



Minutes

Board Victor Harbor Horse Tram Authority
Meeting Held 21 DECEMBER 2018 at 10am
Location Encounter Room – 1 Bay Road, Victor Harbor

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1. ATTENDANCE

Carol Schofield (Chair)
Terry Andrews
Brian Hockney
Peter Lewis

In Attendance:

Victoria MacKirdy (Interim General Manager VHHTA)
Graham Pathuis (Director Planning and Regulatory Services CVH)
Mark Przibilla (Acting Manager of Economic and Tourism Development CVH)
Suzi Prsa (Research and Administration Officer/Minute Secretary CVH)

2. APOLOGIES

NIL

3. MINUTES OF PREVIOUS MEETING

3.1 Minutes of the Previous Meeting

VHHTA16 Moved: T Andrews
 Seconded: B Hockney

1. That the minutes of the previous Victor Harbor Horse Tram Authority meeting held on 3 December 2018, as per copies supplied to members, be adopted as a true and correct record of the meeting.

CARRIED

4. BUSINESS ARISING

4.1 Work Program and Resolution Report

VHHTA17 Moved: T Andrews
 Seconded: B Hockney

1. That the Victor Harbor Horse Tram Authority Board note the Work Program and resolution report as at 21 December 2018.

CARRIED

4.2 Correspondence

VHHTA18 Moved: T Andrews
 Seconded: B Hockney

1. That the Board receive and note the correspondence received from Mrs Bronwyn Jolly, Aide to the Governor attached to this report.

CARRIED

4.3 Items for Discussion

4.3.1 Window Display at the Tram Office

Board Member Carol Schofield presented on the upgrade of the windows at the tram office for the Boards consideration.

Action: Ms Victoria MacKirdy – Interim General Manager to organise implementation of a monitor utilising the three current videos of the Horse Drawn Tram to be displayed on the windows facing south of the causeway.

4.3.2 Marketing

Board Member Peter Lewis, marketing activity of Buy one Get one Free and Chinese Incentive Group Proposal to be considered by the Board at the January 2019 Communications & Marketing Workshop.

4.3.3 Family Fun Day

Board Member Terry Andrews, joint promotion for a Family Fun Day on Monday 28 January 2019, in conjunction with the community radio station Fleurieu FM to be considered by the Board at the next meeting to be held on 8 January 2019.

Action: Ms Victoria MacKirdy – Interim General Manager to organise a report regarding the Horse Tram Family Day to be included on the agenda for the next meeting to be held on 8 January 2019 which will be followed by a Communications & Marketing Workshop.

VHHTA19 Moved: P Lewis
 Seconded: B Hockney

1. That the Board receive and note the report on Items for Discussion.

CARRIED

5. PRESENTATIONS

5.1 Nil

6. Reports

- 11:05am *Item 6.4 and 6.5 were brought forward by the Chair*
- 11:22am *Items 6.1 and 6.2 to be considered at the January 2019 workshop*
- 11:23am *Item 6.3*
- 11:27am *B Hockney left the meeting*
- 11:28am *Item 6.6*

6.1 Media Services

VHHTA20 Moved: T Andrews
 Seconded: B Hockney

1. That the Board receive and note the report on Media Services.
2. That the Board include the preparation of a Marketing Plan for inclusion in the work program for February 2019

CARRIED

6.2 Public Relations

VHHTA21 Moved: P Lewis
 Seconded: B Hockney

1. That the Board receive and note the report on Public Relations

CARRIED

6.3 Tram No. 4

VHHTA22 Moved: B Hockney
 Seconded: T Andrews

1. That the Board receive and note the report on Tram No. 4.
2. That the administration undertake an investigation on tram No. 4, as part of the preparation of the Asset Management Plan.
3. That the Asset Management Policy and Maintenance Program be included in the work program for February 2019.

CARRIED

6.4 Tram Frequency – Staff Resources

VHHTA23 Moved: T Andrews
 Seconded: B Hockney

That, the decision VHHT02 made at the Victor Harbor Horse Tram Authority on 3 December 2018 be amended to include the following:

1. That the General Manager assess and implement the increase in tram frequency in association with available staff resources as required.

CARRIED

6.5 Ticket Machine

VHHTA24 Moved: P Lewis
 Seconded: B Hockney

1. That the Board endorsed procurement and installation of a ticket machine as per option 1 presented in the agenda report.
2. That the Board provide further direction on procurement and installation of a ticket machine.

CARRIED

6.6 Victor Harbor Horse Tram Authority Budget (Late Item)

VHHTA25 Moved: T Andrews
 Seconded: P Lewis

1. That the Board adopt the 2018/19 Victor Harbor Horse Tram Authority Budget as resolved by Council at the Ordinary Council Meeting held on 17 December 2018.

CARRIED

7. Urgent Business without Notice

Board Member Terry Andrews, Patronage of Victor Harbor Horse Drawn Tram. Item to be considered at the January 2019 workshop.

Carol Schofield clarification on Mr Geoff Sheridan eligibility onto the Selection Panel for Board members.

Ms Victoria MacKirdy – Interim General Manager provided a copy of the daily email to local accommodation providers advising of the Horse Tram operations for the day.

8. Confidential Reports

Nil

9. Next Meeting

The next scheduled Victor Harbor Horse Tram Authority Meeting is Tuesday, 8 January 2019, to be held in the Encounter Room, 1 Bay Road, Victor Harbor at 9:30am followed by a workshop.

10. Closure

The Chair declared the meeting closed at 11:38am.

Signed: _____

Date: _____