

28 March 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:** Thursday, 4 April 2019

**TIME:** 1:30pm

**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:** Thursday, 4 April 2019

**Time:** 1:30pm

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

## 1. ATTENDANCE

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

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>4 April 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 – 12 February 2019; 27 February 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 12 February 2019 and 27 February 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 12 February 2019 and 27 February 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 12 February 2019 and 27 February 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 12 February 2019 and 27 February 2019.



# Minutes

Board Victor Harbor Horse Tram Authority  
 Meeting Held 12 February 2019  
 Location Council Chambers – 1 Bay Road, Victor Harbor

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#### 4.2 Correspondence

VHHTA35      Moved:      Terry Andrews  
                  Seconded:    Brian Hockney

The Board receive the correspondence received by Mr Colin Ekers regarding the Landrover History dated January 2019.

**CARRIED**

#### 4.3 Items for Discussion

##### **Workshops/Informal meetings with New Board and Inaugural Board**

VHHTA36      Moved:      Terry Andrews  
                  Seconded:    Brian Hockney

That a series of workshops, informal meetings, be organised with the new Board and the current interim Board to allow exchange of historical information, views and ideas to assist the new Board and General Manager in moving forward.

**CARRIED**

##### **Deputy General Manager**

VHHTA37      Moved:      Brian Hockney  
                  Seconded:    Terry Andrews

That the Authority seek written approval/confirmation from the City of Victor Harbor that confirms that the Chief Executive Officer of the Council can act as the Deputy General Manager of the Authority for any period of absence.

**CARRIED**

##### **Requirement to buy extra "Clydesdale"**

VHHTA38      Moved:      Brian Hockney  
                  Seconded:    Terry Andrews

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).

**CARRIED**



**Back up Mechanical Tram**

Ms Victoria MacKirdy – Interim General Manager advised that information is being gathered on the use of the Granite Island Tractor.

VHHTA39      Moved:      Brian Hockney  
                  Seconded:    Terry Andrews

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.

**CARRIED**

**Causeway HT Station**

VHHTA40      Moved:      Brian Hockney  
                  Seconded:    Terry Andrews

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.

**CARRIED**

**Capital Items**

VHHTA41      Moved:      Brian Hockney  
                  Seconded:    Terry Andrews

That a full detailed review of capital budgets, be made along with a detailed list of capital expenditures committed to, with all quotations, submissions, tenders or invoices be presented to the Board for review.

**CARRIED**



9.46am G Pathuis left the meeting and re-entered at 9.48am.

Ms Victoria MacKirdy – Interim General Manager advised that there will be a Vet inspection held on Thursday, 14 February 2019 and the annual comprehensive vet inspection scheduled for August 2019.

10.00am Adrian Cox presented on the 2018/19 Summer Holiday Operating Report.

VHHTA42 Moved: Terry Andrews  
Seconded: Brian Hockney

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

**CARRIED**

## 5. PRESENTATIONS

Board member Carol Schofield presented on Volunteer Inductions and Training including the processes in place for membership, merchandise, stocktake and daily procedures.

## 6. REPORTS

### 6.1 Budget Report as at 31 January 2019

VHHTA43 Moved: Brian Hockney  
Seconded: Terry Andrews

1. That the Budget Report as at 31 January 2019 is received and noted.
2. That \$3,700 be transferred from Other Expenses to Marketing to cover the cost of the Authority gazettal notice.

**CARRIED**

### 6.2 Misty Retirement

VHHTA44 Moved: Brian Hockney  
Seconded: Terry Andrews

That the Victor Harbor Horse Tram Authority recommend to the Council that the Horse Tram Horse known as Misty be retired through transfer of ownership with the sale to be negotiated by the Chief Executive Officer and staff with the eventual owner having the demonstrated capabilities, capacity and environment that ensures the ongoing care of the horse.

**CARRIED**





# Minutes

Board Special Victor Harbor Horse Tram Authority  
Meeting Held 27 February 2019 at 9:30am  
Location Encounter Room – 1 Bay Road, Victor Harbor

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## 1. ATTENDANCE

Carol Schofield (Chair)  
Terry Andrews  
Brian Hockney  
Peter Lewis

In Attendance:

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

## 2. APOLOGIES

NIL

9.31am Meeting procedures suspended

Discussions held on the Draft 2019/20 Budget

9.54am Meeting procedures recommenced

## 3. BUSINESS ARISING

### 3.1 Draft 2019/20 Budget

VHHTA46 Moved: P Lewis  
Seconded: B Hockney

That the Victor Harbor Horse Tram Authority notes the Victor Harbor Horse Tram Authority 2019/20 operating budget and recommends it to the New Board for consideration.

CARRIED

### 3.2 Update – Four Way Agreement – Granite Island

VHHTA47 Moved: T Andrews  
Seconded: P Lewis

That the Board receive and note the update on the Four-Way Agreement – Granite Island.

CARRIED



Comment

The Horse Tram Committees and Board have run functionally and cohesively with Council for 2 ½ years, having effectively addressed all of their terms of reference, and succeeded in establishing a new structure for the operations of the Horse Drawn Tram with a new highly qualified and exceptional Board of Management to be appointed on 1<sup>st</sup> March 2019.

The Committee members have worked professionally for long hours, meeting at times almost fortnightly to achieve its outcome, and have debated issues professionally and in depth, with the Chairperson overseeing meetings with patience, courtesy and awareness of proper procedures to assist achieve the final outcome.

It has been a privilege to work with the Committee members, Council and the interested public supporters to establish the new Sn 42 Authority and its Board.

Brian Hockney

## 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>4 April 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 4 April 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 Meeting dates Appointment of Chairperson and Deputy Chair	
May 2019	Informal Gathering <ul style="list-style-type: none"> <li>• Overview of Tram Service and Functions</li> <li>• Marketing Plan</li> </ul>	
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	Draft presented to April meeting report	4 April 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 <sup>rd</sup> December 2018 and that at future board meetings a Resolutions Report will also be presented.	Ongoing	updated
	VHHTA14	8.1	Process for Recruitment of General Manager Contract	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. 3. That an independent agency be appointed to shortlist and interview applicants and provide a recommendation for appointment to the Board. 4. That the position of General Manager be offered as a contract, for a period of 3 years.	In Progress	An agreement is currently being drafted for the provision of corporate service support McArthur have been engaged as the Independent agency. Report to Authority/Presentation and Appointment deferred.
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 fulfilling 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. The General Manager to work with staff to investigate opportunities connected to the Chinese Incentive Groups. The Victor Harbor Horse Drawn Tram has received a request from Oceanic Victor to quote on providing Horse Tram Services for 3 Chinese delegation 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 endorse 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	VHHTA35	4.2	Correspondence	The Board receive the correspondence received by Mr Colin Ekers regarding the Landrover History dated January 2019.	Completed	The Board received at meeting held on 12 February 2019.
	VHHTA36	4.3.1	Workshops/Informal Meetings	That a series of workshops, informal meetings, be organised with the new Board and the current interim Board to allow exchange of historical information, views and ideas to assist the new Board and General Manager in moving forward.	In Progress	To occur prior to the commencement of the inaugural board meeting on the 4th April.
	VHHTA37	4.3.2	Deputy General Manager	That the Authority seek written approval/confirmation from the City of Victor Harbor that confirms that the Chief Executive Officer of the Council can act as the Deputy General Manager of the Authority for any period of absence.		Council endorsed on 25 February 2019. See Agenda report.
	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 32259, \$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 Boshom 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 Boshom.
	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.
	VHHTA41	4.3.6	Capital Items	That a full detailed review of capital budgets, be made along with a detailed list of capital expenditures committed to, with all quotations, submissions, tenders or invoices be presented to the Board for review.		Workshop held on 12 February 2019. See Agenda report.
	VHHTA42	6.1	Budget Report as at 31 January 2019	1. That the Budget Report as at 31 January 2019 is received and noted. 2. That \$3,700 be transferred from Other Expenses to Marketing to cover the cost of the Authority gazettal notice.	Completed	The Board endorsed at meeting held on 12 February 2019.
	VHHTA44	6.2	Misty Retirement	That the Victor Harbor Horse Tram Authority recommend to the Council that the Horse Tram Horse known as Misty be retired through transfer of ownership with the sale to be negotiated by the Chief Executive Officer and staff with the eventual owner having the demonstrated capabilities, capacity and environment that ensures the ongoing care of the horse.	Completed	Council endorsed at meeting held on 25 February 2019. Chief Executive Officer is currently giving consideration to options presented by staff for a new home for Misty, consistent with the Council resolution.
	VHHTA45	7	Thank You letter to Reuieu PM	Ms Victoria MacKirdy - Interim General Manager write a thank you letter to Reuieu PM for the Horse Tram Family Day held on 28 January 2019.	Completed	Letter sent and circulated to the Board on 19 February 2019.
27-Feb-19	VHHTA46	3.1	Draft 2019/20	That the Victor Harbor Horse Tram Authority notes the Victor Harbor Horse Tram Authority 2019/20 operating budget and recommends it to the New Board for consideration		For consideration by the new board. See Agenda report.
	VHHTA47	3.2	Update - Four Way Agreement - Granite Island	That the Board receive and note the update on the Four-Way Agreement - Granite Island	Completed	The Board received at meeting held on 27 February 2019.
	VHHTA48	4	Comment from B Hockney	The Board receive and note Board member Brian Hockney's comment regarding the Horse Tram Committees and Board attached to these minutes	Completed	The Board received at meeting held on 27 February 2019.

<b>Item No.</b>	<b>4.2.</b>
<b>Title</b>	<b>Correspondence</b>
<b>Meeting Date</b>	<b>4 April 2019</b>
<b>Reference</b>	VHHT Authority Charter
<b>Consultation</b>	
<b>Attachments</b>	4.2.1 - Correspondence – Mr Allan Purcell – Fleurieu FM
<b>Purpose</b>	<i>Information/Decision</i>

### PURPOSE

The purpose of this report is to table correspondence received that relates to the Victor Harbor Horse Drawn Tram.

### RECOMMENDATION

**That the Board receive and note the correspondence received from Mr Allan Purcell, Chairman of Fleurieu FM attached to this report.**

### INFORMATION

On Wednesday 13 February 2019, the Horse Drawn Tram Authority Board received correspondence from Mr Allan Purcell, Chairman of Fleurieu FM.

### Summary

The Board receive and note the correspondence received from Mr Allan Purcell, Chairman of Fleurieu FM.

### RISK ASSESSMENT

Risks associated with the recommendation have been assessed as follows:

**Governance** – there is no direct risk with receiving and noting the correspondence received from Mr Allan Purcell, Chairman of Fleurieu FM.

### BUDGET IMPLICATIONS

There are no budget implications with receiving and noting the correspondence.



13<sup>th</sup> February, 2019



The Board Horse Drawn Tram Authority  
PO Box 11,  
Victor Harbor 5211

Dear Board Members,

Re: Collaboration with The Horse Drawn Tram Authority.

Many thanks for including Fleurieu FM in the recent Family Fun Day.

As Chairman of Fleurieu FM I express the gratitude of The Board for the opportunity to present a collaborative event which highlighted both Organizations that are such an important part of the Fleurieu Region.

Combining the first Radio Station on the Peninsula with the Iconic Horse Drawn Tram, demonstrates how organizations/services can combine to maximize their particular expertise and prowess to the benefit of the Community at large.

Community involvement and inclusion is a vital role and function of Fleurieu FM, collaboration with the Horse Drawn Tram project helps us to fulfill this requirement. With the immediate future of The Causeway uncertain I, along with The Board of Fleurieu FM, wish to continue our involvement with the Horse Drawn Tram Authority as a way of supporting the expedient repair of The Causeway. This is vital to the wellbeing of Victor Harbor; our number one Tourist attraction must be once again 'up and running' as soon as possible.

To this end I request the involvement of Fleurieu FM in the next Family Fun day, whenever this may be scheduled.

Yours Faithfully,  
On behalf of the Board of Fleurieu FM

A handwritten signature in black ink, appearing to read "Allan Purcell".

Allan Purcell  
Chairman.

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PO Box 591, Victor Harbor SA 5211

<b>Item No.</b>	<b>4.3.</b>
<b>Title</b>	<b>Items for Discussion</b>
<b>Meeting Date</b>	<b>4 April 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>Appointment of Chair &amp; Deputy Chair</b>
<b>Meeting Date</b>	<b>4 April 2019</b>
<b>Reference</b>	VHHT Authority Charter
<b>Consultation</b>	Board Members
<b>Attachments</b>	6.1.1 Board members' bios
<b>Purpose</b>	<i>Information/Decision</i>

#### PURPOSE

The purpose of this report is to facilitate the appointment of Board Member(s) as Chair and Deputy Chair as required by the Charter (Clause 2.5)

#### RECOMMENDATION

- 1. That the Victor Harbor Horse Tram Board appoint \_\_\_\_\_ 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 Board appoint \_\_\_\_\_ 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.**

#### INFORMATION

The Charter states the following:-

- 2.5.1. The Board shall appoint a Board Member to be the Chairperson of the Board for such term and on such conditions as determined by the Board.
- 2.5.2. The Chairperson will cease to hold office as Chairperson in the event:-
  - o the Chairperson resigns as Chairperson; or
  - o The Chairperson ceases to be a Board Member; or
  - o The Board terminates the Chairperson's appointment as Chairperson.
- 2.5.3 In the event that the office of Chairperson becomes vacant, then the Board must appoint a new Chairperson who shall hold office for the balance of the original term or until such later date as the Board may determine.
- 2.5.4. The Board shall appoint a Board Member, other than the Chairperson to be the Deputy Chairperson for such term and on such conditions as determined by the Board.

2.5.8. The Chairperson shall preside at all meetings of the Board and, in the event of the Chairperson being absent from a meeting, the Deputy Chairperson shall preside for that meeting or until the Chairperson is present and in the event the Chairperson and Deputy Chairperson are both absent from a meeting, the Board Members present shall appoint a member from amongst them, who shall preside for that meeting or until the Chairperson or Deputy Chairperson is present.

### **Summary**

It's recommended that the Board appoints a Chairperson and Deputy Chairperson in accordance with the Charter.

Contained in **Attachment 6.1.1** are the respective Board members' bios.

### **RISK ASSESSMENT**

**Governance** – there is a low risk if the board does not have a nominated chairperson that a board meeting may have difficulty conducting the meeting; however, assuming there is a quorum, clause 3.11.7 provides for the appointment of a board member to preside for that meeting only. The risk has been assessed as *low*.

### **BUDGET IMPLICATIONS**

Budget implications for the Chairperson and Independent Members sitting fees are provided in the 2018-19 Budget Report. Excluding budgeted staff resources, there are no budget implications from receiving this report.

## Board Members

Councillor Carol Schofield AM



Councillor Carol Schofield AM is the City of Victor Harbor's Elected Member representative on the Victor Harbor Horse Tram Authority Board. Carol was Chair of the City of Victor Harbor's Horse Tram Advisory Committee before it transitioned to form the Inaugural Victor Harbor Horse Tram Authority. She brings to the Board skills in business management, event management, tourism and agribusiness.

Carol is a long-time resident of Victor Harbor and has been involved in many local organisations. She was a dairy farmer and established her own agriculture business in Inman Valley.

Carol was a member of the Premier's Food Council and became the first woman to Chair the Advisory Board of Agriculture. She is a life member of the Agriculture Bureau of South Australia, and in 2004 she was awarded an Order of Australia for her services to the Agriculture and Aquaculture Industries, in addition to receiving a Centenary Medal.

Carol is passionate about her community and the success of the Horse Tram.

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## Roland Roccioletti



Roland Roccioletti MAICD, ESCI is a professional Chairperson and Board Director with experience in Public and Private organizations from within the FMCG, Wine, Dairy, Rural/ Agricultural, Tourism, Human Resources and Racing sectors. His extensive Board Director experience is supported by an Executive career as Chief Executive Officer, Managing Director and General Management in the FMCG/ Global Food, Beverage, Dairy sectors internationally. A member of the Australian Institute of Company Directors (MAICD), he has strong skills in business growth, marketing, new business development and leadership.

An experienced Chairperson, Roland brings a strong set of capabilities incorporating Strategy Development, Marketing, Business Management, HR, Administration and Governance talents well aligned to the Victor Harbor Horse Tram Authority Board of Management and its strategic business objective. A hands-on business specialist, he has enormous determination, creative flair, personal drive and boundless energy levels in strategically championing the growth of business both locally and internationally. Marketing savvy and analytically strong, he displays an excellent balance in facilitating the “big-picture” vision while intimately understanding the finer details within enterprise, where his strengths lie in the identification, implementation and execution of strategic whole-of-business operating plans through stewardship and support of Directors and the CEO.

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## Rachel Kennedy



Professor Rachel Kennedy (PhD, B.Bus(Hons), GAICD) is a globally recognised expert in marketing and evidence-based growth. As a co-founder and director of the Ehrenberg-Bass Institute, she has a proven track record of successful industry engagements that profitably grow businesses and build and protect their iconic assets. She combines this with hands-on experience marketing a local tourism reliant business.

Rachel is passionate about her community in Victor Harbor where she can often be seen running, at the beach patrolling or playing hockey with her family. She is excited to bring her skills and knowledge to our Horse Tram.

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## Paul Brown



Paul Brown is the Owner and Director of Kangaroo Island Wilderness Tours, a high-end tour company on Kangaroo Island with up to 25 team members. They have been looking after guests from around the world for 17 years.

He is a former Chair of Tourism Kangaroo Island and the Australian Tourism Export Council (ATEC) SA Branch, as well as a board member of ATEC nationally.

He is currently on the Food, Wine, Tourism & Hospitality Industry Skills Council Advisory Group, a member of the Collaborative Project to develop a Professional Certificate in Older People's Mental Health, as well as the board of the Victor Harbor Horse Drawn Tram Authority.

A graduate of the Australian Institute of Company Directors course Paul has always sought to make a contribution to his industry and community.

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## Nigel Catt



Nigel Catt has been in the Australian Wine Industry since 1983 in various roles such as senior winemaker for a number of large and medium wine companies, as well as owning my own vineyards, wineries and wine brands. He has judged wines at various wine shows, chaired McLaren Vale Winemakers, Bushing Festival and Meet Your Maker events.

During this time, Nigel has produced wines in other countries, consulted to other wineries and the State Government, run Industry Supply Companies at board and management level. He owned the Middleton Winery and Vineyards, developed and built the Flying Fish Café and has been a board member for 10 years at Encounter Lutheran College. National Sales and Marketing Consultant for Radoux, a French oak barrel company, that he still represents here in Australia.

Owner of Ocvitti, producing Ocloc products, which is a steel trellis system that, together with his partner, Nigel has brought about ecological change in the vineyards moving from treated pine posts to more ecological and economical steel, which has led to a number of world-wide patents and design registrations.

Nigel has supported and developed many business', and mentored young business people here and overseas. The majority of Nigel's focus and life has been spent in the Fleurieu Peninsula, specifically Victor Harbor, where he is based with his family.

<b>Item No.</b>	<b>6.2.</b>
<b>Title</b>	<b>Date, Time and Place of Board Meetings</b>
<b>Meeting Date</b>	<b>4 April 2019</b>
<b>Reference</b>	VHHT Charter Local Government Act 1999
<b>Consultation</b>	Board Members
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

### PURPOSE

To set the date, time and venue for meetings of the Board as required by the Charter.

### RECOMMENDATION

**That the Victor Harbor Horse Tram Board conduct Meetings on the date, time and place as determined by the Board at the 4 April 2019 meeting.**

### INFORMATION

In relation to the date, time and place for ordinary meetings of the board, the Charter states amongst other things, the following:

2.4.1 A meeting of the Board must be held at times and intervals as determined by the Board, provided that the Board meets at least six times in every twelve months.

Considerations in determining the date, time and place of ordinary meetings of the board include:

- Frequency and critical dates
- Venue (availability, cost access by the community, video/telephone conferencing facilities if required).

The City of Victor Harbor have meeting rooms available to the Authority; however hire fees may be applicable.

Meeting dates have been set to meet known key timelines; however, particularly in the first two years, there may be the requirement for a special meeting of the board from time to time for urgent business (for example, a decision on a tender for a new contract to prepare for operations).



The Board endorsed at the 3 December 2018 meeting, that meetings are held on the 1<sup>st</sup> Tuesday of the Month, Encounter Room at 1 Bay Road, Victor Harbor at 9:30am:

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Monday 3 December 2018 <i>(Inaugural Meeting)</i>	1pm	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor
Tuesday 8 January 2019	9:30am	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor
Tuesday 5 February 2019 <i>(Rescheduled to 12 February 2019; Special Meeting held on 27 February)</i>	9:30am	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor
Tuesday 5 March 2019 <i>(Cancelled)</i>	9:30am	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor
Tuesday 2 April 2019 <i>(Rescheduled to 4 April 2019)</i>	9:30am	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor
Tuesday 7 May 2019	9:30am	Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor

This matter will need to be re-considered at the 4 April 2019 meeting, at which time it is recommended that the date, time and place for meeting dates, be set for the remainder of the 2019 calendar year.

## **RISK ASSESSMENT**

**Governance** – The recommendation meets the requirements of the Charter and legislation. The risk has been assessed as *low*.

## **BUDGET IMPLICATIONS**

Board meetings incur the following direct costs:

- Advertising
- Sitting fees for independent members
- Printing
- Website maintenance for the posting of agendas and minutes
- Minute Secretary
- Hire Fees

<b>Item No.</b>	<b>6.3</b>
<b>Title</b>	<b>Deputy General Manager</b>
<b>Meeting Date</b>	<b>4 April 2019</b>
<b>Reference</b>	ED4.12.022
<b>Consultation</b>	Inaugural Board City of Victor Harbor
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

### PURPOSE

The purpose of this report is to provide an update to the new board of management on the provisions for a Deputy General Manager of the Victor Harbor Horse Tram Authority.

### RECOMMENDATION

**That the Board receive and note the report on the Deputy General Manager.**

### INFORMATION

At the Board Meeting held on 12 February 2019, the board resolved:

*“That the Authority seek written approval/confirmation from the City of Victor Harbor that confirms that the Chief Executive Officer of the Council can act as the Deputy General Manager of the Authority for any period of absence.”*

The board felt it was necessary for Council to appoint the Chief Executive Officer of the City of Victor Harbor to act in the absence of the General Manager

A report was presented to the Ordinary Council Meeting held on 25 February 2019 and Council resolved:

*“That Council appoint the staff occupying the position of Chief Executive Officer of the City of Victor Harbor to act in the absence of the General Manager of the Victor Harbor Tram Authority.”*

In the event that the General Manager is on leave (sick, annual or any other obligations), the appointment of the Chief Executive Officer as Deputy General Manager, will ensure the duties required to operate the Victor Harbor Horse tram Authority as outlined within the Charter are met.

**RISK ASSESSMENT**

There are no risks identified in receiving and noting the report.

**BUDGET IMPLICATIONS**

There are no budget implications associated with the recommendation.

<b>Item No.</b>	<b>6.4</b>
<b>Title</b>	<b>2019/20 Draft Budget</b>
<b>Meeting Date</b>	<b>4 April 2019</b>
<b>Reference</b>	VHHT Charter Local Government Act 1999
<b>Consultation</b>	Board Members
<b>Attachments</b>	6.4.1 Canton Place – Stables – Amenities Facility 6.4.2 Tram Office Merchandising Area
<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 and provide recommendations to Council for contributions and capital works.

## RECOMMENDATION

1. 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.
2. That the Victor Harbor Horse Tram Authority recommends that Council include capital expenditure totalling \$368,300 in its budget for the following items:
  - Canton & Gillespie Land – fencing \$20,000
  - Stables – staff toilet / amenities \$20,550
  - Office – vinyl flooring \$5,750
  - Office – roller door replacement \$2,000
  - Office – merchandising area \$50,000
  - Office – signage improvements \$10,000
  - Office – large outdoor monitor \$20,000
  - Tram Line - Replacement Program \$200,000
  - Horse – Harness & Collars \$20,000
  - Horse – Maintain Horse Stock Levels \$20,000
3. That the Authority 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.

## INFORMATION

At its meeting held Wednesday, 27 February 2019 the following resolution was endorsed:

*“That the Victor Harbor Horse Tram Authority notes the Victor Harbor Horse Tram Authority 2019/20 operating budget and recommends it to the New Board for consideration”*

Whilst the Charter provides that the Authority must prepare and submit its draft budget to Council prior to 31 March (clause 5.1), it was deemed prudent that additional time be provided for the new Board to review and have input into the draft budget.

The draft 2019/20 operating budget is summarised as follows:

- Operating income of \$426,500
- Operating expenditure of \$790,500
- Council contribution required of \$364,000
- Own Source Income Ratio of 54%

A detailed listing of the draft budget is provided under separate cover with a summary below:

<b>Budget Item</b>	<b>Amount</b>	<b>Comments</b>
Income	\$426,500	Ticket Sales, Group Bookings, Souvenir Sales & Donations
<b>Less</b>		
Salaries and On-Costs	\$496,400	Salaries & casual wages, superannuation, workcover
Administration & ICT	\$17,900	Insurance, Printing, Phone & Internet Charges
Services	\$17,300	Utilities, Security & Cleaning
Maintenance	\$112,500	Asset maintenance including buildings & equipment, Horse vet & feed expenses
Marketing & Other	\$44,400	Advertising, Souvenirs, Committee & Volunteer expenses
Depreciation	\$42,000	Consumption of Council assets
Corporate Allocation	\$60,000	Use of Council resources - Payroll, Finance, Records, ICT and Administration
<b>Net Operating Result</b>	<b>\$364,000</b>	<b>Council contribution</b>

Capital items considered for further investigation during the February meeting included:

<b>Budget Item</b>	<b>Amount</b>	<b>Comments</b>
Canton & Gillespie Land - fencing	\$20,000	Lineal metres & rates to be confirmed
Stables – staff toilet / amenities	\$20,550	Relocatable amenities ( <b>Attachment 6.4.1</b> )
Office – vinyl flooring	\$5,750	Installation of non-slip vinyl Quotes received
Office – roller door replacement	\$2,000	Replacement of broken door Quotes received
Office – merchandising area	\$50,000	See <b>Attachment 6.4.2</b>
Office – signage improvements	\$10,000	Further scope and costings required
Office – large outdoor monitor	\$20,000	55” Extreme Outdoor Display Monitor including installation & commissioning Quotes received
Tram Line - replacement program	\$200,000	As per Replacement Plan
Horse harness & collars	\$20,000	In line with 18/19 estimates
Horse Purchases	\$20,000	Maintain level of horse stock
<b>Capital Budget Total</b>	<b>\$368,300</b>	

### **2019/20 Fees and Charges**

The Authority is able to set fees and charges for Horse Tram Activities under its Charter.

A suggestion from Board Members and staff is to increase the Family Return Ticket from \$28.00 to \$30.00 as of 30 June 2019.

This change will bring the savings applied to the group ticket in line with other discounts provided.

It is recommended that the fare change come in effect from the Monday, 1 July 2019 being the first day of the new financial year.

### **Summary**

The Victor Harbor Horse Tram Authority’s 2019/20 Operating Budget requires a Council contribution of \$364,000.

Inclusion of the capital items in Council’s budget requires expenditure of \$368,300.

### **RISK ASSESSMENT**

Risks associated with the recommendation have been assessed as follows:

**Governance** – The recommendation meets the requirements of the Victor Harbor Horse Tram Authority’s Charter and legislation. The risk is assessed as *low*.

**Financial** – the draft budget presented details a Council contribution of \$364,000 to the Victor Harbor Horse Tram Authority. This is in line with the budget requirement in previous years. However, the impact on Council resources in providing a high level of support to the Authority and running duplicate systems has not yet been demonstrated and will need to be reviewed during the 2019/20 financial year.

As identified in the City of Victor Harbor Corporate Risk Matrix consequence table, it is likely that there will be a financial impact of less than \$20,000. This risk is assessed as *medium*.

## **BUDGET IMPLICATIONS**

As detailed in the report.



CANTON PLACE – STABLES – AMENITIES FACILITY

Pro's & Con's for using the demountable from the old landfill site as the toilet facility proposed for the Canton Place stables.

**Pro's**

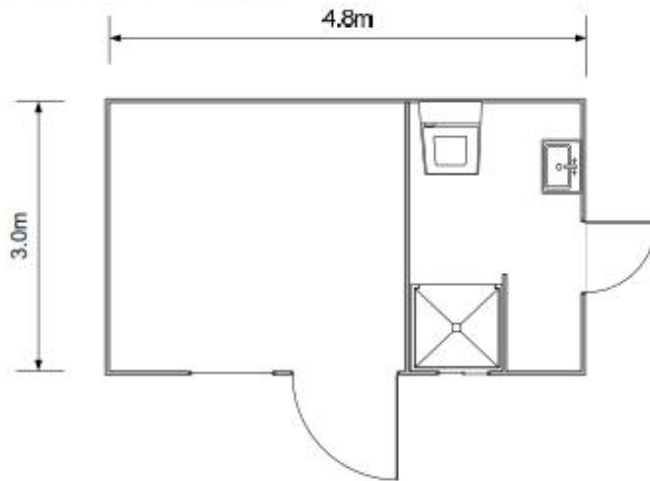
- Reduction in project cost as the structure is an existing council asset with no requirement to build/purchase new. The existing demountable layout is 2 roomed which includes an office with a separate toilet and shower. The demountable will require minor refurbishment works such as 1 x window replacement, 1 x door replacement, internal & external painting and a full internal clean to bring the building up to standard. (refer cost estimate)
- The office room within the demountable could be used as a "tack room" where horse equipment can be securely stored in a lockable location. Currently the equipment is stored behind a locked gate however access to the equipment is possible.
- The demountable is entirely relocatable and of steel structure, has all internal plumbing and underfloor drainage.
- Mains water is available at the Canton Place stable site to feed the water supply to the facility.
- Depot staff & equipment could be used to relocate the demountable to site with exception to the requirement for a crane to lift the building on and off the transport equipment.

**Con's**

- The site would require the installation of a septic system and due to the close proximity of the river to the site the requirement of a self-contained septic system is likely to be require and would require pumping out when the liquid levels reach maximum levels. This type of septic system would be required if a purpose facility is constructed or the existing demountable is used.
- There is no power supply to the site therefore no opportunity for lighting or power to the facility other than the installation of solar panels and battery power storage for lighting.



App demountable floor plan





Existing demountable front & side view



Existing demountable rear & side view



Toilet & office in existing demountable





Rain water storage could be re-used on stables



Existing equipment storage at Canton Place stables




Proposed location for toilet facility at Canton Place stables

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Comparison pricing for new facility

Cost estimate – Demountable option		
Item	Comments	Cost
Crane Hire	Hire to load and unload demountable including travel between sites. 3 Hours allowed	\$700.00
Canton Place site works	Pad levelling and concrete block stump set up & install. (Depot staff & equipment)	\$500.00
Prep for loading demountable	Remove concrete paths and extract demountable from under covered area in preparation for crane lift. (Depot staff & equipment)	\$500.00
Existing services	Disconnection of existing services, power, water & sewer and terminate.	\$300.00
Septic tank	Supply & install 1800lt holding tank including level indicator & drains from the building.	\$6000.00
Water supply	Connection from mains supply	\$300.00
New Window	To match opening size, supply & install	\$450.00
New Door	Supply & install complete with new locks to suit council master lock system	\$400.00
Painting	Internal & External painting	\$2000.00
Clean and prep	Heavy clean of building	\$400.00
Commissioning	Servicing of all taps, valves and cistern. Test flows	\$750.00
Development & En/Health	DA & Septic tank approvals	\$600.00
Estimated cost		\$12,900.00

<b>Cost estimate – New</b>		
<b>Item</b>	<b>Comments</b>	<b>Cost</b>
New toilet facility	As per comparison facility	\$12,650.00
Crane Hire	Unload on site. 1.5 hours allowed	\$350.00
Canton Place site works	Pad levelling and concrete block stump set up & install. (Depot staff & equipment)	\$500.00
Septic tank	Supply & install 1800lt holding tank including level indicator & drains from the building.	\$6000.00
Water supply	Connection from mains supply	\$300.00
Commissioning	Test flows	\$150.00
Development & En/Health	DA & Septic tank approvals	\$600.00
	<b>Estimated cost</b>	<b>\$20,550</b>





<b>Item No.</b>	<b>6.5</b>
<b>Title</b>	<b>Grazing Land</b>
<b>Meeting Date</b>	<b>4 April 2019</b>
<b>Reference</b>	ED4.12.022
<b>Consultation</b>	Inaugural Board City of Victor Harbor
<b>Attachments</b>	6.5.1 Maps outlining options 1-4
<b>Purpose</b>	<i>Information/Decision</i>

### PURPOSE

The report seeks to provide the board with a number of options to consider with respect to future grazing land for the Horse Tram horses.

### RECOMMENDATION

**That the Victor Harbor Horse Tram Authority (VHHTA) seek approval from Council to access the Council owned land outlined in Option 1 as a short term grazing solution.**

**The VHHTA request that the General Manager and staff investigate Options 3 & 4 and report back to the board.**

### INFORMATION

Council have been investigating a number of options for additional grazing land to support the Horse Tram Clydesdales.

In determining suitable land for grazing the following criteria was applied:

- Within a reasonable distance from the Horse Tram Offices & Barn
- Ease of access for horse tram vehicle and float
- Quality of pasture
- Existing infrastructure and shade
- Terms of an arrangement including longevity

The options identified to date are as follows:

**Option 1:** Council currently owns land adjacent to the Canton Place paddock that borders the Ring Road. The land has been sublet to a private individual under a permit arrangement. The land has been purchased by the Council for future sport and recreation purposes. The land is mostly sandy with soil and pasture improvements required if this is to be considered as a longer term solution. Under the permit arrangement 21 days notice is required for Council to obtain access to the land.

**Option 2:** SA Water owned land directly adjacent to the existing paddock area on the corner of Canton Place, Henderson Road and Armstrong Road (commonly referred to as the Ring Road). SA Water intend to install solar panels on much of this site in the future to support their nearby treatment plant.

**Option 3:** SA Water owned land located on the corner of Martha Place and Canterbury Road on the opposite site of the Ring Road to the existing paddock area. It is understood that a portion of this site was used previously as a casual dump site. It is unknown as to the extent and nature of items dumped in this location.

**Option 4:** SA Water owned land located on Nettle Hill Road outside of Victor Harbor. Little is known about this option and will further investigation by Horse Tram staff.

**Option 5:** That the Authority call for expressions of interest for the agistment of land in the local area under a commercial arrangement.

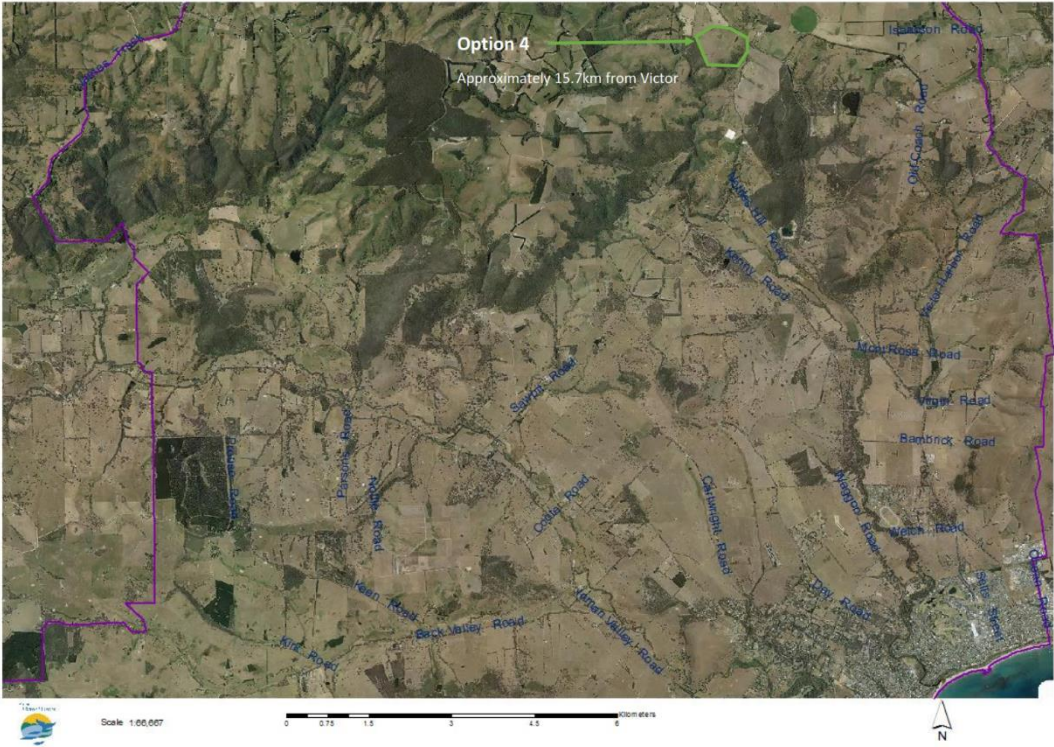
A map outlining the location of options listed above can be referred to in **Attachment 6.5.1.**

## **RISK ASSESSMENT**

There is a public relations risk relating to the content of this report. The paddock and grazing area at the existing Canton Place site is limited, with minimal grass for grazing the public might form a view that the horses are not being well cared for by the Authority. Work undertaken by the Authority to determine and implement a solution will eliminate this risk.

## **BUDGET IMPLICATIONS**

There are no budget implications associated with the recommendation.





## 7. URGENT BUSINESS WITHOUT NOTICE

## 8. CONFIDENTIAL REPORTS

### Board Report

<b>Item No.</b>	<b>8.1</b>
<b>Title</b>	<b>General Manager</b>
<b>Meeting Date</b>	<b>4 April 2019</b>
<b>Reference</b>	ED4.12.022
<b>Consultation</b>	Inaugural Board City of Victor Harbor
<b>Attachments</b>	Nil
<b>Purpose</b>	<i>Information/Decision</i>

### RECOMMENDATION

1. That 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), Roland Roccioletti (Independent Board Member), Rachel Kennedy (Independent Board Member), Paul Brown (Independent Board Member), Nigel Catt (Independent Board Member), Graham Pathuis (Director Planning and Regulatory services – City of Victor Harbor), Mark Przibilla (Acting Manager of Economic and Tourism – City of Victor Harbor) 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.
2. 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.
3. 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 Manger may lead to the possibility of court action.

6. That having considered Agenda Item 8.1 – General Manager Recruitment, in confidence under section 90(2) and (3)(a) of the Local Government Act 1999, the Authority;
  - i) Pursuant to Section 91(7) and (9) of the Local Government Act orders that the report be retained in confidence until negotiations between the successful applicant and the Board have been concluded; and
  - ii) The public be readmitted to the meeting.

**9. NEXT MEETING**

The next Scheduled Meeting is Tuesday, 7 May 2019 at 9:30am to be held in the Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor.

**10. CLOSURE**