



Howard Park Recreation Reserve Management Committee Meeting

MINUTES
Monday 2/10/2023

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, 2 October 2023 at 5:15pm

1 Opening of Meeting

5:28 pm

2 Present

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Gerard Maley	Resident, Member for Nelson
Evan Johns	Howard Springs Scouts
Ashleigh Young	Community Participation Officer (CPO)
Gerry Wood	Resident
Fletcher Austin	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade

Attendees

Anthony Van Zeeventer Cemetery & Parks Program Leader

3 Apologies and Leave of Absence

Gerard Rosse Resident

4 Acknowledgement of traditional ownership

The Chair acknowledged the traditional custodians of this land on which we met. The Chair paid respects to the Elders past, present and future for their continuing custodianship of the land and the children of this land across generations.

5 Disclosures of Interest

Nil

6 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 14 August 2023

Moved: Evan Johns

Seconded: Gerard Maley

7 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
05/06/2023	Proposed Master Plan	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 and distribute to committee for feedback.	Ongoing
05/06/2023	Whitewood Hall & Howard Hall	Confirm building certification	CPO to investigate.	Completed
14/08/2023	Whitewood Hall & Howard Hall	Conduct Building Survey	CPO to investigate <ul style="list-style-type: none"> a) If buildings have had undergone building survey recently. b) If not, determine what budget is available to conduct building survey 	Ongoing

Meeting Date	Action	Notes	Action By	Status
02/10/2023	Carpark Upgrade	CPO to request the infrastructure team to provide plans for proposed upgrade so they can be distributed to committee members for information.	CPO to request Dir. Of Infrastructure and Planning to advise contractor and proposed plan for upgrades.	Ongoing
02/10/2023	Wi-Fi	Determine if Wi-Fi can be utilised for bookings/public use.	CPO to confirm Wi-Fi usage	Ongoing

8 Presentations

Nil

9 Accepting or Declining Late Items

Nil

10 Officers Reports

8.1 Bi-Monthly Operations Report

Cleaning – G. Wood raised a question about the variations in cost for cleaning. CPO explained variations are likely due to a combination of public holidays, ad hoc cleaning and shorter months.

Cleaning – F. Austin further inquired about the feasibility of employing full-time staff for contracted works (cleaning, mowing etc.). The CPO explained this decision was beyond the reach of the committee and CPO. Decisions regarding staffing and contractors will fall solely to the elected members of council and senior leadership team.

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.

Moved: Gerard Maley

Seconded: Councillor Salter

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

CARRIED

11 Other Business

Nil

12 Next Meeting

Monday 4 December 2023, at 5:15pm Howard Hall, Howard Park Recreation Reserve.

13 Close of Meeting

6:15 pm

UNCONFIRMED