



6 August 2021

Contact for Apologies: 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: Tuesday, 10 August 2021

TIME: 3:00pm

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

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

Yours faithfully

A handwritten signature in black ink that reads "Megan Whibley". The signature is written in a cursive style with a large, sweeping flourish at the end.

Megan Whibley
General Manager

Victor Harbor Horse Tram Authority

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



1. Open Meeting/Welcome

2. Attendance

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

Megan Whibley (General Manager VHHTA)
Tamar Herron (Minute Secretary VHHTA)

Karen Rokicinski (Director Corporate and Customer Service CVH)

3. Apologies

Nil

4. Minutes of Previous meeting

4.1a	Minutes - Victor Harbor Horse Tram Authority Board – 8 June 2021	5
4.1b	Minutes - Victor Harbor Horse Tram Authority Board – 13 July 2021	11

5. Adjourned Item(s)

Nil

6. Reports for Receiving and Noting only

6.1	Resolution Register Report	14
6.2	General Manager's Operations Report	19

7. Reports for Decision

Nil

8. Presentation(s)

Nil



9. Discussion Items – No decision(s)

Nil

10. Correspondence Received

Nil

11. Urgent Business without Notice

Nil

12. Confidential Reports

Nil

Next Meeting

Tuesday 12 October 2021, 3pm – Encounter Room

Meeting Close

Please be advised

- *That filming, photography and audio recording may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999.*
-
- *To comply with COVID-19 physical distancing requirements, places in the public gallery are limited and will be filled on a 'first in' basis.*



Meeting **Victor Harbor Horse Tram Authority**
Date **10 August 2021**
From **Megan Whibley**
Subject **Board Meeting Minutes – 8 June 2021 and 13 July 2021**
Report Number **4.1**

RECOMMENDATION

- 1. That the minutes of the previous Victor Harbor Horse Tram Authority Board Meeting held Tuesday, 8 June 2021, be confirmed as a true and accurate record.**
- 2. That the minutes of the previous Victor Harbor Horse Tram Authority Board Special Meeting held Tuesday, 13 July 2021, be confirmed as a true and accurate record.**

INFORMATION

Purpose

The purpose of this report is to present the Victor Harbor Horse Tram Authority minutes for the meetings held on 8 June 2021 and 13 July 2021 for confirmation.

Background

A Board meeting of the Victor Harbor Horse Tram Authority was held on Tuesday, 8 June 2021 and a Special Board meeting was held on Tuesday, 13 July 2021.

Commentary

The minutes for the Victor Harbor Horse Tram Authority meeting held Tuesday, 8 June 2021 were distributed to Members on Friday, 11 June 2021. The minutes for the Victor Harbor Horse Tram Authority meeting held Tuesday, 13 July 2021 were distributed to Members on Friday, 16 July 2021.

A copy of the minutes are provided at attachments A and B to this report.

RISK ASSESSMENT

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

REFERENCES

Nil

BUDGET IMPLICATIONS

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

No additional funds are required.

CONSULTATION

Victor Harbor Horse Tram Authority Board members
Karen Rokicinski (Director Corporate and Customer Service)

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Tuesday 8 June 2021, Commencing at
3:00pm Encounter Room**



Present

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

In Attendance

Megan Whibley (General Manager VHHTA)
Tamar Herron (Minute Secretary VHHTA)

Karen Rokicinski (Director Corporate and Customer Service CVH) Via Zoom

Commencement

The meeting commenced at 3:00 pm

3. Apologies

Nil

4. Minutes of the Previous Meeting

4.1.1 Board Meeting Minutes – 13 April 2021

VHHTA236 Moved: Rachel Kennedy
Seconded: Nigel Catt

That the minutes of the previous Victor Harbor Horse Tram Authority meeting held Tuesday, 13 April 2021, as per copies supplied to members, be confirmed as a true and accurate record.

CARRIED

4.1.2 Board Meeting Minutes – 11 May 2021

VHHTA237 Moved: Nigel Catt
Seconded: Rachel Kennedy

A handwritten signature in black ink, appearing to be 'R. Kennedy', with a horizontal line underneath it.

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Tuesday 8 June 2021, Commencing at
3:00pm Encounter Room**



That the minutes of the previous Victor Harbor Horse Tram Authority meeting held Tuesday, 11 May 2021, as per copies supplied to members, be confirmed as a true and accurate record.

CARRIED

5. Business Arising

Nil

6. Reports for Receiving and Noting only

6.1 Audit Committee Public Minutes – 9 February 2021 and 11 May 2021

VHHTA238 Moved: Carol Schofield
 Seconded: Nigel Catt

1. That the Victor Harbor Horse Tram Authority:

(a) receive and note the confirmed public minutes of the Inaugural Audit Committee meeting 9 February 2021 at attachment A to this report.

(b) receive and note the unconfirmed public minutes of the Audit Committee meeting 11 May 2021 at attachment B to this report.

CARRIED

At 3:48 Carol Schofield left the meeting.

At 3:50 Nigel Catt and Natasha Hunt left the meeting.

At 3:52 Nigel Catt joined the meeting.

At 3:53 Carol Schofield and Natasha Hunt joined the meeting.

6.2 Outstanding Resolutions Register

VHHTA239 Moved: Rachel Kennedy
 Seconded: Carol Schofield

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

CARRIED



6.3 Horse Welfare Update

VHHTA240 Moved: Carol Schofield
 Seconded: Rachel Kennedy

That the Victor Harbor Horse Tram Authority receive and note the Horse Welfare Update report.

CARRIED

The Board asked for it to be noted that they are absolutely thrilled at the reported excellent condition of the horses and wished to congratulate the VHHTA team.

7. Reports for Decision

7.1 Equine Assisted Learning Certification for the General Manager

VHHTA241 Moved: Nigel Catt
 Seconded: Natasha Hunt

1. That the Victor Harbor Horse Tram Authority receive and note the Equine Assisted Learning Certification for the General Manager report.

2. That the Victor Harbor Horse Tram Authority Board approve the General Manager to participate in and attend all aspects of the Equine Assisted Learning Program, including during work hours, in recognition of the professional development opportunity that this program provides and the benefits for the Authority.

3. That the Victor Harbor Horse Tram Authority Board approve payment of \$6,765 from the Authority operating budget towards fees for participation by the General Manager in the Equine Assisted Learning Program.

CARRIED

Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Tuesday 8 June 2021, Commencing at
3:00pm Encounter Room



***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.*

A handwritten signature in black ink, consisting of a stylized 'R' followed by a horizontal line and a small flourish.

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Tuesday 13 July 2021 Commencing at
11am Encounter Room**



3. That the Victor Harbor Horse Tram Authority recommends to Council that Laura Hodgson be appointed as a third Independent member to the Victor Harbor Horse Tram Authority Audit Committee for a term of two years.

CARRIED

13. Next Meetings

Tuesday 10 August 2021, 3pm – Encounter Room

14. Meeting Closed.

The Chair declared the meeting closed at 11:41am

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

Meeting **Victor Harbor Horse Tram Authority**

Date **10 August 2021**

From **Megan Whibley**

Subject **Resolutions Register Report**

Report Number **6.1**

RECOMMENDATION

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

INFORMATION

Purpose

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

Background

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

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

Commentary

The current outstanding resolutions register is provided at attachment A.

RISK ASSESSMENT

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

Socio Political, Community Issues / Reputation – There may be some concern from Board members, Council and the broader community if resolutions are not actioned in a timely

manner or if the current Board determines to resolve contrary to an earlier resolution. The risk is assessed as *medium*.

BUDGET IMPLICATIONS

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

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



Attachment A
VHHTA – Outstanding Resolutions Register – updated 5-Aug-21
 *newest at top

Date	Minute Number	Resolution	Status/Update
<i>Leave blank</i>			
13 July 2021	VHHTA252	That the Victor Harbor Horse Tram Authority recommends to Council that Laura Hodgson be appointed as a third Independent member to the Victor Harbor Horse Tram Authority Audit Committee for a term of two years.	Completed
13 July 2021	VHHTA251	That the Victor Harbor Horse Tram Authority recommends to Council that the following Authority Board Member, Nigel Catt, be appointed to the Victor Harbor Horse Tram Authority Audit Committee for a term of two years.	Completed
13 July 2021	VHHTA249	That the Victor Harbor Horse Tram Authority endorse the recommended changes to the VHHTA Audit Committee Terms of Reference and provide the revised Terms of Reference to Council for approval.	Completed
8 June 2021	VHHTA246	That the VHHTA General Manager provide an update on the stable project and advise what will happen to the capital budget that was allocated for this financial year, 2020/21.	<p>Completed</p> <p>Verbal update provided at the 8 June 2021 Board meeting.</p> <p>Written report finished and sent to the elected members 23 July 2021.</p> <p>Memorandum provided to Council in Confidence, therefore unable to be provided to VHHTA Board. Publicly available information of interest to the Board, is that Council adopted 2021/22 budget on Monday 2 August 2021, with \$150,000 in the Capital budget for stables construction. Council's</p>



Attachment A

Date	Minute Number	Resolution	Status/Update
			draft Long Term Financial Plan (LTFP) contains a further allocation of \$250,000 to complete the construction in 2022/23. The draft LTFP is yet to be endorsed by Council.
8 June 2021	VHHTA245	That the VHHTA General Manager develop the long term financial plan as part of the VHHTA strategic management Plan, consistent with Section 122 of the Local Government Act 1999.	In progress in consultation with Karen Rokicinski
1 December 2020	VHHTA209	That the General Manager present a report to the Victor Harbor Horse Tram Authority Board prior to the setting of the 2021/2022 budget, that includes information on our training policy and our budget requirements for training, so as to provide direction for the Board.	In Progress – Training Policy for VHHTA is in early stages of development, in consultation with CVH.
16 June 2020	VHHTA175	That the Victor Harbor Horse Tram Authority determines to engage an External Auditor and that the Board approves appointment of an external auditor for a three year period, with the possibility of a further two years if both parties are in agreement, through VHHTAs usual procurement processes as delegated to the General Manager or delegate; and that Council’s Audit Committee is utilised for oversight of the External Auditor engagement, pending the formation of the Authority’s Audit Committee.	Complete – Galpins are engaged as the Auditor and working on the financials now.
17 Dec 2019	VHHTA147	That with reference to minute VHHTA40 as detailed in this report regarding improvements to the Causeway Horse Tram Station, the matter be discontinued in light of the new causeway alignment and that the Authority work with DPTI and/or Council to ensure that the future design of any new facilities and infrastructure are suitable to the ongoing needs of the VHHTA.	Ongoing – liaising/meeting with Council/DPTI/McConnell Dowell re construction of Causeway, Plaza and infrastructure needs of VHHTA.



Attachment A

Date	Minute Number	Resolution	Status/Update
			Construction is well underway of Causeway and Plaza. Open communication via email and by phone are occurring almost daily.
17 Sept 2019	VHHTA108	That the Victor Harbor Tram Authority modify the works program by delaying the Tram 4 action for 12 months and removing the ticket machine action from the works program	In progress - 2021/22 Budget Bid Current Capital budget bids are with Council for their consideration.
20 Aug 2019	VHHTA96	That the Victor Harbor Horse Tram Authority examine the policy associated with sales and Merchandise.	In progress – this needs to be developed.
20 Aug 2019	VHHTA97	That the Victor Harbor Horse Tram Authority review the volunteer policy.	In progress – email sent to Board with the policy to review.

Meeting **Victor Harbor Horse Tram Authority**
Date **10 August 2021**
From **Meg Whibley**
Subject **General Manager Operations Report**
Report Number **6.2**

RECOMMENDATION

That the Victor Harbor Horse Tram Authority receive and note the General Manager Operations Report.

INFORMATION

Purpose

The purpose of this report is to provide an update from the General Manager to the Board, regarding Horse Tram operations.

Background

Whilst the following matters are operational and do not require endorsement by the Board, they are important in the strategic planning for the Victor Harbor Horse Tram as an Authority and for this reason, an update is provided for Board information.

Commentary

On Thursday 29 July 2021 the Victor Harbor Horse Tram Authority (VHHTA) made the difficult decision to cease Horse Tram operations along the Causeway until construction of the new causeway has been completed. The safety of customers, the general public, staff and our lovely horses is of utmost priority and the decision to cease operations was based on the need to manage risks associated with this as well as the recent lockdown and ongoing COVID-19 restrictions, storm/weather conditions and causeway closures, and the commencement of the Causeway Plaza reconstruction creating new and significant risks for Horse Tram operations.

With the decision to close the Horse Tram operation we now set ourselves the tasks of using this time to our advantage and mitigating the costs.

With a very rough estimate of costs v's savings we could see ourselves come out even.

Staff wage savings	\$150,000
Plus Wind monitoring income	\$ 30,000
Less revenue loss	\$180,000
	<u>\$0.00</u>

Council capital budget approvals for 2021/22:

The council approved the budget for 2021/22 which included the
Office Refurbishment - \$95,000
Island platform replacement - \$45,000
Horse replacement - \$20,000
Fencing at Canton - \$20,000
IT / Office furniture - \$5,000

The Island platform is in the planning stage. Concept drawings have been developed to aid with the final design. Ideas around getting the line-up of the customers included in this design were put forward by the VHHTA staff, and things are looking positive.

Horse replacement may not be needed this financial year depending on the training of Chester once the causeway is complete, but it is great to know we have this in place if needed.

Office Refurbishment Update:

Meetings have already taken place with council staff and planning re the scope of the Job is nearly complete and about to go out to market so we are hopeful that the start of the office refurbishment will get started in the next 4-6 weeks. The Horse Tram closure period of approximately five months will hopefully see the completion of the works and have us shiny and new ready for the New Causeway opening.

Canton land progress:

Some fencing at Canton's new land has occurred but is not yet complete. It is great news that the allocation in the budget for this financial year will enable us to do so. The area requires substantial cleaning up to make it safe to use, so the plan is to orchestrate this over the coming months.

Dead trees and limbs all through the pine tree section need to be cleared and removed, weeds in the paddocks and on the mound need to be sprayed out, and a soil test of this area will be conducted so as to determine its use in the future.

The water to the property is still to be put on. Council are organising this and future proofing it so it will be suitable for the future Behind the scenes venture.

Stable update:

There was a memorandum regarding the stable project provided to the elected members of Council on 23 July, but as it was provided in Confidence it is unable to be provided to VHHTA Board Members. The publicly available information, that is of interest to the Board, is that Council adopted the 2021/22 budget on Monday 2 August 2021, with \$150,000 in the Capital budget for the stable construction.

With the \$150,000 that has now been approved in the budget, to be WHIP across into this financial year, the procurement process will begin again. This will be staged with the councils draft Long term financial plan (LTFP) having a further \$250,000 in the 2022/23 budget, once endorsed.

Other funding:

The Building Better Regions Fund grant allocations are expected to be announced this quarter. The announcement of Grant funding for the VHHTA, if successful, will result in more of the stable works being able to be completed this financial year.

An application for the \$3000 SA business Covid-19 Disaster payment has been submitted for the VHHTA in hope that we get something for the lockdown.

Horse fitness and horse health:

The horses are being ridden and worked at least 3 times a week, with emphasis on stimulating and engaging them by employing a range of varied work outs for both cardio and strength training.

They are currently grazing at the Gillespie land at the moment but may move to the new Canton place once the water is on and the paddocks have been screened for safety. They are still receiving morning and evening feed-outs with their diets remaining unchanged. Paddocks are still cleaned daily and horse health practices continue.

Staff:

Staff hours are being shared around with the two part time staff receiving the most hours aside from the two full time employees, the General Manager and Assistant Manager.

Luckily there is plenty to do, ie:

In the Barn

- Tram # 3 still being put back together with the front and back panel back from the sign writer and awaiting attachment. They look great with hand painted Tram numbers and detail.
- Tram # 1 will be getting the wheels back in the next couple of weeks.
- Once tram # 1 is mobile again a merchandise area can be created in the Barn. Merchandise stands, displays and products can be moved into the area and set up so that the volunteers can work out of the barn on weekends. The barn will need some cleaning and a comfortable safe area to be created for our volunteers.

In the office

- Wind monitoring duties - Causeway closures and openings.
- Clearing of office and tack area for renovations once the work nears. Contractors will need safe and clear access to these areas.
- Precious Horse tack, Collars, Spiders, Winkers and Reins will all need to be organized safely into storage, potentially utilizing the Mitsubishi Ute and float tack box space. This will also provide access to gear when training and working horses as the office will be inaccessible.
- Administration work, of which there is plenty, will continue from home if need be while the office is refurbished.

Staff training to occur

- Staff first Aid training.
- Staff 'working with children' clearances.
- Staff fire extinguisher training.
- Staff learning about the history and improving our offerings for the tram reopening.
- Staff Skytrust software training.

In regards to staff training, the Equine Assisted Learning Course is now well underway for myself and two staff members, and is going well. The course is very mind provoking. It makes you think a lot more about the horse when you are with them. The bedrock principle of the training is that when working with horses as equine assisted therapy partners, it is not enough that therapy sessions are ok for the horses, they must be included in a way that is beneficial to them. All other learning is layered on top of this foundation.

RISK ASSESSMENT

A risk assessment has not been undertaken as this operations report is provided to the Board for receiving and noting only.

BUDGET IMPLICATIONS

There are no budget implications associated with the Board receiving and noting the General Manager Operations Report.