



11 July 2019

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: Tuesday, 16 July 2019

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

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.

Contents

1. ATTENDANCE	3
2. APOLOGIES	3
3. MINUTES OF PREVIOUS MEETING	4
3.1. Minutes of the Previous Meeting	4
4. BUSINESS ARISING	11
4.1. Work Program and Resolutions Report	11
4.2. Correspondence	16
4.3. Items for Discussion	17
5. PRESENTATIONS	18
5.1 Nil	18
6. REPORTS	19
6.1. 2018/19 Budget Update	19
6.2. Ticket Sales.....	21
6.3. Grazing Land.....	23
7. URGENT BUSINESS WITHOUT NOTICE	24
8. CONFIDENTIAL REPORTS	24
9. NEXT MEETING	24
10. CLOSURE	24

Agenda

Date: Tuesday, 16 July 2019

Time: 3:00pm

Location: Encounter Room – Civic Centre – 1 Bay Road, Victor Harbor

1. ATTENDANCE

Paul Brown (Chair)

Cr Carol Schofield AM

Nigel Catt

Rachel Kennedy

Megan Whibley (General Manager VHHTA)

Victoria MacKirdy (Chief Executive Office CVH)

Karen Rokicinski (Director Corporate and Customer Service CVH)

Adrian Cox (Acting Horse Tram Co-Ordinator CVH)

Suzi Prsa (Minute Secretary CVH)

2. APOLOGIES

3. MINUTES OF PREVIOUS MEETING

Item No.	3.1.
Title	Minutes of the Previous Meeting
Meeting Date	16 July 2019
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members
Attachments	3.1.1 VHHTA Minutes – 18 June 2019
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is for the Board to adopt the minutes of the Victor Harbor Horse Tram Authority meeting held on 18 June 2019, as a true and correct record of the meeting.

RECOMMENDATION

That the minutes of the previous Victor Harbor Horse Tram Authority meeting held on 18 June 2019, as per copies supplied to members, be adopted as a true and correct record of the meeting.

INFORMATION

The Victor Harbor Horse Tram Authority is established under Section 42 of the Local Government Act 1999 and is required to operate in accordance with its Charter and the legislation.

The Board held meetings on 18 June 2019, and the minutes of the meetings are contained in **Attachment 3.1.1**.

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

Governance – preparation and reporting for the endorsement of the minutes can be managed through routine activities and have a negligible impact.

BUDGET IMPLICATIONS

There are no direct budget implications associated with adopting the minutes of the meeting held on 18 June 2019.

Victor Harbor Horse Tram Authority



Minutes

Board Victor Harbor Horse Tram Authority
 Meeting Held 18 June 2019 at 3.00pm
 Location Encounter Room – 1 Bay Road, Victor Harbor

Index

1.	ATTENDANCE	2
2.	APOLOGIES	2
3.	MINUTES OF PREVIOUS MEETING	2
3.1	Minutes of the Previous Meeting	2
4.	BUSINESS ARISING	2
4.1	Work Program and Resolutions Report	2
4.2	Correspondence	3
4.3	Items for Discussion	3
5.	PRESENTATIONS	3
6.	REPORTS	3
6.1	Audit Committee	3
6.2	Auditor	4
6.3	Independent Member Sitting Fees – Chair	4
6.4	Grazing Land	4
6.5	Horse Tram Re-Commencement Festivities	5
7.	URGENT BUSINESS WITHOUT NOTICE	5
7.1	Board Member Resignation	5
7.2	Appointment of Board Member.....	5
8.	CONFIDENTIAL REPORTS	6
9.	NEXT MEETING	6
10.	CLOSURE	6

Victor Harbor Horse Tram Authority – 18/06/19 / Page 1

These Minutes are subject to confirmation at the next Ordinary Victor Harbor
 Horse Tram Authority Board Meeting

www.horsedrawntram.com.au

4.2 Correspondence

VHHTA77 Moved: Cr Carol Schofield
 Seconded: Rachel Kennedy

That the Victor Harbor Horse Tram Authority provide 10 horse shoes for the 2019 Victor Harbor Rock n Roll Festival.

CARRIED

4.3 Items for Discussion

Mark Przibilla, Manager of Planning and Activation provided a verbal update on the Causeway repairs. Arising from an inspection report conducted by Broadspectrum on areas that require immediate attention, interim track repairs by installing gauge bars is to be completed by Broadspectrum on the 19 June 2019. Costs are budgeted in the 2018/19 capital budget.

Megan Whibley, General Manager provided a verbal update on the purchase of a new Clydesdale for the Victor Harbor Horse Tram. A potential Clydesdale is scheduled to be viewed on Thursday, 20 June 2019. Megan Whibley will provide a report back to the Authority on the purchase of a new Clydesdale.

5. PRESENTATIONS

Nil.

6. REPORTS

6.1 Audit Committee

VHHTA78 Moved: Cr Carol Schofield
 Seconded: Nigel Catt

1. That the Board receive and note the report on the Audit Committee.
2. That the Board seeks approval from the City of Victor Harbor to utilise Council's Audit Committee as the Audit Committee for the Victor Harbor Horse Tram Authority until 25 October 2020.

CARRIED

6.2 Auditor

VHHTA79 Moved: Rachel Kennedy
 Seconded: Nigel Catt

1. That the Board receive and note the report on the Auditor.
2. That the Board seeks approval from the City of Victor Harbor to appoint the Council's External Auditor – Galpins.

CARRIED

3.11pm Board Member Paul Brown declared a material conflict of interest on Item 6.3 Independent Member Sitting Fees - Chair due to obtaining a benefit depending on the outcome of the consideration of the matter at the meeting.

6.3 Independent Member Sitting Fees – Chair

VHHTA80 Moved: Nigel Catt
 Seconded: Rachel Kennedy

That the Board receive and note the report on Independent Member Sitting Fee – Chairperson.

CARRIED

VHHTA81 Moved: Nigel Catt
 Seconded: Rachel Kennedy

That the Board seeks approval from the City of Victor Harbor to increase the Chairperson Remuneration sitting fee from \$3,000 per annum to \$5,000.

CARRIED

3.13pm Board Member Paul Brown returned to the meeting.

6.4 Grazing Land

VHHTA82 Moved: Cr Carol Schofield
 Seconded: Rachel Kennedy

1. That the Victor Harbor Horse Tram Authority (VHHTA) write to the Chief Executive Officer of the City of Victor Harbor to seek approval to access the Council owned land outlined in Option 1 (known as Gillespie Land) as a short term grazing solution.
2. The VHHTA request that the General Manager commence negotiations with SA Water to access land identified as Options 2 & 3 and report back to the Board.

CARRIED

6.5 Horse Tram Re-Commencement Festivities

VHHTA83 Moved: Rachel Kennedy
 Seconded: Nigel Catt

That the Victor Harbor Horse Tram Authority note plans to hold a celebratory event on the 23 June 2019 to raise the awareness of tram services recommencing.

CARRIED

7. URGENT BUSINESS WITHOUT NOTICE

7.1 Board Member Resignation

VHHTA84 Moved: Nigel Catt
 Seconded: Rachel Kennedy

That the Board receive Board Member Roland Roccioletti's letter of resignation from the position of Independent Board Member of the Victor Harbor Horse Tram Authority dated 17 June 2019 and a letter thanking Roland Roccioletti be sent for his contribution to the Victor Harbor Horse Tram Authority.

CARRIED

7.2 Appointment of Board Member

VHHTA85 Moved: Cr Carol Schofield
 Seconded: Rachel Kennedy

That the Board appoint the following persons onto the Selection Panel as per clause 2.10 of the Charter to undertake the recruitment process of an Independent Board Member and to provide a recommendation to Council for appointment:

- Board Member Paul Brown
- Board Member Nigel Catt
- Victoria MacKirdy, Chief Executive Officer - City of Victor Harbor

8. CONFIDENTIAL REPORTS

Nil.

9. NEXT MEETING

The next scheduled Victor Harbor Horse Tram Authority meeting is Tuesday, 16 July 2019 to be held in the Encounter Room, 1 Bay Road, Victor Harbor at 3pm.

10. CLOSURE

The Chair declared the meeting closed at 3.30pm.

Signed: _____

Date: _____

4. BUSINESS ARISING

Board Report

Item No.	4.1.
Title	Work Program and Resolutions Report
Meeting Date	16 July 2019
Reference	VHHT Authority Charter Local Government Act 1999
Consultation	Board Members Director Corporate & Customer Service CVH
Attachments	4.1.1 Work Program 4.1.2 Resolution Register
Purpose	<i>Information/Decision</i>

PURPOSE

To provide a record of resolutions and outstanding actions, the work program and associated action list with status updates.

RECOMMENDATION

That the Victor Harbor Horse Tram Authority Board note the Work Program and resolution report as at 16 July 2019.

INFORMATION

The Victor Harbor Horse Tram Authority is established under Section 42 of the Local Government Act 1999 and is required to operate in accordance with its Charter as gazetted on the 25 October 2018 and other relevant legislation as stated within its Charter.

Work Program

To assist the Board to fulfil its role a Work Program has been established detailing programmed actions and status.

The actions listed in the second version of the Work Program that appears as **Attachment 4.1.1** to this Agenda, have been determined largely from the Charter and in consideration of the work required in the first 6 – 12 months to establish the Authority and its operations and provides a status on the actions.

This work program is subject to review, additions, deletions and amendment, as a work in progress, therefore, the program should be noted by the board but not endorsed as it will need to remain a live document. The General Manager is to maintain the Work Program and provide board members with an updated version at each board meeting.

Outstanding Resolutions

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

The resolutions report lists all the resolutions from the previous meeting, with a progress note as contained in **Attachment 4.1.2**.

Summary

The Resolutions Report and Work Program will be a standing item at each board meeting.

RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

Government – there is no direct risk with noting the report. The board must manage its governance risk of implementing decisions of the board and associated actions as well as work 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.

Compliance – There is no direct risk with noting the work program and resolution report. This will assist the Board to achieve compliance with the Local Government Act 1999 and the Victor Harbor Horse Tram Authority Charter.

BUDGET IMPLICATIONS

There are no direct budget implications with noting the progress of the outstanding actions, the work program and action list. Resource implications associated with specific resolutions and actions are considered in specific reports.

WORK PROGRAM

Victor Harbor Horse Tram Authority



November 2018 – July 2019

The actions listed have been determined largely from the Charter and in consideration of the work required in the first six (6) months to establish the Authority and operations at the Victor Harbor Horse Tram.

Workshops, out-of-session feedback to the General Manager from board members, and special meetings may be required to progress work in a timely manner and meet key deadlines.

This work program is subject to review, additions, deletions and amendments, therefore the work program should be noted by the board but not endorsed as it will need to remain a live document. The General Manager is to maintain the Work Program and provide board members with updated versions as appropriate.

Month	Action	Status
3 Dec 2018	Work Program Recruitment of Board Members Recruitment process for General Manager	Commenced Completed Completed
21 Dec 2018	Work Program and Resolution register Public Relation Tram No. 4 Tram Frequency – Staffing implications Media Services Ticket Machine (as per resolution VHHTA66 May 2019) 2018/19 Budget	Ongoing Ongoing August 2019 Completed August 2019 Delayed Completed
8 Jan 2019	Work Program and Resolution register Family Fun Day Communications & Marketing Workshop: <ul style="list-style-type: none"> • Patronage of VHHDT • Window Display at the Tram Office • Buy one Get one Free • Chinese Incentive Group Proposal • Public Relations • Media Services 	Ongoing Completed Completed
23 Jan 2019	Workshop	Completed

12 Feb 2019	Work Program and Resolution register 2018/19 Summer Holiday Operating Report	Ongoing Completed
12 Feb 2019	Workshop – Draft 2019/20 Budget	Completed
27 Feb 2019	Special Board Meeting	Completed
4 April 2019	Work Program and Resolution register Adopt Draft 2019/20 Operating and Capital Budget for recommendation to Council Appointment of Chairperson and Deputy Chair	Ongoing Completed Completed Completed
12 April 2019	Circular Resolution – Meeting dates	Completed
18 April 2019	Informal Gathering – Site Meeting of the Stables	Completed
7 May 2019	Informal Gathering <ul style="list-style-type: none"> Overview of Tram Service and Functions General Manager Adopt 2019/20 Operating and Capital Budget	Completed Completed Completed
14 June 2019	Informal Gathering <ul style="list-style-type: none"> Stage 1 Strategy Workshop 	Completed
18 June 2019	Correspondence – Rock n Roll Festival Audit Committee Auditor Independent Sitting Fees - Chair Grazing Land Horse Tram Re-Commencement Activities	Completed Completed Completed Completed Completed Completed
12 July 2019	Informal Gathering <ul style="list-style-type: none"> Site visit for the potential merchandise/ticket office within the building 	
16 July 2019	Work Program and Resolution register 2018/19 Budget Update	
August 2019	Allowances Reimbursement of Expenses Policy Risk Management Policy Asset Management Policy and Maintenance Program (includes Tram No. 4) Policy Adopt First Business Plan Environmental Protection Policy	

Document History

VERSION	DOCUMENT	ACTION	DATE
0.1	Draft	Board meeting	3 December 2018
1.0	Version 1.0	As amended at the Board meeting	3 December 2018
1.1	Version 1.1	As amended at the Board meeting	21 December 2018
1.1	Version 1.2	As amended at the Board meeting	8 January 2019
1.1	Version 1.3	As amended at the Board meeting	12 February 2019
1.1	Version 1.4	As amended at the Board meeting	4 April 2019
1.1	Version 1.5	As amended at the Board meeting	7 May 2019
1.1	Version 1.6	As amended at the Board meeting	18 June 2019
1.1	Version 1.7	Draft presented to July meeting report	16 July 2019

Victor Harbor Horse Tram Authority - Resolutions						
Meeting Date	Resolution Number	Agenda Item No.	Title	Resolution	Status	Notes
3-Dec-18	VHHTA01	4.1	Work Program and Resolution Report	That the Board note the Work Program as at 3 rd December 2018 and that at future board meetings a Resolutions Report will also be presented.	Ongoing	updated
	VHHTA12			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.	In Progress	An agreement is currently being drafted for the provision of corporate service support.
21-Dec-18		4.3.1	Window Display of the Tram Office	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.	In Progress	Quotation has been obtained. To be considered as a part of the budget process.
		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	Ongoing	Communications & Marketing Workshop complete awaiting draft for consideration by the board. Application of 'buy one get one free' to be considered by the board and General Manager in the context of the Communications & Marketing Plan. Per resolution at the April 2019 meeting additional information has been sought from Oceanic Victor to inform negotiations and the design of a profit and loss statement for the transportation of two large chinese delegations in 2020.
	VHHTA20	6.1	Media Services	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	Ongoing	Communications & Marketing Workshop complete awaiting draft for consideration by the board. Board to consider media services in the context of the Communications & Marketing Plan.
	VHHTA21	6.2	Public Relations	1. That the Board receive and note the report on Public Relations	Ongoing	January 2019 Communications & Marketing Workshop
	VHHTA22	6.3	Tram No. 4	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.	Work Program	2019 Work Program
		4.3.1	Causeway Repairs and Ongoing Maintenance	Action: Ms Victoria MacKirdy - Interim General Manager provide a report on the progress and meetings on the Causeway Repairs and Ongoing Maintenance.	Ongoing	Updates circulated to the Board and Community via email correspondence and social media.
12-Feb-19	VHHTA38	4.3.3	Requirement to buy extra Clydesdale	That the Interim General Manager begins an immediate search to buy an appropriate Clydesdale to add to the current team, with purchase price (capital cost line 32230) if bought before end of financial year to come from the current increase in sales revenue, and budgeted horse training/breaking (line 32359, \$2,000).	In Progress	Purchased has been made on new Clydesdale named Chester. Hopefully arriving in August 2019.
	VHHTA39	4.3.4	Back up Mechanical Tram	That a "Committee" be formed in due course under the auspices of the Authority, as authorised under section 9 of the Charter, with the objective and terms of reference to: • Investigate and consider all alternative means of vehicle to pull the Horse Tram carriages, including electrical, tractor or vehicle (eg as held by the Port Elliot Museum), overseas options (France, European models). • Investigate the costs and timing of introducing such a service. The working Party is to report to the Board in due course with its results	Ongoing	For consideration by the new board. A proposal has been received through the Office of David Basham MP to reinstate the previous tractor train, operating services across the Causeway in lieu of Horse Tram. A mechanical audit of the vehicle has been undertaken and advice sought from the Vehicle Standards division of the Department Planning, Transport & Infrastructure, with regard to registration. A number of issues have been highlighted through this work, advice has been provided back to the Office of David Basham.
	VHHTA40	4.3.5	Causeway HT Station	That a "Committee" be formed in due course under the auspices of the Authority, as authorised under section 9 of the Charter, with the objective and terms of reference to; • Consider the options available to improve the state and design of the Causeway Horse Tram Station, to; o Improve its suitability as a station, both in regard to safety, loading and unloading procedures, and o Improve signage and ticketing facilities, and o Improve protection provided to passengers from bad weather, including rain, wind and sun.	On Hold	For consideration by the new board.
4-Apr-19	VHHTA59	7.1	Code of Practice for Meeting Procedures	That the Victor Harbor Horse Tram Authority Board review the Code of Practice for Meeting Procedures		Workshop item, date to be scheduled.
	VHHTA62	8.2	Chinese Delegations Bid	That Ms Victoria MacKirdy - Interim General Manager negotiate an offer to Oceanic Victor, for the provision of services connected to the possible Chinese delegation visits in April and June 2020 with the following implications to be considered: • School Holidays and Easter • General public customers • Local trades • Profitable investment return	Completed	The Chinese Delegates have approached directly for pricing as well as other Tour companies.
	VHHTA66	4.3	Ticket Machine	That the Interim General Manager delays purchase of the ticketing machine subject to the outcome of the Strategic Planning day scheduled for 26 May 2019	Delayed	
18-Jun-19	VHHTA78	6.1	Audit Committee	That the Board seeks approval from the City of Victor Harbor to utilise Council's Audit Committee as the Audit Committee for the Victor Harbor Horse Tram Authority until 25 October 2020.	Completed	Letter sent reference IREC18544119 dated 4 July 2019.
	VHHTA78	6.2	Auditor	That the Board seeks approval from the City of Victor Harbor to appoint the Council's External Auditor - Galpins.	In Progress	
	VHHTA81	6.3	Independent Member Sitting Fees - Chair	That the Board seeks approval from the City of Victor Harbor to increase the Chairperson Remuneration sitting fee from \$3,000 per annum to \$5,000.		Report presented to the Ordinary Council meeting on 22 July 2019
	VHHTA82	6.4	Grazing Land	1. That the Victor Harbor Horse Tram Authority (VHHTA) write to the Chief Executive Officer of the City of Victor Harbor to seek approval to access the Council owned land outlined in Option 1 (known as Gillespie Land) as a short term grazing solution. 2. The VHHTA request that the General Manager commence negotiations with SA Water to access land identified as Options 2 & 3 and report back to the Board.	In Progress	Access to land is waiting adjstment horses to vacate. SA Water meetings scheduled to be held on 11 July 2019.
	VHHTA83	6.5	Horse Tram Re-Commencement Festivities	That the Victor Harbor Horse Tram Authority note plans to hold a celebratory event on the 23 June 2019 to raise the awareness of tram services recommencing.		Event held on 23 June 2019. Successful day was had and trams were full.
	VHHTA84	7.1	Board Member Resignation	That the Board receive Board Member Roland Rocciolletti's letter of resignation from the position of Independent Board Member of the Victor Harbor Horse Tram Authority dated 17 June 2019 and a letter thanking Roland Rocciolletti be sent for his contribution to the Victor Harbor Horse Tram Authority.		Letter sent reference OREC16120619 dated 4 July 2019.
	VHHTA85	7.2	Appointment of Board Member	That the Board appoint the following persons onto the Selection Panel as per clause 2.10 of the Charter to undertake the recruitment process of an Independent Board Member and to provide a recommendation to Council for appointment: • Board Member Paul Brown • Board Member Nigel Caff • Victoria MacKirdy, Chief Executive Officer - City of Victor Harbor		Report presented to the Ordinary Council meeting on 22 July 2019

Item No.	4.2.
Title	Correspondence
Meeting Date	16 July 2019
Reference	
Consultation	
Attachments	Nil
Purpose	<i>Information/Decision</i>

Board Report

Item No.	4.3.
Title	Items for Discussion
Meeting Date	16 July 2019
Reference	VHHT Authority Charter
Consultation	VHHT Authority Board Members
Attachments	Nil
Purpose	<i>Information/Decision</i>

5. PRESENTATIONS

5.1 Nil

6. REPORTS

Board Report

Item No.	6.1.
Title	2018/19 Budget Update
Meeting Date	16 July 2019
Reference	VHHTA Charter Local Government Act 1999
Consultation	Group Manager Governance & Finance CVH
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The purpose of this report is to provide an update on the 2018/19 Victor Harbor Horse Tram Authority Budget to the Board as to the anticipated results for the financial year.

RECOMMENDATION

That the Victor Harbor Horse Tram Authority receives and notes the 2018/19 Budget Update Report estimating a council contribution requirement of \$270,000.

INFORMATION

The Victor Harbor Horse Tram Authority budget was endorsed by Council on Monday, 17 December 2018 and detailed capital expenditure by Council of \$286,500 and an operating contribution to the Authority of \$292,300.

Whilst capital works undertaken throughout the year appear on City of Victor Harbor's accounts and asset register, the Authority is responsible for the delivery of these works. A summary of the capital budget status is provided below:

Description	Current Budget	Year to Date	Balance Remaining	Comments
CAPITAL				
Solar lights & fence energiser	5,000	593	4,404	Not completed
Barn roof replacement	43,500	32,170	11,330	Completed
Office joinery & plumbing	24,900	17,829	7,071	Completed
Tram line replacement	180,700	35,662	145,038	Deferred
Horse purchases	0	10,909	(10,909)	New stock
Laptop & accessories	4,000	0	4,000	Journal required
Horse collars	18,400	11,439	6,961	On track
Ticket machine & cabinet	10,000	0	10,000	Not completed
Net Operating	286,500	108,605	177,895	

The table below shows a summary of the current status of the operating budget with a detailed listing provided to Authority members under separate cover.

Description	Current Budget	Year to Date	Balance Remaining
OPERATING			
Income - Ticket Sales & Other	277,300	153,158	124,142
<i>Less</i>			
Salaries & On-Costs	304,400	225,416	78,984
Administration	33,300	20,762	12,538
Services / Utilities	12,300	11,963	337
Maintenance	104,600	56,138	48,462
Marketing	5,200	12,941	(7,741)
Other	29,800	25,629	4,171
Depreciation	35,000	15,105	19,895
Corporate Services	45,000	32,392	12,608
Net Operating	292,300	247,188	45,112

Not all 2018/19 financial transactions have been processed at the time of writing this report and a further update will be presented to the next Board meeting. It is estimated, that an additional \$15,000 to \$20,000 in expenses are still to be processed.

Final reconciliation, production of the financial statements and external audit are still to occur. The financial statements will be presented to the Board for adoption subsequent to consideration by Council's Audit Committee in November 2019.

During the period that the tram was closed due to Causeway repair works, employees were utilised for a range of tasks including asset maintenance, horse husbandry and WHS documentation review. The retention of existing skilled staff was identified as a significant risk of the closure. While there were significant write-downs in forecasted revenue, labour costs were also significantly reduced.

RISK ASSESSMENT

Financial Management – The council contribution required is within budget due to the reduction in ticket sales being offset by a reduction in expenses, predominantly in salaries and maintenance whilst the tram was not in operation. Risk is assessed as *low*.

BUDGET IMPLICATIONS

There are sufficient funds in budget to allow for outstanding transactions to be processed.

Item No.	6.2.
Title	Ticket Sales
Meeting Date	16 July 2019
Reference	City of Victor Harbor
Consultation	Group Manager Governance & Finance CVH
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The report seeks to provide the Board an outline of the ticket sales since the recommencement of the Horse Tram services.

RECOMMENDATION

That the Victor Harbor Horse Tram Authority receive and note the ticket sales report.

INFORMATION

Tickets sold prior to the 23rd June 2019 were at a reduced rate due to the tram only travelling a shorter distance due to track maintenance. This was a nice reintroduction for the horses.

The Open day saw us make \$1,419 dollars from donations of people travelling on the tram. The day was a success.

From the 24th June 2019 to the 30th June 2019, I have grouped the ticket sales which are outlined in **Attachment 1**.

From the 1st July 2019 to 9th July 2019 figures are detailed in **Attachment 1**.

The Severe Weather Policy was implemented on the 9, 11 to 12 July due to severe wind warnings.

RISK ASSESSMENT

There are no risks identified with receiving this information.

BUDGET IMPLICATIONS

There are no budget implications with receiving this information.

Attachment 6.2.1

DATE		ADULT TICKETS		CHILD TICKETS		FAMILY TICKETS		TICKETS ISSUED
		ONE WAY	RETURN	ONE WAY	RETURN	ONE WAY	RETURN	
30-Jun-19	Sunday	318	236	33	21	15	12	635
1-Jul-19	Monday	37	52	8	10	7	5	119
2-Jul-19	Tuesday	18	44	6	8	3	8	87
3-Jul-19	Wednesday	38	53	11	13	7	6	128
4-Jul-19	Thursday	35	56	7	17	5	7	127
5-Jul-19	Friday	44	29	12	5	8	8	106
6-Jul-19	Saturday	76	122	15	20	9	18	260
7-Jul-19	Sunday	80	73	18	22	14	13	220
8-Jul-19	Monday	45	76	21	30	15	20	207
9-Jul-19	Tuesday	55	86	31	44	27	26	269
10-Jul-19	Wednesday							0
11-Jul-19	Thursday							0
		428	591	129	169	95	111	1,523

ADULT TAKINGS		CHILD TAKINGS		FAMILY TAKINGS		Adjustments	CALC'D TAKINGS	ACTUAL TAKINGS	VARI- ANCE	DATE
ONE WAY	RETURN	ONE WAY	RETURN	ONE WAY	RETURN					
\$2,226.00	\$2,360.00	\$165.00	\$147.00	\$300.00	\$360.00		\$5,558.00	\$5,553.00	-\$5.00	30-Jun-19
\$259.00	\$520.00	\$40.00	\$70.00	\$140.00	\$150.00		\$1,179.00	\$1,187.00	\$8.00	1-Jul-19
\$126.00	\$440.00	\$30.00	\$56.00	\$60.00	\$240.00		\$952.00	\$940.00	-\$12.00	2-Jul-19
\$266.00	\$530.00	\$55.00	\$91.00	\$140.00	\$180.00		\$1,262.00	\$1,268.00	\$6.00	3-Jul-19
\$245.00	\$560.00	\$35.00	\$119.00	\$100.00	\$210.00		\$1,269.00	\$1,264.00	-\$5.00	4-Jul-19
\$308.00	\$290.00	\$60.00	\$35.00	\$160.00	\$240.00		\$1,093.00	\$1,094.00	\$1.00	5-Jul-19
\$532.00	\$1,220.00	\$75.00	\$140.00	\$180.00	\$540.00		\$2,687.00	\$2,693.00	\$6.00	6-Jul-19
\$560.00	\$730.00	\$90.00	\$154.00	\$280.00	\$390.00		\$2,204.00	\$2,193.80	-\$10.20	7-Jul-19
\$315.00	\$760.00	\$105.00	\$210.00	\$300.00	\$600.00		\$2,290.00	\$2,316.00	\$26.00	8-Jul-19
\$385.00	\$860.00	\$155.00	\$308.00	\$540.00	\$780.00		\$3,028.00	\$3,033.00	\$5.00	9-Jul-19
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	closed	#VALUE!		#VALUE!	10-Jul-19
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	closed	#VALUE!		#VALUE!	11-Jul-19
\$5,222	\$8,270	\$810	\$1,330	\$2,200	\$3,690	\$0	#VALUE!	\$21,542	#VALUE!	ANNUAL TOTAL

Item No.	6.3.
Title	Grazing Land
Meeting Date	16 July 2019
Reference	City of Victor Harbor
Consultation	Manager Planning & Activation CVH
Attachments	Nil
Purpose	<i>Information/Decision</i>

PURPOSE

The report seeks to provide the Board with the progress on usage of the Gillespie Land and SA Water Land.

RECOMMENDATION

That the Victor Harbor Horse Tram Authority receive and note the grazing land report.

INFORMATION

Option 1.

Gillespie Land is soon to be used for the Horse Tram Horses. The current permit holders have been issued a written notice for the removal of their horses. They are finding alternative arrangements for their horses.

Once the Gillespie Land is available, the area will be organised suitable for the Horse Tram Horses. Fencing will be checked, a portable solar fence energiser will be put in place to secure the horses and water troughs set up.

Option 2.

SA Land across the road from Canton place stables is a preferred option long term for our grazing of the Horse Tram Horses and negotiations are being held. An update will be provided to the Board. It is looking positive.

RISK ASSESSMENT

There are no risks identified with receiving this information.

BUDGET IMPLICATIONS

There are no budget implications with receiving this information.

7. URGENT BUSINESS WITHOUT NOTICE

8. CONFIDENTIAL REPORTS

9. NEXT MEETING

The next Scheduled Meeting is Tuesday, 20 August 2019 at 3pm to be held in the Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor.

10. CLOSURE