



Howard Park Recreation Reserve
Management Committee (HPRRMC)
BUSINESS PAPER
MONDAY 5/06/2023

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, 5 June 2023 at 5:15pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 5 June 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 3 April 2023, 3 pages, be confirmed.



Howard Park Recreation Reserve Management Committee Meeting

**Meeting at Howard Hall, Howard Park Reserve
on Monday, 3 April 2023 at 5:15pm**

1 Opening of Meeting

5: 20pm

2 Attendees

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Gerry Wood	Resident
Evan Johns	Howard Springs Scouts
Kate Townsend	Sport and Recreation Officer Litchfield Council
Gerard Maley	Resident / local MLA
Keven Harlan	Observer

3 Apologies and Leave of Absence

Gerard Rosse	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade
Fletcher Austin	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

The Chair asked that any member of the Committee who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at the Committee meeting should declare the conflict of interest to enable the Committee to manage the conflict in accordance with its obligations under the Local Government Act.

Nil

6 Confirmation of Minutes

That the Committee confirm the minutes of the meeting held on Monday 2 February 2023

Moved: Gerry Wood

Seconded: Evan Johns

7 Finance Report

Moved: Gerard Maley

Seconded: Gerry Wood

8 Operations Report

Gerry Wood: Would like the plans for stage 2 of the footpath, including options for the barrier presented to the Committee before work is undertaken.

Councillor Salter: Requested that the trees be tidied up in the carpark.

Moved: Gerry Wood

Seconded: Councillor Salter

9 Business Arising from the Minutes

None

Issue	Action
Gerry Wood Requested Council Communicate to the public the new arrangements at Humpty Doo Village Green and investigate a similar operation model for Howard Park	Freds Pass has withdrawn interest from the Management of Humpty Doo Village Green.
Fletcher Austin enquired if the boom gate next to the hall could be removed	SRO to make enquiries
Gate proposal	Awaiting motion by Councillor Salter.
Councillor Salter to move a motion at the next Ordinary Council meeting for the installation of a footpath along Hamilton Road.	No action to date but will take up at the next Council meeting.

10 General Business

None

11 Other Business

Gerard Maley would like feedback on the BBQ's at HDVG to inform the committee's consideration for future initiatives.

Councillor Salter would like clarity over why members of the committee are not allowed to contact user groups to begin surveys on the Masterplan.

SRO explained that the names and contact details of those making bookings at Council facilities is confidential information which council is not entitled to share with 3rd parties.

SRO: SRO shared the Howard Park Recreation Reserve Masterplan community engagement strategy to gather insights from the committee relating to the approach of the consultation. This document forms the first step of the consultation process by committing to an intent and approach of how the community will be involved.

12 Next Meeting

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

13 Close of Meeting

6.34pm



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 5 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 Humpty Doo Village Green – Management Council is yet to determine the future management of the Humpty Doo Village Green.
Gerry Wood requested Council communicate to the public the new arrangements at Humpty Doo Village Green and investigate a similar operation model for Howard Park.

3/4/2023	Boom Gate Fletcher Austin enquired if the boom gate next to the hall could be removed.	
3/4/2023	Gate Proposal Awaiting motion by Council Salter.	
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.	

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:	5/06/2023
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 MAY 2023

Recreation Reserves Management
Committee





UTILIZATION

	Howard Hall	Whitewood Hall	Howard Park Oval
Regular user groups	9	6	3
Casual Bookings	0	0	0

USER GROUPS

Howard Hall

- Sam's Dance Studio
- Core Body Fitness x 2
- Top End Mustangs
- Country Women's Association
- Vincent He – Health and Wellbeing Group
- Litchfield Orchid Club
- Mums and Bubs
- Palmerston Association for Dance
- Playgroup NT
- Keltika Dance

Whitewood Hall

- Palmerston Yoga
- Karuna Yoga
- Vincent He – Health and Wellbeing Group
- Craft Group
- Lodge of Koolpinyah
- Acupuncture
- Linda Patterson, Psychology

Howard Park Oval

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



STORAGE

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



FINANCIAL REPORT



Howard Park Recreation Reserve

Operating results as at 30.04.2023 are summarised below.

	Annual	2022/23 YTD P10	2022/23 YTD	Variance to Budget	% Spent (Actuals +	2021/22-P10 YTD	Annual	% Spent	2021/22 YTD
	2022/23 Budget	Actuals	Commitments	[Annual Budget – (YTD Actuals + YTD	Commitments / Annual Budget)	Actuals	2021/22 Budget		Actuals
Revenue									
User Fees & Charges	\$22,400	\$19,462	-	\$2,938	87%	\$10,618	\$25,699	41%	\$24,573
TOTAL REVENUE	\$22,400	\$19,462	-	\$2,938	87%	\$10,618	\$25,699	41%	\$24,573
Expenditure									
Operational Expenses	\$100,000	\$68,680	10,673	\$20,647	79%	\$78,503	\$104,000	75%	\$102,531
Repairs & Maintenance	\$28,080	\$22,577	4,528	\$975	97%	\$12,498	\$20,000	62%	\$15,160
TOTAL EXPENDITURE	\$128,080	\$91,257	15,201	\$21,623	83%	\$91,001	\$124,000	73%	\$117,691
Tree Maintenance – Council Land	\$10,000	\$900	-	\$9,100	9%	\$900	\$6,000	15%	\$900
TOTAL EXPENDITURE	\$138,080	\$92,157	15,201	\$30,723	78%	\$91,901	\$130,000	71%	\$118,591



MAINTENANCE

Works completed this period.

(Appendix A) list of all the current repairs and maintenance jobs requiring council's attention. As the list exceeds current budget allocation, jobs are prioritized and quoted to action according to need and capacity.

LEASE AGREEMENTS

No updates

PLANNING AND DEVELOPMENT

SECURITY/WIFI ACCESS UPGRADES

Work to commence early June.

FOOTPATH

Funding for stage 2 of the footpath has been secured by Council, with work to be undertaken later this year.

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 storeroom	Maintain	3	
Howard Hall	Correct manhole			



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 5 June 2023

9. Other Business

10. Confidential Items

11. Close of Meeting