



Wellington Park
Management Trust

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WELLINGTON PARK MANAGEMENT TRUST

Minutes

MINUTES OF A MEETING OF THE WELLINGTON PARK MANAGEMENT TRUST HELD AT 9:08 AM ON WEDNESDAY 2 SEPTEMBER 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 member nominee)

APOLOGIES:

- Ms L Wilson (DPIPWE)
- Mr A Rushton (PWS)

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

Nil

3. CONFIRMATION OF MINUTES FROM THE MEETING HELD ON 24 JUNE 2020

The Trust accepted the minutes of the meeting held on 24 June 2020 as true and correct. The minutes were signed.

4. ACTION TABLE – 2 September 2020

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

- Compilation of past Work Health and Safety incidents.
- Expedite renewal of memoranda of understanding with Park management agencies.
- Consideration of different ways to provide for the Trust's vehicle requirements.

5. WORK HEALTH AND SAFETY REPORT

The content of the report was discussed.

The Manager advised that no Trust staff, Park management agency staff or contractor incidents had been reported since the last WHS report on 21 June 2020.

Three incidents involving minor injuries to bushwalkers were reported. Police and ambulance responded to 2 of these. In the other the injured person was assisted out of the Park by the other members of her group. Other incidents noted included:

- a break in at the Lost Freight Café
- minor scrape to the tail gate of the Trust vehicle
- a vehicle break down on Pinnacle Road during heavy traffic on 9 August which caused a major traffic jam.

The Manager noted that the Trust had asked for more detailed information on WHS incidents in the Park and reported that the Park management agencies had advised that it would be difficult to provide details of past WHS incidents as they were not stored in a format that allowed incidents in the Park to be easily extracted. It was agreed that the Manager would ask Park management agencies to provide reports of WHS incidents as they occur in the future.

RESOLVED:

That the report be received and noted.

NEW BUSINESS

Items for decision

6. 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 and Procedures with the new Treasurer's Instructions under that Act. An additional change to the wording of the Procurement Code of Conduct was discussed and accepted.

Members agreed to the changes and noted that the revised Procurement Policy should be published on the Wellington Park website.

cont.../

Item No. 6 continued

RESOLVED

That: 1. The report be received and noted.

2. The Trust endorses the revised Procurement Policy and Procedures attached to the report with the inclusion of the amendment agreed at the meeting.

7. REVIEW OF THE TRUST'S GOVERNANCE POLICY AND PROCEDURES

The content of the report was discussed.

The Manager explained that the Trust's Governance Policy and Governance Procedures were separate documents. The Governance Policy is published on the Wellington Park website but not the Procedures.

The Manager advised that minor updates had been made to both the Policy and Procedures documents.

RESOLVED

That: 1. The report be received and noted.

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

8. REVIEW AND REVISION OF THE TRUST'S WORK HEALTH AND SAFETY POLICY AND PROCEDURES

The content of the report was discussed.

The Manager explained that the Education and Regulations Coordinator (ERC) has reviewed and updated the hazard identification and risk register, training and equipment register, and all appendices. A new COVID-19 Safety Plan has been included.

The Manager noted that a number of working alone safety procedures have been evaluated and trialled since the last revision of the WHS procedures but all had various short-comings. The new Lone Worker Welfare Monitoring Procedure in Appendix D of the WHS Policy is still being trialled to evaluate its suitability and effectiveness.

The following matters were noted:

- Members noted the importance of the working alone safety procedures and asked the Manager to report on progress at the next Trust meeting.
- The Working in Wellington Park Induction Kit was not included. Members asked the Manager to provide a copy at the next Trust meeting.
- There are no specific WHS procedures for the ERC when carrying out his compliance duties. Although this may be covered in Authorised Officer training and other courses undertaken by the ERC, relevant safety procedures should be included in the WHS Policy.

RESOLVED

That: 1. The report be received and noted.

2. The Trust approves the revised WHS Policy and Procedures attached to the report noting that lone worker procedures are under trial.

9. TRUST RESPONSE TO THE DRAFT MOUNTAIN BIKE NETWORK PLAN FOR THE LOWER FOOTHILLS OF KUNANYI / MOUNT WELLINGTON

The content of the report was discussed.

The Manager explained that a draft of the Mountain Bike Network Plan was placed on public exhibition by Hobart City Council following endorsement by the Trust that it did not contain factual errors or misleading statements. At its meeting on 24 June 2020 the Trust asked the Manager to have further discussions with Council officers about the implications of the draft Network Plan for Park management and to include the project manager for the Glenorchy Mountain Bike Park Master Plan in the discussions.

The Manager reported that a meeting to discuss the Trust's response to the Mountain Bike Network Plan was held on 28 July attended by the Trust Manager, Visitation and Recreation Strategy Project Manager and Hobart and Glenorchy City Council officers. There was general agreement on the main issues between the Trust Manager and Council officers. These have been noted in a draft letter to the General Manager of Hobart City Council attached to the report.

The Manager also reported that, following the meeting on 28 July, the Visitation and Recreation Strategy Project Manager met with Glenorchy and Hobart City Council officers to develop a set of interim guiding principles to ensure a collaborative approach to planning and designing mountain biking infrastructure in the Park.

The following matters were noted:

- At this stage the draft interim guiding principles should be restricted to the planning and design of mountain bike facilities.
- "accessible to all" in the draft interim guiding principles should be changed to "with options for all".
- The draft interim guiding principles should note that they are consistent with the Wellington Park Management Plan.
- The draft interim guiding principles should be sent to Hobart and Glenorchy City Councils seeking their feedback.
- Members supported the account of the discussions between the Trust Manager and Council officers in the draft letter attached to the report. In particular that recommended new tracks 1 and 12 are the highest priority for further assessment. Track 1 would provide a link between the Bracken Lane Fire Trail and the North-South Track and Track 12 would replace the informal Upper Luge Track.

RESOLVED

That: 1. The report be received and noted.

2. The Trust approves the draft interim principles for planning and design of mountain bike facilities in Wellington Park attached to the report with the inclusion of the amendments noted at the meeting.
3. The Trust approves the comments on the draft Mountain Bike Network Plan for the Lower Foothills of kunanyi / Mount Wellington attached to the report with the inclusion of the amendments noted at the meeting.

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 in November to review a draft of the Visitation and Recreation Strategy prior to its being sent to stakeholders for comment.

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Item No. 10 continued

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 INFORMATION

11. TRUST PLANNING CALENDAR FOR 2020

The content of the report was discussed.

The following matters were noted:

- The Trust's Annual Report is checked by the Tasmanian Audit Office prior to approval by the Trust Chairperson and submission to Parliament by the end of October. Copies will be provided to members at the Trust meeting in November.
- The Manager intends to discuss the future of the Bushfire Management Working Group with its members as some of its functions are now covered in other forums.

RESOLVED: That the report be received and noted.

12. JEFFERYS TRACK FEASIBILITY STUDY.

Verbal report by the Trust Manager.

The Manager reported that he and the PWS had meet with the consultants engaged by Huon Valley Council to undertake a study of the feasibility of upgrading Jefferys Track to a sealed public road. The consultants are now considering 2 routes; a light traffic tourist road roughly following the alignment of Jefferys Track and a heavy vehicle route following the northern part of Jefferys Track then White Timber Trail and Judds Creek Road.

The Manager noted that he had received emails from residents in the area concerned about environmental and social impacts of any new roads and impacts on their properties.

Members noted that even an all-weather unsealed road would open up public access to features in the western end of the Park and perhaps open up mountain bike development opportunities.

13. REPORTS ON OFFICE ACTIVITIES SINCE THE LAST MEETING

Item for information only, no discussion.

OTHER BUSINESS

Members noted that geocaching needs to be covered in the Visitation and Recreation Strategy to ensure it does not have a negative impact on Park values.

CORRESPONDENCE:

Correspondence received and sent was noted.

NEXT MEETING

18 November 2020

There being no further business the meeting closed at 10:45 am.