



Minutes

Board Victor Harbor Horse Tram Authority
Meeting Held 3 DECEMBER 2018 at 1:00pm
Location Encounter Room – 1 Bay Road, Victor Harbor

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1:01pm – Ms Victoria MacKirdy – Interim General Manager officially opened the meeting and welcomed the Authority and Members of the gallery to the Inaugural meeting.

Meeting opened at 1:02pm

1. ATTENDANCE

Carol Schofield (Chair)
Terry Andrews
Brian Hockney
Peter Lewis

In Attendance:

Ms Victoria MacKirdy (Interim General Manager VHHTA)
Mr Graham Pathuis (Director Planning and Regulatory Services CVH)
Ms Stephanie Juhas (Acting Manager Finance & Property CVH)
Mr Mark Przibilla (Acting Manager of Economic and Tourism Development CVH)
Ms Kyla Walker (Governance Officer CVH & Minute Secretary)

2. APOLOGIES

NIL

Ms Victoria MacKirdy – Interim General Manager sought and was granted leave of the meeting to bring Item 6.1 of Chair and Deputy Chair forward. (refer to page 4)

3. MINUTES OF PREVIOUS MEETING

3.1 Nil – Inaugural Meeting

4. BUSINESS ARISING

4.1 Work Program and Resolution Report

VHHTA01	Moved:	Terry Andrews
	Seconded:	Peter Lewis

1. 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.

CARRIED

4.2 Status Operations Report

VHHTA02 Moved: Peter Lewis
 Seconded: Terry Andrews

1. That the Board note the status of the items identified in the Operations Status Report.
2. That for the periods 26 – 31 of December 2018, January, March long weekend and Easter in 2019, that three (3) horse trams run when previously two trams were run (this was all of January), except when weather makes it clear that it is not suitable due to a lack of potential passengers.
3. That for all weekends of February and March of 2019, that two horses trams run instead of one, except when weather makes it clear that it is not suitable due to a lack of potential passengers.
4. That for the periods 26 – 31 of December 2018, January 2019, February long weekend and Easter, that operating hours of trips be initially amended to start half an hour before, and finish one hour after, than they currently do, except when weather makes it clear that it is not suitable due to a lack of potential passengers.
5. That the General Manager organise a daily email to all local accommodation providers advising of the Horse Tram operations for that day commencing from 26 December 2018 and concluding on the 31 January 2019.
6. That the General Manager organise that, commencing from 26 December 2018 and concluding on the 31 January 2019, staff or registered volunteers remain in the general area of the causeway station between the Horse tram trips for the purpose of selling tickets and Horse Tram marketing.

CARRIED

4.3 Correspondence

VHHTA03 Moved: Terry Andrews
 Seconded: Peter Lewis

1. That the correspondence received from Steve Robertson from Leo Editorial Services and John Field from Field Public Relations be received and noted.

CARRIED

5. PRESENTATIONS

5.1 Nil

6. Reports

6.1 Appointment of Chair & Deputy Chair

1:04pm Ms Victoria MacKirdy - Interim General Manager called for nominations for the position of Chair and Deputy Chair.

1:05pm Terry Andrews nominated Carol Schofield as Chair

1:05pm Terry Andrews nominated Brian Hockney as Deputy Chair

Carol Schofield accepted the nomination as Chair and Brian Hockney accepted the nomination as Deputy Chair.

VHHTA04 Moved: Terry Andrews
 Seconded: Peter Lewis

1. That the Victor Harbor Horse Tram Board appoint Carol Schofield 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 Brian Hockney as Deputy Chairperson for the term of the Inaugural Board as specified in Clause 11 - Transitional Provisions of the VHHT Authority Charter.

CARRIED

6.2 Date, Time and Place of Board Meetings

VHHTA05 Moved: Peter Lewis
 Seconded: Brian Hockney

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. That an extra Ordinary Board Meeting be held on 11 December 2018 commencing at 9:30am.

CARRIED

6.3 Code of Conduct – VHHT Authority Board Members

VHHTA06 Moved: Peter Lewis
 Seconded: Brian Hockney

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

CARRIED

6.4 Code of Practice for Meeting Procedures

VHHTA07 Moved: Terry Andrews
 Seconded: Peter Lewis

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

CARRIED

6.5 Governance – Board Policies

VHHTA08 Moved: Terry Andrews
 Seconded: Peter Lewis

That the Victor Harbor Horse Tram Authority Board endorse the following policies (as amended for the Procurement Delegation table) as attached to this report:

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

CARRIED

6.6 Board Members – Expressions of Interest Process

VHHTA09 Moved: Terry Andrews
 Seconded: Peter Lewis

1. That the following persons be appointed by the Board onto the Selection Panel as per clause 2.10.1 of the Charter:-
 - Mr Geoff Sheridan
 - Mr Brian Hockney
 - Ms Victoria MacKirdy, CEO - City of Victor Harbor
2. That the Board endorse the draft Advertisement (as amended) 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 24 month period; and two (2) Independent positions be offered for a 36 month period.
4. That an Independent agency be appointed to assist the Selection Panel with shortlisting of applicants subject to 18/19 Budget approval.

CARRIED

6.7 Volunteer Management

VHHTA10 Moved: Peter Lewis
 Seconded: Terry Andrews

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.

CARRIED

6.8 2018/19 Fees and Charges

VHHTA11 Moved: Peter Lewis
 Seconded: Terry Andrews

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
Public Holiday Groups of up to 50	One way (per group)	\$500.00
	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

CARRIED

6.9 Financial Arrangements

VHHTA12 Moved: Terry Andrews
 Seconded: Peter Lewis

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 \$3,000.
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.

CARRIED

6.10 2018/19 Budget

VHHTA13 Moved: Peter Lewis
 Seconded: Terry Andrews

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 it be reported to Council that while an increased contribution from Council is required that it be noted that there has been a significant increase in Horse Tram Income since the formation of Section 41 Committee as detailed within the attached income table included in this report.
3. 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.

CARRIED

7. Urgent Business without Notice

Nil

8. Confidential Reports

8.1 Process for Recruitment of General Manager Contract

VHHTA14 Moved: Peter Lewis
 Seconded: Terry Andrews

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.

CARRIED

VHHTA15 Moved: Peter Lewis
 Seconded: Terry Andrews

2. That the Board endorse the draft position description and associated documentation (as amended) for calling of expressions of interest for the position of General Manager for the Victor Harbor Horse Tram Authority.
 3. That an independent agency be appointed to shortlist and interview applicants and provide a recommendation for appointment to the Board.
 4. That the position of General Manager be offered as a contract, for a period of 3 years.
- CARRIED**
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

The next scheduled Victor Harbor Horse Tram Authority Meeting is Tuesday, 11 December 2018, to be held in the Ground Floor Conference Room, 1 Bay Road, Victor Harbor at 9:30am.

10. Closure

The Chair declared the meeting closed at 3:32 pm