



Wellington Park
Management Trust

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Mr Chris Colley	Parks and Wildlife Service
Ms Rita Warrener	Tourism Tasmania
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WELLINGTON PARK MANAGEMENT TRUST

Meeting Minutes

MINUTES OF A MEETING OF THE WELLINGTON PARK MANAGEMENT TRUST HELD AT 9:30 AM ON WEDNESDAY 21 APRIL 2021 IN THE "RIVERVIEW ROOM" 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)
Alderman D Thomas (HCC)
Ms R Warrener (Tourism Tasmania)
Ms F Smith (TasWater)
Alderman M Carlton (GCC)
Mr B Goodsir (DPIPWE deputy)
Councillor H Burnet (HCC deputy)
Mr J King (PWS observer)

APOLOGIES:

Ms L Wilson (DPIPWE)
Alderman J Briscoe (HCC)
Ms A Holeywell-Jones (PWS deputy)
Mr C Colley (PWS)

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

Nil

3. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 17 FEBRUARY 2021

The Trust accepted the minutes of the meeting held on 17 February 2021 as true and correct. The minutes were signed.

4. ACTION TABLE – 21 April 2021

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

- Information on how fireplaces in huts in National Parks are managed.
- Completion of Memoranda of Understanding with the Parks and Wildlife Service and Glenorchy City Council.

5. WORK HEALTH AND SAFETY REPORT

The content of the report was discussed.

The Trust Manager advised that no Park management agency staff or contractor incidents had been reported since the last WHS report on 12 February 2021.

An accident involving the Trust vehicle was noted involving damage to another vehicle. There were no injuries.

Two incidents involving Park visitors were reported by Tasmania Police:

- A group of 8 started from the Big Bend car park and reached Cathedral Rock around nightfall. The group called the Police as they did not have torches and were unsure of the way. Half the group continued towards the Betts Road car park but became lost in the dark. All members of the group were found by Police and assisted out of the Park.
- Two walkers were caught in heavy snow at The Pinnacle and phoned Police for assistance. They sheltered in the toilet block until Police were able to assist them out of the Park.

RESOLVED:

That the report be received and noted.

NEW BUSINESS

Items for decision

6. REVIEW OF THE TERMS OF REFERENCE OF THE MANAGEMENT ADVISORY COMMITTEE

The content of the report was discussed.

The report noted that the Trust established the Management Advisory Committee (MAC) in its current form in February 2016 to provide management and other specialist and technical advice to the Trust Manager to assist the Manager in advising the Trust. This is the first review of the Terms of Reference (ToR) of the MAC since its establishment.

The MAC currently meets five times a year and the review of the ToR has been discussed at the previous two meetings. Members agreed that there should be a two-way flow of information; from the Trust to the MAC and from the MAC to the Trust through the Trust Manager.

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Item No. 6 continued

Members agreed that the draft ToR with the changes discussed at the meeting should go back to the MAC for final comment before being approved by the Trust.

RESOLVED

That: 1. The report be received and noted.

2. The changes to the Management Advisory Committee Terms of Reference discussed at the meeting be incorporated into the draft revised Terms of Reference and this be sent to the Management Advisory Committee for final comment before approval by the Trust.

7. PURCHASING CARD POLICY AND PROCEDURES

The content of the report was discussed.

It was noted that the draft Purchasing Card Policy and Procedures includes procedures for issuing, using and managing Trust purchasing cards and is linked to the Trust's Procurement Policy and Procedures.

Members agreed to approve the Purchasing Card Policy and Procedures noting that return of any cards issued should be included on exit forms for Trust employees when they leave the Trust.

RESOLVED

That: 1. The report be received and noted.

2. The Trust approves the Purchasing Card Policy and Procedures attached to the report.

8. AGENDA PRIORITIES FOR THE NEXT TRUST MEETING

The content of the report was discussed.

Members asked that the proposed schedule of meetings for the remainder of 2021 be confirmed with members who were not present at the meeting.

Members agreed on a working group to review the Trust's Strategic Risk Management Framework and risk register before the next Trust meeting as well as to provide a copy of the current framework and risk register to the PWS observer present at the meeting for comment.

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.

Items for discussion

9. REVISION OF THE TRUST'S STRATEGIC PLAN

The content of the report was discussed.

The report noted that the current strategic plan expires in 2021 and a review had been commenced in mid 2020 which included two facilitated workshops with Trust members and deputy members, Trust staff and some Park management agency staff. The workshop report organised the strategic actions identified in the workshops under six 'pillars'. These have been used to provide the structure for the revised strategic plan attached to the report.

Members noted that two new staff positions were included in the revised strategic plan to provide the resources for its implementation and these were both linked to the Visitation and Recreation Strategy for Wellington Park currently being prepared for community consultation.

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Item No. 9 continued

Members noted that additional funding will need to be sought for the proposed positions and the financial implications included in the budget for the 2021-22 financial year. It was noted that the new strategic plan provides an opportunity to ensure the Wellington Park office is effectively organised and resourced to carry out its various functions.

RESOLVED

That: 1. The report be received and noted.

2. The Trust approves the revised Strategic Plan for the next 5 years attached to the report with the amendments discussed at the meeting.

3. The financial implications of the revised Strategic Plan be addressed in the budget for the 2021-22 financial year.

10. PROGRESS WITH RENEWAL OF MEMORANDA OF UNDERSTANDING WITH TRUST MEMBER AGENCIES

The content of the report was discussed.

The report noted that the previous memoranda of understanding (MoUs) between the Trust and TasWater, Parks and Wildlife Service and Glenorchy City Council that had expired in the 2019-20 and 2020-21 financial years had been renewed. The new MoUs included a continuation of the funding received from these agencies.

Renewal of the MoU between the Trust and the Hobart City Council, which expired at the end of June 2020, was still being negotiated.

RESOLVED: That the report be received and noted.

11. FINANCIAL STATEMENT TO 31 MARCH 2021

The content of the report was discussed.

The Manager explained that the financial statement did not include the financial contribution from Glenorchy City Council under its recently finalised MoU with the Trust or payment for the Trust's new vehicle, due at the end of April. The Manager noted that no other major expenditure or income was expected before the end of the financial year.

RESOLVED: That the report be received and noted.

12. PROGRESS WITH REVIEW OF THE VISITATION AND RECREATION STRATEGY.

Verbal report by the Trust Manager.

The Manager explained that the draft of the Visitation and Recreation Strategy (VRS) discussed at the Trust meeting in February had been revised to incorporate the Trust's comments and sent to the project steering committee for comment.

RESOLVED: That the report be received and noted.

13. EDUCATION AND REGULATIONS COORDINATOR INTERVIEWS ON ABC BREAKFAST RADIO PROGRAM

The content of the report was discussed.

The Education and Regulations Coordinator (ERC) explained how the initial interview happened and the informal agreement with the ABC local radio breakfast program to make the interviews a monthly event. The next interview was scheduled for Friday 23 May and the ERC proposed to talk about snow safety as there had already been heavy falls and one rescue.

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Item No. 13 continued

The ERC noted that the ABC was happy for him to suggest topics and generally speak as he wished. The ERC provided members with a list of proposed topics.

Members agreed that this was an excellent opportunity to inform the community about the Trust and the Park and get across important safety messages. Members suggested that opportunities for volunteering in the Park be included as a topic and the topics be discussed with the Management Advisory Committee. Members requested that they be advised of future interviews when dates and time were confirmed.

RESOLVED: That the report be received and noted.

Items for information

14. TRUST PLANNING CALENDAR FOR 2021

The content of the report was noted.

RESOLVED: That the report be received and noted.

15. REPORTS ON OFFICE ACTIVITIES SINCE THE LAST MEETING

Item for information only, no discussion.

OTHER BUSINESS

Correspondence received and sent was noted.

NEXT SCHEDULED MEETING

24 June 2021

There being no further business the meeting closed at 11:45 am.