



2 May 2019

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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: Tuesday, 7 May 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

**Victoria MacKirdy**

**Interim 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.*

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# Agenda

**Date:** Tuesday, 7 May 2019

**Time:** 3:00pm

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

## 1. ATTENDANCE

Carol Schofield  
Roland Roccioletti  
Rachel Kennedy  
Nigel Catt  
Paul Brown (Chair)

Victoria MacKirdy (Interim General Manager VHHTA)  
Graham Pathuis (Director Planning and Regulatory Services CVH)  
Kellie Knight-Stacey (Interim Director Corporate and Community Services CVH)  
Adrian Cox (Acting Horse Tram Co-Ordinator CVH)  
Mark Przibilla (Acting Manager of Economic and Tourism Development CVH)  
Suzi Prsa (Minute Secretary CVH)

## 2. APOLOGIES

### 3. MINUTES OF PREVIOUS MEETING

<b>Item No.</b>	<b>3.1.</b>
<b>Title</b>	<b>Minutes of the Previous Meeting</b>
<b>Meeting Date</b>	<b>7 May 2019</b>
<b>Reference</b>	VHHT Authority Charter Local Government Act 1999
<b>Consultation</b>	Board Members
<b>Attachments</b>	3.1.1 VHHTA Minutes – 4 April 2019; 12 April 2019
<b>Purpose</b>	<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 4 April 2019; 12 April 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 4 April 2019; 12 April 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 4 April 2019 and 12 April 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 4 April 2019 and 12 April 2019.

Victor Harbor Horse Tram Authority



# Minutes

Board Victor Harbor Horse Tram Authority  
 Meeting Held 4 April 2019 at 1.30pm  
 Location Encounter Room – 1 Bay Road, Victor Harbor

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

[www.horsedrawntram.com.au](http://www.horsedrawntram.com.au)

1:32pm – Ms Victoria MacKirdy – Interim General Manager officially opened the meeting and welcomed the Authority and Members of the gallery to the Inaugural meeting.

Meeting opened at 1.33pm

## 1. ATTENDANCE

Paul Brown  
Nigel Catt  
Rachel Kennedy (via telelink)  
Roland Roccioletti  
Cr Carol Schofield AM

In Attendance:

Victoria MacKirdy (Interim General Manager VHHTA)  
Graham Pathuis (Director Planning and Regulatory Services CVH)  
Kellie Knight-Stacey (Interim Director Corporate and Community Services CVH)  
Adrian Cox (Acting Horse Tram Coordinator CVH)  
Mark Przibilla (Acting Manager of Economic and Tourism Development CVH)  
Suzi Prsa (Research and Administration Officer/Minute Secretary CVH)

## 2. APOLOGIES

Nil.

1.34pm - Ms Victoria MacKirdy – Interim General Manager sought and was granted leave of the meeting to bring Item 6.1 of Chair and Deputy Chair forward.

### 6.1 Appointment of Chair & Deputy Chair

1:34pm Ms Victoria MacKirdy - Interim General Manager called for nominations for the position of Chair and Deputy Chair.

1:36pm Nigel Catt nominated Paul Brown as Chair

1:37pm Nigel Catt nominated Carol Schofield as Deputy Chair

Paul Brown accepted the nomination as Chair and Carol Schofield accepted the nomination as Deputy Chair.

VHHTA52      Moved:      Nigel Catt  
                  Seconded:    Roland Roccioletti

1. That the Victor Harbor Horse Tram Authority Board appoint Paul Brown as Chairperson for the term of the Board as specified in Clause 2.5 Chair and Deputy Chair of the Board of the VHHT Authority Charter.
2. That the Victor Harbor Horse Tram Authority Board appoint Carol Schofield as Deputy Chairperson for the term of the Board as specified in Clause 2.5 Chair and Deputy Chair of the Board of the VHHT Authority Charter.

**CARRIED**

### **3. MINUTES OF PREVIOUS MEETING**

#### **3.1 Minutes of the Previous Meeting**

VHHTA49      Moved:      Carol Schofield  
                  Seconded:    Nigel Catt

That the minutes of the previous Victor Harbor Horse Tram Authority Board meetings held on 12 February 2019 and 27 February 2019, as per copies supplied to members, be adopted as a true and correct record of those meetings.

**CARRIED**

### **4. BUSINESS ARISING**

#### **4.1 Work Program and Resolutions Report**

VHHTA50      Moved:      Roland Roccioletti  
                  Seconded:    Nigel Catt

That the Victor Harbor Horse Tram Authority Board note the Work Program and resolution report as at 4 April 2019.

**CARRIED**

#### **4.2 Correspondence**

VHHTA51      Moved:      Nigel Catt  
                  Seconded:    Roland Roccioletti

That the Victor Harbor Horse Tram Authority Board receive the correspondence sent by Mr Allan Purcell of Fleurieu FM regarding the Family Fun Day held on 28 January 2019.

**CARRIED**

**4.3 Items for Discussion**

Nil.

**5. PRESENTATIONS**

Nil.

**6. REPORTS**

**6.2 Date, Time and Place of Board Meetings**

VHHTA53      Moved:      Carol Schofield  
                    Seconded:    Paul Brown

That this item be deferred to enable the Interim General Manager to identify a preferred date and time for meetings via way of survey of Victor Harbor Horse Tram Authority Board Members and that a recommendation then be circulated to all the Board Members for endorsement.

**CARRIED**

**6.3 Deputy General Manager**

VHHTA54      Moved:      Roland Roccioletti  
                    Seconded:    Nigel Catt

That the Victor Harbor Horse Tram Authority Board receive and note the report on the Deputy General Manager.

**CARRIED**

**6.4 2019/20 Draft Budget**

VHHTA55      Moved:      Carol Schofield  
                    Seconded:    Nigel Catt

That the Victor Harbor Horse Tram Authority Board endorses the Draft 2019/20 Operating Budget as presented, detailing a Council contribution requirement of \$364,000, and provides to Council for endorsement.

**CARRIED**



VHHTA56      Moved:      Nigel Catt  
                  Seconded:    Carol Schofield

That the Victor Harbor Horse Tram Authority Board recommends that Council include capital expenditure totalling \$368,300 in its budget for the following items:

- o Canton & Gillespie Land – fencing \$20,000
- o Stables – staff toilet / amenities \$20,550
- o Office – vinyl flooring \$5,750
- o Office – roller door replacement \$2,000
- o Office – merchandising area \$50,000
- o Office – signage improvements \$10,000
- o Office – large outdoor monitor \$20,000
- o Tram Line – Replacement Program \$200,000 (on the proviso of informed information regarding the causeway by the State Government)
- o Horse – Harness & Collars \$20,000
- o Horse – Maintain Horse Stock Levels \$20,000

**CARRIED**

VHHTA57      Moved:      Nigel Catt  
                  Seconded:    Rachel Kennedy

That the Victor Harbor Horse Tram Authority Board endorse the increase in the Family Return Ticket from \$28.00 to \$30.00 from Monday, 1 July 2019 and that the Authority's Fees and Charges be updated.

**CARRIED**

#### **6.5 Grazing Land**

VHHTA58      Moved:      Carol Schofield  
                  Seconded:    Roland Roccioletti

That Ms Victoria MacKirdy – Interim General Manager coordinate a site visit before the Victor Harbor Horse Tram Authority Board reviews the options for additional grazing land to support the Horse Tram Clydesdales.

**CARRIED**



# Minutes

Board Victor Harbor Horse Tram Authority  
Meeting Held Friday 12 April 2019  
Location Not applicable (meeting was conducted via circular resolution)

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*On behalf of the Interim General Manager, the Governance and Policy Officer of the City of Victor Harbor sent an email to the Victor Harbor Horse Tram Authority Board Members of on Friday 15 April 2019 at 3:26pm. .*

*The purpose of the Circular Resolution report was to seek (via circular resolution) the Boards Members decision relating to Victor Harbor Horse Tram Authority Board meeting dates for the remainder of 2019 as resolved at the Board Meeting held on 4 April 2019 (VHHTA53)*

**1. ATTENDANCE**

Paul Brown (via email)  
Nigel Catt (via email)  
Rachel Kennedy (via email)  
Roland Roccioletti (via email)  
Cr Carol Schofield AM (via email)

Victoria MacKirdy (Interim General Manager VHHTA)  
Kyla Walker (Governance and Policy Officer – CVH)

**2. APOLOGIES**

Not applicable (meeting was conducted via circular resolution)

**3. REPORTS**

Paul Brown, Nigel Catt, Rachel Kennedy, Roland Roccioletti and Cr Carol Schofield AM attended the meeting via email, therefore a quorum was achieved (via circular resolution).

Paul Brown– voted in favour of the recommendation (via email)  
Nigel Catt – voted in favour of the recommendation (via email)  
Rachel Kennedy – voted in favour of the recommendation (via email)  
Roland Roccioletti – voted in favour of the recommendation (via email)  
Cr Carol Schofield AM - voted in favour of the recommendation (via email)

*In accordance with the Victor Harbor Horse Tram Authority Code of Practice for Meeting procedures, if the majority of the Board Members vote in favour, the resolution/s will be a resolution of the Board and will be a valid and effective as if it had been passed at a meeting of the Board duly convened and held.*

### 3.1 Circular Resolution

VHHTA64

1. *That the Victor Harbor Horse Tram Authority Board meeting to be held on Tuesday 7 May 2019 at 9:30am be rescheduled to Tuesday 7 May 2019, in the Encounter Room at 1 Bay Road, Victor Harbor, commencing at 3pm.*
2. *That the Board undertake a site visit of the Victor Harbor Horse Tram facilities on Tuesday 7 May 2019 commencing at 12pm.*
3. *That the Victor Harbor Horse Tram Authority Board schedule meetings on the third Tuesday of each month at 3pm at the Civic Centre, 1 Bay Road, Victor Harbor from June 2019 until December 2019.*

**CARRIED (via circular resolution)**

### 4. CLOSURE

Not applicable (meeting was conducted via circular resolution)

## 4. BUSINESS ARISING

## Board Report

<b>Item No.</b>	<b>4.1.</b>
<b>Title</b>	<b>Work Program and Resolutions Report</b>
<b>Meeting Date</b>	<b>7 May 2019</b>
<b>Reference</b>	VHHT Authority Charter Local Government Act 1999
<b>Consultation</b>	Board Members Acting Director Corporate & Community Services CVH
<b>Attachments</b>	4.1.1 Work Program 4.1.2 Resolution Register
<b>Purpose</b>	<b><i>Information/Decision</i></b>

### 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 7 May 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 Interim 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 In progress
21 Dec 2018	Work Program and Resolution register Correspondence Items for Discussion Public Relation Tram No. 4 Tram Frequency – Staffing implications Media Services Ticket Machine 2018/19 Budget	Ongoing Completed January 2019 January 2019 January 2019 Completed January 2019 Further action Completed
8 Jan 2019	Work Program and Resolution register Family Fun Day Communications & Marketing Workshop: <ul style="list-style-type: none"> <li>• Patronage of VHHDT</li> <li>• Window Display at the Tram Office</li> <li>• Buy one Get one Free</li> <li>• Chinese Incentive Group Proposal</li> <li>• Public Relations</li> <li>• Media Services</li> </ul>	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"> <li>Overview of Tram Service and Functions</li> </ul> General Manager Adopt 2019/20 Operating and Capital Budget	
May 2019	Allowances Reimbursement of Expenses Policy Application to Council – exemption for Audit & Risk Committee until 25 October 2019 Insurance Report Risk Management Policy	
June 2019	Asset Management Policy and Maintenance Program (includes Tram No. 4)	
July 2019	Policy Adopt First Business Plan	
July 2019	Environmental Protection Policy	

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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	Draft presented to May meeting report	7 May 2019



## Attachment 4.1.2

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 <sup>rd</sup> 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
	VHHTA14	8.1	Process for Recruitment of General Manager Contract	3. That an independent agency be appointed to shortlist and interview applicants and provide a recommendation for appointment to the Board.	In Progress	McArthur have been engaged as the Independent agency. Report to Authority/Presentation and Appointment. Refer report included in meeting agenda
				4. That the position of General Manager be offered as a contract, for a period of 3 years.	In Progress	Refer report included in meeting agenda.
21-Dec-18		4.3.1	Window Display at 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
	VHHTA24	6.5	Ticket Machine	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.	In Progress	Purchase order raised awaiting kiosk delivery from supplier.
8-Jan-19		4.1.1	Ticket Machine	Action: Ms Victoria MacKirdy – Interim General Manager to progress with the current resolution of the Board to purchase and install a ticketing machine.	In Progress	See Resolution VHHTA24.
		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	Horse tram staff have commenced investigating suitable clydesdale horse stock available for sale. Progress on the matter to be reported to the board as investigations progress.
	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	VHHTA55	6.4	2019/20 Draft Budget	That the Victor Harbor Horse Tram Authority Board endorse the Draft 2019/20 Operating Budget as presented, detailing a Council contribution requirement of \$364,000, and provides to Council for endorsement.		Endorsed by Council at meeting 29 April 2019. See Agenda Report.
	VHHTA56			That the Victor Harbor Horse Tram Authority Board recommends that Council include capital expenditure totalling \$368,300 in its budget for the following items: o Canton & Gillespie Land – fencing \$20,000 o Stables – staff toilet / amenities \$20,550 o Office – vinyl flooring \$5,750 o Office – roller door replacement \$2,000 o Office – merchandising area \$50,000 o Office – signage improvements \$10,000 o Office – large outdoor monitor \$20,000 o Tram Line – Replacement Program \$200,000 (on the proviso of informed information regarding the causeway by the State Government) o Horse – Harness & Collars \$20,000 o Horse – Maintain Horse Stock Levels \$20,000		
	VHHTA57			That the Victor Harbor Horse Tram Authority Board endorse the increase in the Family Return Ticket from \$28.00 to \$30.00 from Monday, 1 July 2019 and that the Authority's Fees and Charges be updated		Commences 1 July 2019
	VHHTA58	6.5	Grazing Land	That Ms Victoria MacKirdy – Interim General Manager coordinate a site visit before the Victor Harbor Horse Tram Authority Board reviews the options for additional grazing land to support the Horse Tram Clydesdales.		Preliminary site meeting held at the Canton Place stables on the 18th April. Further site visits scheduled to consider options.
	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 traders • Profitable investment return		Further information has been sought from Oceanic Victor with regard to dates, times and additional expectations of the tram. A draft profit and loss template has been prepared, however until dates are provided the statement can not be completed given the variations in wage costs.

<b>Item No.</b>	<b>4.2.</b>
<b>Title</b>	<b>Correspondence</b>
<b>Meeting Date</b>	<b>7 May 2019</b>
<b>Reference</b>	VHHT Authority Charter
<b>Consultation</b>	
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

<b>Item No.</b>	<b>4.3.</b>
<b>Title</b>	<b>Items for Discussion</b>
<b>Meeting Date</b>	<b>7 May 2019</b>
<b>Reference</b>	VHHT Authority Charter
<b>Consultation</b>	VHHT Authority Board Members
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

## 5. PRESENTATIONS

5.1 Nil

## 6. REPORTS

### Board Report

<b>Item No.</b>	<b>6.1</b>
<b>Title</b>	<b>2019/20 Draft Budget</b>
<b>Meeting Date</b>	<b>Tuesday, 7 May 2019</b>
<b>Reference</b>	Charter Local Government Act 1999
<b>Consultation</b>	Acting Manager Finance & Property
<b>Attachments</b>	2019/20 Draft Budgeted Financial Statements
<b>Purpose</b>	<i>Information/Decision</i>

#### PURPOSE

The purpose of this report is to present the draft 2019/20 Victor Harbor Horse Tram Authority Budget to the Board allowing for endorsement for the purposes of public consultation.

#### RECOMMENDATION

**That the Victor Harbor Horse Tram Authority endorse the Draft 2019/20 Operating Budget as presented, detailing operating income of \$790,500 (own source income of \$426,500 and Council contribution of \$364,000) and operating expenses of \$790,500 for the purposes of public consultation.**

#### INFORMATION

The Authority considered the Draft 2019/20 budget at its meeting held Thursday, 4 April 2019 and provided the following recommendation to Council:

*“That the Victor Harbor Horse Tram Authority endorses the Draft 2019/20 Operating Budget as presented, detailing a Council contribution requirement of \$364,000, and provides to Council for approval”*

The budget was subsequently provided to the Ordinary Council meeting held on Monday, 29 April 2019 with the following resolution passed:

*“That Council approved the Victor Harbor Horse Tram Authority’s 2019/20 Draft Operating Budget detailing a Council contribution of \$364,000 as detailed under separate cover to this report”*

The Budget is now presented back to the Authority for the purposes of conducting public consultation. The Charter requires that:

*“The Authority must adopt after 31 May and within six (6) weeks of approval of the draft budget by the Council in each year, a Budget in accordance with the Act for*

*the ensuing financial year consistent with the approval given by the Council pursuant to clause 5.1”*

The Budgeted Financial Statements are provided at Appendix A.

### **RISK ASSESSMENT**

**Governance** – The budget has been prepared in line with legislation and the Charter. Adoption of the budget needs occur by the 10 June, 2019. There is sufficient time for the required 21 days of public consultation. Risk is assessed as *low*.

### **BUDGET IMPLICATIONS**

As detailed in the Draft 2019/20 Budgeted Financial Statements.



## STATEMENT OF COMPREHENSIVE INCOME

For the Year Ending 30 June 2020

	2019/20 Budget \$
<b>OPERATING INCOME</b>	
Ticket & Bookings Sales	418,000
Council Contribution	364,000
Other Income	8,500
<b>Total Income</b>	<b>790,500</b>
<b>OPERATING EXPENSES</b>	
Employee Costs	488,400
Materials Contract and Other Expenses	302,100
<b>Total Expenses</b>	<b>790,500</b>
<b>Operating Surplus (Deficit)</b>	<b>-</b>
<b>NET SURPLUS / (DEFICIT)</b>	<b>-</b>
<b>KEY FINANCIAL INDICATOR</b>	
Own Source Revenue (in lieu of Operating Surplus Ratio)	54.0%



**STATEMENT OF FINANCIAL POSITION**  
**For the Year Ending 30 June 2020**

	2019/20 Budget \$
<b>CURRENT ASSETS</b>	
Cash and Cash Equivalents	47,990
Trade and Other Receivables	20,710
Inventories	5,000
<b>Total Current Assets</b>	<b>73,700</b>
<b>NON-CURRENT ASSETS</b>	
Financial Assets	-
Infrastructure, Property, Plant & Equipment	-
Other Non-Current Assets	-
<b>Total Non-Current Assets</b>	<b>-</b>
<b>TOTAL ASSETS</b>	<b>73,700</b>
<b>CURRENT LIABILITIES</b>	
Trade and Other Payables	20,710
Borrowings	-
Provisions	5,000
<b>Total Current Liabilities</b>	<b>25,710</b>
<b>NON-CURRENT LIABILITIES</b>	
Borrowings	-
Provisions	-
<b>Total Non-Current Liabilities</b>	<b>-</b>
<b>NET ASSETS</b>	<b>47,990</b>
<b>EQUITY</b>	
Accumulated Surplus	-
Asset Revaluation Reserve	-
Other Reserves	47,990
Share in Operating Result	-
New Capital	-
<b>Total Equity</b>	<b>47,990</b>





**CASHFLOW STATEMENT**  
**For the Year Ending 30 June 2020**

	2019/20 Budget \$
<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>	
<b>Receipts</b>	
Operating Receipts	847,990
Investment Receipts	-
<b>Payments</b>	
Operating Payments to Suppliers and Employees	800,000
Finance Payments	-
<b>Net cash provided by (or used in) operating activities</b>	<b>47,990</b>
<b>CASHFLOWS FROM INVESTING ACTIVITIES</b>	
<b>Receipts</b>	
Grants specifically for new or upgraded assets	-
Sale of replaced assets	-
Sale of surplus assets	-
<b>Payments</b>	
Expenditure on renewal/replacement of assets	-
Expenditure on new/upgraded assets	-
<b>Net cash provided by (or used in) investing activities</b>	<b>-</b>
<b>CASHFLOWS FROM FINANCING ACTIVITIES</b>	
<b>Receipts</b>	
Proceeds from borrowings	-
<b>Payments</b>	
Repayments of borrowings	-
<b>Net cash provided by (or used in) financing activities</b>	<b>-</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>	<b>47,990</b>
Cash & cash equivalents at beginning of period	0
<b>CASH &amp; CASH EQUIVALENTS AT END OF PERIOD</b>	<b>47,990</b>

## 7. URGENT BUSINESS WITHOUT NOTICE

## 8. CONFIDENTIAL REPORTS

### Board Report

<b>Item No.</b>	<b>8.1</b>
<b>Title</b>	<b>General Manager Recruitment</b>
<b>Meeting Date</b>	<b>7 May 2019</b>
<b>Reference</b>	ED4.12.022
<b>Consultation</b>	McArthurs Inaugural Board City of Victor Harbor
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

#### PURPOSE

The purpose of the report is to enable the Board to appoint the General Manager for the Victor Harbor Horse Tram Authority.

#### RECOMMENDATION

1. That:-

- i) Pursuant to Section 90(2) of the Local Government Act 1999, the public be excluded from the meeting with the exception of Victoria MacKirdy (Interim General Manager) and Suzi Prsa (Research and administration Officer/Minute Secretary – City of Victor Harbor) to enable the Authority to consider information in relation to Agenda Item 8.1 – General Manager Recruitment
- ii) The Authority is satisfied that pursuant to Section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the agenda item is information of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), as it related to personal qualities and employment suitability for a particular position.
- iii) In addition, the disclosure of the information would, on balance be contrary to the public interest. The public interest in public access to the meeting has been balanced against the public interest in the continued non-disclosure of the information. The benefit to the public at large resulting from the withholding the information outweighs the benefit to it of disclosure of the information. The Authority is satisfied that the principles that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the disclosure of details of the applicant's for General Manager may lead to the possibility of court action.

**9. NEXT MEETING**

The next Scheduled Meeting is Tuesday, 18 June 2019 at 3pm to be held in the Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor.

**10. CLOSURE**