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Ms Louise Wilson	DPIPWE
Ald Damon Thomas	Hobart City Council
Ald Jeff Briscoe	Hobart City Council
Mr Lance Stapleton	TasWater
Mr Ashley Rushton	Parks and Wildlife Service
Ms Rita Warrener	Tourism Tasmania
Ald Melissa Carlton	Glenorchy City Council
Deputy members (7)	
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Ald Tanya Denison	Deputy to Ald Thomas
Cr Helen Burnet	Deputy to Ald Briscoe
Mr Mark Jones	Tourism Tasmania deputy
Mr Ben Goodsir	DPIPWE deputy
Mr Ted Ross	Glenorchy City Council deputy
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WELLINGTON PARK MANAGEMENT TRUST

Minutes

MINUTES OF A MEETING OF THE WELLINGTON PARK MANAGEMENT TRUST HELD AT 9:30 AM ON WEDNESDAY 13 NOVEMBER 2019 IN MEETING ROOM 206 OF THE HOBART COUNCIL CENTRE

NOTE

MINUTES OF TRUST MEETINGS ARE PUBLISHED ON THE WELLINGTON PARK WEBSITE FOLLOWING THEIR APPROVAL BY THE TRUST

INFORMATION IN THE PUBLISHED MINUTES MAY BE REDACTED IF THE TRUST CONSIDERS IT IS EXEMPT INFORMATION UNDER THE RIGHT TO INFORMATION ACT 2009

1. ATTENDANCE AND APOLOGIES

PRESENT: Dr C Mucha (Chairperson)
Ms R Warrener (Tourism Tasmania)
Mr A Rushton (PWS)
Alderman J Briscoe (HCC)
Ms L Wilson (DPIPWE)
Mr L Stapleton (TasWater)
Mr Ted Ross (GCC deputy)
Alderman T Denison (HCC deputy)

APOLOGIES: Alderman M Carlton (GCC)
Alderman D Thomas (HCC)

2. DISCLOSURES OF INTERESTS AND RELATED PARTY INTERESTS IN AGENDA ITEMS

Nil.

3. CONFIRMATION OF MINUTES FROM THE MEETING HELD ON 4 SEPTEMBER 2019

The Trust accepted the minutes of the meeting held on 4 September 2019 as true and correct. The minutes were signed.

4. ACTION TABLE – 13 November 2019

The action table was noted and discussed including removal of the following completed action:

- Check for unofficial names in common use in Wellington Park that should be formalised.

5. WORK HEALTH AND SAFETY REPORT

The content of the report was discussed.

The Manager advised that no Park management agency staff or contractor incidents had been reported since the last WHS report on 29 August 2019. One visitor incident involving a walker lost near the Ice House Track was reported by the Police. The Police located the lost walker by helicopter and transported him out of the Park.

The Manager also advised that a walker had been injured on the Old Hobartians Track on the weekend before the meeting and had been evacuated by Police. The GCC representative also noted that there had been 3 recent accidents in the Glenorchy Mountain Bike Park, but Council had only learnt about these by word of mouth after the incidents.

Members asked that available information be collected and collated to provide a better picture of WHS incidents in the Park, including information from other emergency services, such as Ambulance Tasmania.

It was also suggested that the Trust's Education and Regulations Coordinator (ERC) do another radio interview focussed on visitor safety in the Park and for the Manager to look at other ways to warn visitors of the risks in the Park, particularly in winter.

Actions:

- *Trust Manager to collect and collate data on past WHS incidents in the Park.*
- *Trust Manager to look at ways to warn visitors of the risks in the Park, particularly in winter.*
- *ERC to do another ABC radio interview focused on the risks to Park visitors.*

RESOLVED:

That the report be received and noted.

NEW BUSINESS

Items for decision

6. REVISED EMERGENCY CLOSURE PROCEDURES FOR WELLINGTON PARK

The content of the report was discussed.

The Manager explained that the existing emergency closure procedures only dealt with bushfires and included both precautionary closure when there was a high bushfire risk and closure when there was an active bushfire in or near the Park. The current bushfire closure procedures were approved after a new Fire Danger Rating system was introduced after the 2009 bushfires in Victoria. Under the existing procedures a closure of the whole Park is triggered by an Extreme or Catastrophic Fire Danger anywhere in the South-East forecast district which covers Hobart and the eastern part of the Park. *cont.../*

Item No. 6 continued

The Manager explained that a precautionary bushfire risk closure is effected by closing Pinnacle Road at the Park boundary and by erecting 'wing' signs at all Park entry points during the declared fire permit period that warn visitors not to enter the Park on days of Extreme or Catastrophic Fire Danger. These signs are used as the Fire Danger on a particular day is often not known until late on the day before so there is usually not enough time for agencies to place closure signs at all entrances.

The Manager noted that the new *Wellington Park Regulations 2019* allow the Trust manager to close the Park by a notice on the Wellington Park website as well as by signage.

The proposed new emergency closure procedures would use a lower Severe Fire Danger rating as the trigger for a precautionary closure in line with the current procedures used by GCC, HCC and the PWS. The Manager noted that the lower closure trigger would result in more frequent closures.

The new emergency closure procedures also cover closures due to active bushfires, severe weather (snow, wind etc.) and isolated incidents like rockfalls and treefalls.

The following issues were noted:

- Possible use of social media to communicate Park closures including linking with PWS and Council social media.
- Possible use of a siren or loudspeaker warning at the pinnacle.
- 'wing' signs need updating to improve clarity including:
 - multilingual link via QR code
 - more use of symbols including fire danger meter
 - Use of 'emergency' colour rather than the Wellington Park colorway.
- Stickers on existing signs to be used as an interim measure until revised signage can be discussed with agencies.

Actions:

- *Manager to organise a meeting of Park management agency fire management officers and the Management Advisory Committee to discuss improved closure signage.*
- *Manager to send a letter to all business operator licence holders advising them of the new closure policy and procedures.*
- *Manager to look at ways to improve communication of Park closures.*

RESOLVED

That: 1. The report be received and noted.

2. The Trust approves the revised Emergency Closure Procedures attached to the report and development of new precautionary bushfire closure signage.

7. TRUST STRATEGIC RISK MANAGEMENT POLICY AND RISK REGISTER UPDATE

The content of the report was discussed.

The Manager noted that further updates had been made to the Strategic Risk Management Policy and Framework, and risk register, to address issues raised by members at the last meeting. Assessment of the different bushfire risks had been discussed with the Management Advisory Committee.

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Item No. 7 continued

The following issues were noted:

- Members agreed that a facilitated workshop was needed to consider the Trust's risk appetite and further changes to the Risk Management Policy, Framework and risk register.
- Changes to the Risk Management Policy and Framework, and risk register, proposed at this and the previous meeting, not be approved and the existing approved Risk Management Policy and Framework, and risk register, to remain current until there is a full review and revision at the workshop.
- Risk register needs to be confined to risks to the Trust and over which it has control. It does not need to include operational risks addressed in the risk registers of the Park management agencies.
- The Risk Management Policy and Framework should be separate documents.
- Need to identify which controls are being implemented and which are planned.

Actions:

- *Manager to organise a facilitated workshop of members and deputy members to review the Trust's Risk Management Policy and Framework, and risk register.*
- *Manager to separate the current document into separate policy and framework documents.*

RESOLVED

That: 1. The report be received and noted.

2. The previously endorsed Strategic Risk Management Policy, Framework and risk register remain current until a full review and revision of the Strategic Risk Management Policy and Framework, and risk register, is completed.

8. MEMORANDUM OF UNDERSTANDING WITH THE UNIVERSITY OF TASMANIA

The content of the report was discussed.

The Manager explained that, following discussions about the University's involvement in the Visitation and Recreation Strategy, the University representative suggested that a Memorandum of Understanding between the Trust and the University would provide a general framework for closer collaboration and further project specific agreements.

ACTION: The Manager to send the draft MoU to UTAS for further discussion and development.

RESOLVED

That: 1. The report be received and noted.

2. The Trust endorses the draft Memorandum of Understanding between the Trust and the University of Tasmania attached to the report as a basis for further negotiations.
3. The Trust authorises the Chairperson to sign a Memorandum of Understanding with the University of Tasmania when she is satisfied that it will further the interests of the Trust.

9. FORMALISATION OF NEW AND UNOFFICIAL NAMES

The content of the report was discussed.

The Manager explained that HCC had recently completed a new shared use track in the Park that required an official name. A number of names had been suggested for the new track by TrackCare volunteers, and Council and Trust staff. In addition, an illegal track known unofficially as “Drops Track” has recently been formalised and the name of the track needs to be made official.

The Manager noted that the Place Names Bill 2019, currently before Parliament, included an offence of identifying a place that has an approved name by an unofficial name if it is likely to deceive another person as to the approved name for the place. The Manager explained that he had searched the Tasmanian Place Names Register and found that the only unofficial name in common use on maps, documents and signs was ‘the pinnacle’.

The following issues were discussed:

- Members agreed that a number of the proposed names for the new shared use track implied a historic connection that didn't exist.
- Members agreed on a short list of 3 names for the new shared use track.
- Members asked the Manager to consult with the Aboriginal community to find out if there were any Aboriginal connections with the site that should be considered in finding a suitable name and to make the final decision in consultation with Council and the TrackCare volunteers.

ACTION: The Manager to consult with the Aboriginal community before making a decision on a suitable name for the new shared use track in consultation with HCC and TrackCare volunteers.

RESOLVED

That: 1. The report be received and noted.

2. The Trust endorses the name “Drops Track” for submission to the Nomenclature Board and authorises the Trust Manager to determine a suitable name for the new shared use track between Rivulet Track and the Middle Island Fire Trail to submit to the Nomenclature Board.
3. The Trust Manager submits the new name proposals to the Nomenclature Board of Tasmania on behalf of the Trust and requests it to consider making the “the pinnacle” an official name.

10. PARK ACTIVITY ASSESSMENT FOR THE PROPOSED EXPANSION OF THE LOST FREIGHT CAFÉ

The content of the report was discussed.

The Manager explained that the owners of the Lost Freight Café at The Springs had submitted a Park Activity Assessment (PAA) for a proposed extension of the café. The proposed extension involves placing a second converted shipping container immediately behind, and connected to, the existing container. The café has successfully operated for nearly 3 years and the PAA noted that business turnover has almost doubled since the café opened. The additional space would be used for storage and additional shelter.

The Manager advised that following an assessment of the PAA he considered that the proposed extension of the cafe would have minimal impact on the natural and heritage values of The Springs and visitor use of the area.

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Item No. 10 continued

The owners of the café are also submitting a Development Application to HCC as the proposed extension will require a Planning Permit and a new lease from Council.

The following issues were discussed:

- The business operator's licence can be renewed without provision for sale of alcohol and revised later if the Trust decides to allow the sale of alcohol and the café owners are able to obtain a liquor licence and land owner approval.
- Members discussed the cafe owners' request for the café to be able to operate "indefinitely" and decided to approve a renewal of the business operator's licence for 5 years in line with standard licence conditions.

ACTIONS:

- *The Manager to arrange the renewal of the business operator's licence for the Lost Freight Café for 5 years.*
- *The Manager discusses the Trust's issues regarding the proposed sale of alcohol with the owners of the Lost Freight Café and reports back to the Trust.*

RESOLVED

That: 1. The report be received and noted.

2. The Trust approves the Park Activity Assessment for Lost Freight Stage 2 dated 29 October 2019 attached to the report.
3. The Trust approves the permit under the *Wellington Park Regulations 2019* to place a converted shipping container at The Springs as an extension to the existing Lost Freight Café and to continue current operation of the cafe attached to the report.
4. The Trust approves the renewal of the current Licence under section 31 of the *Wellington Park Act 1993* for the continuing operation of the Lost Freight Café for another 5 years.
5. The Trust Manager seeks further information regarding the request by the owners of the Lost Freight Café to sell alcohol for consideration by Trust before it considers an application to amend the owner's Licence under section 31 of the *Wellington Park Act 1993*.

11. REVIEW AND REVISION OF THE TRUST'S HUMAN RESOURCES POLICIES

The content of the report was discussed.

The Manager noted that 8 out of the Trust's 15 human resources related policies and procedures had been reviewed and minor updates made to 4 of these. Reviews of the remaining 7 human resources policies will be completed in time for the next Trust meeting.

RESOLVED

That: 1. The report be received and noted.

2. The Trust endorses the revised human resources policies attached to this report.

12. AGENDA PRIORITIES FOR THE NEXT TRUST MEETING

The content of the report was discussed.

The Manager noted that a date needs to be set for the first meeting of 2020.

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Item No. 12 continued

ACTIONS:

- *The Manager to arrange a facilitated workshop on the Trust's Strategic Risk Management Policy and risk register for Trust members and deputy members.*
- *The Manager seeks member's availability for the next Trust meeting in February 2020 with Wednesday mornings being the preferred time.*

RESOLVED

That: 1. The report be received and noted.

2. The Trust agrees on the priority items for the next Trust meeting listed in the report with the inclusion of a facilitated workshop to review the Trust's Strategic Risk Management Policy, Framework and risk register.

ITEMS FOR INFORMATION

13. TRUST PLANNING CALENDAR FOR 2019

The content of the report was discussed.

RESOLVED:

That the report be received and noted.

14. UPDATE ON PROGRESS WITH THE VISITATION AND RECREATION STRATEGY

Verbal report by the Project Manager.

The Project Manager for the Visitation and Recreation Strategy (VRS) reported that:

- A workshop on the VRS with Trust members and deputies had been held on 27 September with 5 attending.
- Framework for the collection of qualitative and quantitative data from a variety of sources has been completed. The design of the data collection methods allows triangulation of results, ensuring they will be as accurate as possible in recording visitation and use statistics.
- Material for the start of the first phase of the VRS consultation program is being prepared including a page for the Wellington Park website, survey forms and media material.
- Planning for a series of co-design workshops has commenced. These will be held in February or March 2020 after initial survey results have been analysed.
- A revised Communications Plan for the VRS will be distributed to Trust members in the near future.

15. WELLINGTON PARK BUSHFIRE SEASON PREPAREDNESS

Verbal report by the Trust Manager.

The Manager reported that:

- The two planned burns in the Park scheduled for spring 2019 are likely to be postponed to autumn 2020 due to unfavourable weather conditions.
- HCC has completed clearing a fuel break along the Park boundary with residential properties at Fern Tree.
- Repairs and maintenance of all fire trails in the GCC and HCC management areas of the Park has been completed except for the creek crossing on the Lenah Valley Fire Trail.
- Planning is underway for repairs to the Big Bend Trail.
- PWS will be undertaking initial repairs to the East West Trail west of Big Bend Trail before the end of the year.

16. PROGRESS WITH MASTER PLANS (FERN TREE PARK, SPRINGS, GLENORCHY MOUNTAIN BIKE PARK).

Verbal report by the Trust Manager.

The Manager reported that:

- The new playground, picnic area and toilets at Fern Tree Park are almost finished. Work is proceeding on widening the footpath along Huon Road and extending it to the Fern Glade car park. Work on the Fern Glade car park will commence early next year and is due for completion in March.
- A meeting of the steering committee for the revision of the Springs Master Plan will be held shortly to discuss feedback on the initial draft plan and how to complete the project.
- The consultant for the Glenorchy Mountain Bike Park Master Plan has started the stakeholder and community engagement process for the masterplan.

17. JEFFERYS TRACK UPGRADE FEASIBILITY STUDY.

Verbal report by the Trust Manager.

Huon Valley Council have advised the Trust Manager that:

- A consultant for the feasibility study has not been appointed as there were no suitable proposals submitted in response to the request for expressions of interest (EOI).
- A revised EOI request has been sent out to selected consultants with a revised budget and more flexible time frame.

18. REPORTS ON OFFICE ACTIVITIES SINCE THE LAST MEETING

Item for information only, no discussion.

OTHER BUSINESS

CORRESPONDENCE:

Correspondence received and sent was noted.

NEXT MEETING

February 2020 (date to be confirmed)

There being no further business the meeting closed at 12:08 pm.