



Howard Park Recreation Reserve Management Committee (HPRRMC)

BUSINESS PAPER

MONDAY 14/08/2023

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', written in a cursive style.

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, 14 August 2023 at 5:15pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 14 August 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 5 June 2023, 4 pages, be confirmed.



COMMITTEE MINUTES

HOWARD PARK RESERVE COMMITTEE MEETING

Minutes of Committee Meeting

held in the Howard Hall, Whitewood Road, Howard Springs

Monday 5 June 2023 at 5:15pm

1 Opening of Meeting

5.15pm

Present

Councillor Mathew Salter (Chair)

Gerry Wood

Maxine Way

Gerard Rosse

Litchfield Council

Resident

Howard Springs Volunteer Fire Brigade

Resident

Attendees

Thelma Wood

Observer

2 Apologies and Leave of Absence

Evan Johns

Howard Springs Scouts

3 Disclosure of Interest

Nil

4 Confirmation of Minutes

Moved: Gerry Wood

Seconded: Councillor Salter

THAT the minutes of the Howard Park Recreation Reserve Management Committee meeting held on Thursday 6 April 2023 are a true and correct record of the meeting.

CARRIED

5 Business Arising

Management of Humpty Doo Village Green – Placed on hold until Council determines the future management of the Humpty Doo Village Green.

It was agreed that for future reference, the maintenance of the Howard Park Recreation Reserve could be done by Freds Pass Recreation Reserve.

Remove Boom Gate – vehicles driving on the grass to access the road. It was agreed that the purpose of the boom gate to be identified.

Gate Proposal – the plan for extending the footpath to the proposed gate was discussed. A temporary cracker dust footpath as an option was considered given it was halfway through the cricket season. Photos were tabled of the proposed location of the gate and the damage to the chain mesh fence. Save access to the gate was considered a priority.

Moved: Gerry Wood

Seconded: Gerard Rosse

THAT a quote be sourced for a lockable access gate located on Hamilton Road in close proximity of the cricket nets which would include safe controlled pedestrian access (to stop bikes and motorbikes) and that Council Salter raise a formal motion to Council to extend the footpath on Whitewood Road to Hamilton Road to the site proposed for the access gate.

CARRIED

6 Presentations

Nil.

7 Accepting or Declining Late Items

Nil.

8 Officers Reports

8.1 By-Monthly Operation Report

In regards to the Finance Report, the Committee requested a break-down of costs associated to water, electricity, cleaning, repairs and maintenance etc and a comparison to the previous year.

The Committee requested an opportunity to meet with Council's Manager for the Cemetery, Parks and Reserves to discuss future development in line with the proposed tree maintenance, general maintenance and irrigation. The Committee also sought clarification in regard to the tree maintenance funds available in the finance section.

In relation to the booking system, the Committee were advised that the proposal was on hold as Council's previous instruction was to seek further advice. The Committee expressed their concern that proposal indicated Howard Park would be paying for the majority of the system.

Phase Two Carpark – to be discussed with the Manager for the Cemetery, Parks and Reserves in regards to the bollards and the location of the trees.

Proposal Masterplan –It was agreed that a letter be prepared from Council Salter, as Chair of the Howard Park Recreation Reserve Committee and sent to the user groups requesting their feedback in relation to developing a Masterplan for the reserve.

Moved: Gerry Wood

Seconded: Cr Salter

THAT the Chair of the Howard Park Recreation Reserve Committee write to the representatives of the existing user groups of the Howard Reserve explaining that Council is looking at the long-term use of the reserve and developing a Masterplan seeking their feedback on improvements or the future use.

CARRIED

The proposed for the surveillance camera was discussed, it was agreed that members receive a copy of the scope of works for the Howard Park Reserve.

The Committee sought clarification regarding the proposal in the maintenance list to remove the carpet in the Whitewood Hall for \$30,000. The members discussed the poor design and possible asbestos at the Whitewood Hall.

Moved: Cr Salter

Seconded: Maxine Way

THAT the Bi-Monthly Operation Report be received and noted.

CARRIED

9 Other Business

Nil.

10 Confidential Items

Nil.

11 Close of Meeting

6.05pm.

unconfirmed



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Tuesday 14 June 2023

5. Business Arising from the minutes

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

3/4/2023 Boom Gate Fletcher Austin enquired if the boom gate next to the hall could be removed. Purpose of the boom gate is to be identified.

3/4/2023	Gate Proposal Awaiting motion by Council Salter.	Complete.
3/4/2023	Footpath – Hamilton Road Council Salter to move a motion at the next Ordinary Council meeting for the installation of a footpath along Hamilton Road.	Complete.
5/6/2023	Committee Member to meet with the Manager for Cemetery, Parks and Reserves to discuss future development in line with tree maintenance, general maintenance, irrigation and Phase 2 of the carpark.	Complete.
5/6/2023	Booking system.	On hold.
5/6/2023	Proposed Masterplan	On hold until Council have the financial resources to undertake.
5/6/2023	CCTV Surveillance Circulate the proposed scope of works	Complete, sent via email.
5/6/2023	Whitewood Hall Replacement of carpet and investigate asbestos.	To remain on maintenance list.

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:	Stephen Hoyne, Chief Executive Officer
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	14/08/2023
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 JUNE - JULY 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	8	6	3
Casual Bookings	1	0	1

USER GROUPS

Howard Hall

- Sam's Dance Studio
- Core Body Fitness x 2
- Top End Mustangs
- Country Liberal Party
- Vincent He – Health and Wellbeing Group
- Keltikka Performance Dance
- Playgroup NT
- Howard Springs School (Casual)
- Litchfield Orchid Club

Whitewood Hall

- Palmerston Yoga
- Karuna Yoga
- Craft Group
- Lodge of Koolpinyah
- Acupuncture
- Linda Spencer - Psychology

Howard Park Oval

- Darwin Cricket Competition
- Red's Baseball Club
- Core Body Fitness
- Howard Springs School



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 expenses for 2022/2023 and 2023/2024 as requested will be sent under separate cover.

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.

Footpath

Complete.

Online Booking System

The project is on hold.



Appendix A: Maintenance and repairs log

Location	Description	Action Required	Priority Score	Quoted
Caretakers shed	Diverts in floor	Removal	2	
Whitewood Hall	Carpet being eaten by mites	removal	2	\$30,000 *
Entire Reserve	Excess master key and access keys in circulation	Rekey entire site		
Whitewood Hall	Power point not switching off	Removal/replacement	2	
Carpark	Garden Edging	Addition		
Carpark	Road base deteriorating around edges of carpark	Repair		
Toilet block	Paint doors and stall walls	Maintain	3	
Howard Hall	Paint flaking around door to the storeroom	Maintain	3	
Howard Hall	Correct manhole			
Howard Park Oval	BMX Soft fall area is deteriorating	Replacement/ Repair		\$33,422.68 * (Replace) \$6,000.00 TBA (repair Only)

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



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 14 August 2023

9. Other Business

10. Confidential Items

10.1 Appointments to the Committee

11 Close of Meeting