



18 January 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: Monday, 18 January 2021

TIME: 3:30pm

PLACE: Via Zoom

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

Yours faithfully

Megan Whibley
General Manager

Victor Harbor Horse Tram Authority

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

Victor Harbor Horse Tram Authority
Board Meeting Agenda
For meeting Monday, 18 January 2021
Commencing at 3:30pm



1. Open Meeting/Welcome

2. Attendance

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

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

Kellie Knight-Stacey (Director Corporate and Customer Service)

3. Apologies

Nil

4. Reports for Decision

4.1 PHD Application for Economic Benefit Analysis Report 3

Next Meeting

Tuesday 9 February 2021, 3pm – Encounter Room

Meeting Close

Victor Harbor Horse Tram Authority
Board Meeting Agenda
For meeting Monday, 18 January 2021
Commencing at 3:30pm



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 **18 January 2021**
From **Megan Whibley**
Subject **PhD Application for Economic Benefit Analysis Report**
Report Number **4.1**

RECOMMENDATION

- 1. That the Victor Harbor Horse Tram Authority Board receive and note the PhD Application for Economic Benefit Analysis Report.**
- 2. That the Victor Harbor Horse Tram Authority Board approve the Victor Harbor Horse Tram Authority to enter into the APR Intern Agreement with the University of South Australia in recognition of the opportunity that an Economic Benefit Analysis PhD research task, undertaken by the successful candidate, provides vital information and benefits the Authority.**
- 3. That the Victor Harbor Horse Tram Authority Board approve the upfront payment of \$26,000 plus GST from the Authority operating budget towards fees for the APR Internship Program.**

INFORMATION

Purpose

This report is to seek The Victor Harbor Horse Tram Authority's (VHHTA) Board endorsement of an Economic Benefit Analysis being undertaken by the successful candidate, and payment of fees as outlined in the APR Intern Agreement, in recognition of the benefit the research task will provide to the Authority.

Background

The APR Internship Program is an exciting initiative aimed at providing the intern with relevant professional training and skills within a workplace setting relating to their area of study through the intern carrying out a short self-contained project on a topic of mutual interest with the workplace partner. The Authority invited applications for an Economic Benefit Analysis study regarding the economic impacts of the Horse Tram on local and state businesses and community. A successful candidate applied and was selected for this research task. The program is a fantastic opportunity to gain an understanding of the importance of the Horse Tram to the Region. The program is provided by the University of

South Australia. There is an upfront fee of \$26,000 plus GST which the Authority is seeking the approval of the Board to have payment from the VHHTA operating budget.

Commentary

The VHHTA has been investigating opportunities and different companies in regards to getting an Economic Benefit Analysis study done on the value of the Horse Tram to the business community, the region, the State and Australia. This opportunity is perfect for the VHHTA to get this important information so as to quantify its significant value to the Victor Harbor community at a cost that is heavily subsidized by the Government.

RISK ASSESSMENT

The Board have a responsibility in accordance with the Charter to manage the business and other affairs of the Authority in accordance with this Charter, including to formulate strategic, management and business plans aimed at improving the business of the Authority, and research and economic benefit analysis may provide strong guidance for the Board. This is assessed as **low**.

REFERENCES

The VHHTA Charter

BUDGET IMPLICATIONS

20/21 – the internship requires an upfront payment of \$26,000 which will be offset by the causeway monitoring contract at a value of approximately \$36,000 to the 30 June 2021.

The net increase to the 20/21 budget is anticipated to be nil.

21/22 – The government rebate is payable on completion of the project and will account for an additional \$23,400 income in 21/22.

No additional funds required.

CONSULTATION

The University of South Australia

APR INTERN AGREEMENT

Capitalised terms are defined in clause 11.

Introduction

This agreement sets out the terms and conditions under which the Parties will carry out the APR Intern Program. The primary objective of the APR Intern Program is for the Intern to gain relevant professional training and skills within a workplace setting relating to their area of study and for the participants to gain familiarity with each other's expertise and interests, through the Intern carrying out a short self-contained project at the Industry Partner on a topic of mutual interest.

Terms and Conditions

1. PROGRAM MANAGEMENT

- 1.1 Each Party will carry out any specific tasks allocated to it in the Project Plan and perform its responsibilities under this agreement in a manner that facilitates the Intern applying theoretical and other knowledge gained from their study in a practical setting and producing the anticipated deliverables specified in the Project Plan.
- 1.2 The Parties agree that the Internship will:
 - (a) commence on the Start Date and end on the End Date, unless the Parties agree different dates in writing (in which event the Start Date and the End Date will be automatically amended accordingly); and
 - (b) be undertaken during the hours specified in Item 10 of the Schedule.
- 1.3 The Parties agree that there is no intention to create an employer/employee relationship between the Intern and the Industry Partner, between the Intern and the Student Institution, and/or between the Intern and AMSI during the course of the Intern undertaking the Internship and that the primary purpose of the Internship is for the Intern's education.
- 1.4 The Industry Partner will not require the Intern to carry out any functions or render any service as an employee of the Industry Partner.

Student Institution's role and responsibilities

- 1.5 The Student Institution will:
 - (a) organise for the Intern to undertake the research task set out in the Project Plan during the Internship;
 - (b) advise the Intern of any confidentiality, privacy and other obligations which may apply to the Intern during, and in some cases, after the Internship; and
 - (c) use its best endeavours to ensure that the Intern signs a deed substantially in the form provided in Annexure A and provide a copy of the signed deed to each of AMSI and the Industry Partner.
- 1.6 The Student Institution is responsible for ensuring that the Intern meets the eligibility requirements for the APR Intern Program. If for any reason the Intern ceases to be eligible for the APR Intern Program while undertaking the Internship the Student Institution must immediately notify the other Parties.

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Student Institution: University of South Australia

Student:

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- (f) will allow the Student Institution and AMSI to inspect each Industry Partner Worksite, subject to meeting any reasonable security requirements of the Industry Partner, in order to assure itself that the Industry Partner is complying with clause 1.13(a), (b) and (c).

AMSI's role and responsibilities

- 1.14 AMSI will procure that the APR Facilitator:
 - (a) maintains contact with the other Parties and the Intern, monitors the progress of the Internship and offers guidance that may assist in ensuring successful completion of the Internship; and
 - (b) assists the Parties in exploring opportunities for further collaboration in areas relevant to the scope of the Internship.
- 1.15 AMSI will convene a final presentation at the end of the Internship involving the Intern, the Industry Partner, AMSI and the Academic Mentor. The purpose of this workshop is to report on the results of the Internship and the Project and evaluate outcomes.

Reports

- 1.16 The Student Institution must use its best endeavours to ensure that within thirty days from the end of the Internship the Intern provides:
 - (a) a confidential written report setting out the work undertaken through the Internship and the outcomes of the Internship and Project (**Final Report**). An example format for the Final Report is attached to the Project Plan; and
 - (b) a short written summary of the Internship and its outcomes in a form that is suitable for use and publication by AMSI and the Student's Institution to demonstrate the outcomes of the Internship (**Intern Executive Summary**). An example format for the Intern Executive Summary is attached to the Project Plan.
- 1.17 The Student Institution and the Academic Mentor will endeavour to ensure that the Intern provides the Industry Partner with a draft of the Final Report and the Intern Executive Summary by the date specified in the Project Plan. The Industry Partner shall have the right to remove any of its Confidential Information or any other information which it considers commercially sensitive from the Intern Executive Summary and Final Report and must provide the Intern with feedback on the draft Final Report and Intern Executive Summary within the applicable timeframe set out in the Project Plan.
- 1.18 Within 30 days from the end of the Internship, the Industry Partner must provide AMSI with a short written summary of the Internship and its outcomes in a form that is suitable for use and publication by AMSI (**Industry Impact Statement**).

2. FINANCE

- 2.1 The Industry Partner must pay AMSI the Industry Contribution as set out in Item 11 of the Schedule within thirty (30) days after the issue of an invoice by AMSI.
- 2.2 Subject to receiving the Industry Contribution from the Industry Partner, AMSI must pay a portion of the Industry Contribution to the Student Institution as set out in Item 12 of the Schedule.
- 2.3 Without any deduction for administrative or other costs, the Student Institution must use the Industry Contribution for:
 - (a) a mentor fee, to be held or distributed by the Student's Institution in accordance with its own internal policies and regulations, but always with the primary intention of supporting the research of the Academic Mentor; and

- (b) the Industry Partner agrees that the Intern or the Student Institution may publish or otherwise publicly disclose papers, abstracts and other materials regarding or referring to the Project or the Project Intellectual Property in accordance with clause 4.3.
- 4.3 If either the Intern or the Student Institution wishes to publish or otherwise publicly disclose papers, abstracts and other materials regarding or referring to the Project or the Project Intellectual Property, he, she or it must provide a copy of the proposed publication to the Industry Partner and must not publish (or allow the publication of) that publication unless and until the Industry Partner grants its approval or the publication is permitted (and made in accordance with) paragraph (c)(i), (iii) or (iv). The Industry Partner agrees:
- (a) to reply to the Intern or the Student Institution (as may be applicable) in writing within one (1) month of receiving a copy of the proposed publication stating whether it approves or does not approve the publication and, if it withholds approval, include in its response the basis for such withholding;
- (b) to give reasonable consideration to any request for approval of a publication made by the Intern or the Student Institution;
- (c) without limiting paragraph (b), not to withhold such approval unless:
- (i) it reasonably believes that such publication would harm, prejudice or in any other way injure the interest which it has in the Project Intellectual Property, in which case publication may only proceed after a period of 12 months (in order to give the Industry Partner time to seek patent or other registered protection for the relevant Project Intellectual Property);
- (ii) the publication includes any of the Project Intellectual Property and the Project Plan specifies that the Intern and the Student Institution will not seek to publish the outcomes of the Project;
- (iii) it reasonably believes that such publication would harm, prejudice or in any other way injure the interest which it has in any other Intellectual Property Rights or any of its Confidential Information, in which case the Student Institution or Intern shall remove from the proposed publication the content that gives rise to that belief; or
- (iv) where the Industry Partner is the Commonwealth of Australia, it reasonably believes that such publication would harm or prejudice the Commonwealth's national security interests, in which case the Intern or the Student Institution (as may be applicable) will amend the proposed publication to remove the content that gives rise to that belief; and
- (d) to notify and consult with AMSI and the Student Institution prior to making a decision to withhold approval under this clause 4.3.
- 4.4 If the Internship is an assessable component of the Intern's course of study at the Student Institution and the Intern's Thesis refers to the Project or the Project Intellectual Property, the Industry Partner acknowledges that the Intern owns the Intellectual Property in his or her Thesis and agrees that nothing in this agreement will inhibit the right of an Intern to have his or her Thesis examined and a copy of their Thesis lodged in the Student Institution's library (including a digital copy), except that:
- (a) the Student Institution must ensure that the Intern provides a copy of the Thesis to the Industry Partner at least one month in advance of the Thesis being submitted for examination;
- (b) if one of the grounds set out in clause 4.3(c)(i) to (iv) applies to the Thesis, the Industry Partner may notify the Student Institution that it requires the examination of the Thesis to be undertaken by examiners bound by obligations of confidentiality, in which event the Student Institution must comply with that requirement; and

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Student Institution: University of South Australia

Student:

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The costs of submission to the person appointed pursuant to this clause 7.2 will be met equally by the parties to the dispute or difference.

- 7.3 Nothing in this clause 7 will prevent a Party from seeking interlocutory relief from a court of appropriate jurisdiction. However, a Party shall not otherwise commence legal action in the event of a dispute or difference unless it has first complied with this clause 7.

8. TERMINATION

- 8.1 A Party may terminate the Internship and this agreement with immediate effect by giving notice to each other Party if another Party has materially breached this agreement and that Party fails to remedy that breach within 14 days of receiving notice requesting it to do so.
- 8.2 Where termination is for reasons other than breach by the Industry Partner, the Party that invoiced the Industry Partner for the Industry Contribution will pay to the Industry Partner a pro-rata refund of the Industry Contribution in respect of the time between the date of termination and the End Date.
- 8.3 Where the Industry Partner is entitled to a refund by AMSI under clause 8.2 and termination is for reasons other than breach by AMSI, the Student Institution will pay to AMSI a pro rata refund of the payment made to it by AMSI in respect of the time between the date of termination and the End Date. The Student Institution is solely responsible for advance payments made to the Intern in respect of the period after the termination date.

9. GST

- 9.1 If GST is payable on a Taxable Supply made under, by reference to or in connection with this agreement, the Party providing the Consideration for that Taxable Supply must also pay the GST Amount as additional Consideration.
- 9.2 The recovery of the Consideration for any Taxable Supply made under this agreement is subject to the supplying Party issuing to the Party liable to pay for the Taxable Supply a valid tax invoice in respect of the supply.
- 9.3 Any reference to a cost or expense incurred by a Party in this agreement excludes any amount of GST forming part of the relevant cost or expense when incurred by the Party for which the Party can claim an Input Tax Credit.
- 9.4 Unless the context indicates otherwise, capitalised terms in this clause 9 have the meaning given to those terms in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

10. GENERAL

- 10.1 Any Special Conditions forms part of this agreement. Any Special Conditions take priority over the remaining terms and conditions of this agreement to the extent of any inconsistency between them.
- 10.2 The Parties are independent contracting parties and nothing in this agreement shall make a Party the agent, partner, employee or legal representative of another Party for any purpose whatsoever, nor does it grant a Party any authority to assume or to create any obligation on behalf of or in the name of another Party on any account whatsoever.
- 10.3 Any modification, variation, amendment or change to this agreement must be in writing and signed by each of the Parties.

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Student:

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Industry Partner means the industry partner set out in Item 5 of the Schedule with whom the Intern will undertake the Internship.

Industry Partner Worksite means any premises (whether controlled by the Industry Partner or a third party) which the Industry Partner makes available to the Intern to access for the purposes of the Internship.

Intern means the student at the Student Institution specified as the Intern in Item 2 of the Schedule.

Intern Executive Summary has the meaning given to it in clause 1.16(b).

Internship means the internship to be undertaken by an Intern with an Industry Partner facilitated by AMSI pursuant to this agreement.

Intellectual Property means all rights resulting from intellectual activity whether capable of protection by statute, common law or in equity and including copyright, patent rights, registered and unregistered trade marks, design rights, the right to have confidential information kept confidential, circuit layouts and plant varieties and all rights and interests of a like nature, together with the right to apply for any such protection, but excludes moral rights.

Party means each of AMSI, Industry Partner and the Student Institution and **Parties** means more than one or all of them, as the context requires.

Project means the research project described in the Project Plan.

Project Intellectual Property means any Intellectual Property which is created, developed or discovered by the Intern as a direct result of the Intern carrying out the Project, including copyright and other Intellectual Property subsisting in the Final Report and the Impact Statement (excluding copyright in an Intern's Thesis if the Internship is an assessable component of the Intern's course of study at the Student Institution).

Project Plan means the document set out in Annexure B, as varied by the written agreement of the Parties and the Intern from time to time.

Special Conditions means any conditions specified in Item 16 of the Schedule.

Start Date means the date the Internship commences as specified in Item 8 of the Schedule, as varied under clause 1.2(a).

Stipend means the amount payable to the Intern as set out in Item 12 of the Schedule.

Student Institution means the Australian education provider set out in Item 3 of the Schedule that appoints the Academic Mentor and is the institution of which the Intern is a student.

Thesis means any thesis which is permitted or required to be submitted to the Student Institution by the Intern to fulfill the Student Institution's requirements for the degree in which the Intern is enrolled with the Student Institution.

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Student Institution: University of South Australia

Student:

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4.	Academic Mentor	Academic Mentor Name: Andrew Beer Email: andrew.beer@unisa.edu.au Phone: 08 8302 0711 Institution: University of South Australia Department/School: UniSA Business Principal Supervisor Name: Andrew Beer Email: andrew.beer@unisa.edu.au Phone: 08 8302 0711 Institution: University of South Australia Department/School: UniSA Business
5.	Industry Partner	Company Name: Victor Harbor Horse Tram Authority ABN: 24592348014 Address: 1 Bay Rd Victor Harbor SA 5211 Intern Supervisor Name: Megan Whibley Title: General Manager Department: Victor Harbor Horse Tram Authority Email: mwhibley@victor.sa.gov.au Phone: 0418 353 266 Industry Contact Name: Megan Whibley Title: General Manager Department: Victor Harbor Horse Tram Authority Email: mwhibley@victor.sa.gov.au Phone: 0418 353 266 Invoice Contact Name: Megan Whibley Title: General Manager Department: Victor Harbor Horse Tram Authority Email: mwhibley@victor.sa.gov.au Phone: 0418 353 266
6.	Project Title	Assessment and Evaluation of the Horse Tram
7.	Project Duration	5 Months
8.	Start Date	01/02/2021

Reference: INT - 0951

Industry Partner: Victor Harbor Horse Tram Authority

Student Institution: University of South Australia

Student:

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14.	Reimbursable expenses (if any agreed)	There is no allocated expenses budget for this project but the VHHTA is happy to work with the intern to minimize travel where possible.
15.	Register of Background Intellectual Property contributed to the Project (if applicable)	UniSA: There is no background intellectual property to be declared by the University of South Australia. Victor: There is no background intellectual property to be declared by Victor Harbor Horse Tram Authority.
16.	Special Conditions (if any)	Victor Harbor Horse Tram Authority have implemented appropriate preparations to comply with the Federal and State Governments' requirements regarding social distancing to ensure the safety of the intern and others. The intern will be able to complete the project outlined below online/remotely and they will be able to participate in workplace/team discussions via virtual meeting rooms. They will also have regular online discussions with their industry supervisor and academic mentor. The intern should monitor their University and host industry partner's policies regarding COVID-19 to ensure compliance.

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Student Institution: University of South Australia
Student:

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Signed for and on behalf of

University of South Australia

ABN: 37191313308

of address:

101 Currie Street Adelaide SA 5001

by an authorised representative in the presence of:

Signature of Authorised Representative

Signature of Witness

Name & Title of Authorised Representative

Name of Witness

ANNEXURE A

For students from universities where students own IP under the university's statute

Student Deed Poll

THIS DEED POLL is made on the ____ day of _____ 20__

by

Name		(You or Your)
Address		
Phone		
University	University of South Australia	
Industry Partner	Victor Harbor Horse Tram Authority	

BACKGROUND

- A. As part of the AMSI program, the University has made arrangements for You to attend a placement at the Industry Partner to gain practical training, experience and skills within a workplace relating to Your area of study.
- B. To facilitate this placement, the University, the Industry Partner and AMSI (through the University of Melbourne) have entered into an agreement which sets out each party's obligations in relation to the internship (the **APR Intern Agreement**).
- C. During the course of the placement, You may create or contribute to the creation of Intellectual Property, including copyright in Your Assessment Materials.
- D. Under the APR Intern Agreement, the University has agreed to assign all Intellectual Property created by You during the course of Your placement, other than the copyright in Your Assessment Materials, to the Industry Partner.
- E. You will own the copyright in Your Assessment Materials. The University will own all other Intellectual Property created by You during the course of the placement.
- F. This Deed sets out the terms on which You assign all Intellectual Property created by You during the course of the placement (other than copyright in Your Assessment Materials) to the University.

OPERATIVE PART

You agree:

1. DEFINITIONS

In this Deed:

Reference: INT - 0951

Industry Partner: Victor Harbor Horse Tram Authority

Student Institution: University of South Australia

Student:

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2. ASSIGNMENT

2.1 You hereby assign to the University all right, title and interest in the Placement Intellectual Property on and from the date on which the Placement Intellectual Property was or is created.

2.2 You acknowledge that the University will assign the Placement Intellectual Property (excluding its Background Intellectual Property which forms part of the Placement Intellectual Property) to the Industry Partner under the APR Intern Agreement.

3. CONFIDENTIAL INFORMATION

3.1 You acknowledge and agree that You must:

- (a) keep all Confidential Information confidential;
- (b) not use Confidential Information in any way which would be harmful to the best interests of the Disclosing Party; and
- (c) not use any Confidential Information in any way other than for the purposes of your placement at the Industry Partner or preparation of your Assessment Materials without the prior written permission of the Disclosing Party.

3.2 You agree upon the written request of the Disclosing Party to return to the Disclosing Party any documents originating from the Disclosing Party which embody Confidential Information and acknowledge that you must not keep any copies in any form.

4. FURTHER ACTION

You must, at the University's cost, do all things and execute all documents necessary to give effect to this Deed and render all assistance reasonably required by the University for the purpose of confirming, recording or perfecting the Assignment.

EXECUTED AS A DEED POLL

SIGNED SEALED AND DELIVERED BY)

.....
Signature of
 Laura Caitlin Tonkin Hodgson

.....
Signature of Witness

.....
Print Name of Witness

4. INTERN TRAINING AND PROFESSIONAL DEVELOPMENT

The primary purpose of the internship is for the education of the Intern by enabling them to apply their expertise to a real-world problem, experience the company environment, develop workplace skills and improve their work-readiness. It is expected that the Intern will work closely with industry staff who will mentor them throughout the internship.

The student will report to the General Manager of the Authority and have the opportunity to experience and work in a tourist destination as well as S42 Authority which is required to engage closely with Council and the community. This will generate a range of unique experiences and sharing of information (e.g. scope to experience a busy tourist season on the back of Covid, feedback from council on the valuation). The project will also require the intern exploring the literature and talking to experts, including within local government and academia to determine how such a complex valuation can occur beyond the likes of visitor numbers, ticket sales and other obvious measures. There may be scope to draw on how art and historic items are valued as well as bring to life a more standard economic benefit valuation.

There is the scope to conduct some primary research with local businesses and / or visitors to Victor Harbor. Qualitative statements have already been collected from local businesses which support the value of the tram which was very apparent during a recent long closure to the causeway.

As well as GM support, the student will have the opportunity to draw on the Boards' experience in pulling this project together.

The internship will create the opportunity for the intern to build their professionalism including networking, business writing and presenting skills. Problem solving and project management skills will be utilised along with the technical skills to conduct the valuation. Feedback will be provided to ensure the intern can grow and develop during this time.

5. WORK PLAN

A week by week draft schedule is being drafted by the parties at:

<https://paper.dropbox.com/doc/APRIntern-Project-Overview--BCM48T3NTGVOwniKHISfcfAAq-UodtDd0VqARxqHPIfSpc>

Objectives	Activities	Outputs	Due by
Objective 1: <i>Determine robust approach / framework for the economic, historic and broader benefit analysis of the Horse tram</i>	Literature review to determine framework / approach. Discuss with mentor and other specialist academics (if needed).	Will underpin the analysis and final report	Week 4: End of Feb.
Objective 2: <i>Primary Research</i>	Surveys with visitors and local businesses. Meet with key stakeholders.	Draft survey questions Pilot Conduct research Summarise findings	Week: Commencing week 5 (1 March) until w/c 19 April
Objective 3: APR.Intern Mid-Term Presentation	Short presentation by Intern (Zoom or face to face) to Industry Partner and Academic Mentor summarising the status of the work.		Week: 11/12 (12 April)
Objective 4:	Summarise / analyse historic data.		Week 13 End April

9. FUTURE COLLABORATIONS

VHHTA already has existing connections with the University of South Australia. Indeed, this internship has developed as a result of this relationship.

APR.Intern Executive Summary Template

To be completed by the Intern, submitted to APR.Intern, and Reviewed by the Industry Partner

The Executive Summary is a mandatory component of the APR.Intern program and is to illustrate the educational outcomes of the internship for the Intern. The Intern Executive Summary is to be completed in a manner that is suitable for publication and as such does not require the disclosure of any IP developed from the research.

The Intern Executive Summary may be disclosed to the student's institution upon request.

The Executive Summary will require review and approval by the Industry Partner to ensure no confidential information is disclosed.

Please note: The report requires review by the Academic Mentor and approval by the Industry Partner prior to submission to ensure no confidential information is disclosed. Please submit in PDF format to your APR.Intern Business Development contact and contact@aprintern.org.au

1. SUMMARY OF RESEARCH PROJECT BACKGROUND & OBJECTIVES

In about 100 words, please provide a description of the purpose and expected outcome of the project that is suitable for media or other publicity material.

Insert text here

2. SUMMARY OF RESEARCH UNDERTAKEN

In about 300 words, please provide a description of the research undertaken, in terms of methodology and your contribution to the research as an intern.

Insert text here

3. SUMMARY OF THE EDUCATIONAL OUTCOMES

In about 100 words, in plain language, summarise how the internship contributed to your professional development as a researcher. Discuss any challenges translation of research, research environment etc. that occurred during the internship?

Insert text here

4. INTERN IMPACT STATEMENT

In about 75 words, please outline the impact that the internship has had on you in terms of work-readiness and competitiveness for future employment.

Insert text here

5. FINAL COMMENTS

Insert any additional comments if applicable

Insert text here