now been sent.

RISK ASSESSMENT

While a number of the items in this report are associated with risk mitigation, there are no risks identified in receiving the update on the items.

BUDGET IMPLICATIONS

There are no direct budget implications with noting the status of items in this report. Any items that have a budget impact are either covered within the current horse tram budget or dealt with under agenda item 6.9.

Item No.	4.3
Title	Correspondence
Meeting Date	3 December 2018
Reference	
Consultation	
Attachments	4.3.1 – Correspondence – Steve Robertson – Leo Editorial Services
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to table correspondence received by the Interim General Manager, Victoria MacKirdy

RECOMMENDATION

That the correspondence received from Steve Robertson from Leo Editorial Services be received and noted.

INFORMATION

Interim General Manager, Victoria MacKirdy received correspondence from Steve Robertson from Leo Editorial services on Tuesday 27 November 2018. Mr Steve Robertson is offering his services in publicising the tram to potential customers by the way of notably writing, public relations, promotions and video/photos, during the transitional stage.

Summary

That the Board note and receive the correspondence received from Steve Robertson from Leo Editorial Services

RISK ASSESSMENT

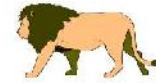
Risks associated with the recommendation have been assessed as follows:

Government – there is no direct risk with noting and receiving the correspondence received from Steve Robertson.

BUDGET IMPLICATIONS

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

Leo Editorial Services



5 Jeffery Drive
Encounter Bay SA
AUSTRALIA 3065

Steve Robertson
Telephone: (08) 8552 4441
Mobile: 0417 368 158
Email: steve4jazzpix@hotmail.com
ABN: 64532518385

To: Ms Victoria MacKirdy
Interim General Manager, Victor Harbor Horse Tram Authority Board
vmackirdy@victor.sa.gov.au

Dear Ms MacKirdy,

I am writing regarding publicity for the Victor Harbor Horse Tram following its new governance arrangements. As a supporter of this unique attraction, I offer my services in publicising the tram to potential customers from Adelaide right through to Australia and the world, and to sponsors.

Already I have written and voiced two introductory tram videos shot and edited by South Coast TV, one to use later on the net for a general audience, and a longer edition for potential business relationships. I also arranged for coverage from channels SEVEN and NINE for a related event, the tram push as part of Fleurieu Festival of Sport. I have also shot photos of horse tram-related events that have been used on social media.

My background is that I am a retired TV journalist (SEVEN Network in Perth), a former senior journalist in country Victoria and head of department for journalism at the University of Melbourne. For many years I was also a member of the Public Relations Institute of Australia and the Australian Society of Travel Writers. I am now a regular columnist for the Victor Harbor Times on local tourism and walks.

I'd like to assist the Authority through publicity in any way that it sees fit with regard to the horse tram and its future. I propose that these services, notably writing, PR, promotions and video/photos, be offered at no charge as long as the Authority is in an interim status, with other arrangements to be discussed later.

Thank you in advance for your consideration.

Yours sincerely,

Steve Robertson
Leo Editorial Services

5. PRESENTATIONS

5.1 Nil

6. Reports

Board Report

Item No.	6.1.
Title	Appointment of Chair & Deputy Chair
Meeting Date	3 December 2018
Reference	VHHT Authority Charter
Consultation	Board Members
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to facilitate the appointment of Board Member(s) as Chair and Deputy Chair as required by the Charter (Clause 2.5)

RECOMMENDATION

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

INFORMATION

The Charter states the following:-

- 2.5.1. The Board shall appoint a Board Member to be the Chairperson of the Board for such term and on such conditions as determined by the Board.
- 2.5.2. The Chairperson will cease to hold office as Chairperson in the event:-
 - o the Chairperson resigns as Chairperson; or
 - o The Chairperson ceases to be a Board Member; or
 - o The Board terminates the Chairperson's appointment as Chairperson.
- 2..5.3 In the event that the office of Chairperson becomes vacant, then the Board must appoint a new Chairperson who shall hold office for the balance of the original term or until such later date as the Board may determine.
- 2.5.4. The Board shall appoint a Board Member, other than the Chairperson to be the Deputy Chairperson for such term and on such conditions as determined by the Board.

2.5.8. The Chairperson shall preside at all meetings of the Board and, in the event of the Chairperson being absent from a meeting, the Deputy Chairperson shall preside for that meeting or until the Chairperson is present and in the event the Chairperson and Deputy Chairperson are both absent from a meeting, the Board Members present shall appoint a member from amongst them, who shall preside for that meeting or until the Chairperson or Deputy Chairperson is present.

Summary

It's recommended that the Board appoints a Chairperson and Deputy Chairperson in accordance with the Charter.

RISK ASSESSMENT

Governance – there is a low risk if the board does not have a nominated chairperson that a board meeting may have difficulty conducting the meeting; however, assuming there is a quorum, clause 3.11.7 provides for the appointment of a board member to preside for that meeting only. The risk has been assessed as *low*.

BUDGET IMPLICATIONS

Budget implications for the Chairperson and Independent Members sitting fees are provided in the 2018-19 Budget Report.

Item No.	6.2.
Title	Date, Time and Place of Board Meetings
Meeting Date	3 December 2018
Reference	VHHT Charter Local Government Act 1999
Consultation	Board Members
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

To set the date, time and venue for meetings of the Board as required by the Charter.

RECOMMENDATION

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

INFORMATION

In relation to the date, time and place for ordinary meetings of the board, the Charter states amongst other things, the following:

2.4.1 A meeting of the Board must be held at times and intervals as determined by the Board, provided that the Board meets at least six times in every twelve months.

Considerations in determining the date, time and place of ordinary meetings of the board include:

- Frequency and critical dates
- Venue (availability, cost access by the community, video/telephone conferencing facilities if required).

The City of Victor Harbor have meeting rooms available to the Authority; however hire fees may be applicable.

Meeting dates have been set to meet known key timelines; however, particularly in the first two years, there may be the requirement for a special meeting of the board from time to time for urgent business (for example, a decision on a tender for a new contract to prepare for operations).

It is proposed that meetings are held on the 1st Tuesday of the Month, Encounter Room at 1 Bay Road, Victor Harbor at 9:30am:

Date	Time	Venue
Monday 3 December 2018 <i>(Inaugural Meeting)</i>	1pm	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor
Tuesday 8 January 2019	9:30am	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor
Tuesday 5 February 2019	9:30am	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor
Tuesday 5 March 2019	9:30am	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor
Tuesday 2 April 2019	9:30am	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor
Tuesday 7 May 2019	9:30am	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor

This matter will need to be re-considered at the 7 May 2019 meeting (or earlier), at which time it is recommended that the date, time and place for meeting dates, be set for the remainder of the 2019 calendar year.

Summary

It's recommended the Board endorses the proposed meeting date, times and venues for the first six (6) months of operation.

RISK ASSESSMENT

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

BUDGET IMPLICATIONS

Board meetings incur the following direct costs:

- Advertising
- Sitting fees for independent members
- Printing
- Website maintenance for the posting of agendas and minutes
- Minute Secretary
- Hire Fees

Item No.	6.3.
Title	Code of Conduct – VHHT Authority Board Members
Meeting Date	3 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation Attachments	6.3.1 Draft Code of Conduct for Board Members
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to facilitate the establishment of the Code of Conduct as required by the Charter.

RECOMMENDATION

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

INFORMATION

In relation to a code of conduct for meetings of the board, the Charter states the following:

2.7.1 – The Authority must adopt a mandatory code of conduct to be observed by Board members in the performance of their functions and duties.

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:

2.7.2.7 – the Board must ensure that Code of Conduct and Authority policies are complied with in the operation of the Authority.

The attached draft Victor Harbor Horse Tram Authority Code of Conduct is based on the requirements of the *Local Government Act 1999* and the Elected Member Code of Conduct.

Summary

It's recommended that the Board endorses the attached draft Code of Conduct for Board Members to meet the requirements within the 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 endorsing the Code of Conduct for the board members of the Victor Harbor Horse Tram Authority.



POLICY

Policy Name	<i>Code of Conduct for Board Members</i>
Policy/File Number	
Review Frequency	Every Three Years
Attachments	<i>nil</i>

1. Purpose

The purpose of this policy is to set out the commitment from the Victor Harbor Horse Tram Authority Board Members.

2. Scope

The Victor Harbor Horse Tram Authority Board Members must comply with the provisions of the *Local Government Act 1999* and this Code in the performance of public office. It is the personal responsibility of Board Members, as public officer's to ensure that they are familiar with, and comply with, the standards in this Code of Conduct at all times.

3. Policy Statement (Summary)

The Authority Board Members will:

- Commit to serve the best interests of the Authority and to discharge their duties conscientiously, to the best of their ability.
- Work together constructively and uphold the values of honesty, integrity, accountability and transparency
- Make every endeavour to ensure that they have current knowledge of statutory, legislative and governance requirements of their role and abide by this Code of Conduct.

4. Legislation and Compliance

Section 62 of the Local Government Act 1999

5. Definitions

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.

6. Policy Content

6.1 Behavioural Code

The Authority Board Members must:

6.1.1 General Behaviour

- Show commitment and discharge duties conscientiously.

- Act in a way that generates community trust and confidence in the Authority.
- Act in a reasonable, just, respectful and non-discriminatory way when dealing with people.
- Show respect for others if making comments publicly.
- Ensure that personal comments to the media or other public comments, relating to decisions of the Authority, City of Victor Harbor and/or related matters, clearly indicate that it is a private view, and not that of the Authority.

6.1.2 Responsibilities as an Authority Board Member

- Comply with all Victor Harbor Horse Tram Authority policies, codes and resolutions.
- Deal with information received in their capacity as Board Members in a responsible manner.
- Endeavour to provide accurate information to the Authority and to the public at all times.

6.1.3 Relationship with fellow Authority Board Members

- Endeavour to establish and maintain a respectful relationship with all Board Members, regardless of differences of views and opinions.
- Not bully or harass other Board Members.

6.1.4 Relationship with Authority Management Staff

- Not bully or harass Authority Management staff.
- Direct all requests for information to the General Manager
- Direct all requests for work or actions to the General Manager

6.1.5 Complaints

- Any person may make a complaint about a Board Member under the Behavioural Code.
- Complaints about behaviour alleged to have breached the Behavioural Code should be brought to the attention of the Chief Executive Officer of the City of Victor Harbor.
- A complaint may be investigated and resolved in any manner the Board deems appropriate to this Part. This can include, but is not limited to:
 - A mediator or conciliator
 - With the assistance of officer/s of the City of Victor Harbor
 - An independent investigator
- Some complaints may be considered to be trivial, vexatious or frivolous, and accordingly, may not be investigated.
- A failure of a Board Member to cooperate with the process for handling alleged breaches of this Part may be referred for investigation under Misconduct.
- Repeated or sustained breaches of Clause 6.2 by the same Board Member may be referred, by resolution of the Authority, to the relevant authority as a breach of Clause 6.2 (misconduct)

- A breach of Clause 6.1 must be the subject of a report to a meeting of the Authority.

6.1.6 Findings

If, following investigation under the complaints handling process, a breach of the Behavioural Code by a Board Member is found, the Authority may, by resolution:

- Take no action;
- Pass a censure motion in respect to the Board Member; and/or
- Request a public apology, whether written or verbal;
- Request the Board Member to attend training on the specific topic found to have been breached; and/or
- Resolve to remove or suspend the Board Member from a position within the Authority (Clause 3.1.5 of the Victor Harbor Horse Tram Authority Charter)

6.2 Misconduct

Failure by a Board Member to comply with this Clause constitutes misconduct. The provisions within this Clause may refer to statutory matters under the *Local Government Act 1999*. Any breach of these provisions will be investigated under that legislation.

Any person may report an alleged breach of this Clause to the City of Victor Harbor, the Ombudsman, or the Office for Public Integrity. Alleged breaches of this Clause made to the City of Victor Harbor or to the Office for Public Integrity may be referred to the Ombudsman for investigation under *Section 263 of the Local Government Act 1999*, by the City of Victor Harbor's Chief Executive Officer or by the Independent Commissioner Against Corruption.

A report from the Ombudsman that finds a Board Member has breached this Clause (Misconduct) of the Code of Conduct must be provided to a public meeting of the City of Victor Harbor. The City of Victor Harbor must pass resolutions that gives effect to any recommendations received from the Ombudsman, within two ordinary meetings of the Authority following the receipt of these recommendations.

An investigation under Part 3 of this Code does not preclude an investigation being launched as a potential breach of the criminal matters listed in the Appendix to this document.

6.3.1 Members Duties

Board Members must act with reasonable care, diligence and honesty at all times in the performance and discharge of their official duties.

6.3.2 Gifts and Benefits

Board Members must not:

- Seek gifts or benefits of any kind;
- Accept any gift or benefit from any person who is in, or who seeks to be in, any contractual relationship with the Authority.
- Board Members may, however, accept hospitality provided in the context of performing their duties including:

- o Free or subsidised meals, beverages or refreshments of reasonable value provided in conjunction with:
 - Authority related events such as training sessions, workshops and conferences
 - Authority functions or events

6.3.3 Conflict of Interest

Board Members must be committed to making decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the Local Government Act 1999.

6.3.4 Misuse of Resources

Board Members must use available resources effectively and prudently, and not use resources, including services of Authority staff, for private purposes, unless legally or properly authorised to do so, and payments are made where appropriate. Board Members must not use public funds or resources in a manner that is irregular or unauthorized.

7. Risk Management

This Policy endeavours to promote high ethical standards and professional behaviour by the Board Members and fulfils the Victor Harbor Horse Tram Authority Charter.

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

Criminal Matters
Local Government Act
Victor Harbor Horse Tram Authority Charter

10. Availability of Policy

This policy is available on Victor Harbor Horse Tram website at 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	

Item No.	6.4.
Title	Code of Practice for Meeting Procedures
Meeting Date	3 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members
Attachments	6.4.1 Draft Code of Practice for Meeting Procedures
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to facilitate the establishment of the Code of Practice – Meeting Procedures as required by the Charter.

RECOMMENDATION

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

INFORMATION

In relation to a code of practice for meetings of the board, the Charter states the following:

2.4.5 subject to clause 5 of Schedule 2 of the Act, the Board must determine its own procedures to apply at or in relation to its meetings, which must be fair and contribute to free and open decision making provided that those procedures are not inconsistent with the provisions of the this Charter or the Act

A draft Victor Harbor Horse Tram Authority Code of Practice – Meeting Procedures is attached

Summary

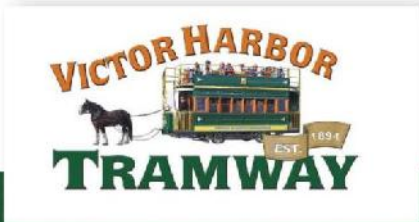
It's recommended that the Board endorses the attached draft Code of Practice for Meeting Procedures to meet the requirements within the Charter.

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 endorsing the Code of Practice – Meeting Procedures for the Victor Harbor Horse Tram Authority.



VICTOR HARBOR HORSE TRAM AUTHORITY

Code of Practice for Meeting Procedures



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Introduction

The provision for the conduct of the Victor Harbor Horse Tram Authority and the decision making processes at those meetings are prescribed by the Local Government Act 1999, Schedule 2, Section 21 and Clause 2.4.5 Of the Victor Harbor Horse Tram Authority Charter.

Pursuant to Clause 2.7.2 of the Charter a Code of Practice must be adopted by the Authority.

Code of Practice for Meeting Procedures

- The Board should, at least once in every financial year, review the operation of a code of practice under this regulation.
- The Board may at any time, by resolution supported by at least two-thirds of the members of the board, alter a code of practice, or substitute or revoke a code of practice.
- A person is entitled to inspect (without charge) the code of practice of the Board at the principal office of the City of Victor Harbor during ordinary office hours.
- A person is entitled, on payment of a fee fixed by the Board, to a copy of the code of practice.

Definition

The Authority means the Victor Harbor Horse Tram Authority

The Board means the Board of Management of the Authority set out in Clause 2

Board Member includes a Council Board Member, an Independent Board Member and a deputy Board Member.

Chairperson means the member of the Board appointed pursuant to Clause 2.5.1

Clear days means (in relation to giving notice before a meeting):

The calculation of clear days –

- (a) The day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
- (b) Saturdays, Sundays and public holidays will be taken into account.

Leave of the meeting means with the consent of the majority of members present at the meeting by a show of hands.

Presentation means a person or group of persons who wish to appear personally before the Board to present information on a particular matter.

Written Notice means a notice given in a manner or form determined by the Board.

Chairperson

The Chairperson is appointed by the Authority on the appointment of independent Board Members.

The Chairperson must preside at all meetings of the Board and, in the event the Chairperson is absent from a meeting, the Deputy Chairperson shall preside and in the event of both the Chairperson and the deputy Chairperson being absent from a meeting, the Board must appoint one of the Board Members present to preside at that meeting only.

Chairpersons and Deputy Chairperson of Sub-Committees may be appointed by either the Board or the sub-committee.

Board Meetings

Ordinary meetings of the Board will be held at such times and places as determined by the Board except that there must be at least one ordinary meeting of the Board every three months.

An ordinary meeting of the Board will constitute an ordinary meeting of the Authority. The Board shall administer the business of the Authority at the ordinary meeting.

For the purpose of Clause 2.4.4 of the Charter, the contemporary linking together by telephone, audio-visual or other instantaneous means of the Board Members provided that at least a quorum is present, is deemed to constitute a meeting of the Board. Each of the Board Members taking part in the telecommunications meeting, must at all time during the telecommunications meeting be able to hear and be heard by each of the other Board Members present. At the commencement of the meeting, each Board Member must announce his/her presence to all other Board Members taking part in the meeting. A board Member must not leave a telecommunications meeting by disconnecting his/her telephone, audio-visual or other communication equipment, unless that Board Member has previously notified the Chair of the meeting.

A proposed resolution in writing and given to all Board Members in accordance with procedures determined by the Board will be a valid decision of the Board and will constitute a valid decision of the Authority where a majority of Board Members vote in favour of the resolution by signing and returning the resolution to the General Manager or otherwise giving written notice of their consent and setting out the terms of the resolution to the General Manager. The resolution will be deemed a resolution of the Board and will be as valid and effective as if it had been passed at a meeting of the Board duly convened and held.

Meetings of the Board will be open to the public and Chapter 6, Part 3 of the Local Government Act 1999 extends to the Authority as if the Authority were a council and the Board Members were members of the Council.

The General Manager must within one calendar month following a local government periodic election, call an ordinary meeting of the Board at which meeting the time, date and place of ordinary meetings of the Board will be determined.

Operating Procedures

Conduct of Meetings

In general, meeting procedures are flexible however the Chairperson should ensure that:

- The business of the meeting is conducted in a proper and orderly manner
- The views of the meeting on the business before it are determined (in accordance with the Board Charter and this document)
- All members who wish to contribute to the debate have an opportunity to do so
- All motions are legal, clear and able to be implemented
- The discussions are kept to the subject being discussed and irrelevant and repetitious discussions are prevented.

If a member needs to leave the room, he or she should indicate this to the Chairperson. This will provide the minute taker the opportunity to record who leaves the meeting including for the purpose of Declaration of Conflict of Interests.

Quorum

A meeting of the Board must not commence until a quorum of Board Members is present and a meeting must not continue if there is not a quorum of Board Members present. A quorum of Board Members will comprise one half of the Board Members in office, ignoring any fraction, plus one.

Commencement of meetings

A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.

If the number of apologies received by the General Manager indicates that a quorum will not be present at a meeting, the Executive Officer may adjourn the meeting to a specified day and time.

If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the Chairperson will, adjourn the meeting, to a specified day and time.

If a meeting is adjourned for want of a quorum, the General Manager will record in the minutes the reason for the adjournment, the names of any members present, and the date and time to which the meeting is adjourned.

If a meeting is adjourned to another day, the General manager must –

- Give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
- Give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the Authority.

Apologies

Apologies for a Board meeting should be provided to the General Manager prior to the Board meeting commencing and will be recorded in the Minutes.

Public Access to Board Meetings

All meetings must be held in public except in special circumstances set out in Section 90 of the Local Government Act 1999.

The General Manager may indicate on a document or report provided to Board Members under Clause 2.4.7 any information or matter contained in or arising from a document or report that may, if the Board determines, be considered in confidence in accordance with Clause 2.4.11 provided that the General Manager at the same time specifies the basis on which an order could be made pursuant to the provisions of Chapter 6 Part 3 of the Act.

Clause 2.4.10 of the Charter does not apply to a document or report:

- That is subject to the operation of Clause 2.4.11; or
- That relates to a matter dealt with by the Board on a confidential basis in accordance with Clause 2.4.3 and Chapter 6 Part 3 of the Act.

Notice of Ordinary or Special Board Meetings

Code of Practice for Meeting Procedures

Subject to Clause 2.4.9 of the Charter, notice of an ordinary meeting of the Board will be given by the General Manager to each Board Member not less than three (3) clear days prior to the holding of the meeting.

The General Manager must, in relation to a notice of meeting of the Board for the purpose of considering the making of a recommendation to the City of Victor Harbor to wind up the Authority, provide the notice to all Board Members at least four (4) months before the date of the meeting.

Notice of a meeting of the Board must:

- be in writing; and
- set out the date, time and place of the meeting; and
- be signed by the General Manager; and
- contain, or be accompanied by, the agenda for the meeting.

The City of Victor Harbor, the Chairperson or three (3) Board Members may by delivering a written request to the General Manager require a special meeting of the Board to be held and any such special meeting shall constitute a special meeting of the Authority. The written request must be accompanied by the agenda for the special meeting and if an agenda is not provided the request has no effect.

On receipt of a written request pursuant to Clause 2.4.7, the General Manager and Chairperson must determine the date and time of the special meeting and the General Manager must give notice to all Board Members at least four (4) hours prior to the commencement of the special meeting.

Notice of a Meeting to Board Members

Notice of a meeting to Board Members may be given:

- personally; or
- by email to an email address authorised by the Board Member in writing; or
- by delivering the notice (whether by post or otherwise) to the usual place of residence of the Board Member or to another place authorised in writing by the Board Member; or
- in the case of a Council Board Member by leaving the notice for the Board Member at an appropriate place at the principal office of the City of Victor Harbor which appointed the Board Member; or
- by a means authorised in writing by the Board Member as being an available means of giving notice.

A notice that is not given in accordance with Clause 2.4.7 is taken to have been validly given if the General Manager considers it impracticable to give the notice in accordance with that Clause and takes action the General Manager considers reasonably practicable in the circumstances to bring the notice to the attention of the Board Member.

The General Manager must sign all Authority 'Notices of Meetings' and approve the agenda (including reports) prior to distribution.

The General Manager must ensure that an official record of all 'notices of meetings' including the agenda and minutes are maintained.

All Board Members must authorise in writing where the General Manager should deliver their notice of meeting and agenda.

Notice of a Meeting to the Public

The Executive Officer must give notice to the public of the times and places of meetings of the Board at least three (3) clear days prior to the holding of the meeting by causing a copy of the

Code of Practice for Meeting Procedures

notice and agenda for the meeting to be placed on public display at the principal office of the Constituent Councils and on the Fleurieu Aquatic Centre website.

Agenda

The Notice of meeting and the agenda which includes copies of any documents or reports that are to be considered at the meeting will be provided to Board Members in either hard copy or electronic/digital format and provided on the Victor Harbor Horse Tram website as soon as practicable after providing to Board Members.

Note: it may be necessary to send supplementary agenda items to Members should urgent business items be required, this may be via Notice of Motion.

The General Manager must maintain a record of all notices of Board meetings given under Clause 2.4.8 to Board Members.

Order of Business

The order of business is as set out in the example Agenda template (Attachment 1).

The Chairperson at their discretion or at the request of a Member of Board may bring forward items for debate.

Majority Decision Making and Voting

- 1) All matters for decision at a meeting of the Board will be decided by simple majority of the Board Members present and entitled to vote on the matter.
- 2) All Board Members including the Chairperson present and entitled to vote on a matter are required to vote.
- 3) Where the votes are equal the Chairperson or other Board Member presiding at the meeting does not have a second or casting vote.

Procedures

A person who is not at the meeting may be permitted to vote either through a telecommunications meeting or by signing a written document containing the resolution and returning to the General Manager.

Tied votes – In the event that a vote is tied the matter may be adjourned for further consideration at a future meeting, or be referred to the parent body for deliberation ie the City of Victor Harbor can consider the matter.

Confidentiality

All Board Members must at all times keep confidential all documents and reports provided to them for their consideration prior to a meeting of the Board that is subject to the operation of Clause 2.4.12.1 or that relates to a matter dealt with by the Board on a confidential basis in accordance with Clause 2.4.12.2 and Chapter 6, Part 3 of the Act.

Duration of Board Meetings

After 4 hours the Chairperson will take a vote on whether to continue with the meeting or adjourn the remaining business.

Minutes

The General Manager must cause minutes to be kept of the proceedings at every meeting of the Board and ensure that the minutes are presented to the next ordinary meeting of the Board for confirmation. Where the General Manager is absent or excluded from attendance at a meeting of the Board pursuant to Clause 2.4.14, the person presiding at the meeting shall cause the minutes to be kept.

The General Manager must, within five (5) days after a meeting of the Board provide to each Board Member a copy of the minutes of the meeting of the Board.

Subject to Clause 2.4.14, a copy of the minutes of a meeting of the Board must be placed on public display at the principal offices of the City of Victor Harbor and the Authority on the Victor Harbor Horse Tram website within five (5) days after the meeting and kept on public display for a period of one (1) month.

Clause 2.4.14. does not apply to the minutes of a meeting of the Board that relates to a matter dealt with by the Board on a confidential basis in accordance with Clause 2.4.14 and Chapter 6 Part 3 of the Act.

Procedures

- 1) On the confirmation of the minutes, the presiding member will—
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes.
- 2) The minutes of the proceedings of a meeting must include—
 - (a) the names of the members present at the meeting and any apologies; and
 - (b) in relation to each member present—
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (c) each motion/resolution; and
 - (d) whether a motion is carried or lost; and
 - (e) any disclosure of interest made by a member; and
 - (f) (h) details of the making of an order under Section 90 of the Act ; and
 - (g) a note of the making of an order under subsection (7) of section 91 of the Act.
 - (h) details of any adjournment of business; and
 - (i) a record of any request for documents to be tabled at the meeting; and
 - (j) a record of any documents tabled at the meeting; and
 - (k) a brief description of any oral briefing given to the meeting on a matter of Board business; and
 - (l) any other matter required to be included in the minutes by or under the Act or the Charter.

The Minutes will also be available on the Authority website as soon as practicable after the minutes are given to members of the Board.

Presentations

Presentations may be made as an opportunity for an organisation, Council officer(s) or member of the public to provide the Board with information relevant to a matter currently under consideration or relevant to the Board purpose (refer Charter). The duration is up to 10 minutes and generally is limited to one presentation per meeting.

Procedures

If notes or other documents are to be distributed for the presentation copies are to be provided to the Minute Secretary prior to the commencement of the meeting for distribution.

- A person or persons wishing to make a presentation at a meeting must deliver the request in writing to the Executive Officer.
- The Executive Officer will consult with the Chairperson prior to placing on the agenda.
- The Chairperson with the consent of the majority of Board Members may refuse to allow a presentation.

Motions without Notice

A member may also bring forward any business by way of a resolution without notice. The Chairperson may refuse to accept a motion without notice if, he or she considers that the motion should be dealt with by way of a written notice of motion.

Examples:

To maintain an open and transparent approach to governance these motions should be restricted to matters closely related to agenda items, house-keeping issues or matters of urgency.

When in the opinion of the Presiding Member, the motion will require action involving the expenditure of unbudgeted resources a Motion on Notice may be requested.

Matter of urgency

A member may raise a matter of urgency.

The standard agenda item provides for Members to raise 'matters of urgency'.

It is recommended that the General Manager and other Board Members are notified prior to the meeting via email of matters that are intended to be raised through this item.

Tabling of information

A member may require the General Manager to table any documents of the Board relating to a resolution that is before a meeting (and the General Manager must then table the documents within a reasonable time, or at a time determined by the Chairperson after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the resolution until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).

The General Manager may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

Adjourned Business

A Member may resolve to adjourn an item of business, with leave of the meeting, to a later hour of the same day, to another day, or to another place.

Late Correspondence

Correspondence received after the preparation of the agenda will not be considered at the meeting to which the agenda refers, unless the General Manager in consultation with the

Chairperson considers that the correspondence is sufficiently urgent to warrant consideration. Urgent matters will be pursued through 'Matters of Urgency' on the agenda.

First Meeting of the Board

The first meeting of the Board following the establishment of the Authority will be called by the Interim General manager appointed pursuant to Clause 11.3.1 to be held within three (3) Months of the appointment by the City of Victor Harbor.

At the first meeting of the Board, the Board will determine the time, date and place of ordinary meetings of the Board up to the following local government periodic election.

The Interim General Manager must give notice of the first board meeting to Board Members and the public in accordance with Clause 11.3.2

Procedures

When a regular meeting date and time has been established by the Board dates for the year should be publicised on the Victor Harbor Horse Tram website.

Attendance at Board Meetings

The Chief Executive Officer may attend any meeting of any Board or nominate a Senior Officer of the Councils to act in his/her place for any particular occasion or purpose. The Chief Executive Officer or his/her nominee shall not have voting rights.

Deputy Board members are encouraged to attend all meetings, however, will not be counted as part of the quorum or vote unless their Council's Member is absent.

Record of Meetings

Filming, photography and audio recording may take place at a Board meeting when the public and media are not lawfully excluded under Section 90 of the Local Government act 1999 (confidentiality provisions).

No person is permitted to record confidential items of Board Meetings.

Procedures

While no prior approval is required to film, photograph or audio record Authority meetings, the Authority requests that any persons (members of the public, elected members, board members and the media) make their intention to record the meeting known to the General Manager or the Chairperson.

Those members of the public recording the meeting will be required to do so from a dedicated area within the public gallery.

The board respectfully requests that those recording a meeting not fil, record or photograph the public gallery.

While the Board will make every effort to protect members of the public who actively object to being filmed, photographed or recorded, it cannot guarantee the actions of those filming. Other members of the public who don't wish to be filmed or photographed will also be encourage to sit in the back rows of the gallery.

Code of Practice for Meeting Procedures

Additionally, recording should not be conducted in a manner that could intimidate a board member from expressing their views and/or performing their functions as members of the Board.

Appropriate use of recordings

The Board expects that those people recording Board meetings will not edit the recordings, film or photographs in a way that could lead to the misinterpretation of the proceedings. This includes refraining from editing an image, or views expressed by those participating in the meeting, in a way that may ridicule, or show lack of respect towards those being photographed, filmed or recorded.

Members of the media will be required to conduct themselves in accordance with the Media, Entertainment and Arts Alliance – Journalists’ Code of Ethics (www.alliance.org.au/code-ofethics.html).

Interruption or interference of Meetings

It is an offence under the legislative provisions for any person including the media to interrupt a meeting or to obstruct or interfere with a person seeking to attend the meeting or any of the proceedings at the meeting.

An interference includes, but is not restricted to, the following:

- Obstructing the public gallery area.
- Interfering with a person attending the meeting or any of the proceedings of the meeting including the Chairperson in the organisation or conduct of the meeting.
- Causing a nuisance, as to disrupt the concentration and/or contribution of persons participating and presenting at the meeting ie
 - Excessive noise including in recording or setting up equipment during the meeting;
 - Taking up unreasonable space in the gallery area;
 - Intrusive lighting or use of flash photography;
 - Asking people to repeat statements for the purpose of recording;
 - Providing an oral commentary during the meeting;
 - Behaving in a disorderly, indecent, offensive, threatening or insulting manner;
 - Refusing a reasonable direction of the Chair

The Chairperson of a meeting will use all options available to them to ensure proper meeting conduct. Those who interfere with the good order of the meeting can be excluded from the meeting if they do not desist.

Facilities

Third parties will not have access to the Authority’s recording equipment or facilities.

Document History

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

Item No.	6.5.
Title	Governance – Board Policies
Meeting Date	3 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members
Attachments	6.5.1 Communications Policy 6.5.2 Informal Gathering Policy 6.5.3 Procurement Policy 6.5.4 Records Management Policy 6.5.5 Budget Framework Policy 6.5.6 Sponsorship Policy 6.5.7 Treasury Management Policy
Purpose	<i>Information/Decision</i>

PURPOSE

To ensure that the Victor Harbor Horse Tram Authority has in place the appropriate, essential, administrative policies as required under the Victor Harbor Horse tram Authority Charter and in accordance with other relevant legislation as required.

RECOMMENDATION

That the Victor Harbor Horse Tram Authority Board endorse the following policies:

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

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.

With reference to the Charter – Sub Clause 2.2 – Specific Functions of the Board:

In administering the affairs of the Authority, the Board must ensure:

- 2.2.1 That the authority observes all plans, targets, structures, systems and practices required or applied to the Authority by the Council;
- 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.

The following draft policies have been prepared for the Boards consideration and adoption:

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

A policy framework has been developed to ensure that all adopted policies of the Board are monitored and reviewed as required.

Further policies and procedures will require development and implementation as the Board progresses through its first year of operation.

Summary

It's recommended that the Board endorses the attached draft policies to meet the requirements within the 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 endorsing the Communications Policy, Informal Gathering Policy, Procurement Policy, Records Management Policy, Budget Framework Policy, Sponsorship Policy and Treasury Management Policy for the Victor Harbor Horse Tram Authority.



POLICY

Policy Name	<i>Communications Policy</i>
Policy/File Number	
Review Frequency	Every Three Years
Attachments	<i>nil</i>

1. Purpose

The purpose of this policy is to set out how the Victor Harbor Horse Tram Authority undertakes effective communication to the community and wider audience on a variety of aspects of the Authority's role as defined within the Charter, business, operations and policy.

2. Scope

The Victor Harbor Horse Tram Authority Board Members and Horse Tram Staff must comply with the provisions of this policy.

3. Policy Statement (Summary)

The Victor Harbor Horse Tram Authority is committed to working with the media to ensure all relevant items are communicated in a timely and accurate manner.

4. Legislation and Compliance

Section 62 of the Local Government Act

5. Definitions

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.

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

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

6. Policy Content

6.1 Media Comment and Press Release

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

6.2 General Community Communication

The use of a variety of mediums, including (but not limited to) the Victor Harbor Horse Tram website, signs, notice boards, emails, social media, newspaper, radio, television, newsletters and advertising are available and may be used to inform stakeholders of a variety of Victor Harbor Horse Tram information, operations and strategic directions.

All communication must adhere to the principles of:

- Balance and honesty
- Openness and transparency
- Achieving the aims and supporting the objectives of the Victor Harbor Horse Tram Authority and the community.

When using social media in issues relating to the Victor Harbor Horse Tram or the Authority, Staff and Boards Members are expected to:

- Seek prior authorisation from the General Manager
- Adhere to the Victor Harbor Horse Tram Code of Conduct for Board Members, policies and procedures.
- Behave with caution, courtesy, honesty and respect.
- Comply with relevant laws and regulations
- Reinforce the integrity, reputation and values of the Victor Harbor Horse Tram Authority
- Refrain from bringing the Victor Harbor Horse Tram Authority into disrepute
- Personal social media accounts do not necessarily reflect the view of the Victor Harbor Horse Tram Authority.

Note: The General Manager cannot authorise public communication, publication or release of any documents or part of a document if:

- The document or part relates to a matter of a kind referred to in *Section 90 of the Local Government Act 1999*, or
- The Victor Harbor Horse Tram Authority orders that the document or part be kept confidential.

7. Risk Management

This Policy endeavours to promote high ethical standards and professional behaviour by the Board Members and fulfils the Victor Harbor Horse Tram Authority Charter.

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
Victor Harbor Horse Tram Authority Charter

10. Availability of Policy

This policy is available on Victor Harbor Horse Tram website at 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.

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Document History

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



POLICY

Policy Name	<i>Informal Gathering Policy</i>
Policy/File Number	
Review Frequency	Every Three Years
Attachments	<i>nil</i>

1. Purpose

The purpose of this policy is to ensure the Board Members of the Victor Harbor Horse Tram Authority have sufficient opportunity through informal gatherings and discussions to conduct planning sessions, to receive briefings and educational sessions and workshops without prejudicing the requirements for openness and transparency as required by the Local Government Act 1999.

2. Scope

This Policy applies to informal gatherings of the Victor Harbor Horse Tram Authority, including designated informal gatherings or discussions.

3. Policy Statement (Summary)

The Victor Harbor Horse Tram Authority supports the use of informal gatherings or discussions as a tool to gain a better understanding of the Horse Tram matters but recognises that formal decision-making may, legally, only occur at formal meetings of the Authority.

4. Legislation and Compliance

Pursuant to Section 90(8) of the Local Government Act 1999, the Authority may hold an informal gathering involving Members of the Board or Members of the Board and staff provided that a matter which would ordinarily form part of the agenda for a formal meeting of the Board is not dealt with in such a way as to obtain or effectively obtain, a decision on the matter outside a formally constituted meeting of the Board.

5. Definitions

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.

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

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

6. Policy Content

Informal gatherings, briefing sessions, planning sessions and other discussions captured under this policy are those gatherings that are arranged by the Board, either by the Chief Executive Officer or by the Board Members under Section 90(8) of the Local Government Act 1999.

Informal gatherings and discussions of these kinds will be used solely for the purpose of information sharing and not for the purpose of debating issues, building consensus positions or otherwise discharging the Board's deliberative and decision-making functions.

The General Manager, Chief Executive Officer or Chairperson will be the chair of the informal gatherings.

There are no standing orders or formal meeting procedures and no Minutes will be taken.

Informal gatherings will be determined on a case by case basis as to whether public access is given taking into account the legislative provisions and the need to balance openness and transparency with opportunities to provide discussions between board members and staff.

A schedule of any planned briefing sessions that are open to the public will be published on the Victor Harbor Horse Tram Authority website.

7. Risk Management

This Policy endeavours to promote high ethical standards and professional behaviour by the Board Members and fulfils the Victor Harbor Horse Tram Authority Charter.

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
Victor Harbor Horse Tram Authority Charter

10. Availability of Policy

This policy is available on Victor Harbor Horse Tram website at 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	



Policy

Policy Name	<i>Procurement Policy</i>
Policy/File Number	
Review Frequency	Every Three Years
Attachments	<i>Schedule 1 – Procurement Delegation Table</i>

1. Purpose

The purpose of this policy is to set out a clear direction to guide the Victor Harbor Horse Tram Authority for the acquisition of goods and services and carrying out of the procurement principles. This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance).

2. Scope

The Authority's purchasing activities aim to achieve advantageous procurement outcomes by:

- promoting value for money with probity and accountability
- advancing the Authority's economic, social and environmental policies
- providing reasonable opportunity for competitive local businesses to supply to the Authority
- appropriately manages risk
- providing a framework to meet compliance with relevant legislation

3. Policy Statement (Summary)

The Victor Harbor Horse Tram Authority will strive to achieve value for money whilst taking into consideration probity and accountability, effective risk management including risks to health and safety of board members, employees, supporting local business, and efficiency in the procurement process.

4. Legislation and Compliance

Section 49 (1) of the *Local Government Act 1999* requires to prepare and adopt policies on contracts and tenders, including policies on the following:

- the contracting out of services
- competitive tendering and the use of other measures to ensure that services are delivered cost effectively
- the use of local goods and services
- the sale or disposal of land or other assets

The power and duty pursuant to *Section 49 (2)* of the *Local Government Act* to ensure that any policies on contracts and tenders

5. Definitions

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

Local Supplier means a supplier of goods and/or services who conducts their business from the Victor Harbor area.

Purchase Order means a record generated by the Victor Harbor Horse Tram Authority used to engage a supplier to deliver work, goods or services.

6. Policy Content

Authority staff must have regard to the following procurement principles in all purchasing activities:

6.1 Open and effective competition

Purchasing should be open and result in effective competition in the provision of goods and services. The Authority must give fair and equitable consideration to all prospective suppliers.

6.2 Value for money

This is not restricted to price alone. An assessment of value for money must include, where possible, consideration of:

- a) the contribution to Victor Harbor Horse Tram Authority long term plan and strategic direction;
- b) any relevant direct and indirect benefits to Victor Harbor Horse Tram Authority, both tangible and intangible;
- c) efficiency and effectiveness of the proposed procurement activity;
- d) the performance history, quality, scope of service and support of each prospective supplier;
- e) fitness for purpose;
- f) whole of life costs - including costs of acquiring, using, maintaining and disposal;
- g) council's internal administration costs;
- h) technical compliance issues;
- i) risk exposure; and
- j) the value of any associated environmental benefits.

6.3 Probity, Ethical Behaviour, Fair Dealing and Professional Integrity

The Victor Harbor Horse Tram Authority will act with impartiality, fairness, openness, integrity, and professionalism in all discussions and negotiations with suppliers and their representatives.

At all stages of the procurement process the Victor Harbor Horse Tram Authority will ensure appropriate management of confidential information, conflicts of interest, gifts and gratuities (managed in accordance with Victor Harbor Horse Tram Authority Code of Conduct for Board Members, conflict of interest and gifts and benefits procedures, and Fraud and Corruption Policy).

6.4 Accountability, Transparency and Reporting

To ensure appropriate probity standards are met, Council will operate with consistency and transparency in all procurement dealings. Procurement transactions will be undertaken in a manner that will withstand external scrutiny.

The Victor Harbor Horse Tram Authority must, in accordance with legislative and organisational requirements, keep appropriate records of all purchases.

The Victor Harbor Horse Tram Authority's Contracts and Tenders Registers should include a summary of contracts including contract values.

6.5 Encouragement of the development of competitive local business and industry

The Authority encourages the development of competitive local businesses within the City of Victor Harbor areas and within the Fleurieu Region.

Where price, performance, quality, suitability and other evaluation criteria are comparable, the following areas may be considered in evaluating offers:

- environmentally friendly/ low impact considerations
- creation of local employment opportunities
- more readily available servicing support
- more convenient communications for contract management
- economic growth within the local area
- benefit to the Authority and/or the constituent communities of associated local commercial transaction

6.6 Environmental protection

The Authority promotes environmental protection through its purchasing procedures.

In undertaking any purchasing activities the Authority will:

- promote the purchase of environmentally friendly goods and services that satisfy value for money criteria
- foster the development of products and processes of low environmental and climatic impact
- provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services
- encourage environmentally responsible activities

6.7 Contractors

Contractors are obliged to comply with the Board's policies on Workplace, Health and Safety and environmental protection.

6.8 Purchase Orders

Purchase orders authorise the purchase of goods and services and need to be provided for all purchases except for:

- Government utilities
- Lease or contracts purchasing where the amount of use and/or the cost and/or the frequency is set in the agreement.
- Minor procurement via petty cash under \$100
- Minor procurement via credit card under \$100
- Credit card purchases for air fares and accommodation.

Standing Orders can be used to allow for minor regular purchases. The standing order needs to adhere to the purchasing policy and state the amount of authorised spending per month and the type of expenditure to be incurred.

6.8.1 Purchases under \$10,000.00 (Exclusive of GST) Per Purchase

- (a) for purchases under \$1,000 at least one verbal quote
- (b) for purchases between \$1,000 to \$5,000.00 at least one written quotation

- (c) for purchases between \$5,000.00 and \$10,000.00 at least two written quotations

Records of quotations must be registered and filed.

6.8.2 Purchases between \$10,001.00 and \$50,000.00 (exclusive of gst) per purchase

The Authority requires inviting written quotations before making a service agreement or contract for the carrying out of work or the supply of goods or services involving a cost of between \$10,001.00 and \$50,000.00. The invitation must be given to at least three persons/organisations who the Authority considers can meet its requirements at competitive prices.

Records of offers received must be registered and filed.

6.8.4 Purchases above \$50,001.00 (exclusive of gst) per purchase

This Policy requires inviting tenders before making a contract for the carrying out of work, or the supply of goods or services involving a cost of more than \$50,001.00.

The invitation must be via electronic method such as Tenders SA or alternative as nominated by the Authority allowing at least 21 days from the day of the advertisement for the submission of tenders.

Records of tenders received must be registered and filed.

6.9 EXCEPTIONS

Generally, open and fair competition is best achieved by undertaking a full public tender call so all interested parties have an opportunity to bid on the call. However, there may be procurements in which a full public tender will not necessarily deliver best value for money and other market approaches may be more appropriate.

The Authority may be exempt from the requirement to seek tenders or quotations, in the following circumstances:

- there may be significant public risk if the procurement is delayed by process requirements, such as emergency situations threatening life and property
- a small, stable and well documented supply market exists such that the Authority can ensure that all potential suppliers are invited to participate
- the pressures of time are such that an open call is not feasible, such as where there has been an unanticipated FRAC or Government policy decision
- the Authority purchases goods at an auction
- the Authority purchases second-hand goods
- the contract is made with, or under an arrangement with or made by:
 - the State, a government entity, a local government owned corporation, another local government body, Local Government Corporate Services (LGCS Pty Ltd) or Strategic Purchasing (MAPS Group)
 - another Australian Government, an entity of another Australian Government or a local government of another State or a Territory.

- The Authority resolves to enter into a contract using a significant purchasing activity plan which must state:
 - the objectives of the purchase and how they will be achieved
 - any alternative ways of achieving the objectives, and why the alternative ways were not adopted
 - a risk analysis of the market from which the goods or services are to be procured.

When assessing the most effective method of obtaining goods and/or services, the Authority staff should consider the administrative resources required and monetary costs to the Authority of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by use of approved alternative arrangements outlined above.

A request for waiver of competitive process should not be viewed as a mechanism to speed processes in a way that will not stand up to rigorous scrutiny or as a mechanism to obviate the need for careful forward planning. The granting of waiver of competitive process must be appropriately documented and approved by the Executive Officer and Chairperson.

6.10 CREDIT CARD FACILITIES

The Authority has a Board approved limit for one credit card of \$5,000 per calendar month approved for allocation to the Executive Officer position.

The holder of a credit card is responsible for all transactions and that receipts are provided for each transaction with the following details:

- Name of supplier and ABN number
- Date of issue
- Description of goods or services
- Total cost including of GST
- Words: 'Tax Invoice'

Credit card purchases will be consolidated within Authority accounts monthly

6.11 INVOICE APPROVAL

6.11.1 Purchase Order Invoices

Invoice received where a purchase order has been raised must be authorised by staff with the appropriate delegation that:

- Goods have arrived in good condition as per purchase order
- Invoice amounts are correct
- Payment is authorised.

6.11.2 Contract Invoices

Where a contract is in place and details show purchasing frequency, purchase quantity and cost the invoice should be checked against the contract and signed stating that:

- Services were performed according to the contract
- Fees and charges were according to the contract

6.12 Store Accounts

Store Accounts can be established with local businesses. Purchase orders are to be raised for all purchases with these businesses as per the Purchasing guidelines and Delegation Schedule.

For small regular purchases such as milk etc. a standing order is to be raised by an Officer listed in the Purchasing Delegations Schedule to cover these purchase types. A receipt for all purchases raised against standing purchase orders are to be obtained and retained for reconciliation with the monthly account. The standing order can then be used by staff to purchase these small items, without this standing order being in place, staff without purchasing delegation, do not have the authority to purchase small items against the account.

7. Risk Management

The Victor Harbor Horse Tram Authority General Manager has the responsibility for ensuring that budget preparation and reviews are conducted in accordance with legislation, Accounting Standards and Authority policies and that expenditure does not exceed adopted budgets at any given time.

8. Implementation/Delegations

Only the Authority officers listed in the attached Schedule 1 are entitled to sign requisitions, and then only in accordance with their financial delegation limits as set out in the schedule. By signing a purchase order officers are confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy.

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

9. Related Documents

- Budget Framework Policy
- Code of Conduct for Board Members
- Code of Conduct for Employees
- Local Government Act 1999
- Local Government (Financial) Regulations 2010
- Victor Harbor Horse Tram Authority Charter
- Work Place Health and Safety Act 2012

10. Availability of Policy

This policy is available on Victor Harbor Horse Tram website at 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	

Schedule 1
Procurement Delegation Table

	Verbal Quote	One (1) Written Quote	Quotes dependent on cost	Two (2) Written Quotes	Three (3) Written Quotes	Request for Tender	Request for Tender	
Delegation subject to budget limits								
Position	<\$1,000	\$1,000 - \$5,000	Credit Card \$5,000 monthly limit	\$5,001 - \$10,000	\$10,001 - \$50,000	\$50,001 - \$100,000	Above \$100,000	Emergency expenditure outside of budget limits Up to \$10,000
General Manager	Yes	Yes	Yes	Yes	Yes			
General Manager in consultation with Chairperson						Yes		Yes
Board Decision							Yes	
City of Victor Harbor Staff	Yes	Yes						

All limits are exclusive of GST.



Policy

Policy Name	Records Management
Policy/File Number	
Review Frequency	Every Two Years or as required by legislation
Attachments	

1. Purpose

The aim of this Policy is to support the commitment of the Victor Harbor Horse Tram Authority (the Authority), to sound records management practices, ensuring information is managed appropriately and is available to support its functions and operations, meeting legal, evidential and accountability requirements

2. Scope

This Policy applies to all Board Members, employees, volunteers, contractors and sub-contractors working on behalf of the Authority.

All records and information, both new and existing, of any format, generated or received in the conduct of Authority business are within the scope of this policy.

3. Policy Statement (Summary)

The Authority recognises the value of information and records to its operations and performance, and considers it a core strategic asset that needs to be actively managed and maintained across the organisation.

4. Legislation and Compliance

The Authority is a subsidiary of the Council established under Section 42 of the Local Government Act 1999. Section 3.1.2.5 of the Victor Harbor Horse Tram Authority Charter requires the General Manager of the VHHTA to ensure that records required under the Act or in other legislation are properly managed and maintained.

The Authority is required to comply with the State Records Act 1997 (the Act). It must ensure that official records in its custody are maintained in good order and condition. This obligation applies to the capture, storage, maintenance and disposal of physical and electronic records.

The Authority is obliged to keep adequate records in order to fulfil its responsibilities under other acts such as the Freedom of Information Act 1991. Records may also be required by Royal Commissions, the Ombudsman, the Courts, auditors and other people or bodies to whom or which they may be subject.

In accordance with Section 17 of the State Records Act, if a person, knowing that he or she does not have proper authority to do so, intentionally damages or alters an official record, or

disposes of an official record or removes an official record from official custody, that person commits an offence under the Act (Maximum penalty: \$10,000 or imprisonment for 2 years).

Relevant Legislation

State Records Act 1997
Freedom of Information Act 1991
Local Government Act 1999
Ombudsman Act 1972
Independent Commissioner Against Corruption Act 2012
Whistleblowers Protection Act 1993
Copyright Act 1968
Evidence Act 1929 (as amended)
Electronic Transactions Act 2000

5. Definitions

Continuing Value – records of continuing value are those that contain information that is of administrative, legal, fiscal, evidential or historical value to the Authority.

Victor Harbor Horse Tram Authority Business – May include the provision of services and the delivery of programs, development of policies, making of decisions, performance of Authority functions and other similar types of activities.

Authority Staff - persons employed (full time, part time and casual), volunteers, trainees, work experience placements, independent consultants and contractors and other authorised personnel offered access to the Authority's resources.

Board Member – a member of the Victor Harbor Horse Drawn Tram Authority's board of management.

Disposal of – to dispose of a record means:

Transfer and retention of permanent records at the State Records storage facility;
Transfer of temporary records to temporary storage;
Destruction of records no longer required for current administrative purposes in accordance with an approved disposal schedule (and once the minimum retention period has been met);
Transfer of ownership and custody of a record to a non-government entity.

Normal Administrative Practice - a provision for the routine destruction of drafts, duplicates and publications created, acquired or collected by Authority staff in the course of their official duties, with the test that it is obvious that no information of more than transitory or temporary value will be destroyed.

Record – AS-ISO 15489-1:2002 defines a record as "information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business". This information can take any form (for example, written documents, metadata in a software program, audio- or video tapes, digital files on a DVD or CD, e-mails, social media and other forms), but is always connected to a business process. Conversely, if a record is missing, a business process or legal procedure cannot be fully reconstructed.

6. Policy Content

6.1 Obligations of Record Users

All Victor Harbor Horse Tram Authority staff have a responsibility to ensure records are created, captured and managed.

The records and information of the Authority will be managed in accordance with relevant legislation and regulations, Authority approved policies, guidelines and procedures, reflecting best practice standards.

The Authority is committed to capturing and preserving records and information that is of significant historical or cultural value to Victor Harbor and the State.

6.2 Records Security

The Horse Tram Authority is committed to ensuring access to data and information is one of openness and transparency, while ensuring that access to sensitive and personal information is handled responsibly.

6.3 Disposal of records

Records will be retained and disposed of according to the approved records disposal schedule and Normal Administrative Practice.

7. Risk Management

This Policy addresses legislative risk and promotes a consistency in the creation, storage and access of records, in order to prevent unauthorized access, destruction, alteration or removal of Authority records.

8. Implementation/Delegations

The Victor Harbor Horse Tram Authority General Manager is the delegated authority to implement this Policy.

9. Related Documents

- Charter of the Victor Harbor Horse Tram Authority
- Records Management Procedures – Victor Harbor Horse Tram Authority
- What is a Record – Fact Sheet
- Records File Structure Document – Victor Harbor Horse Tram Authority

10. Availability of Policy

This policy is available on Victor Harbor Horse Tram website at 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	



POLICY

Policy Name	<i>Budget Framework Policy</i>
Policy/File Number	
Review Frequency	Every Three Years
Attachments	<i>nil</i>

1. Purpose

The purpose of this policy is to provide a clear direction to guide the Victor Harbor Horse Tram Authority in relation to the preparation, review and reporting of performance against the adopted budget. The intention of the Policy is to provide the framework for the General Manager and Board in regards to the following:

- Responsibilities in regards to preparation and review of annual budgets;
- Content, timing and process to be followed for reporting to the Board on performance against budget;
- The scope and conditions associated with variations to the budget that can be approved by the General Manager

2. Scope

The General Manager is responsible for the preparation and presentation of the Annual Business Plan & Budget, Budget Updates, Budget Review and Budget Reporting to the Board.

The Board is responsible for reviewing and adopting the Annual Business Plan & Budget, Budget Updates, Budget Review, Budget Reporting and ensuring that the required documents are provided to Council.

3. Policy Statement (Summary)

The Victor Harbor Horse Tram Authority is committed to implementing effective processes for the preparation of the annual budget, undertaking budget reviews in line with legislation and containing spending within adopted budgets.

4. Legislation and Compliance

Local Government Act 1999
Local Government (Financial Management) Regulations 2011

5. Definitions

Annual Budget means the Authority's statement of its intended expenditure, revenue and cashflow that give effect to meeting the objectives of its Annual Business Plan.

Annual Business Plan means the Authority's statement of its intended activities and outcomes for the year.

Capital means expenditure or income directly related to the creation, renewal or upgrade of an asset.

Operating means expenditure or income related to the ongoing provision of Authority services including recurring activities, programs, maintenance and depreciation.

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

6. Policy Content

6.1 Original Budget

The annual budget will be prepared in conjunction with the Annual Business Plan to ensure strong linkages and will be prepared in accordance with relevant legislation including public consultation requirements.

The draft Annual Business Plan and Budget will be presented to Council before 31 March of each year as per the Charter. The budget presented will include a set of the four principal Financial Statements, the Uniform Presentation of Finances and Financial Indicators consistent with the requirement of the Model Financial Statements.

The Authority will adopt the Budget after 31 May and within six (6) weeks of consideration of the draft by Council.

The Authority will provide a copy of the adopted Budget to Council within five (5) business days of adoption by the Authority.

6.2 Budget Updates

A Budget update report is to be prepared and presented to the Board at least twice between 30 September and 31 May. The reports must provide a summary of the financial position and performance of the Authority against the Budget.

The reports will be presented to the Board within thirty days of the conclusion of the first and fourth quarter and copies provided to Council.

The report will provide:

- At summary level – the original budget, revised budget and year to date information.
- The report will provide details and explanations of significant changes to the budget.

Amendments to the Budget that result in a change to either the Net Capital or Net Operating Result will be presented to Council for endorsement.

6.3 Mid-Year Budget Review

A mid-year budget review reflecting budget progress as at 31 December is to be prepared and presented to the Board within thirty days of the conclusion of the second quarter and copies provided to Council.

The review will provide:

- a written report outlining the Original Budget, subsequent Budget Updates, significant changes and impact analysis;
- a detailed listing of capital items and summarised operating items, showing the Original Budget, Revised Current Budget, Actual to Date, Revised Budget and explanations of significant changes; and
- A set of the four principal Financial Statements, Uniform Presentation of Finances note and principal Financial Indicators, consistent with the requirements of the Model Financial Statements.

Amendments to the Budget that result in a change to either the Net Capital or Net Operating Result will be presented to Council for endorsement.

6.4 Report on Financial Results

The Annual Report incorporating audited results of the previous financial year is to be presented to Council by 30 September each year.

An analysis report shall accompany the Annual Report and will provide a comparison between Original Budget and actual amounts, with explanation for material variances for each of the following:

- A full set of the four Principal Statements and Uniform Presentation of Finances note, consistent with the requirements of the Model Financial Statements.
- A Financial Indicators Supplementary Report; and
- A Summary Report on the Capital and Operating Activities for the year.

6.5 Approval of Variations outside the scope of the Budget

Council approval must be sought and obtained before commitments are made that would result in financial activity outside net capital or net operating limits.

6.6 Approval of Variations within the scope of the Budget - Delegation

The Authority has exercised the powers contained in Section 44 of the Act delegating the General Manager the power pursuant to Section 36 (1)(c) of the Act, whereby the General Manager: *"has the power to do anything necessary, expedient or incidental to performing or discharging its function or duties or to achieving its objectives"*

The General Manager, in consultation with the Board, may authorise variations in activity that are within the scope of approved limits (i.e. net capital or net operating) providing that variations made do not:

- materially impact the quality, quantity, frequency, range or level of service previously provided for or implicitly intended to the original allocation; and
- materially impact the maintenance and replacement requirements of assets held by the Authority; and

- impact on any explicit proposals the Authority has included in its Annual Business Plan or has otherwise publicly committed to and accommodated in its budget.

Whenever such changes are made, the next Budget Update Report / Review to presented to the Board and subsequently to Council must include the variations and an explanation and rationale for the decision.

7. Risk Management

The Victor Harbor Horse Tram Authority General Manager has the responsibility for ensuring that budget preparation and reviews are conducted in accordance with legislation, Accounting Standards and Authority policies and that expenditure does not exceed adopted budgets at any given time.

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 (Financial) Regulations 2010
Victor Harbor Horse Tram Authority Charter

10. Availability of Policy

This policy is available on Victor Harbor Horse Tram website at 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	



POLICY

Policy Name	<i>Sponsorship Policy</i>
Policy/File Number	
Review Frequency	Every Three Years
Attachments	<i>nil</i>

1. Purpose

To provide procedures for the Victor Harbor Horse Tram Authority to enter into sponsorship arrangements.

2. Scope

This Policy applies to all sponsorship monies received that become the monies of the Victor Harbor Horse Tram Authority and must be treated in accordance with the procedures laid down in the Victor Harbor Horse Tram Authority's financial procedures.

3. Policy Statement (Summary)

The sponsorship activity must be consistent with the values, corporate purpose and goals of the Victor Harbor Tram Authority.

All sponsorship monies received become the monies of the Victor Harbor Horse Tram authority and must be treated in accordance with the procedures laid down in the Victor Harbor Horse Tram Authority's financial procedures

Staff and Board Members must not individually benefit as a result of sponsorship.

4. Legislation and Compliance

Local Government Act 1999

5. Definitions

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.

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

Sponsorship is the negotiated provision of funds, goods or services to the Victor Harbor Horse Tram Authority for exchange for advertising, publicity or other benefits.

Sponsorship Agreement means a written document outlining the negotiated terms for a sponsorship.

6. Policy Content

6.1 Sponsorship

May take the form of cash support and / or provision material goods or other resources, such as labour or facilities in the exchange for agreed acknowledgement:

- May be between one or more organisations
- Does not include direct commercial dealings between organisations, or simple donations of cash, good or services.

6.2 Sponsorship Agreement

A Sponsorship Agreement may be:

- With a business or organisation
- The first step, or the outcome of, links formed with business and other organisations; or
- Part of, or an outcome of, a much wider relationship.

A Sponsorship Agreement may take the form of an exchange of letters a sponsorship agreement (C), Sponsorship Contract and Schedule (D) or a gull legal Agreement.

6.3 General Manager

The General Manager is required to:

- Advise the Board of all sponsorships when they are in the process of being negotiated
- Seek the approval of the sponsorship from the Board
- Ensure details of the sponsorship income and expenditure are forwarded to the Board

6.4 Board

The Board are required to:

- Maintain a record of all sponsorships
- Provide advice on and, at times assist with the negotiation for sponsorship; and
- Monitor adherence to the principals and procedures of all sponsorship proposals.

6.5 Financial Accountability

Where a commercial agent is involved in arranging sponsorship the General Manager must:

- Ensure any commission arrangements are between the commercial agent and Victor Harbor Horse Tram Authority are under contract;
- Ensure the Victor harbor Horse tram Authority incurs no liability from any commission arrangements;
- Seek advice from the board where there is a doubt about any issues raised in the contract.

6.6 Assistance with Agreements

Assistance such as the provision of sample letters or formal agreements can be obtained from the Board.

6.7 Mandatory Procedures

- The negotiation of sponsorship agreements must proceed according to the following procedures no matter what size and scope of the sponsorship arrangement.
- The sponsorship must be seen as an opportunity to enhance the Victor Harbor Horse Tram Authority and not rely upon as a major source of funds
- Any sponsorship agreements must not compromise the professional standard and ethics of the staff or board.
- Direct sponsorship agreements should only be negotiated with organizations/or businesses whose public image, products and services are consistent with the values corporate purpose, goals and policies of the Victor Harbor Horse Tram Authority
- Any company or organization whose name is associated with the manufacture, distribution or sale of tobacco products, alcoholic beverages, pornography or armaments is not regarded as an appropriate sponsor. This would not necessarily preclude involvement with local clubs, supermarkets and other businesses, provided that their name is not linked to inappropriate products.
- When considering an organization as a potential sponsor, the General Manager/Board should evaluate the appropriateness of:
 - The type of product and services the organization/business markets;
 - The marketing methods used;
 - Its public image as an employer and the impact its product and services have on the environment.
- Where there is doubt as to the suitability of an organisation/business, the sponsorship negotiations should not proceed until advice has been sought from the Victor Harbor Horse Tram Authority Board.

6.8 Legal Advice Contracts and written Agreements

- Sponsorship documents must be retained for at least seven years after the expiration of the sponsorship
- Each sponsorship agreement (including the letters or full legal agreement) shall be made for a specific period and purpose.
- The agreement should ensure that the Victor Harbor Horse Tram Authority will not be out of pocket in the event that a sponsor withdraws
- Every sponsorship agreement shall contain a clause which allows for the cancellation of an agreement without penalty, where information questioning the appropriateness of the organization as a sponsor comes to light after the agreement has been signed.
- The Victor Harbor Horse Tram authority Board should insure all acknowledgement arrangements are detailed in the agreement to avoid any future dispute over the nature of the obligations.

6.9 Acknowledgement

The extent and acknowledgment should reflect the level of sponsorship. Sponsorship acknowledgement should also be in a form consistent with the standards and values of

the Victor Harbor Horse Tram Authority. While the forms of acknowledgement may vary the following methods are acceptable:

- Placement of a plaque
- As per agreement

6.10 Endorsement

Although sponsorship agreements may provide exposure of the sponsor's corporate logo or name, the written agreement must not endorse or recommend any product or service.

6.11 Reporting procedure

The Board will be required to include in the Council reports and regular financial statements of the Victor Harbor Horse Tram authority at the end of each financial year the sponsorship agreements entered into during the year.

6.12 Final Authority

Final authority over any sponsorship agreement, sponsorship contract or full legal contract ultimately rests with the Board of the Victor Harbor Horse Tram Authority.

7. Risk Management

This Policy endeavours to promote high ethical standards and professional behaviour by the Board Members and fulfils the Victor Harbor Horse Tram Authority Charter.

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
Victor Harbor Horse Tram Authority Charter

10. Availability of Policy

This policy is available on Victor Harbor Horse Tram website at 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	

Dated: _____ 20____

SPONSORSHIP CONTRACT

Between

Victor Harbor Horse Tram Authority

And

Victor Harbor Horse Tram Authority

horsetram@victor.com.au

THIS AGREEMENT is made on the _____ day of _____ 20____

Between: The Victor Harbor Horse Tram Authority
 [the Board]

and: [the sponsor]

RECITALS:

The sponsor undertakes the business referred to in item Three of the Schedule, at the request of the Victor Harbor Horse Tram Authority Board, has agreed to provide sponsorship set out in item Four of the Schedule ["the sponsorship"] subject to the terms and conditions of this Agreement.

IT IS AGREED as follows:

1. TERM

- 1.1 The term of the sponsorship shall be for the period set out in item Four [c] of the Schedule unless otherwise extended or terminated in accordance with this agreement.

2. SPONSORSHIP FEE

- 2.1 In consideration of the grant of the sponsorship rights under this agreement, the Sponsor shall pay and/or provide to the Board for the term of this Agreement the sponsorship fee and/or products referred to in Item Four [4] of the Schedule at the times and in the manner referred to in that item.
- 2.2 The Sponsorship Fee or Product shall be the entire amount payable or provided to the Board under this Agreement.
- 2.3 The Board shall only use the Sponsorship Fee or Product for the sponsored activity referred to in Item Four [a] of the Schedule in a manner consistent with the Boards reasons referred to in Item Four [4] of the Schedule.
- 2.4 Should the Sponsorship Fee or Product not be fully used upon the Sponsored Activity, the Board shall immediately notify the Sponsor of the balance of the unused Sponsorship Fee or product and shall comply with the Sponsor's directions concerning the use of that unused Sponsorship Fee or Product.

3 SPONSORSHIP RIGHTS

- 3.1 The Board grants the Sponsor the sponsorship rights set out in Item Five [5] of the Schedule for the term of this Agreement
- 3.2 In the event of the sponsorship rights in Item Five [5] of the Schedule are described as exclusive, the Board shall not grant any other sponsorship rights relating to the Sponsored Activity without first consulting the Sponsor.
- 3.3 The Board may not grant any other sponsorship rights relating to the Sponsored Activity which prejudicial to the Sponsors business interest or activities.

- 3.4 All advertising and promotional material produced or published, broadcast, displayed or exhibited by the Sponsor under the sponsorship rights shall first be approved by the Board in accordance with corporate sponsorship policy and guidelines of the Board and such approval shall not be unreasonably withheld.

4 USE OF NAME OR LOGO

- 4.1 All advertising and promotional material produced, published, broadcast, displayed or exhibited by the Board in respect of the Sponsorship shall acknowledge the Sponsors sponsorship in the manner agreed by both parties.
- 4.2 The Board shall immediately on the termination or expiration of this Agreement cease to use or otherwise refer to the Sponsors name/ or logo.
- 4.3 The Board shall use the Sponsor's name and/or logo if appropriate in good faith and in such a manner as to enhance and promote the goodwill and reputation of the Sponsor.
- 4.4 The Board shall not use the Sponsors name and/or logo in association with or in relation to any other activity which does not or may be likely to adversely or detrimentally effect the goodwill and reputation of the Sponsor.

5 BREACH AND TERMINATION

- 5.1 If either party breaches any of the terms and conditions of this Agreement and fails to rectify such a default in accordance with a written notice by the non-defaulting party within 14 days after the date of such notice, the non-defaulting party may terminate the Agreement at any time thereafter.
- 5.2 The Board may terminate the Agreement immediately if any of the following events occur:
- 5.2.1 If the Sponsor is wound up, becomes insolvent or enters into an agreement with its creditors, or if a receiver, manager or liquidator is appointed in respect of the Sponsor
- 5.2.2 If the Sponsors business operations or the business or activities of any associated company are contrary to any government policy of the Board if the Council of the Board determines that for what ever reason it should no longer use the product or be associated with the Sponsor.
- 5.3 The termination or expiration of this Agreement shall not prevent either party from taking action to enforce a term condition of this agreement in respect of any breach occurring prior to such expiration or termination.

6 CONFIDENTIALITY

- 6.2 The Sponsor hereby acknowledges and agrees to keep confidential and not disclose, duplicate, use or permit the use of any confidential or commercially sensitive information relating to the Board of which the Sponsor may become aware.
- 6.3 The obligations set out in this clause 6 shall apply at all times during and after the termination or conclusion of the term of this agreement.

- 6.4 Should the Sponsor so require the Board shall within three months of the end of the term of the Agreement provide to the Sponsor a form of acquittal detailing, in a form acceptable to both parties, the amount of the Sponsorship Fee, the manner in which the Sponsorship Fee has been applied and attach any relevant financial statements, accounts and receipts.

7 NOTICES

- 7.2 Notices may be served on either party by delivering them by hand, prepaid registered post or facsimile to the other party at the address or facsimile number specified below or such alternative address or number notified in writing by the party to the other party from time to time.

The Board

The Sponsor

- 7.3 A notice forwarded by facsimile shall be deemed to be received by the addressee when recorded on the transmission result report as being a complete transmission.

8 ASSIGNMENT AND VARIATION

- 8.2 Any variation to this Agreement shall be valid if the variation is in writing and signed by both parties.
- 8.3 Neither party shall assign, transfer, change or purport to assign, transport or change this Agreement or any of its rights or obligations without the prior written consent of either party, which shall not be unreasonably withheld.

EXECUTED by the parties on the date first written above this Agreement [c]

Signed by]
]]
]]
for and on behalf of the]
Victor Harbor Horse Tram]
Authority]
In the presence of:] _____

Witness:

FOR SPONSOR

Signed by]
]]
]]
in the presence of:] _____

Witness



Policy

Policy Name	<i>Treasury Management Policy</i>
Policy/File Number	
Review Frequency	Every Three Years
Attachments	

1. Purpose

This Policy provides direction to the Board, Management and Staff in relation to the treasury function and underpins the Authority's decision making process regarding the financing of its operations as documented in its annual budget and long term financial plan.

This policy establishes a decision framework to ensure that:

- Funds are available as required to support approved outlays;
- Interest rate and other risks are acknowledged and responsibly managed;
- A process is in place to monitor cash and anticipated future cash flows with surplus funds invested or disburse in accordance with this policy;
- The net interest costs, of the Authority and Council, associated with borrowing and investing are responsibly likely to be minimised on average over the longer term

2. Scope

This Policy applies to all investments, reserves and borrowings and ensures that the Authority maximises the return on surplus funds and minimises financial costs by:

- Assessing levels of risk;
- Utilising surplus funds to reduce or defer borrowings that would otherwise be necessary;
- Investing and borrowing in accordance with its legislative and common law responsibilities.

3. Policy Statement (Summary)

The Authority is committed to adopting and maintaining a long term financial plan and operating in a financially sustainable manner

4. Legislation and Compliance

The Victor Horse Tram Authority is subject to Local Government Act 199 and Local Government (Financial Management) Regulations 2011.

Borrowings

Section 44 of the Local Government Act (the Act) provides that the Authority cannot delegate the power "to borrow money or to obtain other forms of financial accommodation".

Pursuant to *Section 122 of the Act*, the Authority must have a long-term financial plan as part of its suit of strategic management plans.

These documents must include:

- The sustainability of a the Authority's financial performance and position;

- The maintenance, replacement or development needs for infrastructure within this area;
- Proposals with respect to debt levels; and
- The identification of any anticipated or predicted changes that will have a significant effect upon the cost of the Authority's activities/operations.

Section 134 of the Act requires the Authority to consider independent expert advice before entering into particularly complex and sophisticated types of borrowing arrangements.

Investments

Section 47 of the Act, the Authority is prohibited from directly acquiring shares in a company.

Section 139 of the Act empowers the Authority to invest and requires that the power of investment be exercised with the care, diligence and skill that a prudent person of business would exercise in managing the affairs of other persons and to avoid investments that are speculative or hazardous in nature.

Section 140 of the Act requires the Authority to review the performance of its investments at least annually.

5. Definitions

Financial Sustainability occurs when expenditure, revenue raising and service level decisions are made such that planned long term service and infrastructure levels and standards can be achieved without unplanned increases in Council contributions.

6. Policy Content

6.1 Treasury Management Strategy

The Authority's operating and capital expenditure decisions are made based on:

- identified need and benefit relative to other expenditure options;
- cost effectiveness of the proposed means of service delivery; and
- affordability of proposals having regard to the Authority's long term financial sustainability, including consideration of the cost of capital.

The Authority manages its finances holistically in accordance with its Charter and overall financial sustainability strategies and targets. This means the Authority will:

- not retain and quarantine money for particular future purposes unless required by legislation or agreement with other parties;
- borrow funds in accordance with the requirements set out in its long term financial plan;
- apply any funds that are not immediately required to meet approved expenditure (including funds that are required to be expended for specific purposes but are not required to be kept in separate bank accounts) to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.

6.2 Borrowings

The Authority has the power to borrow money as per the Charter as follows:

- 1.9.3.1 in accordance with a Budget adopted by the Authority and approved by Council as required by the Act or this Charter;
- 1.9.3.2 with the prior approval of Council

All borrowings taken out by the Authority, unless otherwise approved by Council, as per the Charter:

- 1.9.4.1 must be from the Local Government Finance Authority; and
- 1.9.4.2 in the case of fixed term loans, must be drawn down within a period of 24 months from the date of approval

Borrowing requirements will be included in the Budget each year for approval by Council.

6.2.1 Fixed Interest Rate Borrowings

To ensure an adequate mix of interest rate exposures, the Authority will structure its portfolio of borrowings to progressively achieve and thereafter maintain on average in any year, not less than 30% of its gross debt in the form of fixed interest rate borrowings.

To spread its exposure to interest rate movements, the Authority will aim to have a variety of maturity dates on its fixed interest rate borrowings over the available maturity spectrum.

In circumstances where the Authority needs to raise new fixed interest rate borrowings it will consider using medium to long-term borrowings (3 years or more duration) that:

- require interest payments only; and
- allow the full amount of principal to be repaid (or rolled over) at maturity.

The Authority also will ensure that no more than 30% of its fixed interest rate borrowings mature in any year.

6.2.2 Variable Interest Rate Borrowings

The Authority will structure its portfolio of borrowings to progressively achieve, and then maintain, not less than 30% of its gross debt on average in any year in the form of variable interest rate borrowings.

6.3 Investments

The Authority has the power to:

- 1.8.1.5 open and operate bank accounts
- 1.8.1.10 invest surplus funds in the manner described in Section 139 of the Act as if the Authority were a 'council' and review those investments in the manner described in Section 140 of the Act as if the Authority were a 'council'.

Authority funds that are not immediately required for operational needs and cannot be applied to either reduce existing borrowings or avoid the raising of new borrowings will be invested. The balance of funds held in any operating bank account that does not provide investment returns at least consistent with 'at call' market rates shall be kept at a level that is no greater than is required to meet immediate working capital requirements.

The Authority's funds available for investment will be lodged 'at call' or, having regard to differences in interest rates for fixed term investments of varying maturity dates, may be invested for a fixed term. In the case of fixed term investments, the term should not exceed a point in time where the funds otherwise could be applied to cost-effectively either defer the need to raise a new borrowing or reduce the level of the Authority's

the Victor Harbor Horse Tram Authority. While the forms of acknowledgement may vary the following methods are acceptable:

- Placement of a plaque
- As per agreement

6.10 Endorsement

Although sponsorship agreements may provide exposure of the sponsor's corporate logo or name, the written agreement must not endorse or recommend any product or service.

6.11 Reporting procedure

The Board will be required to include in the Council reports and regular financial statements of the Victor Harbor Horse Tram authority at the end of each financial year the sponsorship agreements entered into during the year.

6.12 Final Authority

Final authority over any sponsorship agreement, sponsorship contract or full legal contract ultimately rests with the Board of the Victor Harbor Horse Tram Authority.

7. Risk Management

This Policy endeavours to promote high ethical standards and professional behaviour by the Board Members and fulfils the Victor Harbor Horse Tram Authority Charter.

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
Victor Harbor Horse Tram Authority Charter

10. Availability of Policy

This policy is available on Victor Harbor Horse Tram website at 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	

9. Related Documents

Long Term Financial Plan (to be developed)
Asset Management Plans (to be developed)

10. Availability of Policy

This policy is available on Victor Harbor Horse Tram website at 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.

DRAFT

Document History

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

Item No.	6.6.
Title	Board Members – Expressions of Interest Process
Meeting Date	3 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members
Attachments	6.6.1 – Victor Harbor Horse Tram Board Member
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to appoint the Selection Panel members as per Clause 2.10 of the Charter for the recruitment of Board Members and to endorse the Expression of Interest process.

RECOMMENDATION

1. That the following persons be appointed by the Board onto the Selection Panel as per clause 2.10.1 of the Charter:-
 -
 -
 - Ms Victoria MacKirdy, CEO - City of Victor Harbor
2. That the Board endorse the draft Advertisement calling for Expressions of Interest for four (4) Board Members to the Victor Harbor Horse Tram Authority, subject to 18/19 Budget approval.
3. That two (2) Independent positions be offered for a 12 month period; and two (2) Independent positions be offered for a 24 month period.
4. That an Independent agency be appointed to assist the Selection Panel with shortlisting of applicants subject to 18/19 Budget approval.

INFORMATION

Transitional provisions contained within the Charter state that notwithstanding clause 2.10, the members of the Council's Horse Drawn Tram Committee in office as at the date of the establishment of the Authority shall comprise the Board of the Authority and shall hold office for a period up to six (6) months. This period commenced on the 25 October 2018 and concludes on the 25 April 2019.

Appointment of Board Members

The Victor Harbor Horse Tram Authority Charter states:

2.9.1 The Board shall consist of five members appointed by the Council.

2.9.2 The Council will appoint:

2.9.2.1 four Board Members who are neither employees nor elected members of the Council

2.9.2.2 one elected member of the Council to be a Board Member.

2.9.3 The appointment of all Board Members will be for a term not exceeding three years and on such conditions as determined by the Council provided that the Council shall ensure that no more than two (2) Board Members' terms of office expire in the same 12 month period.

The Charter also sets out that a Selection Panel will be appointed by the Board to undertake the appropriate recruitment processes for the selection of Board Members to be presented to the City of Victor Harbor Council for appointment.

2.10 Selection Panel

2.10.1 A Chief Executive Officer of the Council and 2 persons appointed by the Board who is neither an elected member nor employee of the Council will comprise the Selection Panel and make recommendations to the Council on the appointment of Board Members pursuant to clause 2.9.2.1.

Board Members will possess skills and/or experience in one of the following areas:

- Marketing and tourism
- Business or financial management
- Horse management, husbandry and/or veterinary science experience
- Director or manager of a commercial business.

Board Members who are not elected members of the Council are entitled to a remuneration fee as approved by the Council having regard to the Guidelines for Agencies and Board Directors published from time to time by the Department of Premier and Cabinet for Government Boards and Committees.

Summary

It's recommended that the Authority endorses the proposed recommendations to commence the process to seek expression of Interest for four (4) Independent Board Members.

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

Governance – It is a requirement of the Victor Harbor Horse Tram Authority Charter for Council to appoint four Board Members and one Elected Member to the Authority. There is a low risk as this report and recommendation sets out the process required as per the Charter.

BUDGET IMPLICATIONS

Recruitment & recommendation to the Council by an independent agency for the four positions is estimated at a cost of \$4k to \$5k.

Below is a table of the estimated advertising costs associated with each publication:

Publication	Cost
Victor Harbor Times (Job Listing)	\$350
Advertiser – Career Lift out (includes complimentary SEEK listing)	\$1810
SEEK listing only	\$400

Payment of the Board Chairperson and Board Members sitting fees will be paid 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 such guidelines).


The current sittings fees per meeting are:

Chairperson: \$500.00

Independent Member: \$400.00


A budget allowance for the items above has been included in the 18-19 Budget Report as follows:

- Account 32370 \$2,200 Advertising in VH Times & Advertiser
- Account 32384 \$5,000 Recruitment services and short-listing
- Account 32386 \$11,900 Board Sitting Fees – Monthly Meetings



**VICTOR HARBOR
TRAMWAY**

**VICTOR HARBOR
HORSE TRAM AUTHORITY**



EXPRESSIONS OF INTEREST INVITED FOR THE

VICTOR HARBOR HORSE TRAM BOARD

**Independent Board Members are required for
the Victor Harbor Horse Tram Authority**

The City of Victor Harbor is seeking independent board members for the Victor Harbor Horse Tram Authority which is responsible for the operations, business development and marketing of the iconic Horse Tram service.

Expressions of interest are being sought from people who have extensive experience in marketing and tourism, commercial business and/or financial management. Horse husbandry or veterinary science experience will also be highly regarded.

The Victor Harbor Horse Tram Authority will convene a meeting at least monthly. A honorarium will be paid for each position. The terms of appointment for the successful board members are as follows:

- two (2) positions for 12 months and
- two (2) positions for 24 months.

Applications close: 5pm on Friday, X Month Year.

All applications and resumes should be forwarded to the attention of: Victoria MacKirdy, Acting General Manager, Victor Harbor Horse Tram Authority, PO Box 11, Victor Harbor SA 5211 or by email to localgov@victor.sa.gov.au.

For more information on these positions or to obtain a copy of the Victor Harbor Horse Tram Authority's Terms of Reference, please contact Kyla Walker at localgov@victor.sa.gov.au or 08 8551 0500.

horsedrawntram.com.au

Item No.	6.7.
Title	Volunteer Management
Meeting Date	3 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation Attachments	6.7.1 Volunteer Policy
Purpose	<i>Information/Decision</i>

PURPOSE

The report seeks to outline an interim arrangement whereby new volunteers can be recruited, inducted and trained to support the effective operation of the Horse Tram service.

RECOMMENDATION

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

INFORMATION

Members of the previous advisory committee identified the opportunity to increase volunteering capacity at the horse tram to improve tram functions. Increasing volunteering capacity was designed to add value to existing services while allowing increases to revenue through ticket and merchandise sales. Functions identified for volunteers included retail sales, customer service, administration, minor cleaning and maintenance tasks.

The Horse Tram (under Council management) have inducted 4 volunteers. The current volunteers primarily provide assistance with customer service related tasks. The role reports directly to the Horse Drawn Tram Co-ordinator with volunteers rostered on as needs basis in consultation with the co-ordinator.

Council through the horse tram advisory committee commenced plans some months ago to increase volunteer numbers while broadening the role of volunteers to include ticket, merchandise and onsite customer service while tram(s) were transiting between Granite Island and the mainland.

The proposal to broaden the role of volunteers included the establishment of a ticketing and merchandise area to be set up behind the roller door on the northern end of the tram office.

Council proceeded with the plan to setup a ticketing and merchandise area and have purchased a cash register, created merchandise and ticket sales procedures, purchased a small range of merchandise items and have purchased a branded tablecloth to cover an existing table.

The Council are in a position to train new volunteers in the area of merchandise and ticketing functions.

Volunteers will be inducted as volunteers of the Council to ensure that individuals are suitably covered by insurance.

While volunteers would be volunteers of the Council they will come under the direction of the authority and in the first instance the existing Horse Tram Co-ordinator.

RISK ASSESSMENT

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

BUDGET IMPLICATIONS

The existing tram budget has an allocation to support volunteers expenses. An amount of \$4730 ex GST remains in the budget to assist with the purchase of uniforms, amenities and training.



POLICY

Policy Name	<i>Volunteer Policy</i>
Policy/File Number	
Review Frequency	Within Three Years
Attachments	<i>nil</i>

1. Purpose

The purpose of the Volunteer Policy is to provide a framework for the recruitment, management and recognition of volunteers involved in the Victor Harbor Horse Tram Authority services and activities.

2. Scope

The policy applies to all volunteers in Horse Tram activities, programs and services and to those employees who work in Horse Tram activities, programs and services where volunteers are involved, or have management responsibility for those programs.

3. Policy Statement (Summary)

The Victor Harbor Horse Tram Authority recognises the importance of volunteers and the valuable contribution they make to the community, and to the delivery of the Horse Tram service. The Victor Harbor Horse Tram Authority is committed to utilising the time, skills, talents and energy of volunteers because it:

- Provides direct links between Victor Harbor Horse Tram Authority and the community
- Encourages social interaction
- Enhances and extends services
- Encourages an exchange of skills

4. Legislation and Compliance

- Work Health and Safety Act 2012
- Volunteer Protection Act 2001
- Children's Protection Act 1993
- Volunteer Protection Regulations (SA) 2004
- Children and Young People (Safety) Act 2017

The Department for Child Protection has commenced a staged implementation of the *Children and Young People (Safety) Act 2017*. The new Act replaces the Children's Protection Act 1993, however in the staged approach certain sections of the Children's Protection Act will still be law until October 2018.

There are some parts of the *Children's Protection Act 1993* that have not been carried over, but these are covered in stand-alone legislation including the *Child Safety (Prohibited Persons) Act 2016*.

The *Child Safety (Prohibited Persons) Act 2016* creates a new working with children checks system for people working or volunteering with children in SA, including an ongoing monitoring system and moving from 3-yearly checks to 5-yearly checks. Checks will be transferable between different jobs and volunteer positions. Child Safety (Prohibited Persons) Act 2016 has not yet commenced.

5. Definitions

Volunteer – for the purposes of this policy a volunteer is an individual who is registered with the City of Victor Harbor and has approval by the Victor Harbor Horse Tram Authority General Manager to undertake activities that:

- Benefit the Horse Tram, community and the volunteer
- Complement but do not replace the activities of paid staff
- Are of the volunteer's own free will
- Are for no financial reward

The following persons, for the purpose of this policy, are not considered volunteers:

- People on work placement and work experience programs
- Students undertaking volunteering as a part of the education curriculum
- Board Members of Victor Harbor Horse Tram Authority (solely by virtue of their role as Board Members)
- Persons working under the order of a court or as a condition of a bond

Child – means a person under the age of 18.

Criminal History Assessment – involves obtaining information about relevant potential employees, volunteers, contractors or consultants on the basis that the information is deemed relevant to assessing the suitability of a person to work in a particular area. The information gathered may include details concerning previous employment and relevant experience; verification of qualifications and professional registration; criminal history information; reference checks and work history reports.

Mandated Notifier - a mandated notifier is any person directly involved in the delivery of services wholly or partly for children or holds a management position, the duties of which include direct responsibility for, or direct supervision of, the provision of those services.

Prescribed Position – is a position undertaken by a person that involves or requires one or more prescribed functions as follows:

- Regular contact with vulnerable people or working in close proximity to vulnerable people on a regular basis where that contact or work is not directly supervised at all times.
- Supervision or management of above positions; and
- Access to records of a kind prescribed by regulation relating to children (including records relating to child protection services, health services, education services, disability services and court order and proceedings).

Vulnerable People – people who may be at risk of abuse or exploitation due to their dependency on others. This includes all children, people with a disability, the frail aged and people of culturally and linguistically diverse backgrounds.

6. Policy Content

6.1 Principles of Volunteering

- Benefits the community and the volunteer.
- Is unpaid.
- Always a matter of choice and not compulsorily undertaken.
- A way in which citizens can participate in the activities of their community.
- Promotes human rights and equality.
- Not a substitute, replacement or threat to paid work.
- Addresses cultural, environmental and social needs of the community.
- Respects the rights, dignity and culture of others.

6.2 Responsibilities of Victor Harbor Horse Tram Authority

- Provide a clearly written volunteer position description.
- Provide appropriate orientation and ongoing training.
- Give work that is matched with the volunteers skills, abilities and availability.
- Decline or withdraw the volunteer from work the Authority feels is not suitable for, or is placing excessive demands on the volunteer.
- Provide ongoing support and direction from appropriate staff.
- Provide appropriate resources to undertake volunteer duties as required
- Provide a safe work environment.
- Treat volunteers with respect and as valued members of a team.
- Consult with and welcome ideas and suggestions for improvements of the program with which the volunteers are involve.
- Have complaints and grievances heard by an appropriate supervisor.
- Ensure that volunteers are aware of grievance procedures.
- Recognise the contribution of volunteers.
- Provide reimbursement for approved out-of-pocket expenses where applicable.
- Have personal records relating to volunteers handled in a confidential manner.

6.3 Responsibilities of Volunteers

- Fulfil the duties as specified in their position description in accordance with the relevant legislation.
- Make a realistic commitment in terms of involvement and reliability.
- Understand and acknowledge the requirements of Victor Harbor Horse Tram Authority Code of Conduct and relevant policies and guidelines.
- Participate in appropriate induction and ongoing training as provided.
- Follow all instructions, consistent with the volunteer's role description that may be given by the nominated supervisor.
- Maintain confidentiality regarding the Authority business, program information or any other sensitive, private information they come across during their volunteer duties.
- Report any unsafe conditions, potential hazards or accidents to their coordinator.

- Report any injury or damage to themselves or a third party.
- When a matter or situation arises that in the opinion of the volunteer is of serious concern, the matter can be disclosed in confidence under the Whistleblower Protection Policy to either the Responsible Officer in the City of Victor Harbor, or other party including the Ombudsman, the Minister, the Police or the Auditor-General.

7. Risk Management

The Victor Harbor Horse Tram Authority will identify and assess potential sources of harm and take steps to reduce and manage the risk to the Authority, volunteers and the people who benefit from Authority programs and services supported by volunteers.

- The Authority will ensure that appropriate insurance cover is provided to protect volunteers, paid staff, the community and organisations against damage, loss and injury.
- The Authority will undertake an induction process to provide volunteers with information relevant to performing their role. The induction process will include:
 - Corporate and Program Induction – giving an overview of Victor Harbor Horse Tram and covering relevant policies
 - Volunteer Services Induction – outlining things such as volunteer rights and responsibilities, Victor Harbor Horse Tram Authority responsibilities, Work Health and Safety, insurances, confidentiality, principles of volunteering, training requirements and the Volunteer Protection Act.
 - Role/Site Specific Induction – including roles and tasks, worksite orientation, emergency procedures, site specific training and continuous improvement.
- *Section 11(2) of the Children's Protection Act 1993* requires that *mandated notifiers* must report any suspicion on reasonable grounds that a child has been or is being abused or neglected. Volunteers who are *mandated notifiers* i.e. working directly with children, or who have direct responsibility for, or direct supervision of services to children will be required to undergo a *criminal history assessment* and obtain training in mandatory reporting to ensure that they are able to meet their mandatory reporting obligations.
- Volunteers who are in *prescribed positions* i.e. working with *vulnerable people* or have access to personal records relating to children, will be required to undergo a *criminal history assessment* to determine their suitability for the role and to undertake mandatory training for the role.

The assessment of *criminal history assessments* will be based on principles of natural justice and procedural fairness, documented and consistently applied.

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

- "Volunteer Management in Local Government", Local Government Association of SA.
- "Volunteer Workforce Health and Safety Framework; A Guide for South Australian Local Government", July 2014

10. Availability of Policy

This policy is available on Victor Harbor Horse Tram website at 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.

Note: Victor Harbor Horse Tram Volunteers will be registered and inducted as City of Victor Harbor volunteers until such time as the Authority takes out the appropriate insurance cover.

DRAFT

Document History

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

Item No.	6.8.
Title	2018/19 Fees and Charges
Meeting Date	3 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

This report provides fees and charges for the Horse Tram for the financial year 2018/19.

RECOMMENDATION

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

Fees	Description	2018/19 Proposed
Tickets		
One-way	Adult	\$7.00
	Child	\$5.00
	Family	\$20.00
Return	Adult	\$10.00
	Child	\$7.00
	Family	\$28.00
Annual Memberships		
Unlimited return trips on Horse Tram	Adult	\$28.00
	Child	\$13.00
	Family	\$64.00
	Concession	\$18.00
Joint Packaging with Whale Centre		
FUN PASS - Return	Adult	\$17.00
	Child	\$10.00
	Family	\$45.00
	Concession Return	\$13.00
FUN PASS – Annual	Adult	\$52.00
	Child	\$25.00
	Family	\$125.00
	Concession	\$35.00
FUN PASS – Resident	Adult	\$42.00
	Child	\$20.00
	Family	\$105.00
	Concession	\$30.00

Discounts		
Special advertised promotions	Bring a Friend	2 for 1 when advertised
	Upgrade to Return Ticket	Buy one way – get return for free
Groups		
Tour Leader	Free of Charge with Group	FOC
Normal Hours	Discount for > 25 people	10%
After Hours Groups of up to 50 Excludes public holidays	Return (per group)	\$700.00
	One way (per group)	\$500.00
Public Holiday Groups of up to 50	Return (per group)	\$900.00
	One way (per group)	\$700.00
Weddings & Special Functions		
Mid-Week (10am to 4pm)	One way	\$350.00
	Return	POA
Mid-Week Evenings	One way	POA
	Return	POA
Weekends	One Way	POA
	Return	POA

INFORMATION

The Victor Harbor Horse Tram Authority Charter provides for the powers, functions and duties of the Authority and allows the Authority to:

1.8.1.1 set, charge , from time to time adjust the fees for the use of the facilities of the Victor Harbor Horse Tram as considered appropriate by the Authority

Fees and charges listed represent current services provided by the Horse Tram.

Fees and charges can be adjusted throughout the year.

RISK ASSESSMENT

Adopting and making available copies of the Fees and Charges ensures that the Authority meets the requirement so Section 188 of the Local Government Act and Victor Harbor Horse Tram Authority Charter. Risk is assessed as *low*.

BUDGET IMPLICATIONS

There are no budget implications from endorsing the fees and charges as provided.

Item No.	6.9.
Title	Financial Arrangements
Meeting Date	3 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation Attachments	6.8.1 Bank Account Application and Account Authority
Purpose	<i>Information/Decision</i>

PURPOSE

For the Victor Harbor Horse Tram Authority to consider options in relation to Bank signatories, Accounting Software and ongoing support arrangements.

RECOMMENDATION

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

INFORMATION

Bank Account Establishment and Authorised Signatories

An everyday bank account has yet to be opened for The Victor Harbor Horse Tram Authority as signatories need to be considered prior to opening an account.

It has been recommended the Interim General Manager and a Board Member be listed as signatories on the account. This will allow for a two-step authentication process for all payments uploaded to the banking platform.

The Bank Account Application & ANZ Account Authority Form is provided at Attachment 6.8.1.

To allow for ease of minor procurement, it is recommended that the General Manager be provided with a credit card for the purpose of minor procurement up to a maximum limit of \$5,000.

Accounting Software Packages

Two options have been investigated being MYOB and Xero. The two offer very similar packages as seen below at very comparable pricing and features.

Functions	XERO Premium20 \$90 per month	MYOB AccountRightPlus \$100 per month
Run from any internet connected device (phone, tablet or computer)	✓	✓
Invoicing	✓	✓
Quotes	✓	✓
Purchase Orders	✓	✓
Pay bills	✓	✓
Bank Reconciliations	✓	✓
Bank connectivity	✓	✓
BAS/GST Returns	✓	✓
Payroll for up to 20 (can be increased for a small cost)	✓	✓
Inventory	✓	✓
Information Security	✓	✓
Dashboard	✓	✓
Expenses – record, claim & manage receipts online	✓	✓
Reporting	✓	✓
Files – Storage & Sharing	✓	✗
Fixed Assets	✓	✗
Can be integrated with many applications	✓	✓

The main difference between the two software products is that MYOB does not allow for Fixed Asset accounting within this level of software package, it is available at a higher cost. Xero also has file storage and sharing option available. For these reasons it is recommended that Xero Accounting Software be the option chosen.

As the Xero product is cloud based, it is possible for Board Members to view the financial information from any device if required. Security settings within the software in terms of who can make changes will ensure compliance with internal control processes and that the database maintains its integrity.

Support Arrangements

Currently the Horse Tram FCA's included in Councils' budget allow for general transactional items including invoice and payment processing, general IT support and record capturing. All of these transactions occur within Councils Financial Software Package.

There will be some additional costs (staff hours) required to process transactions for the subsidiary as a separate entity. A corporate service support cost allocation of \$45,000 (replaces the FCA) has been included in the 18/19 Budget presented in this agenda to make allowance for this and covers:

- Support and maintenance of ICT equipment
- Creditor invoice processing and disbursement
- Debtor Invoice processing and collection
- Quarterly BAS returns
- Receipting transactions & bank reconciliation
- Payroll processing & disbursement
- Records management
- Agenda and minutes support

The use of a separate software package will allow the transfer of these tasks to the Authority at a future point. Costs associated with corporate service support will need to be reviewed as support requirements are identified and refined.

It is assumed that the General Manager will be responsible for the following items that are not included in the corporate cost allocation amount:

- Financial & Budget Reporting
- Financial Statement preparation
- Annual Report
- Annual Business Plan
- Fixed Asset Register maintenance
- Internal Control Compliance

RISK ASSESSMENT

Risks associated with the recommendations have been assessed as follows:

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

Financial – there is a risk of fraud if access to the Authority's finances are not appropriately controlled. This risk is managed by requiring two signatures. With this control in place the risk is assessed as *low*.

BUDGET IMPLICATIONS

There may be minor fees associated with establishing and operating a bank account as well as Eftpos transactions. A budget allocation of \$2,000 has been included for banking transactions including Eftpos in the 18-19 Budget Report.

The Budget Implication for the use of Xero Accounting Software is approximately \$1,100 per annum. A budget allocation of \$800 has been included in the 18-19 Budget Report for the software package to the end of the financial year.



Privacy and Confidentiality.

I/We declare that any person named in this form is aware or I/we will immediately make them aware of the following:

- ANZ collects your information (including information about your business) to provide the product being applied for. Without this information ANZ may not be able to consider or process the application;
- You agree that we may disclose your information to: any agent, contractor or service provider we engage to carry out or assist our functions and activities; a person who introduces you to ANZ; and any related entity of ANZ;
- ANZ may disclose information to recipients located outside Australia. You can find details about the location of these recipients in ANZ's Privacy Policy and at www.anz.com/privacy.

Privacy Policy

ANZ's Privacy Policy (www.anz.com/privacy) also contains information about:

- any laws that require or authorise ANZ to collect certain information from you;
- the circumstances in which ANZ may collect your information from other sources (including from a third party);
- how to access your personal information and seek correction of your personal information; and
- how you can raise concerns that ANZ has breached the Privacy Act or an applicable Code and how ANZ will deal with these matters.

Promotion of other products and services

ANZ may use your information to help ANZ promote its products or services or those of its related entities or organisations that are in a product or marketing alliance with ANZ (alliance partners). ANZ may also disclose your information to its related entities or alliance partners to enable them or ANZ to tell you about a product or service.

Where you do not want ANZ to tell you about its products and services or those of its related entities or alliance partners, you may call 13 13 14 at any time to withdraw your consent.

Further information

Your product terms and conditions booklet and our ANZ Privacy Policy contain further information about our handling of the information we collect during the course of your relationship with ANZ.

DECLARATION SIGNATURE(S)

I certify that:

- I understand and agree to all matters specified in this form and this declaration
- the Place of Establishment/Registration of the Club/Society/Lodge is Australia, unless I tell ANZ otherwise (either in this form or through other means)
- the Nature of Business specified in this form generates at least 50% of the Club/Society/Lodge's gross income
- all other information provided in this form is true and correct

AUTHORISED SIGNATORIES

Full name (surname first)	Office/title	Specimen signature
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ANZ Club Society Lodge Account Authority Form



Full name (surname first)	Office/title	Specimen signature
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BANK USE ONLY

Date received	Recorded by	Checked by
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Item No.	6.10.
Title	2018/19 Budget
Meeting Date	3 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Director Planning & Regulatory Services
Attachments	6.9.1 - 2018/19 Detailed Budget 6.9.2 - 2018/19 Budgeted Financial Statements
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to provide for the 2018/19 budget for the Authority from the date of gazettal (25 October 2018) to the end of the financial year (30 June 2019).

RECOMMENDATION

1. That the Victor Harbor Horse Tram Authority Budget for the period 25 October 2018 to 30 June 2019 detailing a Council contribution requirement of \$286,500 capital and \$292,300 operating be recommended to Council for adoption;
2. That the Authority formally apply for membership to the LGA Mutual Liability Scheme, Asset Mutual Fund and Workers Compensation Scheme and that subsequent to the membership nomination being accepted, the Board requests insurance coverage for the Board and its members.

INFORMATION

The Council's adopted budget has been used as a base, with adjustments for transactions up to, and including, the 25 October 2018. A copy of the detailed budget is provided at Attachment A.

Capital amendments to the adopted City of Victor Harbor Budget are as follows:

Net Capital Budget – Opening		286,500	Comments
32230	Horse Purchases	-17,800	Advised by Board that additional horses are not required in 2018/19
32205	Office Capital	3,800	Lock-up robe / cupboard to replace lockers
32235	Computer IT Capital	4,000	Laptop, Hard Drive, Mobile Phone & accessories for new General Manager

32239	Plant & Equipment Capital	10,000	Installation and purchase of ticketing machine on exterior of tram office \$10k
Net Capital Budget - Closing		286,500	No change to net capital budget

Operating amendments to the adopted City of Victor Harbor Budget are as follows:

Net Operating Budget – Opening		257,600	Comments
32300	Salaries – Mgmt	-8,600	Appointment in Feb 2019
32310	Superannuation	-600	GM appointment in Feb 2019
32312	Workcover	-300	GM appointment in Feb 2019
32329	EFTPOS & Banking Charges	2,000	EFTPOS machines requested by Board – transaction charges
32323	Board Insurance	20,000	Membership Fee for Local Government Insurance Schemes
32339	Xero Software	800	Accounting software for Authority
32359	Horse Breaking	-6,500	No new horses in 2018/19
32370	Advertising	4,400	Recruitment Advertising
32384	Consultant Fees	8,000	Recruitment of Board & GM
32386	Board Expenses	7,500	Board Sitting Fees
32399	Admin Support	8,000	Corporate Service Costs (FCA) increase due to need for separate system
Net Operating Budget - Closing		292,300	Increase of \$34,700

Financial Indicators

A Key Financial Indicator has been entitled 'Own Source Revenue Ratio'. This has been calculated to demonstrate the amount of revenue raised by the Authority as compared to the total required to cover total expenses. This currently shows a gap of 51.3% that needs to be funded by Council as a contribution.

An increasing ratio will indicate that the Authority requires less funding from Council.

Budgeted Financial Statements are provided at Attachment B and will be subject to amendments as the Authority implements changes through the transitional period that will affect the 2019/20 and future budgets.

Capital works

An update is provided below on the programmed capital works:

Project	Status
Solar Lights & Fence Energiser	Project not commenced - awaiting finalisation of paddock arrangements
Roof Replacement	Completed 23 November 2018

Joinery & Amenities Upgrades	Plumbing fixtures & cupboard upgrade due for completion 19 December. Lock-up robes can be programmed for completion by end March 2019 using funds transferred from flooring replacement.
Line Replacement Program	Liaising with DEW, Penguin Tours & Oceanic Victor in regards to timing. Likely to be between Feb to May 2019.
Laptop, Hard Drive & Accessories	In Progress
Horse Collars	2 collars & 2 harnesses have been purchased. 4 more harnesses still to be purchased
Ticket Machine & Cabinet	Pending final decision on location

Ticket Sales

A comparison of income for the September to November period in 2017 & 2018 shows the following variances for general ticket sales:

	Sept 2017	Oct 2017	Nov 2017	Sept 2018	Oct 2018	Nov* 2018
Income	24,036	38,344	23,208	35,765	48,998	15,935
Total for Period		85,588			100,698	

**Nov 2018 incomplete*

The following table shows a comparison between the number of general tickets sold in 2017/18 and 2018/19 for the September to November period:

Ticket Description	Sept 2017	Oct 2017	Nov 2017	Sept 2018	Oct 2018	Nov* 2018
Adult One Way	817	1,143	748	1,170	1,334	593
Adult Return	1,356	1,652	1,382	1,937	2,274	867
Child One Way	119	274	62	200	368	67
Child Return	116	219	59	216	425	64
Family One Way	82	208	53	110	222	44
Family Return	123	313	96	123	271	51
Totals	2,613	3,809	2,400	3,756	4,894	1,686
Total for Period		8,822			10,336	

**Nov 2018 incomplete*

Advertising Expenditure

Advertising expenditure to date totals \$2,929.11 out of a \$3,400 budget.

The table below provides details in regards to advertising undertaken & associated costs:

Description	Amount
Clydesdale Horse Society Membership	63.64
Advertising on the SA Whale Centre Website	72.73
Advertising on VIC Display Boards	227.27
Advertising on Town Information Board	381.82
Advertising Package at Whale Centre	168.18
Hotel Guide – 3 of 4 instalments	545.46
Father’s Day Feature – The Times	140.91
School Holiday Offer – The Times	109.10
Signage, promotional material & stickers	1,220.00
Total	2,929.11

RISK ASSESSMENT

The budget presented details an increase of \$34,700 to the Victor Harbor Horse Tram Authority budget. It is likely that Council contributions will increase and it is possible that there may be negative feedback in regards to the increase. As this is more relevant to the establishment of the Victor Harbor Horse Tram Authority and not necessarily relevant to future years, the risk is assessed as *Low*.

BUDGET IMPLICATIONS

Additional funds are required totalling \$34,700.

With the transition of operations to the Authority there may be offsets identified later in the financial year.

2018/19 CVH Horse Tram Capital Budget				2018/19 CVH Horse Tram Operating Budget			
COA	Job	Description	Original Budget	Actual to 25/10/18	Balance at Transfer to Authority	Account	Description
322000	TRAM LAND BUILD CAPITAL						
32201	Tram Armstrong Rd Stables Capital		\$5,000.00	\$0.00	\$5,000.00	32201	Stables / Paddock Capital
32203	Tram Barn Capital		\$43,500.00	\$0.00	\$43,500.00	32203	Barn Capital
32205	Tram Office / Stables Capital		\$21,100.00	\$0.00	\$21,100.00	32205	Office Capital
322010	TRAM INFRA CAPITAL						
32211	Tram Line Replacement Capital		\$59,317.74	\$59,317.74	\$180,662.26	32211	Line Replacement Capital
322030	TRAM PLANT EQUIP CAPITAL						
32230	Tram Horse Purchases		\$17,800.00	\$0.00	\$17,800.00	32230	Horse Purchases
32235	Tram Computer IT Capital		\$0.00	\$0.00	\$0.00	32235	Computer IT Capital
32238	Tram Other Plant Equipment Capital		\$21,900.00	\$3,473.61	\$18,426.36	32238	Plant & Equipment Capital
	CVH TOTALS		\$329,300.00	\$42,791.38	\$286,508.62		VHHTA TOTALS

2018/19 CVH Horse Tram Capital Budget				2018/19 VH Horse Tram Authority Operating Budget			
COA	Job	Description	Original Budget	Actual to 25/10/18	Balance at Transfer to Authority	Account	Description
0322070	TRAM TICKET SALES						
32270	Tram Daily Ticket Sales (Terminus)		-\$390,000.00	-\$126,794.51	-\$263,205.49	32270	Tram Daily Ticket Sales
32273	Tram Group Booking Sales		-\$6,000.00	\$3,463.37	\$2,536.63	32273	Tram Group Booking Sales
32275	Tram - Whale Package Sales		\$0.00	\$0.00	-\$9,000.00	32275	Tram - Whale Package Sales
32276	Tram Fleurieu Heritage Sales		-\$1,200.00	-\$120.00	-\$1,080.00	32276	Tram Fleurieu Heritage Sales
0322080	TRAM OTHER INCOME						
32279	Tram Cash Adjustments		-\$500.00	-\$73.64	-\$426.36	32279	Tram Cash Adjustments
32299	Tram Other Income		-\$200.00	-\$177.59	-\$22.41	32299	Tram Other Income
0323000	TRAM SALARIES						
32300	Tram Ordinary Salaries - Tramway		\$151,900.00	\$23,277.06	\$128,622.92	32300	Salaries - Management
32304	Tram Casual Salaries		\$180,000.00	\$87,150.30	\$92,849.70	32304	Salaries - Operations
32305	Tram Casual Training Salaries		\$3,000.00	\$224.55	\$2,775.45		
32306	Tram Casual Maintenance Salaries		\$17,000.00	\$1,635.58	\$15,364.42		
32307	Tram Casual Horse Handling / Broaking Salaries		\$30,000.00	\$1,325.14	\$28,674.86		
32308	Tram Salaries Liability Adjust		\$1,000.00	\$0.00	\$1,000.00		
0323010	TRAM ON-COSTS						
32310	Tram Superannuation		\$43,100.00	\$13,039.02	\$30,060.98	32310	Superannuation
32312	Tram Workers Comp Premium		\$14,100.00	\$5,319.34	\$8,780.66	32312	Workers Compensation
32314	Tram Training/Development		\$500.00	\$0.00	\$500.00	32314	Training & Development
32316	Tram Uniforms/Clothing		\$1,000.00	\$0.00	\$1,000.00	32316	Uniforms & Protective Clothing
32319	Tram Vehicle/Travelling Expenses		\$6,500.00	\$2,159.57	\$4,340.43	32319	Vehicle & Travelling Expenses
0323020	TRAM ADMINISTRATION						
32321	Tram Printing/Stationery		\$1,000.00	\$0.00	\$1,000.00	32321	Printed Material & Stationery
32323	Tram Insurance		\$11,500.00	\$5,093.20	\$6,406.80	32323	Insurance
32324	Tram Photocopier Expenses		\$400.00	\$34.63	\$365.37	32324	Photocopying & Printing (Internal)
32329	Tram Other Admin Expenses		\$0.00	\$456.09	\$0.00	32329	Elippos & Banking Charges
0323030	TRAM IT/COMMUNICATIONS						
32331	Tram Mobile Phone Expenses		\$2,000.00	\$468.13	\$1,531.87	32331	Mobile Phone Expenses
32336	Tram Internet/Website Expenses		\$1,000.00	\$127.08	\$872.92	32336	Internet/Website Expenses
32339	Tram IT Consumables/Printer Expenses		\$200.00	\$0.00	\$200.00	32339	IT Consumables & Other
0323040	TRAM SERVICES						
32340	Tram Power		\$3,000.00	\$813.25	\$2,186.75	32340	Power
32341	Tram Water		\$5,000.00	\$864.12	\$4,135.88	32341	Water
32343	Tram Security		\$3,500.00	\$850.89	\$2,649.11	32343	Security
32344	Tram Cleaning		\$4,800.00	\$1,412.99	\$3,387.01	32344	Cleaning
0323050	TRAM ASSET MAINTENANCE						

2018/19 CVH Horse Tram Operating Budget				2018/19 VH Horse Tram Authority Operating Budget							
COA	Job	Description	Original Budget	Actual to 25/10/18	Balance at Transfer to Authority	Account	Description	Authority Current Budget	Authority Actual to date	Authority Balance Remaining	Comments
	32350	Tram Minor Capital Purchases <\$1000	\$2,500.00	\$1,310.32	\$1,189.68	32350	Minor Equipment Purchases (< \$1k)	\$1,100.00	\$204.00	\$696.00	Equipment replacement allowance
	32351	Tram Henderson Road Stable/Fencing Expenses	\$5,000.00	\$993.23	\$4,006.77	32351	Fence / Paddock Maintenance	\$4,000.00	\$45.64	\$3,954.36	Fencing supplies
	32352	Tram Admin/Stables/Barn Maintenance	\$26,800.00	\$1,463.28	\$25,336.72	32352	Building Maintenance	\$25,300.00	\$0.00	\$25,300.00	General maintenance allowance \$5k, Admin Maintenance \$13.3k, Barn Maintenance \$8.5k
	32355	Tram Line Maintenance	\$14,800.00	\$4,563.22	\$10,236.78	32355	Line Maintenance	\$10,200.00	\$0.00	\$10,200.00	Tram line inspection & materials
	32359	Tram Horse Training/Breaking	\$15,000.00	\$6,525.24	\$8,474.76	32359	Horse Training / Breaking (external)	\$2,000.00	\$0.00	\$2,000.00	No new horses in 2018/19
	32360	Tram Other Equipment Maintenance	\$2,000.00	\$108.00	\$1,892.00	32360	Other Equipment Maintenance	\$1,900.00	\$0.00	\$1,900.00	Fire equipment, testing & legging
	32363	Tram Maintenance	\$26,000.00	\$340.04	\$25,659.96	32363	Tram Maintenance	\$25,700.00	\$0.00	\$25,700.00	Tram maintenance & brake inspections \$6k, wheel re-treads \$20k
	32366	Tram Horse Feed Expenses	\$21,000.00	\$5,645.26	\$15,354.74	32366	Horse Feed	\$15,400.00	\$683.64	\$14,516.36	Horse feed
	32367	Tram Horse Farrier Expenses	\$22,000.00	\$6,459.09	\$15,540.91	32367	Farrier expenses	\$15,500.00	\$1,645.45	\$13,854.55	Shoeing horses
	32368	Tram Horse Vet Fees	\$10,400.00	\$6,887.12	\$3,512.88	32368	Veterinarian expenses	\$3,500.00	\$70.72	\$3,429.28	Monthly vet visitation, medication, allowance for emergencies & materials
0323070	TRAM MARKETING EXPENSES					EXPENSES - MARKETING					
	32370	Tram Advertising	\$3,400.00	\$2,820.01	\$579.99	32370	Advertising	\$5,000.00	\$109.10	\$4,890.90	Advertising allowance \$600, Recruitment of Board Members \$2.2k, General Manager \$2.2k
	32376	Tram Promotional Materials	\$3,000.00	\$2,829.58	\$170.42	32376	Other Promotion	\$200.00	\$0.00	\$200.00	Printing allowance
0323080	TRAM OTHER EXPENSES					EXPENSES - OTHER					
	32384	Tram Consultants Fees	\$2,000.00	\$0.00	\$2,000.00	32384	Consultant Fees	\$10,000.00	\$0.00	\$10,000.00	Recruitment services for Board \$5k & GM \$5k
	32385	Tram Volunteer Expenses	\$5,100.00	\$225.60	\$4,874.40	32385	Volunteer Amenities & Consumables	\$4,900.00	\$144.00	\$4,756.00	Uniforms, amenities & training
	32386	Tram Committee Expenses	\$10,000.00	\$4,799.48	\$5,200.52	32386	Board expenses	\$12,700.00	\$769.34	\$11,930.66	Board Siting Fees (7 meetings @ \$1,700)
	32387	Tram Staff Amenity Expenses	\$1,700.00	\$0.00	\$1,700.00	32387	Staff Amenities & Consumables	\$1,700.00	\$0.00	\$1,700.00	Staffroom supplies
	32399	Tram Other Expenses	\$1,600.00	\$1,143.49	\$456.51	32399	Other expenses	\$500.00	\$0.00	\$500.00	ESL & consumables
0323090	TRAM DEPRECIATION					EXPENSES - DEPRECIATION					
	32390	Tram FCA Allocation	\$54,300.00	\$17,434.66	\$36,865.34	32390	Depreciation	\$35,000.00	\$0.00	\$35,000.00	Depreciation as per Asset Register
0323099	TRAM FCA ALLOCATION					EXPENSES - CVH ADMINISTRATIVE SERVICE					
			\$335,300.00	\$78,167.47	\$257,132.53	32399	Corporate Cost Allocation	\$45,000.00	\$0.00	\$45,000.00	Corporate services support allocation
		CVH TOTALS				VHHTA TOTALS					
			\$335,300.00	\$78,167.47	\$257,132.53			\$292,300.00	\$14,516.51	\$277,783.49	



STATEMENT OF COMPREHENSIVE INCOME
For the Year Ending 30 June 2019

	2018/19 Budget \$
OPERATING INCOME	
Ticket & Bookings Sales	276,800
Council Contribution	292,300
Other Income	500
Total Income	569,600
OPERATING EXPENSES	
Employee Costs	298,600
Materials Contract and Other Expenses	236,000
Finance Costs	0
Depreciation	35,000
Total Expenses	569,600
Operating Surplus (Deficit)	0
Asset Disposal and fair value adjustments	0
Amounts specifically for new or upgraded assets	0
Physical resources received free of charge	0
NET SURPLUS / (DEFICIT)	0
KEY FINANCIAL INDICATOR	
Own Source Revenue (in lieu of Operating Surplus Ratio)	48.7%



STATEMENT OF FINANCIAL POSITION

For the Year Ending 30 June 2019

	2018/19 Budget \$
CURRENT ASSETS	
Cash and Cash Equivalents	39,080
Trade and Other Receivables	0
Inventories	0
Total Current Assets	39,080
NON-CURRENT ASSETS	
Financial Assets	0
Infrastructure, Property, Plant & Equipment	2,184,478
Other Non-Current Assets	0
Total Non-Current Assets	2,184,478
TOTAL ASSETS	2,223,558
CURRENT LIABILITIES	
Trade and Other Payables	0
Borrowings	0
Provisions	0
Total Current Liabilities	0
NON-CURRENT LIABILITIES	
Borrowings	0
Provisions	0
Total Non-Current Liabilities	0
NET ASSETS	2,223,558
EQUITY	
Accumulated Surplus	0
Asset Revaluation Reserve	0
Other Reserves	39,080
Share in Operating Result	-
New Capital	2,184,478
Total Equity	2,223,558



CASHFLOW STATEMENT
For the Year Ending 30 June 2019

	2018/19 Budget \$
CASHFLOWS FROM OPERATING ACTIVITIES	
Receipts	
Operating Receipts	597,280
Investment Receipts	0
Payments	
Operating Payments to Suppliers and Employees	558,200
Finance Payments	0
Net cash provided by (or used in) operating activities	39,080
CASHFLOWS FROM INVESTING ACTIVITIES	
Receipts	
Grants specifically for new or upgraded assets	0
Sale of replaced assets	0
Sale of surplus assets	0
Payments	
Expenditure on renewal/replacement of assets	0
Expenditure on new/upgraded assets	0
Net cash provided by (or used in) investing activities	0
CASHFLOWS FROM FINANCING ACTIVITIES	
Receipts	
Proceeds from borrowings	0
Payments	
Repayments of borrowings	0
Net cash provided by (or used in) financing activities	0
NET INCREASE (DECREASE) IN CASH HELD	39,080
Cash & cash equivalents at beginning of period	0
CASH & CASH EQUIVALENTS AT END OF PERIOD	39,080

7. Urgent Business without Notice
Nil

8. Confidential Reports

Board Report

Item No.	8.1
Title	Process for Recruitment of General Manager Contract
Meeting Date	3 December 2018
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members
Attachments	Attachments are not included in the Public Agenda
Purpose	<i>Information/Decision</i>

PURPOSE

To enable the Board to consider the position and contractual requirements for the position of General Manger for the Victor Harbor Horse Tram Authority.

RECOMMENDATION

1. That pursuant to Section 90(2) of the Local Government Act 1999, the public be excluded from the meeting with the exception of the Victoria MacKirdy (Interim General Manager), Terry Andrews (Inaugural Board Member), Carol Schofield (Inaugural Board Member), Brian Hockney (Inaugural Board Member), Peter Lewis (Inaugural Board Member), Graham Pathuis (Director Planning and Regulatory Services – City of Victor Harbor), Stephanie Juhas (Acting Manager Finance & Property – City of Victor Harbor), Mark Przibilla (Acting Manager of Economic and Tourism Development – City of Victor Harbor) and Kyla Walker (Acting Governance Officer/Minute Secretary – City of Victor Harbor) to enable the Authority to consider information in relation to agenda Item 8.1 – Process for Recruitment of General Manager – Contract, as the Authority is satisfied that, pursuant to section 90(3)(d) of the Act, the information to be received, discussed or considered in relation to the agenda item is a matter related to commercial information of a confidential nature (not being a trade secret) of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and would, on balance, be contrary to the public interest.
5. That having considered Agenda Item 8.1 – Process for Recruitment of General Manager – Contract, in confidence under section (90) (2) and (3)(d) of the Local Government Act 1999, the Authority:
 - i) pursuant to section 91(7) of the Local Government Act orders that the report and Attachment 8.1.1 and 8.1.2 inclusive and the resolutions be released

9. Next Meeting

10. Closure