



Distribution (18)

Trust Members (8)	
Dr Christine Mucha	Chairperson
Ms Louise Wilson	DPIPWE
Ald Damon Thomas	Hobart City Council
Ald Jeff Briscoe	Hobart City Council
Ms Frances Smith	TasWater
Mr Chris Colley	Parks and Wildlife Service
Ms Rita Warrener	Tourism Tasmania
Ald Melissa Carlton	Glenorchy City Council
Deputy members (7)	
Cr Helen Burnet	Deputy to Ald Briscoe
Cr Will Coats	Deputy to Ald Thomas
Ms Anne Greentree	Tourism Tasmania deputy
Mr Ben Goodsir	DPIPWE deputy
Mr Ted Ross	Glenorchy City Council deputy
Ms Alice Holeywell-Jones	Parks and Wildlife Service deputy
Mr Heath Woolley	TasWater deputy
Copies for Information (3)	
Axel von Krusenstierna	Manager WPMT
Adrian Roth	Council Support Officer HCC
File Copy	

WELLINGTON PARK MANAGEMENT TRUST

Meeting Minutes

MINUTES OF A MEETING OF THE WELLINGTON PARK MANAGEMENT TRUST HELD AT 9:30 AM ON WEDNESDAY 18 NOVEMBER 2020 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)
- Alderman J Briscoe (HCC)
- Alderman M Carlton (GCC)
- Alderman D Thomas (HCC)
- Ms F Smith (TasWater)
- Mr B Goodsir (DPIPWE deputy)
- Mr C Colley (PWS)

APOLOGIES: Ms L Wilson (DPIPWE)

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

Nil

3. CONFIRMATION OF MINUTES FROM THE MEETING HELD ON 2 SEPTEMBER 2020

The Trust accepted the minutes of the meeting held on 2 September 2020 as true and correct. The minutes were signed.

4. ACTION TABLE – 18 November 2020

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

- Report on progress with developing an effective lone worker procedure.
- Copy of the Working in Wellington Park Induction Kit provided for information.

The action relating to the review of procedures for applying for and issuing permits will be moved to the planning calendar for 2021.

5. WORK HEALTH AND SAFETY REPORT

The content of the report was discussed.

The Trust Manager advised that no Trust staff, Park management agency staff or contractor incidents had been reported since the last WHS report on 27 August 2020.

One incident involving a bushwalker unsure of the route through the Lost World was reported. The walker phoned the Manager and was advised of the type of track markers to look for and was able to complete the walk.

Members noted that the Wellington Park website should advise visitors to call 000 in an emergency.

RESOLVED:

That the report be received and noted.

NEW BUSINESS

Items for decision

6. REVIEW OF DELEGATIONS UNDER S14 OF THE WELLINGTON PARK ACT 1993

The content of the report was discussed.

The Trust Manager advised that section 14 of the *Wellington Park Act 1993* allows the Trust to delegate its functions and powers under the Act and Regulations. The Trust may also authorise a person to undertake non-statutory functions and responsibilities on its behalf.

The Manager advised that internal delegations and authorisations have been made to the Chairperson, Manager and Education and Regulations Coordinator. Existing external delegations include the Parks and Wildlife Service (PWS), Glenorchy City Council (GCC) and the Department of Primary Industries, Parks, Water, and Environment (DPIPWE).

No changes were considered to be required to the Trust's internal delegations. A minor change to the Chairperson's authorisations was discussed and agreed.

The Trust's external delegations were checked with the agencies involved and a number of changes to delegates' positions requested.

cont.../

Item No. 6 continued

RESOLVED

That: 1. The report be received and noted.

- 2 The Trust, established under s 9 of the *Wellington Park Act 1993* and acting pursuant to s 14 of that Act, hereby:
 - 2.1 Revokes all external delegations in the terms of the instrument of revocation attached to the report as well as its authorisations to the Chairperson and Manager.
 - 2.2 Delegates to the nominated persons in Glenorchy City Council, the Parks and Wildlife Service and the Department of Primary Industries, Parks, Water and Environment the powers to act in accordance with the delegations attached to the report.
 - 2.3 Authorises the Trust Chairperson to:
 - 2.3.1 Sign all delegations on behalf of the Trust.
 - 2.3.2 Comment publicly on all strategic planning and operational issues relating to the management of Wellington Park and the Trust, on behalf of the Trust.
 - 2.3.3 Approve versions of Trust meeting minutes for publication on the Wellington Park website in accordance with the Trust's Governance Procedures.
 - 2.3.4 On behalf of the Trust, sign contracts for goods and services valued between \$10,001 and \$50,000 based on consideration of the principles contained in the Trust's Procurement Policy.
 - 2.3.5 Accept or reject a tender with a value between \$10,001 and \$25,000 upon consideration of a report from the Trust Manager on the results of a tender evaluation process as set out in section 7.3 of the Trust's Procurement Policy.
 - 2.3.6 Approve exemptions to the requirement to seek three quotations for projects valued between \$10,001 and \$50,000 based upon consideration of the principles contained in the Trust's Procurement Policy.
 - 2.3.7 Pursue, with the relevant prosecuting authorities, prosecutions for offences under the *Wellington Park Act 1993* and *Wellington Park Regulations 2019*, on behalf of the Trust.
 - 2.3.8 Carry out those functions assigned to the Chairperson in Trust Human Resources Policies.
 - 2.3.9 Approve revisions of Trust Human Resources policies except for the:
 - Disciplinary Policy and Procedure
 - Equity, Discrimination and Harassment in the Workplace Policy
 - Privacy Policy
 - Governance Policy
 - Offers of Gifts and Benefits Policy
 - Work Health and Safety Policy.
 - 2.4 Authorises the Trust Manager to:
 - 2.4.1 Appoint, carry out performance reviews, implement salary adjustments and receive resignations of staff, other than the Manager, on behalf of the Trust.
 - 2.4.2 Comment publicly on all operational issues relating to the management of the Park and the Trust, on behalf of the Trust.

cont.../

Item No. 6 continued

- 2.4.3 Sign contracts for goods and services of \$25 000 or less approved in the annual budget, and for goods and services not approved in the annual budget of \$10 000 or less, on behalf of the Trust.
 - 2.4.4 Accept Park infrastructure donations and approve the installation of memorial plaques in accordance with the Trust's Provision or Donation of Memorial Fixtures/Infrastructure/Plaques in Wellington Park Policy.
 - 2.4.5 Approve applications for planned burns in the Park made in accordance with the Wellington Park Fire Management Strategy.
 - 2.4.6 Carry out those functions assigned to the Manager in Trust Human Resources Policies and Procedures.
- 3 The Instrument of Revocation of Delegations and the Instruments of Delegation attached to the report be signed by the Trust Chairperson and be scheduled to the minutes of this meeting.

7. 2019-20 FINANCIAL AUDIT REPORT AND BUDGET UPDATE

The content of the report was discussed.

The Trust Manager explained the issues raised in the Tasmanian Audit Office's report to the Trust on its audit of the Trust's financial statement for the year ending 30 June 2020. The audit did not find any instances of non-compliance with applicable laws and regulations that would have an impact on the determination of material amounts and disclosures in the financial statements. The issues raised by the TAO were resolved in the financial statement to the auditor's satisfaction and a final audit report issued with an unmodified opinion.

The Manager noted that the deficit of \$115,741 for the year ended 30 June 2020 in the financial statement was principally due to expenditure of funds received before 1 July 2019.

The following matters were noted:

- Memoranda of Understanding (MoU) with Hobart City Council and Glenorchy City Council expired on 30 June 2020. Renewals are being negotiated.
- Forecast deficit for 2020-21 is due to the cost of replacing the Trust vehicle. Members asked the Manager to look at other options for replacing the vehicle.
- The MoU with PWS that expired on 30 June 2019 has now been renewed for 5 years.
- The Trust's reserve funds have been reduced by an "adjusted disclosure" in the financial statement due to a low risk finding by the auditor.
- The financial contribution from Hobart City Council helps support the Education and Regulations Coordinator and Cultural Heritage Coordinator positions. Council also provides administrative support including office space, IT and accounts. Single Touch Payroll is outsourced though salary payment is still organised by Council.
- The Building Better Regions fund, available from early next year, is a potential source of funding for implementation of the Visitation and Recreation Strategy.
- A financial update/balance sheet should be provided each quarter.

RESOLVED

That the report be received and noted.

8. REVIEW OF THE TRUST'S INVESTMENT POLICY STATEMENT

The content of the report was discussed.

The Trust Manager explained that Section 19 of the *Wellington Park Act 1993* provides for the Trust to invest money it is holding, and for which it has no immediate use, in any manner in which trustees are authorized to invest trust funds under the *Trustee Act 1898*. The Trust is not otherwise required to conform with any legislation regarding investment of Trust funds.

The Trust Manager noted that when the Trust's Investment Policy Statement was first endorsed in 2010 the Trust held substantial grant funds that had long-term timeframes and there was a clear benefit in seeking to maximise the return on these funds through secure investments. Currently the Trust does not hold large grant funds suitable for long-term investment and its unrestricted cash reserve needs to be readily available to ensure liquidity. Since October 2011 all Trust funds have been kept in an account with TasCorp.

The Trust Manager advised that changes had been made to the Investment Policy Statement to reflect the Trust's current funding situation.

RESOLVED

That: 1. The report be received and noted.

2. The Trust endorses the revised Investment Policy Statement attached to the report.

9. PARK ACTIVITY ASSESSMENT FOR A REALIGNMENT OF THE TRACK TO DEVILS THRONE

The content of the report was discussed.

The Trust Manager explained that the Parks and Wildlife Service (PWS) had submitted a Park Activity Assessment (PAA) for the second stage of the realignment of the walking track from Thark Ridge to Devils Throne. The proposed realignment of the section of the track running down the western side of Thark Ridge would be safer for users and allow for proper drainage. The existing informal track would be closed and rehabilitated.

The Manager considered that the PAA had adequately addressed all issues regarding protection of Park values. Glenorchy City Council has issued a planning permit for the works as required under the *Land Use Planning and Approvals Act 1993*.

RESOLVED

That: 1. The report be received and noted.

2. The Trust approves the Park Activity Assessment for the realignment of the walking track to Devils Throne attached to the report.

3. The Trust issues the permit under the *Wellington Park Regulations 2019* for the realignment of the track to Devils Throne attached to the report.

10. AGENDA PRIORITIES FOR THE NEXT TRUST MEETING

The content of the report was discussed.

Members noted that an additional meeting may be required before the scheduled meeting to review a draft of the Visitation and Recreation Strategy prior to its being sent to stakeholders for comment.

The Trust Manager noted that an additional meeting had been set for 3 December 2020 to discuss the first draft of the Visitation and Recreation Strategy and decide some other visitor related proposals. Members agreed on the date for the first scheduled meeting in 2021.

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.

Item for discussion

11. RESOURCING THE IMPLEMENTATION OF THE VISITATION AND RECREATION STRATEGY

The content of the report was discussed.

The Trust Manager explained that preparation of the Visitation and Recreation Strategy (VRS) was funded by a grant from the Parks and Wildlife Service and use of some existing Trust funds, however there is no funding for implementation of the VRS.

The following matters were noted:

- The VRS will require a suitable person to coordinate its implementation and undertake any actions that are the responsibility of the Trust.
- The VRS will need to have Park management agency support.
- The Wellington Park office strategic review, completed in early 2018, recommended creating a Visitor Services and Recreation Planning Coordinator position.
- There may be funding opportunities as part of the State Government's T21 Visitor Economy Strategy.
- Would be helpful when seeking funding to know the value/contribution of the Park to the visitor economy.
- Need to review the skillset required for implementing the VRS and explore options like outsourcing and internships.

RESOLVED: That the report be received and noted.

Items for information

12. TRUST PLANNING CALENDAR FOR 2020

The content of the report was discussed.

It was noted that the Bushfire Management Working Group had run its course and been superseded by other forums such as the Fire Management Area Committees. It will be replaced by a newsletter to TFS brigades surrounding the Park with information on the status of fire trails, planned burns completed and planned etc.

RESOLVED: That the report be received and noted.

13. WELLINGTON PARK INDUCTION KIT

The content of the report was discussed.

The Trust Manager noted that the Working in Wellington Park Induction Kit uses a checklist format to cover matters including; function and management of the Park, protection of Park values, the Wellington Park Regulations and work health and safety. It is regularly checked and updated. Responsibility for induction of staff, particularly contractors, working in the Park rests with the agency engaging them. .

RESOLVED: That the report be received and noted.

14. COMMENTS ON THE DRAFT BUSHFIRE MITIGATION MEASURES BILL 2020.

Verbal report by the Trust Manager.

The Manager noted that the Trust had received a letter from the Premier inviting the Trust to comment on the draft Bushfire Mitigation Measures Bill 2020. As comments were due before the Trust meeting they were provided by the Manager in consultation with the Chairperson.

cont.../

Item No. 14 continued

The main matters noted were:

- The proposed bill would override the *Wellington Park Act 1993*.
- There is no recognition of the Wellington Park Management Plan as in other legislation such as the *Fire Service Act 1979*.
- The proposed bill does not make it clear who would be responsible for fire management in the Park.
- The proposed bill may create conflict for the Trust between protecting Park values and managing bushfire hazard.
- Not clear how the proposed bill relates to the bushfire risk management process undertaken by Fire Management Area Committees.

15. LONE WORKER PROCEDURE UPDATE

Verbal report by the Trust Manager.

The Manager reported that progress had been made in implementing an improved lone worker procedure including:

- The Parks and Wildlife Service (PWS) has agreed to allow Trust staff to be included in its new lone worker monitoring system.
- The Education and Regulations Coordinator (ERC) has been trialling a two-way satellite messenger device with the PWS lone worker monitoring provider to ensure the communications and tracking system works in the Park.
- The first of two tests, sending and receiving satellite text messages has been successfully completed. The second test, the tracking function, will be completed shortly.
- Following successful completion of the second test, the ERC will liaise with the PWS WHS manager to finalise the contact list and other parts of the procedure.
- The Trust will need to purchase a satellite messenger device, pay a monthly satellite subscription and a monthly fee to the monitoring service.

16. JEFFERYS TRACK FEASIBILITY STUDY.

Verbal report by the Trust Manager.

The Manager reported that the consultants engaged by Huon Valley Council (HVC) to undertake the feasibility study into upgrading Jefferys Track had completed a draft report, however, as it had not been considered by HVC, it was commercial in confidence.

The Trust Manager and the Parks and Wildlife Service had provided joint comments on the draft feasibility study.

The Manager noted that the draft feasibility study seemed thorough and its recommendations well supported by evidence.

17. REPORTS ON OFFICE ACTIVITIES SINCE THE LAST MEETING

Item for information only, no discussion.

OTHER BUSINESS

TRUST END OF YEAR EVENT

Members agreed that due to on-going COVID-19 risks the usual end of year celebration should be postponed. The Trust Manager will send out thank you letters to everyone who has assisted with Park management during the year.

CORRESPONDENCE:

Correspondence received and sent was noted.

NEXT SCHEDULED MEETING

17 February 2021

There being no further business the meeting closed at 12:00 noon.

Schedule to the Minutes

- a) Signed instrument of revocation of external delegations.
- b) Signed Instruments of Delegation of powers to:
 - The Department of Primary Industry, Parks Water and Environment
 - The Parks and Wildlife Service
 - Glenorchy City Council



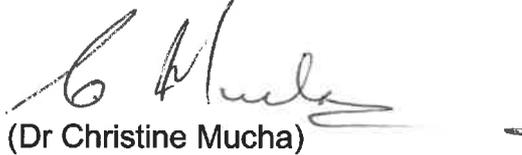
Wellington Park
Management Trust

REVOCATION OF DELEGATIONS

In accordance with s 23AA(2)(c) of the *Acts Interpretation Act 1931* and its resolution dated 19 April 2016 all external delegations of the Wellington Park Management Trust of its functions and powers issued prior to the eighteenth of November 2020 are revoked.

Dated this eighteenth day of November 2020

Signed Chairperson:



(Dr Christine Mucha)

For and on behalf of the Wellington Park Management Trust



Wellington Park
Management Trust

DELEGATION

The Wellington Park Management Trust (the Trust), established under section 9 of the *Wellington Park Act 1993* and acting pursuant to section 14 of that Act, hereby delegates to the persons for the time being holding or occupying the below listed positions within the Department of Primary Industries, Parks, Water and the Environment the power to approve permits pursuant to regulation 34 of the *Wellington Park Regulations 2019* for the taking and/or disturbance in Wellington Park of flora or fauna listed under the *Nature Conservation Act 2002* or *Threatened Species Act 1995*, subject to the prior in-principle approval of such activities by the Trust.

- General Manager (Natural and Cultural Heritage), position number 330547
- Director (Natural Heritage), position number 702060
- Manager (Policy, Advice and Regulatory Services), position number 702846
- Manager (Natural Values Conservation), position number 701051
- Manager (Threatened Species and Conservation Programs), position number 702062
- Section Head (Conservation Assessment), position number 701854
- Section Head (Conservation Services), position number 708245
- Section Head (Threatened Species and Private Land Conservation), position number 708246

Dated this eighteenth day of November 2020

Signed Chairperson:

(Dr Christine Mucha)

For and on behalf of the Wellington Park Management Trust



Wellington Park
Management Trust

DELEGATION

The Wellington Park Management Trust (the Trust), established under section 9 of the *Wellington Park Act 1993* and acting pursuant to section 14 of that Act, hereby delegates to the persons for the time being holding or occupying the below listed positions within the Department of Primary Industries, Parks, Water and Environment the power to approve permits pursuant to regulation 7 of the *Wellington Park Regulations 2019* for taking a horse into Wellington Park except on a horse trail, and regulation 10 (7) of the *Wellington Park Regulations 2019* for driving a vehicle in Wellington Park on a road or vehicular track, or a part of a road or vehicular track, that is closed to vehicular traffic of that kind under subregulation 10(4), subject to the prior in-principle approval of such activities by the Trust.

- Ranger in Charge-Seven Mile Beach Field Centre, Position # 330856
- Ranger-Seven Mile Beach, Positions # 707224, 708019
- Administration Officer-Southern Region, Positions # 706027, 330824
- Regional Administrative Officer- Position # 707053
- Regional Operations Manager- Position # 705985
- Regional Manager Southern Tasmania – Position #705341

Dated this eighteenth day of November 2020

Signed Chairperson:

(Dr Christine Mucha)

For and on behalf of the Wellington Park Management Trust



Wellington Park
Management Trust

DELEGATION

The Wellington Park Management Trust (the Trust), established under section 9 of the *Wellington Park Act 1993* and acting pursuant to section 14 of that Act, hereby delegates to the persons for the time being holding or occupying the below listed positions within the Glenorchy City Council the power to approve permits pursuant to regulation 10 (7) of the *Wellington Park Regulations 2019* for driving a vehicle in Wellington Park on a road or vehicular track, or a part of a road or vehicular track, that is closed to vehicular traffic of that kind under subregulation 10(4), within the area defined as the Glenorchy Mountain Bike Park in the Wellington Park Management Plan.

- Environment Coordinator
- Environment Officer
- Environment Engagement Officer

Dated this eighteenth day of November 2020

Signed Chairperson:

(Dr Christine Mucha)

For and on behalf of the Wellington Park Management Trust