



Howard Park Recreation Reserve Management Committee (HPRRMC) **BUSINESS PAPER** **MONDAY 3/06/2024**

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

LITCHFIELD COUNCIL HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Notice of Meeting
to be held in the Howard Hall, Howard Springs
on Monday, 03 June 2024 at 5:15pm

Stephen Hoyne
Chief Executive Officer

| Number | Agenda Item | Page |
|--------|------------------------------------|------|
| 1 | Opening of Meeting | 3 |
| 2 | Apologies and Leave of Absence | 3 |
| 3 | Disclosures of Interest | 3 |
| 4 | Confirmation of Minutes | 3 |
| | 4.01 Confirmation of Minutes | 4 |
| 5 | Business Arising from the Minutes | 8 |
| 6 | Officers Reports | 9 |
| | 6.01 Bi-Monthly Operational Report | 10 |
| 7 | Other Business | 18 |
| 8 | Close of Meeting | 18 |



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 3 June 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 April 2024, be confirmed.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES
Monday 8/04/2024

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, 8 April 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) |
| Ashleigh Young | Community Participation Officer (CPO) |
| Maxine Way | Howard Springs Volunteer Fire Brigade |
| Gerard Maley | Resident, Member for Nelson |
| Evan Johns | Howard Springs Scouts |

2 Apologies and Leave of Absence

| | |
|-----------------|----------|
| Gerard Rosse | Resident |
| Fletcher Austin | Resident |
| Gerry Wood | Resident |

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: Gerard Maley

Seconded: Evan Johns

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 | 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 |
| 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 . | CPO | Have your say survey |
| 08/04/2024 | Electrical Faults | Several instances of electrical faults at Howard Park, specifically in Howard Hall. | CPO | CPO contacted an electrician to attend site on 09/04/2024. |
| 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 | CPO to scope quotes for touch-ups to door frames and general paint on walls. |

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

The committee has raised concerns regarding the procedure for after-hours "emergency calls." This comes in light of the power outage at the HS Fire Brigade on Saturday, April 6th, caused by a tripped circuit. CPO to discuss the correct procedure with the Senior Leadership Team and advise the committee of the correct protocol.

8 Next Meeting

Monday 3 June 2024, at 5:15 pm Howard Hall, Howard Park Recreation Reserve.

9 Close of Meeting

6:10 pm



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 3 June 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. | ON HOLD 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. | ON HOLD Items to be considered for survey. Please see above RE: staffing changes. |
| 05/2/2024 | Scope quotes for a new boundary fence on the Hamilton Roadside of the Oval. Garrison-style fencing like village green. | COMPLETED Cost for an upgrade to the boundary fence will likely exceed \$60,000.00 based on final cost of the village green fence. Currently no budget available to deliver project and is not considered a priority at this stage. |
| 08/04/2024 | Committee expressed interest in pursuing quotes for a BBQ at Howard Park. | ON HOLD Items to be considered for survey. Please see above RE: staffing changes. |



| | | |
|------------|---|--|
| 08/04/2024 | Several instances of electrical faults at Howard Park, specifically in Howard Hall & NT Furies | COMPLETED CPO contacted electrician to be onsite 09/04/2024 |
| 08/04/2024 | The committee requests re-painting of Howard Hall be put back on the action item list (was deferred to EOFY due to budget). | NOT STARTED CPO to scope quotes for touch-ups to door frames and general paint on walls. |

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: | 3/06/2024 |
| 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 APRIL – MAY 2024

Recreation Reserves Management



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 | 8 | 3 | 1 |
| Casual Bookings | 1 | 0 | 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

Whitewood Hall

- Palmerston Yoga
- Lodge of Koolpinyah
- Dr. James Acupuncture

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

| 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 30/04/2024 are summarized below.

| | Annual | 2023/24 YTD P10 | 2023/24 YTD | Variance to Budget | % Spent (Actuals + | 2022/23 P8 YTD | Annual | % Spent | 2022/23 YTD |
|---------------------------------|------------------|-----------------|--------------|--------------------|--------------------|-----------------|------------------|------------|------------------|
| | 2022/23 Budget | Actuals | Commitments | [Annual Budget – | Commitments / | Actuals | 2022/23 Budget | | Actuals |
| Revenue | | | | | | | | | |
| User Fees & Charges | \$35,280 | \$28,853 | - | \$6,427 | 82% | \$14,683 | \$22,400 | 66% | \$27,731 |
| TOTAL REVENUE | \$35,280 | \$28,853 | - | \$6,427 | 82% | \$14,683 | \$22,400 | 66% | \$27,731 |
| Expenditure | | | | | | | | | |
| Operational Expenses | \$109,262 | \$79,209 | 5,429 | \$24,625 | 77% | \$52,345 | \$100,000 | 52% | \$91,675 |
| Repairs & Maintenance | \$21,012 | \$7,548 | 250 | \$13,214 | 37% | \$19,119 | \$28,080 | 68% | \$26,577 |
| TOTAL EXPENDITURE | \$130,274 | \$86,756 | 5,679 | \$37,839 | 71% | \$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 | \$86,756 | 5,679 | \$47,839 | 66% | \$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.
- 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 | 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 3 June 2024

7. Other Business

8. Close of Meeting