



Howard Park Recreation Reserve Management Committee (HPRRMC)

BUSINESS PAPER

MONDAY 8/04/2024

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, 08 April 2024 at 5:15pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 8 April 2024

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 February 2024, be confirmed.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES
Monday 5/02/2024

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, 5 February 2024 at 5:15pm

1 Opening of Meeting

5:19 pm

The chair acknowledged the Larrakia People as the traditional owners of the land on which we meet.

Present

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

2 Apologies and Leave of Absence

Gerard Rosse	Resident
Fletcher Austin	Resident
Evan Johns	Howard Springs Scouts

3 Disclosures of Interest

Nil

4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 4 December 2024

Moved: Maxine Way

Seconded: Mathew Salter

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
4/12/2023	Proposed "Master Plan"	Main goal is to get feedback from current user groups and residents to determine any suggestions for improvements via a Community survey (have your say) to scope ideas from the community about future projects.	CPO to scope ideas to get the "have your say" survey underway.	Not started
05/02/2024	Remove Graffiti from BMX track	CPO to recruit contractors to remove graffiti. This is outside of the Mobile Workforce capabilities at this stage.	CPO	Quotes received for sandblasting. CPO to also request a quote for removal using chemicals.
05/02/2024	Water Bubbler Pipe	Reported damage to water bubbler pipe was checked following the meeting. CPO confirmed water bubbler is working fine and has no damage.	CPO	Completed.
05/02/2024	Boundary Fence	Scope quotes for a new boundary fence on the Hamilton Roadside of the oval. Garrison-style fencing like village green	CPO	Not Started

6 Presentations

Nil

7 Accepting or Declining Late Items

Nil

8 Officers Reports

8.1 Bi-Monthly Operations Report

Moved: Gerard Maley

Seconded: Gerry Wood

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

CARRIED

9 Other Business

Nil

10 Next Meeting

Monday 8 April 2024, at 5:15 pm Howard Hall, Howard Park Recreation Reserve.

11 Close of Meeting

6:15 pm



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 8 April 2024

5. Business Arising from the minutes

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

02/10/2023	Howard Park Carpark Upgrades	Ongoing CPO distributed information on Friday 15/03/2024 advising start date of Monday 18 th March.
04/12/2023	Proposed "Masterplan" – Get feedback from current user groups to determine any suggestions for improvements via a survey.	02/10/2023 CPO distributed an old community survey draft to the committee for review. It was suggested for CPO to scope ideas and costs to create a "Have your say" survey open to the community and promoted.
04/12/2023	Request for contractors to be engaged ASAP to remove graffiti from BMX track	Completed.
05/02/2024	Scope quotes for a new boundary fence on the Hamilton Roadside of the oval. Garrison-style fencing like village green	CPO will discuss this further with the Director of Infrastructure to determine what budget would be remaining to proceed with the project

6. Officer Reports

6.01 Bi-Monthly Operations Report

HOWARD PARK OPERATION REPORT FEBRUARY – MARCH 2024



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.

Ashleigh Young



UTILIZATION

	Howard Hall	Whitewood Hall	Howard Park Oval
Regular user groups	8	3	2
Casual Bookings	1	1	0

USER GROUPS

Howard Hall

- Sam's Dance Studio
- Core Body Fitness x 2
- Top End Mustangs
- Country Liberal Party
- Keltikka Performance Dance
- Playgroup NT
- Litchfield Orchid Club
- Two Seasons Doula
- Happy Learning Chinese Language sessions (Thursday & Saturdays)

Whitewood Hall

- Palmerston Yoga
- Lodge of Koolpinyah
- Dr. James Acupuncture
- Litchfield Council Casual Booking

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	2023/24	2022/23
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 ATTACHMENT B



Howard Park Recreation Reserve

Operating results at 29/02/2024 are summarized below.

	Annual 2022/23 Budget	2023/24 YTD P8 Actuals	2023/24 YTD Commitments	Variance to Budget [Annual Budget – Commitments]	% Spent (Actuals + Commitments / Annual Budget)	2022/23 P8 YTD Actuals	Annual 2022/23 Budget	% Spent	2022/23 YTD Actuals
Revenue									
User Fees & Charges	\$35,280	\$25,261	-	\$10,019	72%	\$14,683	\$22,400	66%	\$27,731
TOTAL REVENUE	\$35,280	\$25,261	-	\$10,019	72%	\$14,683	\$22,400	66%	\$27,731
Expenditure									
Operational Expenses	\$109,262	\$63,899	9,678	\$35,684	67%	\$52,345	\$100,000	52%	\$91,675
Repairs & Maintenance	\$21,012	\$7,159	-	\$13,853	34%	\$19,119	\$28,080	68%	\$26,577
TOTAL EXPENDITURE	\$130,274	\$71,058	9,678	\$49,537	62%	\$71,464	\$128,080	56%	\$118,252
Tree Maintenance – Council Land	\$10,000	-	-	\$10,000	0%	\$300	\$10,000	3%	\$900
TOTAL EXPENDITURE	\$140,274	\$71,058	9,678	\$59,537	58%	\$71,764	\$138,080	52%	\$119,152

MAINTENANCE

Works completed this period.

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

LEASE AGREEMENTS

Outstanding- Howard Springs Scouts.

PLANNING AND DEVELOPMENT

Carpark upgrades

Works began on Monday 18th March as per email correspondence. Council staff will continue to update the committee and reserve users on the progress.



Appendix A: Maintenance and repairs log

Location	Description	Action Required	Priority Score	Quoted	Status
Howard Park Oval	BMX Soft fall area is deteriorating	Replacement/ Repair	1	\$33,422.68 * (Replace)	To be funded by council under Asset renewal
BMX Track Signage	Deteriorating Signage	CPO to order more signs from top end signs	2	\$269.50 (incl) for 2x signs	Completed
Cricket Nets	Rubber backing on cricket nets is falling off and needs retying.	Repair	3	TBA	Will seek quotes but if cheaper will see staff to repair it.
BMX Track Graffiti	Smaller Graffiti Removed. Larger graffiti will have to be deferred until after the wet season.	Maintain	2	\$565.00 (Incl)	Completed

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



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 8 April 2024

9. Other Business

10. Close of Meeting