



Howard Park Recreation Reserve Management Committee (HPRRMC)

BUSINESS PAPER

MONDAY 5/02/2024

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', written in a cursive style.

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, 05 February 2024 at 5:15pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 5 February 2023

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 4 December 2023, be confirmed.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES
Monday 4/12/2023

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, 4 December 2023 at 5:15pm

1 Opening of Meeting

5:25 pm

Present

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Ashleigh Young	Community Participation Officer (CPO)
Gerry Wood	Resident
Fletcher Austin	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade

2 Apologies and Leave of Absence

Gerard Rosse	Resident
Gerard Maley	Resident, Member for Nelson
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 2 October 2023

Moved: Fletcher Austin

Seconded: Gerry Wood

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
05/06/2023	Proposed Master Plan	Main goal is to get feedback from current user groups to determine any suggestions for improvements via a survey.	CPO to review current Howard Park Recreation Reserve Masterplan community engagement strategy document as outlined by previous CPO/SRO and distribute to committee for feedback.	Complete
4/12/2023		Community survey (have your say) to scope ideas from the community about future projects	CPO to scope ideas to get "have your say" survey underway.	Not started
02/10/2023	Carpark Upgrade	CPO to request the infrastructure team to provide plans for proposed upgrade so they can be distributed to committee members for information.	CPO to request Dir. Of Infrastructure and Planning to advise contractor and proposed plan for upgrades.	Complete
4/12/2023	Graffiti	Can MWF remove graffiti from park	CPO to determine if graffiti removal is included roles and responsibilities of MWF	Ongoing

6 Presentations

Nil

7 Accepting or Declining Late Items

Nil

8 Officers Reports

8.1 Bi-Monthly Operations Report

Finances – G. Wood proposed presenting a comparison of funds allocated to each major operational cost, such as water, electricity, cleaning, etc., to allow committee members to discern trends in costs. The CPO confirmed that monthly finances, though usually part of committee documentation, were excluded from this month's report due to end-of-month processing. The CPO will distribute it to committee members via email ASAP. Additionally, Cr. Salter requested visual representations (e.g., graphs) to highlight the areas incurring the highest costs.

Water Usage on Reserve – The committee has concluded that previous discussions regarding the installation of bore water on the reserve are not viable. This decision is based on the prohibitively high costs, over-allocation of the aquifer, and elevated iron levels in the water. The matter has been deliberated in prior committee meetings.

Whitewood Hall – The Committee strongly agrees that looks look closely at the future usage of whitewood hall. With decreasing bookings and the aging infrastructure, the hall remains largely unoccupied. The committee acknowledges the substantial funding required for necessary upgrades and proposes including suggestions for hall improvements in the community survey.

BMX Soft Fall – CPO has advised that project will need to begin soon from reserve asset renewal fund. CPO to determine funding allocation and renewed quotes. Aim to start the project by the end of the financial year.

Moved: Councillor Salter

Seconded: Gerry Wood

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

CARRIED

9 Other Business

9.1 Carpark Upgrades

Opened discussions for committee members to share any final questions or suggestions regarding the renewal of the car park and pathways. The committee has communicated a preference for a shorter fence and specifically desires the use of black cyclone fencing for the project.

9.2 Other

Discussions surrounding future projects for 2024/25 financial year led to suggestion for a fenced-off dog park. Strong argument for this project is the existing practice of residents bringing their dogs to the park. Creating a dedicated, fenced area could provide a secure space for off-leash play, fostering community

engagement and social interaction. The suggested location is the northwestern boundary near the old caretaker shed. Several considerations for the potential project.

Ground Elevation: Assess feasibility of elevating the ground to mitigate flooding during wet seasons and significant rainfall events.

Drainage: Ensure proper drainage to adjacent residential blocks if the ground is elevated to address potential flooding challenges.

Cost Considerations: Conduct a comprehensive cost analysis for fencing, access gates, water bubblers, dog training equipment, benches, picnic tables, and pathways.

Carparking: Explore potential expansion of the north-west car park section to address concerns about parking availability due to the construction of the dog park.

CPO will bring this suggestion to the Director of Infrastructure and operations to scope feasibility and costs. The proposed survey will mention 2-3 projects for community and user groups to have their say on.

10 Next Meeting

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

11 Close of Meeting

6:15 pm



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 5 February 2023

5. Business Arising from the minutes

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

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 CO 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	Partially completed. Larger Graffiti is on hold. Contactor refuses to action in the wet weather
04/12/2023	Suggestion for the building of a small dog park/ off-leash enclosure in 2024/25 capital works program.	CPO will suggest project to be considered in the 2024/25 budget. However, there may need to be further exploration as to the viability of this project i.e inundation.

6. Presentations

7. Accepting or Declining Late Items

8. Officer Reports

8.01 Bi- Monthly Operations Report



COMMITTEE REPORT

Agenda Item Number:	8.01
Report Title:	Bi-Monthly Operation Report
Author:	
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	5/02/2024
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 DECEMBER – JANUARY 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	1
Casual Bookings	2	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
- Two Seasons Doula
- Private Booking for Wake (Casual Booking 09/01)
- Top End Billfish Awards Night (12/01)

Whitewood Hall

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

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 31/12/2023 are summarized below.

	Annual 2022/23 Budget	2023/24 YTD P6 Actuals	2023/24 YTD Commitments	Variance to Budget [Annual Budget –	% Spent (Actuals + Commitments /	2022/23 P6 YTD Actuals	Annual 2022/23 Budget	% Spent	2022/23 YTD Actuals
Revenue									
User Fees & Charges	\$35,280	\$20,192	-	\$15,088	57%	\$14,535	\$22,400	65%	\$27,731
TOTAL REVENUE	\$35,280	\$20,192	-	\$15,088	57%	\$14,535	\$22,400	65%	\$27,731
Expenditure									
Operational Expenses	\$109,262	\$50,082	12,919	\$46,261	58%	\$42,768	\$100,000	43%	\$91,675
Repairs & Maintenance	\$21,012	\$4,381	1,128	\$15,503	26%	\$13,035	\$28,080	46%	\$26,577
TOTAL EXPENDITURE	\$130,274	\$54,463	14,047	\$61,764	53%	\$55,803	\$128,080	44%	\$118,252
Tree Maintenance – Council Land	\$10,000	-	-	\$10,000	0%	\$300	\$10,000	3%	\$900
TOTAL EXPENDITURE	\$140,274	\$54,463	14,047	\$71,764	49%	\$56,103	\$138,080	41%	\$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.

Scouts still to sign.

PLANNING AND DEVELOPMENT

Carpark upgrades

Project quotations have been received and being assessed for award. Project timeline will be confirmed on award.



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	Signs ordered 12/2023 Seek quotes to install
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)	Deferred until after the wet season.

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



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 5 February 2024

9. Other Business

10. Confidential Items

11. Close of Meeting