



8 January 2020

Contact for Apologies: General Manager

Phone: (08) 8551 0720

Email: horsetram@victor.sa.gov.au

Website: www.horsedrawntram.com.au

File Ref: GOV9.14.041

Dear Board Member

NOTICE OF MEETING

Notice is hereby given pursuant to the Victor Harbor Horse Tram Authority Charter and Section 87(4) of the Local Government Act, 1999, as amended that a meeting for the **Victor Harbor Horse Tram Authority** has been called for:-

DATE: Thursday 9 January 2020

TIME: 10.00 am

PLACE: Not applicable (meeting will be conducted via circular resolution)

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.



Date: Thursday 9 January 2020

Time: 10.00am

Location: Not applicable (meeting was conducted via circular resolution)

In accordance with the Code of Practice for Meeting Procedures for the Victor Harbor Horse Tram Authority provides Board Meetings 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.

On behalf of the General Manager, the Corporate and Customer Service Administration Officer of the City of Victor Harbor emailed to the Victor Harbor Horse Tram Authority Board Members of on Wednesday 8 January 2020, at 2.00pm.

The purpose of the Circular Resolution Agenda was to seek (via circular resolution) the Boards Members decision relating to Victor Harbor Horse Tram Authority reallocation of Capital Funds to Support the 150 metre track repairs on the Island.

1. Attendance

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



Megan Whibley (General Manager VHHTA)

Karen Rokicinski (Director Corporate and Customer Service CVH)

Pauline Corcoran (Minute Secretary CVH)

2. Apologies

Nil

3.1 Report

Reallocation of Capital Funds to Support the 150 metre track repairs on the Island 3

3.2 Circular Resolution

Attachment A Budget Bid Circular Resolution 7

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 **9 January 2020**
From **Megan Whibley**
Subject **Proposed Reallocation of Council's 2019/20 Capital Funds to Support the Full 150 Metres of Track Repairs Required on Granite Island.**
Report Number **3.1**

RECOMMENDATION

1. That the Victor Harbor Horse Tram Authority Board receive and note the report on Proposed Reallocation of Council's 2019/20 Capital Funds to Support the Full 150 Metres of Track Repairs Required on Granite Island.

2. That:
 - (i) the Victor Harbor Horse Tram Authority Board supports the proposed reallocation of Council's 2019/20 Capital Funds from upgrades to the Horse Tram Office and Stables, to instead undertake repairs required on Granite Island to the full 150 metres of track; and
 - (ii) That endorsement is sought from Council for the reallocation of their Capital funds for this purpose.

INFORMATION

Purpose

The purpose of this report is to seek support from the VHHTA Board for a proposed reallocation of Council's 2019/20 Capital Funds from planned upgrades to the Horse Tram Office and Stables, to instead undertake required repairs to the full 150 metres of track on Granite Island, and to seek endorsement for this capital fund reallocation from Council.

Background

On Wednesday 8 January 2020, at 2pm, Ms Pauline Corcoran sent an email to board members requesting members to endorse the proposed reallocation of Council's 2019/20 capital funds which are allocated for upgrades to the tram office and stables, to instead support the full 150 metres of track repairs required on Granite Island, in order to provide this request to Council for their consideration and decision.

The VHHTA Code of Practice for Meeting Procedures states:

"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 were a majority of Board Members vote in favour of the resolution by signing and returning the resolution to the General Manager. Or otherwise given written notice of their consent and setting out the terms of the resolution of the General Management.

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.”

As a board member of the Authority you need to vote on the circular resolution contained in this report. Board members must sign and return **Attachment A**, if they are in favour of the resolution.

If the majority of the Board members vote in favour, the resolutions will be deemed a resolution of the Board.

Commentary

There are sections of tram tracks located on Granite Island that are in urgent need of repair to ensure that the Horse Tram can continue to operate. 100 metres of track repair works were planned by Council in 2016/17, however these works were postponed due to a higher need for track repairs to a section in front of the barn.

Council has budgeted for these postponed track repairs to sections on Granite Island in 2019/20, however due to the delay in undertaking works, the length of track requiring repair has now increased to approximately 150 metres and prices for repairs to each section have increased to levels higher than anticipated. Council's capital budget for these works now falls short of achieving requirements, with only approximately 80 metres of repairs being possible within the allocated Capital budget, based on recently tendered prices.

When small sections of track are repaired, it can result in track undulation which can cause distress to the horses when pulling heavy trams along these sections. For this reason, it would be preferable to complete repairs to the full 150 metres of track as part of one repair process.

Due to the current uncertainty of the new Causeway alignment, and the location of the future horse tram office, existing funds from Council's 2019/20 Capital budget of \$83,400 that are allocated for upgrades to the horse tram office and stables, could be reallocated to fund the extra track work, which is known to be required regardless of future causeway alignment. These repairs are vital for ensuring the future operation of the horse tram, and it would be appropriate to delay other planned capital works until decisions around the causeway plaza and horse tram office location are made. These could be requested as part of future capital budgets, and a report will be prepared for consideration at the February VHHTA Board meeting, as a change in allocation of 2019/20 capital funds may also impact on capital budget bids to Council for 2020/21 which were endorsed at the December Board meeting.

Whilst the capital budget is Council's and a resolution of Council would be required to make this fund reallocation in Council's 2019/20 budget, support for this change from the VHHTA Board by way of this circular resolution would indicate this as the preference of the Board to assist Council in considering this decision.

Timing of repair works is also critical, and must fit in around penguin breeding cycles to ensure minimal disruption to this species. Works would be ideally undertaken in March 2020, and for this reason, a report is provided to the Board for consideration outside of standard meeting dates for circular resolution. If supported by the Board, it is important that this request is made to Council

without delay to ensure that works can be undertaken at optimum timing and accepted as part of the current procurement process being undertaken by Council, should the Council also support this fund reallocation proposal. The outcome of this circular resolution could be provided to City of Victor Harbor on Friday 10 January 2020, to ensure that the Council are able to consider this request at their January 28, 2020 Council meeting.

Council's current Capital Budget allocation for 2019/20 as relevant to the VHHTA:

32201 Tram Armstrong Rd, Stables Capital \$40,600

Fencing \$20,000 – actual need has been \$15,000 for fencing already completed

Toilet / Amenities \$20,600 – proposed to use for track repairs instead (Budget bid for 20/21 will request for the full Stable build amount)

32205 Tram office / Stable Capital \$57,800

Vinyl Flooring \$5,800 - Proposed to use for track repairs instead

Merchandise Shop \$50,000 – No longer needed re the uncertainty of the office building with the new causeway plan.

Total City of Victor Harbor capital budget allocation for Horse Tram projects = \$98,400

Proposal for reallocation of Council's 2019/20 capital funds to fund track repairs on Granite Island:

TOTAL capital budget = \$98,400

minus Capital budget used = \$15,000 for fencing

reallocate remainder = \$83,400 to complete track repairs on Granite Island.

RISK ASSESSMENT

Service Delivery – To reduce risk to safety and the impact on the ability of the VHHTA to operate, particularly around preventative maintenance tasks which have fallen behind over recent years, refurbishing the 150 metre section of tram line is required to be done to ensure ongoing safety of operations. It is important to note that a decision to resolve contrary to the recommendation would elevate the risk. The risk is assessed as **low**.

Socio Political, Community Issues / Reputation – Although this is not a request for additional capital funds, only a reallocation, there is likely to be some angst in relation to the expense of Council's 2019/20 capital budget as some members of community are keen to see a reduction in costs being incurred by the Council in support of the VHHTA. This is likely to be mitigated to some degree by this proposals addressing safety needs in relation to the track, which is in need of repair. The risk is assessed as **medium**.

Infrastructure & Assets – Previously identified priorities address preventative maintenance tasks which have fallen behind over recent years and are required to be done to ensure ongoing

safety of operations and reduce the costs of reactive works and downtime of operations. If budget reallocation addressing track refurbishment is not supported, the associated risk would elevate. The risk is assessed as **low**.

Employee Safety / Public Safety – The track refurbishment is a priority action to ensure ongoing safety of operations for staff, horses and the public. It is important to note that a decision to resolve contrary to the recommendation would elevate the risk. The risk is assessed as **low**.

BUDGET IMPLICATIONS

No extra funds are being sought. This is requesting reallocation of the funds from the office and stables refurbishment to track repair work on Granite Island.



Circular Resolution Attachment A

RECOMMENDATION

1. That the Victor Harbor Horse Tram Authority Board receive and note the report on Proposed Reallocation of Council's 2019/20 Capital Funds to Support the Full 150 Metres of Track Repairs Required on Granite Island.

2. That:
 - (i) the Victor Harbor Horse Tram Authority Board supports the proposed reallocation of Council's 2019/20 Capital Funds from upgrades to the Horse Tram Office and Stables, to instead undertake repairs required on Granite Island to the full 150 metres of track; and
 - (ii) That endorsement is sought from Council for the reallocation of their Capital funds for this purpose.

I hereby, vote in favour of the above recommendations:

Signature

Paul Brown

Independent Board Member

Signature

Nigel Catt

Independent Board Member

Signature

Rachel Kennedy

Independent Board Member

Signature

Natasha Hunt

Independent Board Member

Signature

Cr Carol Schofield AM

Elected Member Representative