



# Howard Park Recreation Reserve Management Committee (HPRRMC)

## **BUSINESS PAPER**

### **Wednesday 9/10/2024**

Meeting to be held commencing 5:15 pm  
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

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### LITCHFIELD COUNCIL HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

**Notice of Meeting**  
to be held in the Howard Hall, Howard Springs  
on Wednesday, 9 October 2024 at 5:15pm

Stephen Hoyne  
Chief Executive Officer

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## COMMITTEE AGENDA

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### HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 9<sup>th</sup> October 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 14<sup>th</sup> of August 2024, be confirmed.



# Howard Park Recreation Reserve Management Committee Meeting

**MINUTES**  
**Monday 14/08/2024**

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

**Jill Enriquez, Community Participation Officer**



# COMMITTEE MINUTES

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## Howard Park Reserve Committee Meeting

Held in the Scout Hall, Howard Park Reserve  
on Wednesday, 14 August 2024 at 5:15 pm

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### 1 Opening of Meeting

5:32 pm

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

#### Present

Gerard Rosse	Resident (Acting Chair)
Jill Enriquez	Community Participation Officer
Evan Johns	Howard Springs Scouts
Maxine Way	Howard Springs Volunteer Fire Brigade

### 2 Apologies and Leave of Absence

Gerry Wood	Resident
Gerard Maley	Resident, Member for Nelson
Rachel Wright	Litchfield Council North Ward Councillor (Chair)

### 3 Disclosures of Interest

Nil

### 4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 6 June 2024

**Moved:** Evan Johns

**Seconded:** Jill Enriquez

**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 <i>feedback</i> 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.	On hold until survey is conducted
08/04/2024	Small dogs' enclosure	Limited space at HPRR to create this enclosure; will include in the proposed survey and outsource	Include in the survey	On hold until survey is conducted
08/04/2024	BBQ	Committee expressed interest in pursuing quotes for a BBQ at Howard Park. CPO has suggested this to be a suggested item on the survey .	Include in the survey	On hold until survey is conducted
3/06/2024	Solar lighting in the carpark	Accident occurred during blackout; investigate installation costs for safety measures and consider adding reflective tape to the car park bumpers.	CPO	To discuss with DIO regarding budget and policies to implement this request.
3/06/2024	Watering of oval and jump park	Row of trees and grass at the back of the oval are dying. Check sprinklers to ensure they are at efficient setting, soaking the ground effectively, and	Parks Program Leader	Scout Hall 's lawn requires overhaul as current soil is preventing the growth of grass. All other areas

		covering the far corner. Inspect the areas around the halls and the dry spot near the Scout Hall.		of concern have been <b>actioned</b> .
3/06/2024	Pedestrian gate on Hamilton Road	Explore installation of gate or bollard on pedestrian gate to prevent motorbikes from entering the oval area.	CPO	To discuss with DIO regarding budget and policies to implement this request.
8/07/2024	Scout Hall external fire hose	Reported to have low pressure, request for this to be investigated.	CPO	Fire equipment maintenance responsibility is being investigated.
8/07/2024	Confirming members' involvement in committee	To send a letter to remaining members	CPO	<b>Completed</b>
8/07/2024	Operational expenses at every End of Financial Year	Committee members request for these to be included in the year-end report to compare usage from previous years and identify opportunities to improve operational efficiency.	CPO	<b>Completed</b> and provided in officer's report.

## 6 Officers Reports

### 8.1 Bi-Monthly Operations Report

**Moved:** Evan Johns

**Seconded:** Gerard Rosse

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

**CARRIED**

## 7 Other Business

- 7.1 Survey for users and residents in the area to be started by gathering questions from the reserve members via email before the next meeting. Items that have been deferred such as BBQ, small dogs enclosure, as well as public feedback such as fitness equipment
- 7.2 Exploring possibility of hosting Rural Eats at HPRR oval next year to promote the reserve.
- 7.3 Investigate the parking of vehicles on the oval or on the road reserve on Hamilton Road during cricket season, direct users to the upgraded carpark.
- 7.4 Request to extend the footpath on Hamilton from the gate to Ganley street as it is a key link to schools and where it currently ends is a hazard.
- 7.5 Investigate the soft fall options on the BMX track as it is currently in poor condition.

**Moved:** Maxine Way

**Seconded:** Evan Johns

## 8 Next Meeting

Wednesday 2 October 2024, at 5:15 pm Howard Hall, Howard Park Recreation Reserve.

## 9 Close of Meeting

5:49 pm





## COMMITTEE AGENDA

### HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 9<sup>th</sup> October 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"> <li>• Small dog park or off-leash enclosure</li> <li>• BBQ facilities</li> <li>• Fitness area</li> <li>• Half basketball court</li> <li>• Area for native plants to attract birds and bees</li> </ul>	<p><b>ONGOING</b> The CPO and committee members have begun drafting survey questions to best capture the input from the community.</p>
3/06/2024	Solar lighting in the carpark	<p><b>ON HOLD:</b> DIO has stated that there are public lighting requirements that must be met so this upgrade will be added to the capital works planned for next year.</p>
3/06/2024	Pedestrian gate on Hamilton Road	<p><b>ON HOLD:</b> there is no budget allocated for this currently, so it will be considered for capital works planned for next year.</p>
14/08/2024	To explore possibility of hosting Rural Eats at various reserves to activate each space.	<p><b>ONGOING:</b> CPO will contact Rural Eats Organiser to investigate further.</p>



14/08/2024	Parking on ovals during cricket season	<b>COMPLETED:</b> An email was sent to the cricket team requesting the use of designated parking bays. With the cricket season now concluded, this issue should not arise again. Reminders will be sent before the next season to prevent any future occurrences.
14/08/2024	Extension of footpath on Hamilton Road to Ganley Street.	<b>ON HOLD:</b> there is no budget allocated for this currently, so it will be considered for capital works planned for next year.
14/08/2024	BMX Softfall replacement	<b>ONGOING:</b> With new staff onboard, Council can resume deferred works. Investigations are currently underway to identify materials with greater longevity, as previous options were costly and had short lifespans.

## 6. Officer Reports

### 6.01 Bi- Monthly Operations Report



## COMMITTEE REPORT

<b>Agenda Item Number:</b>	6.01
<b>Report Title:</b>	Bi-Monthly Operation Report
<b>Author:</b>	Jill Enriquez
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	9/10/2024
<b>Attachments:</b>	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 AUGUST-SEPTEMBER 2024

Recreation Reserves Management  
Committee



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## 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	2
Casual Bookings	2	2	2

## 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 AVAILABLE



## FINANCIAL REPORT

<b>Budget</b>	<b>2024/25</b>	<b>2023/24</b>	<b>2022/23</b>
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

Details of comparison expenses for 2022/2023 and 2023/2024 as requested.

### Howard Park Recreation Reserve



Operating results at 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
<b>Revenue</b>									
User Fees & Charges	\$46,305	\$15,989	-	\$30,316	35%	\$14,683	\$35,280	42%	\$42,564
<b>TOTAL REVENUE</b>	<b>\$46,305</b>	<b>\$15,989</b>	<b>-</b>	<b>\$30,316</b>	<b>35%</b>	<b>\$14,683</b>	<b>\$35,280</b>	<b>42%</b>	<b>\$42,564</b>
<b>Expenditure</b>									
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
<b>TOTAL EXPENDITURE</b>	<b>\$138,090</b>	<b>\$39,570</b>	<b>74,115</b>	<b>\$24,405</b>	<b>82%</b>	<b>\$71,464</b>	<b>\$130,274</b>	<b>55%</b>	<b>\$122,788</b>
Tree Maintenance – Council Land	\$0	-	-	\$0	0%	\$300	\$10,000	3%	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$138,090</b>	<b>\$39,570</b>	<b>74,115</b>	<b>\$24,405</b>	<b>82%</b>	<b>\$71,764</b>	<b>\$140,274</b>	<b>51%</b>	<b>\$122,788</b>

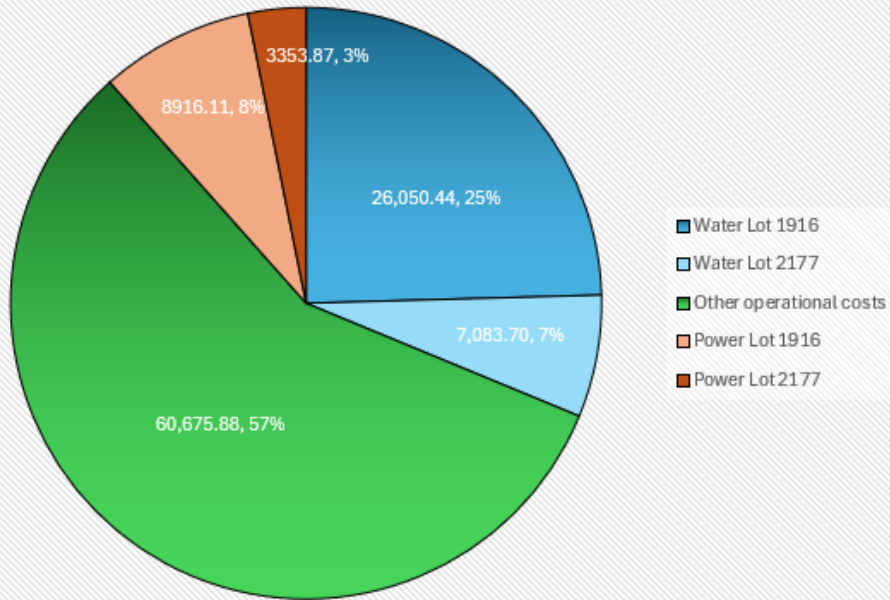




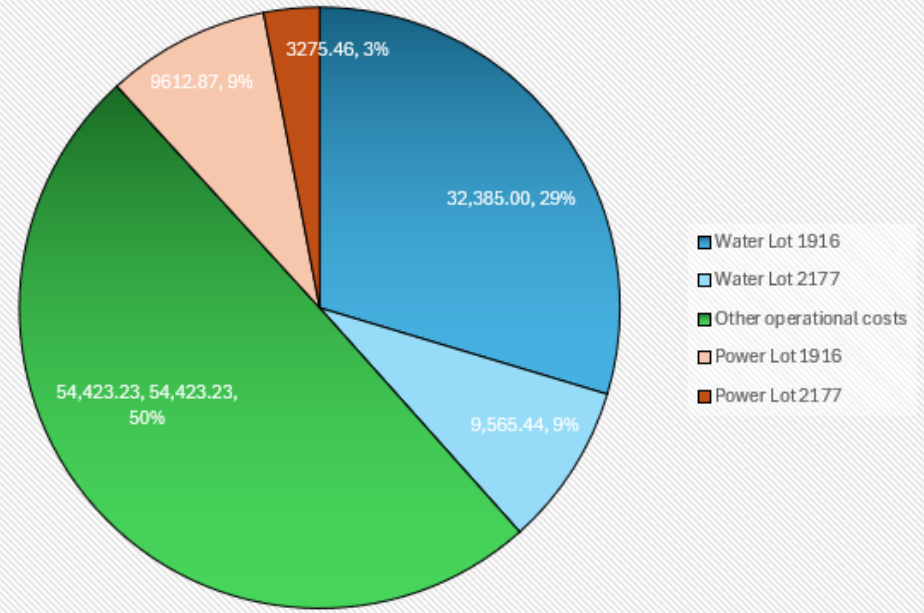
**Cost comparison**

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

### Uneven garden bed filled and levelled.

Project Completed 01/10/2024

## 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

Howard Park



## COMMITTEE AGENDA

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### HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 09 October 2024

**7. Other Business**

**8. Close of Meeting**