



Howard Park Recreation Reserve Management Committee (HPRRMC)

BUSINESS PAPER

Monday 9/12/2024

Meeting to be held commencing 5:15 pm
in the Whitewood 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 at the Whitewood Hall, Howard Springs
on Monday, 9 December 2024 at 5:15pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 9th December 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 Wednesday 9th of October 2024, be confirmed.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES
Monday 9/10/2024

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

Jill Enriquez, Community Participation Officer



COMMITTEE MINUTES

Howard Park Reserve Committee Meeting

Held in the Scout Hall, Howard Park Reserve
on Wednesday, 9 October 2024 at 5:15 pm

1 Opening of Meeting

5:18 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)
Jill Enriquez	Community Participation Officer (CPO)
Maxine Way	Howard Springs Volunteer Fire Brigade
Gerard Maley	Resident, Member for Nelson
Evan Johns	Howard Springs Scouts
Gerard Rosse	Resident

2 Apologies and Leave of Absence

Gerry Wood	Resident
Fletcher Austin	Resident

3 Disclosures of Interest

Nil

4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 14 August 2024

Moved: Gerard Rosse

Seconded: Maxine Way

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
4/12/2023	Proposed survey	Main goal is to get feedback from current user groups and residents to determine any suggestions for improvements via a Community Survey	CPO and committee members	Ongoing: Draft has been created from members' input. Will distribute for 4 weeks and collate results to guide capital works request before 2025.
03/06/2024	Solar lighting	Accident occurred during blackout; lighting installation is deferred until next financial year due to standards requirement	CPO	Ongoing: To investigate installing reflectors on the parking bumpers as interim solution.
03/06/2024	Bollard attachment on pedestrian gate on Hamilton Road	A structure to prevent motorbikes being brought onto the oval	CPO	Completed: Members feedback suggests it may not be necessary
14/08/24	Rural Eats or other market stalls at the park	Host events that activate the space and engage the community	CPO	Ongoing: CEO advised to maintain current hosting arrangements to preserve existing partnerships. CPO to contact Malak Markets organisers to offer collaboration.
14/08/2024	Extension of footpath on Hamilton Road to Ganley Street.		Cr Salter	Ongoing: to bring forward to Council, investigate grant funding

14/08/2024	BMX Softfall replacement	There is budget allocation for this project for capital works, deferred due to staffing shortage but now resumed.	Senior Projects Officer	Ongoing: CPO contacted Satellite City as advised to inquire about their track material. SPO is overseeing this project, and CPO will support as needed.
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6 Officers Reports

8.1 Bi-Monthly Operations Report

Moved: Gerard Rosse

Seconded: Matthew Salter

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

CARRIED

7 Other Business

Nil

8 Next Meeting

Monday 2 December 2024, at 5:15 pm Howard Hall, Howard Park Recreation Reserve.

9 Close of Meeting

5:42 pm



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 9th December 2024

5. Business Arising from the minutes

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

04/12/2023	<p>Proposed Survey – Get feedback from current user groups and residents in the area to determine any suggestions for improvements via a survey.</p> <ul style="list-style-type: none"> • Small dog park or off-leash enclosure • BBQ facilities • Fitness area • Half basketball court • Area for native plants to attract birds and bees 	<p>ONGOING The draft of the survey has been sent out to the committee members for review.</p>
3/06/2024	Solar lighting in the carpark	<p>ON HOLD: this has been placed on the capital works list for FY 25-26. Handyman has been engaged to grind down trip hazards around the halls and parking stoppers are all up to standard with reflectors.</p>
14/08/2024	To explore possibility of hosting Markets at Howard Park to activate the space	<p>ONGOING: CPO has contacted Malak Markets organisers and is awaiting reply.</p>
14/08/2024	Extension of footpath on Hamilton Road to Ganley Street.	<p>ONGOING: Cr Salter to bring issue forward to Council, investigate possible grant funding.</p>



14/08/2024	BMX Softfall replacement	ONGOING: this is Senior Project Officer's project. Investigations are currently underway to identify materials with greater longevity, as previous options were costly and had short lifespans. Exploring request for more funding depending on options received.
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6. Officer Reports

6.01 Bi- Monthly Operations Report



COMMITTEE REPORT

Agenda Item Number:	6.01
Report Title:	Bi-Monthly Operation Report
Author:	Jill Enriquez
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	9/12/2024
Attachments:	A: Bi-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 OCTOBER-NOVEMBER 2024

Recreation Reserves Management
Committee



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	7	3	1
Casual Bookings	5	2	0

USER GROUPS

Howard Hall

- Sam's Dance Studio
- Core Body Fitness
- Top End Mustangs
- Keltikka Performance Dance
- Playgroup NT
- Litchfield Orchid Club
- NT Health

Whitewood Hall

- Palmerston Yoga
- Lodge of Koolpinyah
- Dr. James Acupuncture
- Head to Health clinic

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

Internal Storage	External Storage sheds
Whitewood Hall Storage AVAILABLE	2 Shed bays AVAILABLE
	External Howard Hall storage has been booked for the year 2025



FINANCIAL REPORT

Budget	2024/25	2023/24	2022/23
Repairs and Maintenance	\$ 22,272.00	\$ 21,012.00	\$ 20,400.00
Operational	\$ 115,818.00	\$ 109,262.00	\$ 100,000.00
Tree Maintenance	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total	\$ 148,090.00	\$ 140,274.00	\$ 130,400.00

Howard Park Recreation Reserve

Operating results at 30/11/2024 to follow, delayed due to end of month processes. Below is as of 30/09/2024.

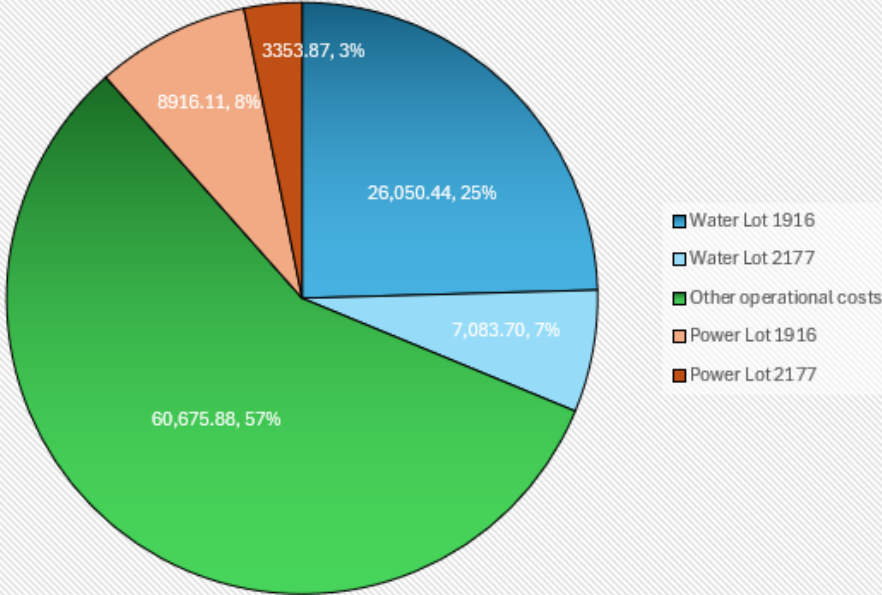
	Annual 2024/25 Budget	2024/25 YTD P3 Actuals	2024/25 YTD Commitments	Variance to Budget [Annual Budget –	% Spent (Actuals + Commitments /	2023/24 P3 YTD Actuals	Annual 2023/24 Budget	% Spent	2023/24 YTD Actuals
Revenue									
User Fees & Charges	\$46,305	\$15,989	-	\$30,316	35%	\$14,683	\$35,280	42%	\$42,564
TOTAL REVENUE	\$46,305	\$15,989	-	\$30,316	35%	\$14,683	\$35,280	42%	\$42,564
Expenditure									
Operational Expenses	\$115,818	\$36,151	72,596	\$7,070	94%	\$52,345	\$109,262	48%	\$101,834
Repairs & Maintenance	\$22,272	\$3,419	1,519	\$17,334	22%	\$19,119	\$21,012	91%	\$20,954
TOTAL EXPENDITURE	\$138,090	\$39,570	74,115	\$24,405	82%	\$71,464	\$130,274	55%	\$122,788
Tree Maintenance – Council Land	\$0	-	-	\$0	0%	\$300	\$10,000	3%	\$0
TOTAL EXPENDITURE	\$138,090	\$39,570	74,115	\$24,405	82%	\$71,764	\$140,274	51%	\$122,788



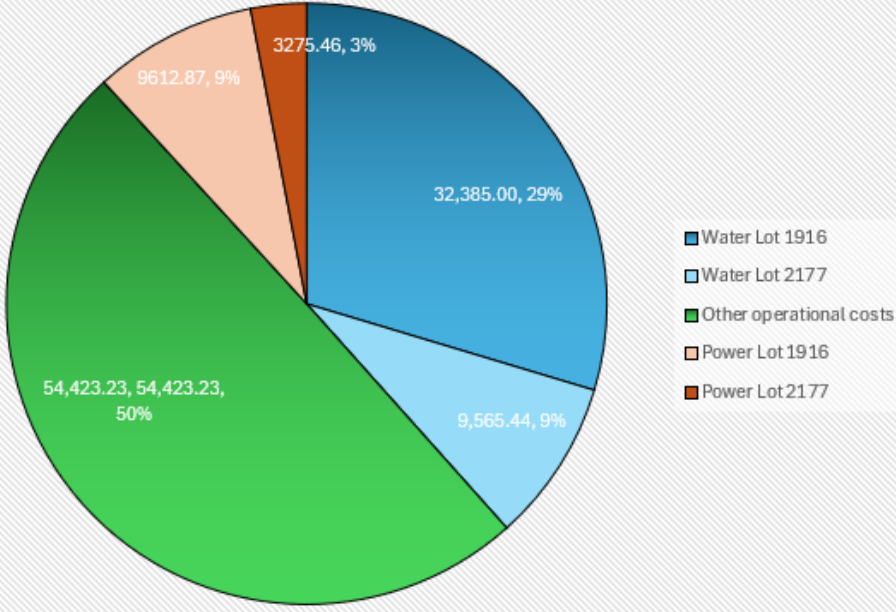
Cost comparison

The charts below are cost comparisons between the last two financial years of the operational costs such as power and water at Howard Hall (Lot 1916) and Whitewood Hall (Lot 2177)

HPRR 2022-23 Operational Expenses



HPRR 2023-24 Operational Expenses





MAINTENANCE

Works completed this period.

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

Appendix A: Maintenance and repairs log

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

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

LEASE AGREEMENTS

Leases on all Council reserves are being evaluated by the Council's legal team. Once this is completed, all reserve Boards and user groups will have an updated lease for their review.

PLANNING AND DEVELOPMENT

The draft of the community survey has been sent to the committee members for review. Once approved, this will be distributed in the community via Council Facebook post, committee members contacts, sent to schools in the area and posted on the reserves for users and visitors to access via QR code.



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 09 December 2024

7. Other Business

8. Close of Meeting