



# Howard Park Recreation Reserve Management Committee (HPRRMC)

## **BUSINESS PAPER**

### **Wednesday 14/08/2024**

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, 14 August 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 14 August 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 8 July 2024, be confirmed.



# Howard Park Recreation Reserve Management Committee Meeting

**MINUTES**  
**Monday 8/07/2024**

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

**Jill Enriquez, Community Participation Officer**



# COMMITTEE MINUTES

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## Howard Park Reserve Committee Meeting

Held in the Scout Hall, Howard Park Reserve  
on Monday, 8 July 2024 at 5:15 pm

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### 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)
Gerry Wood	Resident
Gerard Maley	Resident, Member for Nelson
Evan Johns	Howard Springs Scouts

### 2 Apologies and Leave of Absence

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

### 3 Disclosures of Interest

Nil

### 4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 8 April 2024

**Moved:** Gerard Maley

**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 <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
	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
05/02/2024	Boundary Fence	Scope quotes for a new boundary fence from the exit, <i>along Whitewood then down Hamilton Rd</i> side of the Oval. Garrison-style fencing like village green.	CPO	<b>Completed.</b> Not in the budget for this FY, to include in survey for residents' feedback and propose for next year's budget
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
08/04/2024	Electrical Faults	Several instances of electrical faults at Howard Park, specifically in Howard Hall.	CPO	<b>Completed</b>

08/04/2024	Re-Paint Howard Hall	The committee requests re-painting of Howard Hall be put back on the action item list (was deferred to EOFY due to budget).	CPO	<b>Completed</b>
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	Ongoing
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 covering the far corner. Inspect the areas around the halls and the dry spot near the Scout Hall.	CPO	Ongoing
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	Ongoing

## 6 Officers Reports

### 8.1 Bi-Monthly Operations Report

**Moved:** Gerard Maley

**Seconded:** Matthew Salter

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

**CARRIED**

## 7 Other Business

**7.1** 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.

**7.2** External fire hose on the side of the Scout Hall has low pressure, members request for this to be investigated.

**7.3** Send a letter to remaining members to confirm their continued interest in attending meetings and staying on the committee.

**Moved:** Mathew Salter

**Seconded:** Evan Jones

**7.4** The HP RR Committee officially thanks Council for the refurbishment of the carpark area and installation of mulching, it looks very inviting for the park visitors as well as user groups and is much appreciated.

**Moved:** Gerry Wood

**Seconded:** Gerard Maley

## 8 Next Meeting

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

## 9 Close of Meeting

6:03pm.





## COMMITTEE AGENDA

### HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 14 August 2024

#### 5. Business Arising from the minutes

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

04/12/2023	Proposed Survey – Get feedback from current user groups to determine any suggestions for improvements via a survey.	<b>ON HOLD</b> It was suggested for CPO to scope ideas and costs to create a “Have your say” survey open to the community and promoted. Staffing Changes have resulted in the above being put on hold until a full-time staff member can conduct the survey.
04/12/2023	Suggestion for the building of a small dog park/ off-leash enclosure in 2024/25 capital works program.	<b>ON HOLD:</b> Items to be considered for survey. Please see above RE: staffing changes.
08/04/2024	Committee expressed interest in pursuing quotes for a BBQ at Howard Park.	<b>ON HOLD:</b> Items to be considered for survey. Please see above RE: staffing changes.
3/06/2024	Watering of oval and jump park	<b>COMPLETED</b> Actioned the following week by Parks Program Leader
3/06/2024	Solar lighting in the carpark	<b>Ongoing:</b> CPO to discuss with CEO, to source quotes
3/06/2024	Pedestrian gate on Hamilton Road	<b>Ongoing:</b> CPO to discuss with CEO, to source quotes

#### 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>	14/08/2024
<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 JUNE – JULY 2024

Recreation Reserves Management



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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	1	1	1

## 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

### 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>2023/24</b>	<b>2022/23</b>
Repairs and Maintenance	\$ 21,012.00	\$ 20,400.00
Operational	\$ 109,262.00	\$ 100,000.00
Tree Maintenance	\$ 10,000.00	\$ 10,000.00
<b>Total</b>	<b>\$ 140,274.00</b>	<b>\$ 130,400.00</b>

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

### Howard Park Recreation Reserve

Operating results at 30/06/2024 are summarized below.

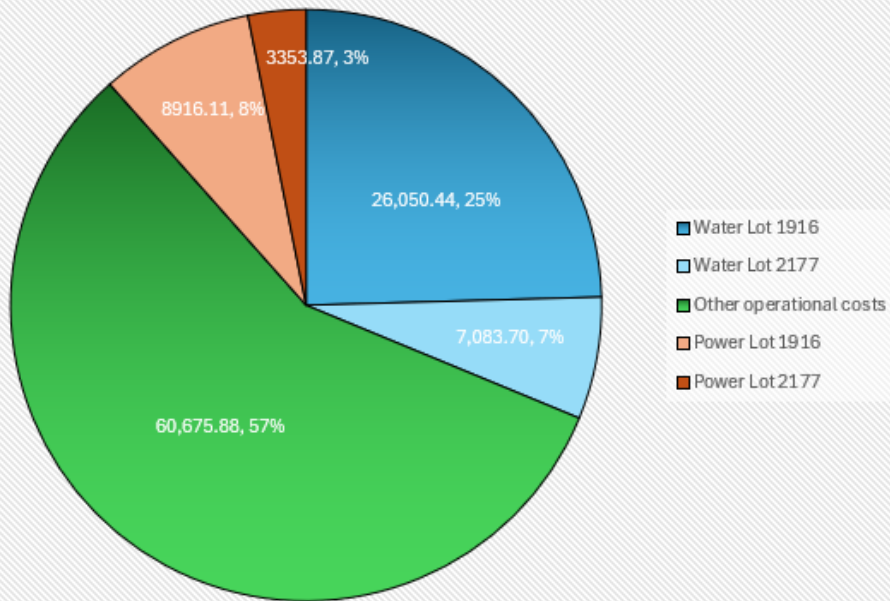
	Annual	2023/24 YTD P12	2023/24 YTD	Variance to Budget	% Spent (Actuals +	2022/23 P12 YTD	Annual	% Spent	2022/23 YTD
	2022/23 Budget	Actuals	Commitments	[Annual Budget – (YTD Actuals + YTD	Commitments / Annual Budget)	Actuals	2022/23 Budget		Actuals
<b>Revenue</b>									
User Fees & Charges	\$35,280	\$42,564	-	-\$7,284	121%	\$14,683	\$22,400	66%	\$27,731
<b>TOTAL REVENUE</b>	<b>\$35,280</b>	<b>\$42,564</b>	<b>-</b>	<b>-\$7,284</b>	<b>121%</b>	<b>\$14,683</b>	<b>\$22,400</b>	<b>66%</b>	<b>\$27,731</b>
<b>Expenditure</b>									
Operational Expenses	\$109,262	\$101,834	-	\$7,528	93%	\$52,345	\$100,000	52%	\$91,675
Repairs & Maintenance	\$21,012	\$20,954	-	\$58	100%	\$19,119	\$28,080	68%	\$26,577
<b>TOTAL EXPENDITURE</b>	<b>\$130,274</b>	<b>\$122,788</b>	<b>-</b>	<b>\$7,586</b>	<b>94%</b>	<b>\$71,464</b>	<b>\$128,080</b>	<b>56%</b>	<b>\$118,252</b>
Tree Maintenance – Council Land	\$10,000	-	-	\$10,000	0%	\$300	\$10,000	3%	\$900
<b>TOTAL EXPENDITURE</b>	<b>\$140,274</b>	<b>\$122,788</b>	<b>-</b>	<b>\$17,586</b>	<b>87%</b>	<b>\$71,764</b>	<b>\$138,080</b>	<b>52%</b>	<b>\$119,152</b>



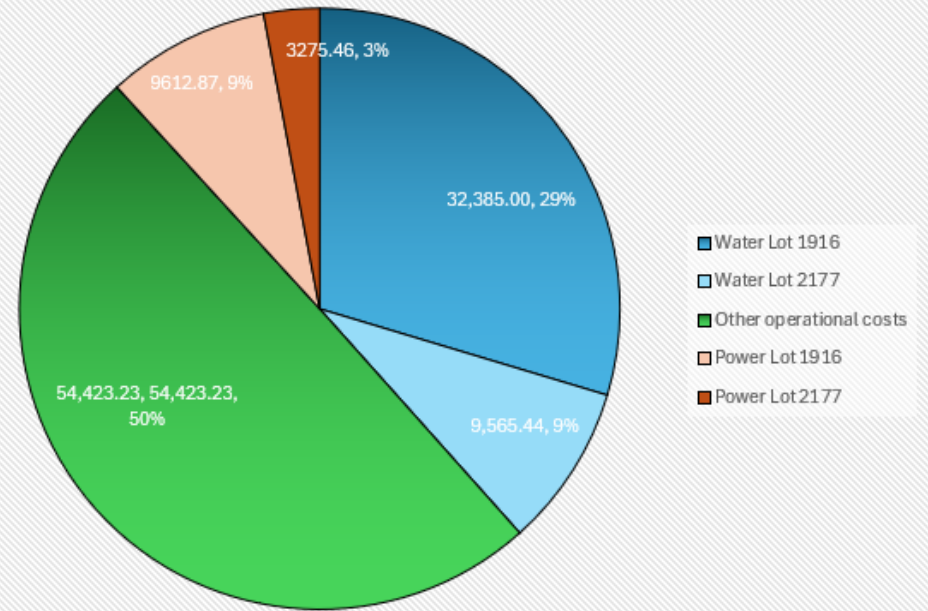
**Cost comparison**

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.

## LEASE AGREEMENTS

### Outstanding

- Howard Springs Scouts.
- Howard Springs Volunteer Fire Brigade.

Scouts still to sign and draft lease to be prepared for HSVFB.

## PLANNING AND DEVELOPMENT

### **Carpark upgrades**

Project Completed 14/05/2024.





## 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	COMPLETED – temporarily cable tied rubber backing
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

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### HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 14 August 2024

**7. Other Business**

**8. Close of Meeting**