



Howard Park Recreation Reserve Management Committee (HPRRMC)

BUSINESS PAPER

MONDAY 2/10/2023

Meeting to be held commencing 5:15pm
in the Howard Hall, Whitewood Road, Howard Springs

A handwritten signature in black ink, appearing to read 'S. Hoyne'.

Stephen Hoyne, Chief Executive Officer

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.



COMMITTEE AGENDA

LITCHFIELD COUNCIL HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Notice of Meeting
to be held in the Howard Hall, Howard Springs
on Monday, 02 October 2023 at 5:15pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 2 October 2023

1. Opening of meeting

2. Apologies and Leaves of Absence

3. Disclosure of Interests

Any member of the Howard Park Recreation Reserve Management Committee Meeting who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at the meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

4. Confirmation of Minutes

RECOMMENDATION

THAT the minutes of the Howard Park Recreation Reserve Management Committee Meeting held Monday 14 August 2023, 4 pages, be confirmed.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES

Thursday 14/08/2023

Meeting held commencing 5:15pm
At Howard Hall, Howard Park Recreation Reserve
325 Whitewood Road, Howard Springs

Ashleigh Young, Community Participation Officer



COMMITTEE MINUTES

Howard Park Reserve Committee Meeting

Held in the Howard Hall, Howard Park Reserve
on Monday, 14 August 2023 at 5:15pm

1 Opening of Meeting

5:23 pm

2 Present

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Gerard Maley	Resident, Member for Nelson
Gerard Rosse	Resident
Evan Johns	Howard Springs Scouts
Ashleigh Young	Community Participation Officer (CPO)

Attendees

Doug Barden	Mayor (Observer)
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3 Apologies and Leave of Absence

Gerry Wood	Resident
Fletcher Austin	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade

4 Disclosures of Interest

Nil

5 Confirmation of Minutes

That the committee confirm the minutes of the meeting held on Monday 5 June 2023

Moved: Councillor Salter

Seconded: Gerard Rosse

6 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
05/06/2023	Committee Members to meet with the Manager for Cemetery, Parks and Reserves to discuss future in line with tree maintenance, irrigation and car-park re-design	Committee has requested CPO to invite Manager for C,P & R to next committee meeting in October	CPO	Ongoing
05/06/2023	Proposed Master Plan –	Committee has agreed that use of “masterplan” could be misleading. Main goal is to get feedback from current user groups to determine any suggestions for improvements via a survey.	CPO to review current Howard Park Recreation Reserve Masterplan community engagement strategy document as outlined by previous CPO/SRO.	Ongoing
05/06/2023	CCTV Surveillance and Wi-Fi - COMPLETE	Re-circulate scope of works for HPRR to committee members.	CPO	Ongoing
05/06/2023	Whitewood Hall	<ol style="list-style-type: none"> 1) Seek building certification 2) Investigate cost of engaging a consultant to 	CPO to investigate building consultant	Ongoing

7 Presentations

Nil

8 Accepting or Declining Late Items

Nil

9 Officers Reports

8.1 Bi-Monthly Operations Report

Concerns were raised over June Power & Water Bill. CPO explained all risks of leaks were investigated. Cost determined to be typical of dry season charges.

As an individual lot, HPRR has the right to install a bore under the new legislation. Committee agreed to investigate the possibility and costs of installing a bore on HPRR by first determining what type of licence is required.

Moved: Gerard Maley

Seconded: Gerard Rosse

THAT committee member Gerard Rosse to send an email to Water Resources to inquire about what type of extraction licence is required for HPRR.

CARRIED

BMX Soft Fall – CPO confirmed the cost for replacement of BM soft fall track would be funded through council reserves as an asset renewal project. Committee members expressed their desire to replace the entire track rather than repair it in patches to extend the longevity of the track. It was agreed that Cr Salter write to council, requesting information about their plans regarding the end-of-life soft fall issue.

Moved: Gerard Maley

Seconded: Gerard Rosse

CARRIED

10 Other Business

Evan Johns inquired about the status of addressing irrigation leaks under the scout hall's log pile. CPO confirmed fixing the previously identified leak by the Manager for Cemetery, Parks, and Reserves. New leaks, including a reticulation pipe crack, were

discovered. Concerns arose regarding dying vegetation due to potential irrigation issues around the scout hall. CPO will notify the Manager C,P and R for an on-site assessment.

11 Next Meeting

Monday October, 2023, at 5:15pm Howard Hall, Howard Park Recreation Reserve.

12 Close of Meeting

6:30 pm

UNCONFIRMED



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 2 October 2023

5. Business Arising from the minutes

THAT the Howard Park Recreation Reserve Management Committee receives and notes the Action Sheet.

14/08/2023	Committee Members to meet with the Manager for Cemetery, Parks, and Reserves to discuss future in line with tree maintenance, irrigation and car-park re-design.	CPO to confirm with Manager, Parks, and reserves attendance at next committee meeting (02/10/2023).
5/6/2023	Booking system.	On hold.
5/6/2023	Proposed "Masterplan" – Get feedback from current user groups to determine any suggestions for improvements via a survey.	CPO to review the current Howard Park Recreation Reserve Masterplan community engagement strategy document as outlined by previous CPO/SRO.
14/08/2023	CCTV Surveillance Circulate the proposed scope of works	Complete, sent via email to committee members 19/09/2023
5/6/2023	Whitewood Hall 1) Seek building certification 2) Investigate the cost of engaging a consultant to determine long-term viability	CPO to investigate the cost of hiring a building consultant.

6. Presentations

7. Accepting or Declining Late Items

8. Officer Reports



COMMITTEE REPORT

Agenda Item Number:	8.01
Report Title:	Bi-Monthly Operation Report
Author:	
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	10/02/2023
Attachments:	A: B-Monthly Operational Report

Executive Summary

The purpose of this report is to provide an update to the Howard Park Recreation Reserve Management Committee and update on the operations of the reserve.

Recommendation

THAT the Howard Park Recreation Reserve Management Committee received and note the Bi-Monthly Operation Report.

Background

The bi-monthly operation report provides an update to the Committee members on the statistics relating to the bookings of each venue, a list of user groups, a financial report and maintenance issues.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Howard Park Reserve Committee – Terms of Reference
Local Government Act NT 2019 – Part 5.2 Council Committees

Risks

Nil identified.

Financial Implications

Financial report included within Attachment A.

Community Engagement

Not applicable.

HOWARD PARK OPERATION REPORT AUGUST – SEPTEMBER 2023



COMMITTEE TERMS OF REFERENCE

1. Provide advice on the efficient and effective operations of the Reserve.
2. Provide advice to Council concerning strategic or policy issues relating to the Reserve.
3. Enhance communication between Council and the community to ensure that the Reserve meets community expectations and need.



UTILIZATION

	Howard Hall	Whitewood Hall	Howard Park Oval
Regular user groups	9	5	1
Casual Bookings	1	1	0

USER GROUPS

Howard Hall

- Sam's Dance Studio
- Core Body Fitness x 2
- Top End Mustangs
- Country Liberal Party
- Rhonda Larsen gospel service
- Keltikka Performance Dance
- Playgroup NT
- Litchfield Orchid Club
- Two Seasons Doula (New)
- Bromeliad Society (Casual booking 27/08)

Whitewood Hall

- Palmerston Yoga
- Karuna Yoga
- Di watts Craft Group
- Lodge of Koolpinyah
- Dr. James Acupuncture
- Bromeliad Society (Casual booking 27/08)

Howard Park Oval

- **Darwin Cricket Competition*
- **Red's Baseball Club*
- Core Body Fitness

**Out of season*



STORAGE

Internal Storage	External Storage sheds
Lodge of Koolpinyah	Howard Springs Scouts
Dr James Acupuncture	Darwin Community Arts
Palmerston Yoga	Reds Baseball



FINANCIAL REPORT

Budget	2023	2022
Repairs and Maintenance	\$ 21,012.00	\$ 20,400.00
Operational	\$ 109,262.00	\$ 100,000.00
Tree Maintenance	\$ 10,000.00	\$ 10,000.00
Total	\$ 140,274.00	\$ 130,400.00

Details of comparison expenses for 2022/2023 and 2023/2024 as requested will be sent under separate cover due to end-of-month processing.

MAINTENANCE

Works completed this period.

(Appendix A) list of all the current repairs and maintenance jobs requiring the council's attention.

LEASE AGREEMENTS

No updates

PLANNING AND DEVELOPMENT

SECURITY/WIFI ACCESS UPGRADES

Cameras and Wi-Fi are installed and operational.

Carpark upgrades

Budget confirmed. Works to commence TBA.

SALTO Access Lock system

Complete.



Appendix A: Maintenance and repairs log

Location	Description	Action Required	Priority Score	Quoted	Status
BMX Track	Water pressure for Bubbler is high and needs rectifying	Maintain	1	FOC	Complete 14/09/2023
Howard Hall	Reports of A/C leaking water (17/08). CPO sent contractors out. Issue resolved,	Repair	1	-	Complete 13/08/2023
Whitewood Hall	Power point not switching off	Removal/replacement	2	To determine Power Point location	Ongoing
Carpark	Road base deteriorating around edges of carpark	Repair		\$20,000.00	council-funded car park upgrades in 2023/24 budget. Capital projects to be undertaken by infrastructure team
Toilet block	Paint doors and stall walls	Maintain	3	-	Deffered
Howard Hall	Paint flaking around door to storeroom	Maintain	3	-	Deffered
Howard Park Oval	BMX Soft fall area is deteriorating	Replacement/ Repair		\$33,422.68 * (Replace) TBA (repair Only)	To be funded by council under Asset renewal

* Work will fall under Asset Renewal & should be funded via Council reserves.



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 2 October 2023

9. Other Business

10. Confidential Items

Nil

11 Close of Meeting