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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 TUESDAY 22 FEBRUARY 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)
- Alderman J Briscoe (HCC)
- Ms R Warrener (Tourism Tasmania)
- Ms F Smith (TasWater)
- Ms L Wilson (DNRET)
- Mr E Reale (GCC deputy)
- Ms K Ward (PWS Deputy)

APOLOGIES:

- Alderman M Carlton (GCC)
- Mr S Fletcher (PWS)

The Chairperson welcomed new deputy members Mr Emilio Reale and Ms Krissy Ward.

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

3. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2021

The Trust accepted the minutes of the meeting held on 30 November 2021 as true and correct. The minutes were signed.

4. ACTION TABLE – 22 February 2022

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

- Revision and shortening of the Trust's Recruitment Policy and Procedures document.
- Preparation of a suitable policy and procedures document for use of body worn cameras.

It was noted that a discussion paper on the Wellington Park Partnership Agreement proposed at the Trust meeting on 8 September 2021 is still to be completed.

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 28 November 2021.

One incident involving a visitor was noted: A walker slipped on a dry, loose section of track near the summit of Cathedral Rock and suffered a number of injuries. The walker was able to exit the Park with the assistance of others in her group. PWS confirmed it will assess the section of track where the incident occurred to see what can be done to improve safety. It was noted that the section of the Cathedral Rock Track on which the accident occurred is graded "very difficult".

RESOLVED:

That the report be received and noted.

NEW BUSINESS

Items for decision

6. OFFICIAL NAMING OF NEW SHARED USE AND MOUNTAIN BIKE TRACKS

The content of the report was discussed.

The Trust Manager explained that a new shared use track in the Park has just been completed and another shared use track and a bike only track are under construction. In addition, the track widely known as the Upper Luge has been formalised as a bike only, downhill only Track. It is desirable that these four tracks be officially named before signs are erected.

The three new tracks are part of Hobart City Council's "Riding the Mountain" plan for a network of new mountain bike racks on the lower eastern slopes of kunanyi / Mount Wellington. In the plan the following 'working' names were used:

- "Skid Road Track" for the new shared use track between Main Fire Trail and Middle Island Fire Trail.
- "Rocky Wheel'n Track" for the new shared use track between O'Gradys Falls Fire Trail and Shoobridge Bend.
- "Free Wheel'n Track" for the new downhill only, bike only track between Circle Track and O'Gradys Falls Fire Trail.

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Members agreed that the names “Rocky Wheel’n Track” and “Free Wheel’n Track” were a clever link to the nearby “Rocky Whelans Cave” and should be proposed as official names.

Members decided that “Skid Road Track” was not a suitable name and agreed that the name “Snig Line Track” be proposed as the official name. This name has an obvious link to the numerous historic snig lines in the vicinity of the track¹. Members agreed that “Upper Luge Track” should also be submitted to the Registrar of Place Names for official naming.

RESOLVED

That: 1. The report be received and noted.

2. The Trust endorses the names in the attachment to the report for submission to the Registrar of Place Names for official naming.
3. The Manager submits the new name proposals to the Registrar of Place Names on behalf of the Trust.

7. APPROVAL FOR THE PARKS AND WILDLIFE SERVICE TO TRANSFER A LICENCE FOR A PRIVATE ACCESS ROAD THROUGH THE PARK

The content of the report was discussed.

At its meeting on 30 November 2018 the Trust approved the issuing of a licence to occupy for the access road to lot 198000/1 at Moss Beds, which is within Wellington Park. The licence to occupy was issued by the Leases and Licences Section of the Parks and Wildlife Service and allows the owner of the property to use and maintain the road. The property has recently been sold and the new owner has requested the Parks and Wildlife Service transfer the licence to occupy. Transfer of the licence to occupy requires Trust approval under Section 32 of the *Wellington Park Act 1993*.

The Trust issued the previous owner of the property with a permit under the *Wellington Park Regulations 2019* to allow maintenance of the access road to the Tasmania Fire Service standards for private driveways. A new version of the permit will be issued to the new owner.

RESOLVED

That: 1. The report be received and noted.

2. Pursuant to section 32 of the *Wellington Park Act 1993* the Trust gives the Parks and Wildlife Service approval to transfer licence No. 210519, with amendments if required, to the new owners of Lot 198000/1 to allow the use and maintenance of the portion of the access road to the property that runs through Wellington Park.

8. REVIEW OF THE TRUST’S HUMAN RESOURCES POLICIES

The content of the report was discussed.

The Manager advised that he had reviewed all the Trust’s human resources policies to ensure they are in accord with current legislative requirements, meet current Trust requirements and are compatible with other Trust policies. This included a major revision of the Trust’s Recruitment Policy and Procedures requested at the Trust meeting on 30 November 2021.

Members agreed to a number of minor revisions and updates, and the major revision of the Recruitment Policy.

RESOLVED

That: 1. The report be received and noted.

2. The Trust endorses the changes to its human resources policies listed in Attachment 1 to the report.

¹ After further consultation with Hobart City Council officers the name “Crosscut Track” was preferred instead of “Snig Line Track” and was subsequently approved by the Trust.

9. REVIEW OF THE TRUST'S PROCUREMENT POLICY AND PROCEDURES

The content of the report was discussed.

The Manager noted that, although the Trust is not bound by the Treasurer's Instructions under the *Financial Management Act 2016*, it uses them as its best practice model. Changes have been made to align the Procurement Policy with the current Treasurer's Instructions under that Act and the associated Procurement Better Practice Guidelines. Other changes include:

- Reference to the Trust's Purchasing Card Policy and Procedures.
- A new section to cover emergency procurement of goods and services without the normal requirement for quotes and tendering.
- Removal of the requirement to issue purchase orders unless these are requested by a provider.

Members agreed to the proposed changes

RESOLVED

That: 1. The report be received and noted.

2. The Trust endorses the revised Procurement Policy and Procedures attached to the report.

10. BODY WORN CAMERA OPERATIONAL GUIDELINES

The content of the report was discussed.

Following purchase of a body worn camera (BWC) the Education and Regulations Coordinator prepared guidelines for BWC use based on current PWS guidelines. The guidelines will ensure that any BWC issued to authorised officers by the Trust are used in accordance with relevant legislation and information recorded is appropriately handled so it can be used as evidence in court. It was noted that authorised officers employed by other agencies would use their agency's BWC guidelines.

RESOLVED

That: 1. The report be received and noted.

2. The Trust endorses the Body Worn Camera Guidelines attached to the report.

11. AGENDA PRIORITIES FOR THE NEXT TRUST MEETING

The content of the report was discussed.

Members agreed on the priority items for the next Trust meeting and the dates for the remaining scheduled meetings in 2022.

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 and the dates of the remaining Trust meetings in 2022.

Item for discussion

12. UPDATE ON PROGRESS WITH RECRUITMENT OF A GENERAL MANAGER

The content of the report was discussed.

The Chairperson reported on progress with the recruitment of a General Manager to replace the current Trust Manager on his retirement. Members were provided with a draft Position Description for the position prepared with the assistance of the Department of Natural Resources and Environment Tasmania and a draft position advertisement for discussion.

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Members agreed that no further changes were required to the PD. Possible changes to the position advertisement were suggested and will be passed on to the recruitment consultant engaged by the Trust.

Advertising the position was discussed and it was agreed this should start on the weekend of 5 & 6 March.

RESOLVED: That the report be received and noted.

13. UPDATE ON PROGRESS WITH THE DRAFT VISITOR AND RECREATION STRATEGY

The content of the report was discussed.

The Manager advised that comments received on the draft Visitor and Recreation Strategy (VRS) from Park Management Agencies prior to the Trust meeting on 30 November 2021 have been incorporated into a revised draft. A copy of this draft has been provided to some stakeholders for further comment.

A meeting with the Aboriginal Heritage Council to further engagement with the Aboriginal community is scheduled for Friday 25 February.

The Manager also noted that the Board of Destination Southern Tasmania had been briefed on progress with the VRS and its content and purpose.

RESOLVED: That the report be received and noted.

Items for information

14. BUDGET UPDATE

The statement of the Trust's financial position at 31 January 2022 was discussed. Members asked that a monthly cash flow estimate for the remainder of 2022 year be provided.

RESOLVED: That the report be received and noted.

15. TRUST PLANNING CALENDAR FOR 2022

The content of the report was noted.

RESOLVED: That the report be received and noted.

16. 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

Tuesday 3 May 2022

There being no further business the meeting closed at 11:06 am.