



Wellington Park
Management Trust

**AGENDA AND RESOLUTIONS OF A MEETING OF THE WELLINGTON PARK
MANAGEMENT TRUST HELD AT 9:12 AM ON TUESDAY
5 JULY 2016, IN THE HOBART COUNCIL CENTRE**

1. ATTENDANCE AND APOLOGIES

PRESENT: Dr C. Mucha (Chairperson)
Ms R. Warrener (Tourism Tasmania)
Alderman H. Nielsen (GCC)
Mr A. Rushton (Parks and Wildlife Service)
Mr L. Stapleton (TasWater)

APOLOGIES: Dr J. Whittington (DPIPWE)

2. DISCLOSURES OF INTERESTS IN AGENDA ITEMS

Nil.

3. CONFIRMATION OF MINUTES FROM THE MEETING HELD ON 19 APRIL 2016

The Trust accepted the minutes of the meeting held on 19 April 2016 as true and correct. The minutes were signed.

**4. CONFIRMATION OF MINUTES FROM THE ADDITIONAL MEETING HELD ON
16 JUNE 2016**

NOTE¹ This was a short teleconference to deal with a request for an extension of the deadline for removal of a water diversion in the Park.

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

5. WORK HEALTH AND SAFETY REPORT

NOTE¹ A WHS report is a standing item at all Trust meetings. Reported incidents since the last Trust meeting and for the 2015/16 financial year are summarised below.

WHS Issue	Since last report	Since 1 July 2015
Lost time injury	none	none
Hazards identified through incident/near hit reports	none	none
Staff incidents reported	1	6
Visitor incidents reported	none	3
Contractor incidents reported	1	1

Resolved that:

1. The report be received and noted.
2. The Trust Manager prepares an agreement with Hobart City Council setting out the procedures that will be followed by Trust Staff if Council requests their assistance with its operations in the Park.
3. The Trust Manager purchase suitable snow chains for the Trust vehicle.

NEW BUSINESS

6. REVOCATION AND ISSUING OF INTERNAL DELEGATIONS UNDER THE ACT

Resolved that:

1. The report be received and noted.
2. For the purposes of s 23AA(2)(b) of the Acts Interpretation Act 1931, the Wellington Park Management Trust ("the Trust") resolves to and hereby authorises the Chairperson of the Trust to sign any minutes of meetings of the Trust at which the Trust delegates, or revokes the delegation of, its functions or powers and to sign any further written record evidencing such delegations or revocation of delegations on its behalf.
3. Any applications or proposals under Regulations 36 and 37 of the Wellington Park Regulations 2009 and s 31(7) of the Wellington Park Act 1993 that are likely to have a significant public interest are to be referred to the Trust for decision.
4. The Instrument of Revocation of Delegations and the Instruments of Delegation attached to this report be signed by the Trust Chairperson and be scheduled to the minutes of this meeting.

7. TRUST GOVERNANCE POLICY

Resolved that:

1. The report be received and noted.
2. The Trust endorses the Governance Policy.

8. OFFERS OF GIFTS AND BENEFITS POLICY

Resolved that:

1. The report be received and noted.

2. The Trust endorses the Offers of Gifts and Benefits Policy with the inclusion of a provision that the Trust agrees that any gift to a member of the Trust will be disposed of by a decision of the Trust.

9. TRUST WORK HEALTH AND SAFETY PROCEDURES

Resolved that:

1. The report be received and noted.
2. The Trust endorses the draft Work Health and Safety procedures.
3. A completed Risk Management Register be provided to the Trust at its meeting on 13 September 2016.

10. DRAFT TRUST STRATEGIC PLAN

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 Trust endorses the draft Strategic Plan.
3. The Trust Manager prepares a final version of the Strategic Plan suitable for posting on the Wellington Park website and circulates it to members for final comment prior to posting.

11. TRIAL CONVERSION OF PILLINGER DRIVE TRACK AND THE PORTION OF MIDDLE TRACK BETWEEN RESERVOIR TRAIL AND RADFORDS TRACK FROM SINGLE TO SHARED USE

Resolved that:

1. The report be received and noted.
2. The Trust authorises the conversion of the section of Middle Track between Reservoir Trail and Radfords Track to shared use.
3. Regulatory signage on the section of Middle Track between Reservoir Trail and Radfords Track is changed to allow for shared use.
4. The trial conversion of Pillinger Drive Track be continued till the end of 2016.
5. The Trust Manager investigate if improvements can be made to Pillinger Drive Track to make it easier for shared use and implement these before the end of the trial.
6. The change to shared use of the upper section of Middle Track and the continuation of the shared use trial on Pillinger Drive Track be publicised as outlined in Clause 6.1 of the Shared Use Trial report.

12. FINANCIAL UPDATE AND PROPOSED BUDGET FOR 2016/2017

Resolved that:

1. The report be received and noted.
2. The Trust endorses the proposed budget for the 2016/2017 financial year.

13. EXTENSION OF BUSINESS OPERATORS LICENCE FOR BENTWOOD COFFEE

Resolved that:

1. The report be received and noted.
2. The commercial operator's licence for Bentwood Coffee be extended for six months at a cost of [amount withheld].

14. MANAGER'S PERFORMANCE REVIEW 2016

Resolved that:

1. The report be received and noted.
2. Trust member Mr Ashley Rushton will assist the Chairperson with the review of the Manager's performance and remuneration package.

15. AGENDA PRIORITIES FOR NEXT TRUST MEETING

Resolved that:

1. The report be received and noted.
2. The Trust endorses the items listed in Clause 5.1 of the report for inclusion on the agenda for the next Trust meeting on 13 September 2016.

16. UPDATE OF TRUST PLANNING CALENDAR FOR 2016

Resolved that the report be received and noted.

17. REPORTS ON OFFICE ACTIVITIES SINCE THE LAST MEETING

Resolved that the reports dated 6 May 2016 and 3 June 2016 be received and noted.

NEXT MEETING

Tuesday 13 September 2016 at 9.00 am.

There being no further business the meeting closed at 10.55 AM.

Schedule to the Minutes

Signed Instrument of Revocation of delegations

Signed Instrument of Delegation of powers to the Trust Chairperson

Signed Instrument of Delegation of powers to the Trust Manager