



21 August 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: Tuesday, 25 August 2020

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.



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 CVH)

3. Apologies

4. Minutes of Previous meeting

4.1 Minutes VHHTA Board Meeting 16 June 2020 3

5. Adjourned Item(s)

5.1 Adjourned Item(s) Nil

6. Reports for Receiving and Noting only

6.1 General Manager Operations Report 8

6.2 Resolution Register 12

7. Reports for Decision

7.1 Fleurieu Futures Leaders Program 17

7.2 Karni's Retirement Plan 19

8. Presentation(s)

9. Discussion Items – No decision(s)

10. Correspondence Received



11. Urgent Business without Notice

12. Confidential Reports Nil

Next Meeting

Tuesday 20 October 2020, 3pm – Encounter Room

Meeting Close

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.

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Wednesday 16 June 2020
Commencing at 3.00pm via Zoom**



2. Present

Paul Brown (Chair)
Cr Carol Schofield AM
Nigel Catt
Rachel Kennedy
Natasha Hunt
Megan Whibley (General Manager VHHTA)
Tamar Herron (Minute secretary VHHTA)

In attendance
Karen Rokicinski (Director Corporate and Customer Service CVH)

Commencement

The meeting commenced at 3:03 pm via Zoom

3. Apologies

Nil

4. Minutes of the Previous Meeting

4.1 Minutes VHHTA Board Meeting 8 April 2020

VHHTA168 Moved: Rachel Kennedy
 Seconded: Natasha Hunt

That the minutes of the previous Victor Harbor Horse Tram Authority meeting held on 8 April 2020, as per copies supplied to members, be adopted as a true and correct record of the meeting.

CARRIED

4.2 Minutes of VHHTA Special Board Meeting 12 May 2020

VHHTA169 Moved: Carol Scofield
 Seconded: Rachel Kennedy

That the minutes of the previous Victor Harbor Horse Tram Authority meeting held on 12 May 2020, as per copies supplied to members, be adopted as a true and correct record of the meeting.

CARRIED

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5. Business Arising

Nil

6. Reports for Receiving and Noting only

6.1 General Manager Operations Report

VHHTA170 Moved: Rachel Kennedy
 Seconded: Nigel Catt

That the Victor Harbor Horse Tram Authority receive and note the General Manager Operations Report.

CARRIED

3:14 pm Councillor Schofield left the meeting (due to technical difficulties)

6.2 Outstanding Resolutions Register

VHHTA171 Moved: Rachel Kennedy
 Seconded: Nigel Catt

CARRIED

3:17 pm Councillor Schofield entered the meeting.

3:19 pm Councillor Schofield left the meeting (due to technical difficulties)

7. Reports for Decision

7.1 Establishing an Audit Committee and Engaging an External Auditor

VHHTA172 Moved: Rachel Kennedy
 Seconded: Nigel Catt

1. That the Victor Harbor Horse Tram Authority Board receive and note the Establishing an Audit Committee and Engaging an External Auditor report.
2. That the Victor Harbor Horse Tram Authority Board endorse the Draft Terms of Reference for the VHHTA Audit Committee at Attachment A to this report, with removal of sitting fees for independent Audit Committee members and Chair described in section 4.8.

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usual procurement processes as delegated to the General Manager or delegate;
and that Council's Audit Committee is utilised for oversight of the External Auditor engagement, pending the formation of the Authority's Audit Committee.

CARRIED

8. Presentations

Nil

9. Discussion Items – No decision(s)

9.1 Future Meetings – whether with zoom or in person

10. Correspondence Received

Nil

11. Urgent Business without Notice

Nil

12. Confidential Item(s)

Nil

13. Next Meetings

Thursday 25 August 2020, 3pm – Zoom Meeting

14. Meeting Closed.

3:39 pm

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

A handwritten signature in black ink, consisting of a stylized first letter and a long horizontal line extending to the right.

**Minutes of the Victor Harbor Horse Tram Authority
Board Meeting
For meeting Wednesday 16 June 2020
Commencing at 3.00pm via Zoom**



90 of the Local Government Act 1999.

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Meeting **Victor Harbor Horse Tram Authority**
Date **25 August 2020**
From **Meg Whibley**
Subject **General Manager Operations Report**
Report Number **6.1**

RECOMMENDATION

That the Victor Harbor Horse Tram Authority receive and note the General Manager Operations Report.

INFORMATION

Whilst the following matters are operational and do not require endorsement by the Board, it is important to update the Victor Harbor Horse Tram Authority Board during the current state of COVID-19 for this reason, an update is provided for Board information.

Purpose

The purpose of this report is to provide an update from the General Manager to the Board, regarding Horse Tram operations.

Background

The Horse Tram has been back running with restricted numbers on the tram since 5 June 2020, due to COVID-19. Whilst the restrictions effect the operation financially, and require the addition of procedures to effectively manage the risk of COVID-19, the general running of the tram is operating smoothly.

Commentary

The Victor Harbor Horse Tram has been operating since 5 June 2020, a period which has included the July School holidays. The weather during the holidays was very favorable and considering the restrictions on passenger numbers as a result of the pandemic, the daily takings were still quite reasonable. Staff are selling one way tickets the majority of the time to give as many customers as possible the opportunity to travel on and experience the tram.

Ticket Sales: Period 5 June– 30 June 2020

Year	2020 Start up 5/6/2020	2019 start up 17/6/19	2018	2017
Tickets sold	903	926	Missing data	2052

Kids #'s	300 (approx.)			526
Revenue \$	\$9500	\$9665		\$22645
Days closed	6	11	0	0
July 1 - 31				
Year	2020	2019	2018	2017
Tickets sold	2569	3139	2668	2762
Kids	650	431	674	503
Revenue	\$28,193	\$36,735	\$33,781	\$26,034
Days closed	3	5	4	4

Staff:

A review of staffing duties is underway, with some minor structural changes likely to be implemented to assist the oversight of the Horse Tram's maintenance schedule, project management, to assist with horse husbandry as well as training of the horses and staff.

Two new Tram operators have started gearing up for the busy summer fast approaching, so training has begun. New Induction procedures ensure each staff member is inducted across all areas i.e.: Horse riding, long reining, log work, before the tram driving is undertaken.

City of Victor Harbor has also had some staffing changes and currently have an interim staffing structure in place for the next six months. As part of this interim structure, Kellie Knight-Stacey will replace Karen Rokicinski in the role of Director Corporate & Customer Service and will play the liaison role between Council and the VHHTA during the period of this arrangement.

Media exposure:

1 August – Horses Birthday.

Front page of The Times with six horses and six staff on the beach, with a follow up story on page 6, which had a photo of the Premier Steven Marshall, David Basham and staff from when the announcement was made for the New Causeway.

Coastlines – Front page photo and a follow up story on both the horse's birthday and the progress and cost savings of the Tram # 3 renovation during COVID-19.

During the lead up to the horses birthday, the horses posted their own run down on themselves and a birthday wish list on the Horse Tram Facebook page, which was great. Thanks goes to our horse husbandry-come-social media guru for producing this.

Facebook:

19 July – 15 August stats

2K post reach

1.1K Engagements

13 posts published in the last 28 days

Instagram up and running, linked to the Facebook page

Workshop with Dan Aubin on the 27 July was a successful strategic and business planning day with a report being produced and work on the VHHTA Business plan to follow.

Horses:

As we prepare for Karni's forever home, the horse husbandry staff and I went and checked out the farm he will be going to for a trial period prior to receiving an outcome regarding a permanent outcome from City of Victor Harbor. This checked out to be great and we all felt very comfortable with the family and farm.

Chester has had an abscess last week which was treated all week and finally burst out on Friday. The vet was called on Thursday 13 August 2020 to double check him, as he presented as very sore. Chester will get front shoes this week and this will be his first time getting shod.

Paddocking is going well at the Gillespie land site, with rotation of paddocks currently occurring. Once winter is over, Canton place will be used again.

All horses are due for their spring drenching which the vet will come and do in early September.

Feed changes have been occurring over the last 12 months and it really is starting to show with the horse's coats looking fantastic.

Harness equipment:

New leather halters were made and have arrived and look fantastic. I've approached Kim Bayly about getting name plates made and attached to them.

We have also found an old Collar that we are getting repaired and it may work for Chester, which would be great.

Three new saddles and bridles were ordered for the staff and horses and they get fitted this week. Also new rugs have been ordered for use in summer (to keep the horses cleaner) and new ones for winter as the existing ones are getting worn. Repairs have been occurring, but the wear is constant as the horses are rough on them.

The new Winkers were ordered before the EOFY and arrived on Tuesday, 18 August. – They are 'all in one' winkers and bridle so the horses will look extra smart.

WHS Update:

A new gate has been installed in the stable surrounding the office due to the risk assessment undertaken. This will provide the horses another exit from the stable area in case the building was ever to catch on fire.

Scaffold for the Tram renovation arrived on Thursday and will provide a safe platform for the painting and panel attachment.

RISK ASSESSMENT

A risk assessment has not been undertaken as this operations report is provided to the Board for receiving and noting only.

BUDGET IMPLICATIONS

There are no budget implications associated with the Board receiving and noting the General Manager Operations Report.



Meeting **Victor Harbor Horse Tram Authority**

Date **25 August 2020**

From **Megan Whibley**

Subject **Resolutions Register**

Report Number **6.2**

RECOMMENDATION

That the Victor Harbor Horse Tram Authority receive and note the Outstanding Resolutions Register report.

INFORMATION

Purpose

The purpose of this report is to review the outstanding resolutions register and determine the best course of action for items where required.

Background

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

The outstanding resolutions report lists all the outstanding resolutions from previous Board meetings, with a progress note against each resolution. Completed items are removed from the register for the following Board meeting to ensure that the list remains a current working document of outstanding resolutions that require action.

Commentary

The current outstanding resolutions register is provided at attachment A.

RISK ASSESSMENT

Corporate Governance –The Board must manage its governance risk of implementing decisions of the Board and associated actions as well as undertake duties 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. The risk is assessed as **low**.

Socio Political, Community Issues / Reputation – There may be some concern from former or current Board members, Council and the broader community if resolutions are not actioned in a timely manner or if the current Board determines to resolve contrary to an earlier resolution. The risk is assessed as **medium**.

BUDGET IMPLICATIONS

There are no budget implications associated with the Board receiving and noting this report.

The majority of tasks on the outstanding resolutions register will be undertaken by the General Manager Horse Tram Authority as scheduled and without requirement for additional funds. Where additional funds are required to achieve items on the resolutions register, endorsement by the Horse Tram Authority Board, or where applicable, budget bids to Council, will be applied to individual items as required.



Attachment A
VHHTA –Resolutions Register – updated 21-Aug-20
 *newest at top

Date	Minute Number	Resolution	Status/Update
		<i>Leave blank</i>	
16 June 2020	VHHTA175	That the Victor Harbor Horse Tram Authority determines to engage an External Auditor and that the Board approves appointment of an external auditor for a three year period, with the possibility of a further two years if both parties are in agreeance, through VHHTAs usual procurement processes as delegated to the General Manager or delegate; and that Council’s Audit Committee is utilised for oversight of the External Auditor engagement, pending the formation of the Authority’s Audit Committee.	Council have engaged an External Auditor so now we will approach that company and potentially engage them for the VHHTA.
16 June 2020	VHHTA 174	That at the conclusion of their review process, the Independent Member Application Appraisal Panel Authority make recommendation to the Victor Harbor Horse Tram Authority Board regarding the appointment of an Independent Member to the Audit Committee, for subsequent recommendation by the Board to Council.	The advert has gone in the Victor Harbor Times and onto the website and the closing date for applications is 5pm Friday, 28 August 2020.
16 June 2020	VHHTA173	That an Independent Member Application Appraisal Panel be established for the purpose of reviewing, short-listing and interviewing applications for the Independent Member to the Victor Harbor Horse Tram Authority Audit Committee and that the panel consists of: <ul style="list-style-type: none"> • Megan Whibley, Victor Harbor Horse Tram Authority General Manager; • Paul Brown, Board Chair; • Nigel Catt, Board Member 	Once the applications are received the Panel will meet to interview the applications. Completion date Oct 20, 2020 Board meeting



Attachment A

Date	Minute Number	Resolution	Status/Update
16 June 2020	VHHTA 172	That the Victor Harbor Horse Tram Authority General Manager be directed to undertake a recruitment process for one Independent Member position for the Victor Harbor Horse Tram Authority Audit Committee.	Ongoing - Advert has been up loaded onto the Website and placed in the Victor Harbor Times on the August 20, 2020
17 Dec 2019	VHHTA147	That with reference to minute VHHTA40 as detailed in this report regarding improvements to the Causeway Horse Tram Station, the matter be discontinued in light of the new causeway alignment and that the Authority work with DPTI and/or Council to ensure that the future design of any new facilities and infrastructure are suitable to the ongoing needs of the VHHTA.	Ongoing – liaising with Council/DPTI regarding future of Causeway and infrastructure needs of VHHTA.
17 Dec 2019	VHHTA135	That the Board view the video produced by the Friends of the Victor Harbor Horse Tram to determine suitability to display in the office window and give delegation to the General Manager to purchase a monitor up to the value to \$500.	<p>In progress - Carol Schofield has shared video with the other Board members – Discussions with the Board in June 2020 about the actual footage not being of great quality so as better footage is produced the monitor will be purchased.</p> <p>Monitor still to be purchased – Video content needs updating, work in progress.</p>
17 Dec 2019	VHHTA134	That with reference to minute VHHTA59 as detailed in this report, a review of the VHHTA the Code of Practice for Meeting Procedures be undertaken by the Board in the first quarter of 2020.	<p>Email has been sent requesting the Board to review and see if any changes are required.</p> <p>Carol Schofield has emailed back after review and no changes necessary.</p>
17 Dec 2019	VHHTA132	That the Board include outstanding items from the Work Program in their review of the VHHTA Business Plan 2019-21 to consolidate the direction of	<p>In progress - Business Plan to be further revised following presentation to Council in February 2020 – Dan Aubin was the facilitator for the second</p>



Attachment A

Date	Minute Number	Resolution	Status/Update
		the Authority and streamline reporting so that it is against the current business plan.	<p>planning day which was on the 27 July 2020 and work on the business plan is still to be updated.</p> <p>Outstanding items from work program to be incorporated as part of this amendment process.</p>
17 Sept 2019	VHHTA108	That the Victor Harbor Tram Authority modify the works program by delaying the Tram 4 action for 12 months and removing the ticket machine action from the works program	In progress - To be a 2021/22 Budget Bid Current Capital budget bids are with Council for their consideration.
20 Aug 2019	VHHTA96	That the Victor Harbor Horse Tram Authority examine the policy associated with sales and Merchandise.	In progress – this needs to be developed.
20 Aug 2019	VHHTA97	That the Victor Harbor Horse Tram Authority review the volunteer policy.	In progress – email sent to Board with the policy to review.
18 June 2019	VHHTA82	<p>Grazing Land</p> <p>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.</p> <p>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.</p>	<p>Complete</p> <p>In progress - Negotiations with SA Water are nearly completed by Council, and the takeover date is 28 August 2020.</p>



Meeting **Victor Harbor Horse Tram Authority**
Date **25 August 2020**
From **Megan Whibley**
Subject **Fleurieu Futures Leaders Program**
Report Number **7.1**

RECOMMENDATION

- 1. That the Victor Harbor Horse Tram Authority Board receive and note the Fleurieu Futures Leaders Program report.**
- 2. That the Victor Harbor Horse Tram Authority Board approve the General Manager to participate in and attend all aspects of the Fleurieu Futures Leaders Program, including during work hours, in recognition of the professional development opportunity that this program provides and the benefits for the Authority.**
- 3. That the Victor Harbor Horse Tram Authority Board approve payment of \$800 from the Authority operating budget towards fees for participation by the General Manager in the Fleurieu Future Leaders Program.**

INFORMATION

Purpose

This report is to seek The Victor Harbor Horse Tram Authority's Board endorsement of attendance and payment of the Fleurieu Futures Leaders Program for the General Manager, in recognition of the benefit of program participation for the Authority.

Background

The 2020 Bendigo Bank Community Fleurieu Future Leaders Program is an exciting initiative aimed at growing a pipeline of leaders for the Fleurieu. The General Manager has applied for and been accepted into the program, which is a fantastic opportunity for professional development, with many benefits to be gained from this experience and learning from the program for the Victor Harbor Horse Tram Authority (VHHTA) and the Region. The program is heavily subsidised by the Bendigo Bank but there is a small fee of \$800 which the general Manager is seeking approval of the Board to have payment from the VHHTA operating budget.

Commentary

The program is set over several months with the commencement being the foundation program, which is the only residential part of the program, commencing on Tuesday September 8th 2020 and finishing on the afternoon of Friday September 11th 2020. All meals will be provided and accommodation and it is not anticipated that any additional expenses will be incurred from participation.

The other module dates are as follows:

- October 8th - 9th Module 1 - Leading Strategy
- November 5th – 6th Module 2 - Leading People
- December 3rd – 4th Module 3 - Leading Collaboratively
- February 4th – 5th Module 4 - Leading Self
- February 26th Completions Module

RISK ASSESSMENT

Corporate Governance – The Board have a responsibility in accordance with the Charter to manage the performance of the General Manager, and this opportunity would provide professional development and networking opportunities which will benefit the VHHTA. This is assessed as *low*.

REFERENCES

VHHTA Charter

BUDGET IMPLICATIONS

There are sufficient funds in Job #418 (training and Development Expenses) to support the costs of the Fleurieu Leadership program.

Current Budget	=	\$2000
Less Expenditure to date	=	\$0
Less Report Expenditure	=	\$800
Budget Remaining	=	\$1200

No additional funds required.

CONSULTATION

Karen Rokicinski – Director - Corporate and Customer Service, City of Victor Harbor



Meeting **Victor Harbor Horse Tram Authority**
Date **25 August 2020**
From **Megan Whibley**
Subject **Karni's Retirement Plan**
Report Number **7.2**

RECOMMENDATION

- 1. That the Victor Harbor Horse Tram Authority receive and note the Karni's Retirement Plan report**
- 2. That the Victor Harbor Horse Tram Authority recommend to Council's Chief Executive Officer that the Horse known as Karni, who is currently retired from duties with the Victor Harbor Horse Tram, be the subject of a transfer of ownership, ensuring that the new owner has demonstrated capability, capacity and an appropriate environment that will provide for the horse's ongoing care and wellbeing.**
- 3. That the Victor Harbor Horse Tram Authority support the rehoming of Karni to Aleysha Austin and recommend this option to Council's Chief Executive Officer.**

INFORMATION

Purpose

The purpose of this report is to recommend to Council's Chief Executive Officer that retired horse Karni be the subject of a transfer of ownership and to endorse support for this transfer to Aleysha Austin.

Background

In the past The Victor Harbor Horse Tram staff have recommended to Council who they believe would be a great forever home for the retiring Tram horses. The last two horses have gone to staff and this has worked out well. The sale value has been just \$1 as the horses at retirement are deemed to have little monetary value and it is more advantageous to remove ownership from the council.

Commentary

Horse Tram Horse Karni, at age 13 has reached the end of his working life. Karni has an ongoing issue with near hind stifle soreness which had been treated with a monthly Pentosan injection. Staff had noticed a deterioration and removed him from work until the

vet could assess. The vet Lindsay Young confirmed (see report 10 June 2020) and recommended he retire from working indefinitely. The vet assessment is provided below:

HORSE NAME: *Karni 13yr old Roan Gelding*

Procedures performed/medications : *General Health Check, Routine Dentistry (under sedation), Deworm Drench, Vaccinate Strangles.*

Eyes, head and neck: No abnormalities

Body condition score: 9/10

Musculoskeletal: Good - toned

Hoof and leg examination:

Hoof cracks: Nil

Wall and Frog quality: Good

Farrriery/Shoeing – Well shod /Balanced

Evidence of Lameness/soreness present? Markedly lame at walk – Near Hind -Chronic

Distal limb dermatitis: Very Mild Lesions present – Currently being treated. Active lesion still present Off forelimb

Overall general wellbeing : *Good general health, but most notably his lameness/degenerative condition in his near hindlimb has progressed to the degree that he is markedly uncomfortable at the walk. Given the consideration that a lameness workup performed by Morphettville Equine Clinic failed to achieve resolution of this problem, along with his declining response to medical therapy instituted some time ago, I strongly feel that it is unfair for him to continue in his current role and he should be retired from active work duties forthwith. At present I feel he is sufficiently sound to be retired to a paddock, a flatter area for him somewhere would be preferred.*

The horse fleet are deemed assets in accordance with Council's Asset Management Policy, with all assets of the tram currently still under the care and control of the Council. Karni's value in terms of a depreciable asset is \$0, meaning that the Council may choose to relinquish this asset at a nominal fee in accordance with the Council's Sale and Disposal of Land and Other Assets policy (the Policy).

The Council's Sale and Disposal of Land and Other Assets Policy provides the following:

Where low value items are no longer required and there is no realistic market, a community benefit can be gained or the cost of alternative disposal methods are excessive in relation to the value, the Chief Executive Officer may provide approval for the items to be sold at a negotiated price or donated to approved charities or non-profit organisations.

Based on the cost of maintenance required for Karni for the remainder of life, it is suggested that the authority recommend to Council's Chief Executive Officer, who has

the delegated authority to dispose of assets in accordance with the Policy, the nominal sale of Karni to a carer with the appropriate skills, knowledge and housing/environment to meet Karni's needs in retirement.

Given Karni's health conditions, it is not deemed appropriate that Karni be put to work at a riding charity, but rather that he serve out his remaining years as a paddock horse with occasional light exercise.

Aleysha Austin and family run the Camel/pony rides on the beach next to the causeway in Victor Harbor, and have expressed interest in becoming the forever home for Karni as they run horses on their 130 acre property in Kangarilla and understand the costs involved with providing appropriate care and environment.

RISK ASSESSMENT

Public Relations - The Community has a great interest in the health and wellbeing of the Horse Tram horses, and care has been taken to find and recommend a suitable retirement home ensuring that Karni is provided with the care that he needs. The risk is assessed as **low**.

REFERENCES

Council's Sale and Disposal of Land and Other Assets policy

BUDGET IMPLICATIONS

The sale of Karni is intended to be at a nominal value. Previous horses have sold for \$1. This would be negotiated by either the Chief Executive and staff based on the quality of care being offered.

Costs relating to feed, veterinary attention and hoof trimming would be reduced, however this will allow for younger horses to enter the fleet.

CONSULTATION

Aleysha Austin