



Wellington Park
Management Trust

**AGENDA AND RESOLUTIONS OF A MEETING OF THE WELLINGTON PARK
MANAGEMENT TRUST HELD AT 8:38 AM ON TUESDAY
19 APRIL 2016, IN THE HOBART COUNCIL CENTRE**

1. ATTENDANCE AND APOLOGIES

PRESENT: Dr C. Mucha (Chairperson)
Dr J. Whittington (DPIPWE)
Ms R. Warrener (Tourism Tasmania)
Alderman E R Ruzicka (HCC, Deputy to Alderman Thomas)
Alderman P. S. Cocker (HCC)
Alderman H. Nielsen (GCC)
Mr A. Rushton (Parks and Wildlife Service)
Mr L. Stapleton (TasWater)

APOLOGIES: Alderman D C Thomas (HCC)

2. DISCLOSURES OF INTERESTS IN AGENDA ITEMS

Nil.

3. CONFIRMATION OF MINUTES FROM THE MEETING HELD ON 16 FEBRUARY 2016

The trust accepted the minutes of the meeting held 16 February 2016 as true and correct. The minutes were signed.

4. WORK HEALTH AND SAFETY REPORT

NOTE¹ A WHS report is a standing item at all Trust meetings. Reported incidents since the last Trust meeting are summarised below.

Issue	Hazards and Incidents Reported
Lost time injury since last meeting	none
Lost time injury since 1 July 2015	none
Hazards identified through incident/near hit reports since last meeting	none

Issue	Hazards and Incidents Reported
Staff incidents reported since last meeting	none
Visitor incidents reported since last meeting	none
Contractor incidents reported since last meeting	none

NEW BUSINESS

5. REVIEW OF INTERNAL DELEGATIONS UNDER THE ACT

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 previous delegations to the Chairperson, Deputy Chairperson and Manager.
 - 2.2. Delegates to the Chairperson and Manager the powers to act in accordance with the delegations contained in Attachment 1 of this report amended to include the limitation that decisions likely to be of significant public interest are to be referred to the Trust.
 - 2.3. Authorises the 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. Sign contracts for goods and services greater than \$25 000 approved in the annual budget, on behalf of the Trust.
 - 2.3.4. Approve exemptions to the requirement to seek a minimum of three quotations for projects valued between \$10,001 and \$50,000 based upon consideration of the principles contained in the Trust's Procurement Policy.
 - 2.3.5. Pursue, with the relevant prosecuting authorities, prosecutions for offences under the Wellington Park Act 1993 and Wellington Park Regulations 2009, on behalf of the Trust.
 - 2.3.6. Carry out those functions assigned to the Chairperson in Trust Human Resources Policies.
 - 2.3.7. 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 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.
 - 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. Approve applications for planned burns in the Park made in accordance with the Wellington Park Fire Management Strategy.
 - 2.4.5. Carry out those functions assigned to the Manager in Trust Human Resources Policies.
3. The format of the instrument of delegations be referred to the Solicitor General for review and the Solicitor General be requested to provide a suitable template for an instrument to revoke existing delegations.
 4. Decisions made by the Manager under delegated authority are to be reported to the Trust in the monthly office activity reports and a summary provided at the Trust meeting for noting

6. REVIEW OF TRUST PROCUREMENT POLICY

Resolved that:

1. The report be received and noted.
2. The Trust endorses the revised Procurement Policy 2016 with the following amendments:
 - (i) Purchasing thresholds between \$10,001-\$15,000 to seek a minimum of three quotes.
 - (ii) The Trust at its discretion may call for a call for a public tender for purchasing thresholds between \$50,001-\$250,000 in accordance with the procedures in *Treasurer's Instruction 1107*.

7. DRAFT TRUST GOVERNANCE POLICY

Resolved that:

1. The report be received and noted.
2. The Trust Manager request the Solicitor General to review the draft Governance Policy prior to final endorsement by the Trust; particularly the following issues:
 - (i) Whether the Trust has the discretion to determine that a conflicted member (or deputy) can remain in the meeting despite the interest and participate in the decision making.

- (ii) A suitable process for the revocation of delegations be included in section 5.4 of the Policy.
- (iii) A suitable information protocol to include in section 5.6.
- (iv) The validity of matters being dealt with via email.

8. DRAFT OFFERS OF GIFTS AND BENEFITS POLICY

Resolved that:

- 1. The report be received and noted.
- 2. The Trust Manager to request the Solicitor General to review the Offers of Gifts and Benefits Policy prior to final endorsement by the Trust.

9. REVIEW OF WORK HEALTH AND SAFETY POLICY

Resolved that:

- 1. The report be received and noted.
- 2. The Trust be informed immediately of all notifiable incidents reported to Worksafe Tasmania and the Work Health and Safety Policy to reflect this.
- 3. Work Health and Safety Procedures, including contractor safety management and staff operating in remote areas, be developed for review at the next Trust meeting.

10. REQUEST FOR A PERMIT TO DIVERT WATER FROM GUY FAWKES RIVULET

Resolved that:

- 1. The report be received and noted.
- 2. The Manager informs the resident of [*personal identifier withheld*] Old Farm Road that the Trust will not issue a permit to divert water from Guy Fawkes Rivulet and has confirmed its decision to remove the existing infrastructure in the Park on or after 31 August 2016.

11. AGENDA PRIORITIES FOR NEXT TRUST MEETING

Resolved that:

- 1. The report be received and noted.
- 2. The Trust endorses the items as listed in the report for inclusion on the agenda for the next Trust meeting of 5 July 2016, with the following items to be included as a high priority:
 - (i) Work Health and Safety Procedures
 - (ii) Proposal for formalising the Upper Luge Track.

12. CORPORATE STRATEGIC PLAN OUTLINE AND PRIORITIES

NOTE¹ The Trust is preparing a Strategic Plan to guide its activities and set priorities for the next 5 years.

Resolved that:

1. The report be received and noted.
2. The Manager develops a final draft of the Corporate Strategic Plan that addresses the issues discussed at the Trust meeting and presents a final draft for consideration at the Trust meeting on 5 July 2016.

13. UPDATE OF TRUST PLANNING CALENDAR FOR 2016

Resolved that the report be received and noted.

14. REPORTS ON OFFICE ACTIVITIES SINCE THE LAST MEETING

Resolved that the reports dated 7 March 2016 and 5 April 2016 be received and noted.

NEXT MEETING

Tuesday 5 July 2016 at 9.00 am.

There being no further business the meeting closed at 10.48 AM.