



Howard Park Recreation Reserve Management Committee (HPRRMC)

BUSINESS PAPER

MONDAY 4/12/2023

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'.

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, 04 December 2023 at 5:15pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 4 December 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 2 October 2023, be confirmed.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES **Monday 2/10/2023**

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, 2 October 2023 at 5:15pm

1 Opening of Meeting

5:28 pm

2 Present

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Gerard Maley	Resident, Member for Nelson
Evan Johns	Howard Springs Scouts
Ashleigh Young	Community Participation Officer (CPO)
Gerry Wood	Resident
Fletcher Austin	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade

Attendees

Anthony Van Zeeventer Cemetery & Parks Program Leader

3 Apologies and Leave of Absence

Gerard Rosse Resident

4 Acknowledgement of traditional ownership

The Chair acknowledged the traditional custodians of this land on which we met. The Chair paid respects to the Elders past, present and future for their continuing custodianship of the land and the children of this land across generations.

5 Disclosures of Interest

Nil

6 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 14 August 2023

Moved: Evan Johns

Seconded: Gerard Maley

7 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.	Ongoing
05/06/2023	Whitewood Hall & Howard Hall	Confirm building certification	CPO to investigate.	Completed
14/08/2023	Whitewood Hall & Howard Hall	Conduct Building Survey	CPO to investigate <ul style="list-style-type: none"> a) If buildings have had undergone building survey recently. b) If not, determine what budget is available to conduct building survey 	Ongoing

Meeting Date	Action	Notes	Action By	Status
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.	Ongoing
02/10/2023	Wi-Fi	Determine if Wi-Fi can be utilised for bookings/public use.	CPO to confirm Wi-Fi usage	Ongoing

8 Presentations

Nil

9 Accepting or Declining Late Items

Nil

10 Officers Reports

8.1 Bi-Monthly Operations Report

Cleaning – G. Wood raised a question about the variations in cost for cleaning. CPO explained variations are likely due to a combination of public holidays, ad hoc cleaning and shorter months.

Cleaning – F. Austin further inquired about the feasibility of employing full-time staff for contracted works (cleaning, mowing etc.). The CPO explained this decision was beyond the reach of the committee and CPO. Decisions regarding staffing and contractors will fall solely to the elected members of council and senior leadership team.

BMX Soft Fall – CPO confirmed the cost for replacement of BM soft fall track would be funded through council reserves as an asset renewal project. Committee members expressed their desire to replace the entire track rather than repair it in patches to extend the longevity of the track.

Moved: Gerard Maley

Seconded: Councillor Salter

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

CARRIED

11 Other Business

Nil

12 Next Meeting

Monday 4 December 2023, at 5:15pm Howard Hall, Howard Park Recreation Reserve.

13 Close of Meeting

6:15 pm

UNCONFIRMED



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 4 December 2023

5. Business Arising from the minutes

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

5/6/2023	Booking system.	On hold.
5/6/2023	Proposed "Masterplan" – Get feedback from current user groups to determine any suggestions for improvements via a survey.	CPO to review the current Howard Park Recreation Reserve Masterplan community engagement strategy document as outlined by previous CPO/SRO. 04/10/2023 CPO distributed an old community survey draft to the committee for review.
02/10/2023	CPO to request the infrastructure team to provide plans for proposed upgrade so they can be distributed to committee members for information.	12/10/2023- CPO distributed to the committee via email. Feedback was received by Gerry Wood. The director of infrastructure and operations provided feedback to queries which were also distributed.
02/10/2023	Determine if Wi-Fi can be utilised for bookings/public use.	Ongoing

6. Presentations

7. Accepting or Declining Late Items

8. Officer Reports



COMMITTEE REPORT

Agenda Item Number:	8.01
Report Title:	Bi-Monthly Operation Report
Author:	
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	4/12/2023
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 OCTOBER – NOVEMBER 2023



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	4	1
Casual Bookings	0	2	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

Whitewood Hall

- Palmerston Yoga
- Di watts Craft Group
- Lodge of Koolpinyah
- Dr. James Acupuncture
- Country Liberal Party (Casual booking 05/10)
- I'm Plastic Free Recycling 101: Workshop (Casual Booking 28/11)

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



Howard Park Recreation Reserve

Operating results at 31/10/2023 are summarized below.

	Annual 2022/23 Budget	2023/24 YTD P4 Actuals	2023/24 YTD Commitments	Variance to Budget [Annual Budget –	% Spent (Actuals + Commitments /	2022/23 P4 YTD Actuals	Annual 2022/23 Budget	% Spent	2022/23 YTD Actuals
Revenue									
User Fees & Charges	\$35,280	\$16,239	-	\$19,041	46%	\$9,133	\$22,400	41%	\$27,731
TOTAL REVENUE	\$35,280	\$16,239	-	\$19,041	46%	\$9,133	\$22,400	41%	\$27,731
Expenditure									
Operational Expenses	\$109,262	\$29,065	23,637	\$56,560	48%	\$26,779	\$100,000	27%	\$91,675
Repairs & Maintenance	\$21,012	\$3,575	-	\$17,437	17%	\$11,920	\$28,080	42%	\$26,577
TOTAL EXPENDITURE	\$130,274	\$32,640	23,637	\$73,997	43%	\$38,698	\$128,080	30%	\$118,252
Tree Maintenance – Council Land	\$10,000	-	-	\$10,000	0%	\$300	\$10,000	3%	\$900
TOTAL EXPENDITURE	\$140,274	\$32,640	23,637	\$83,997	40%	\$38,998	\$138,080	28%	\$119,152



FINANCIAL REPORT

Budget	2023	2022
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

MAINTENANCE

Works completed this period.

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

LEASE AGREEMENTS

No updates

PLANNING AND DEVELOPMENT

Carpark upgrades

Budget confirmed. Works to commence TBA.



Appendix A: Maintenance and repairs log

Location	Description	Action Required	Priority Score	Quoted	Status
BMX Track	Water pressure for Bubbler is high and needs rectifying	Maintain	1	FOC	Complete 14/09/2023
Howard Hall	Reports of A/C leaking water (17/08). CPO sent contractors out. Issue resolved,	Repair	1	-	Complete 13/08/2023
Whitewood Hall	Power point not switching off	Removal/replacement	2	To determine PowerPoint location	Ongoing
Toilet block	Paint doors and stall walls	Maintain	3	-	Deffered
Howard Hall	Paint flaking around door to storeroom	Maintain	3	-	Deffered
Howard Park Oval	BMX Soft fall area is deteriorating	Replacement/ Repair		\$33,422.68 * (Replace) TBA (repair Only)	To be funded by council under Asset renewal

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



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

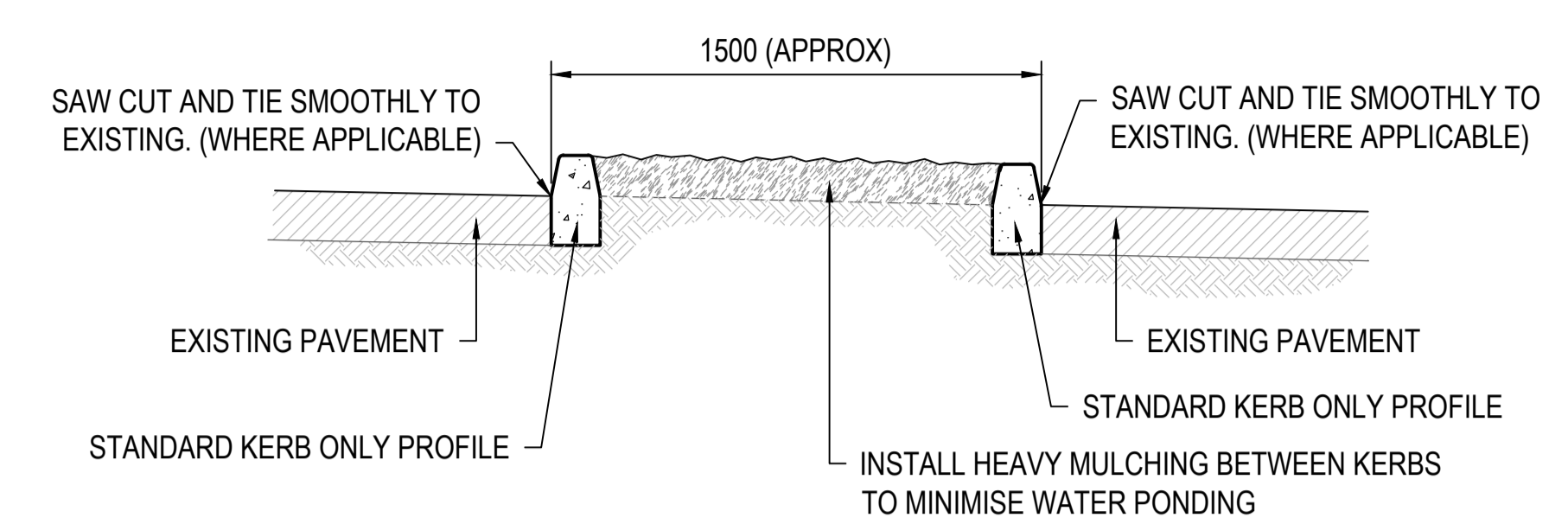
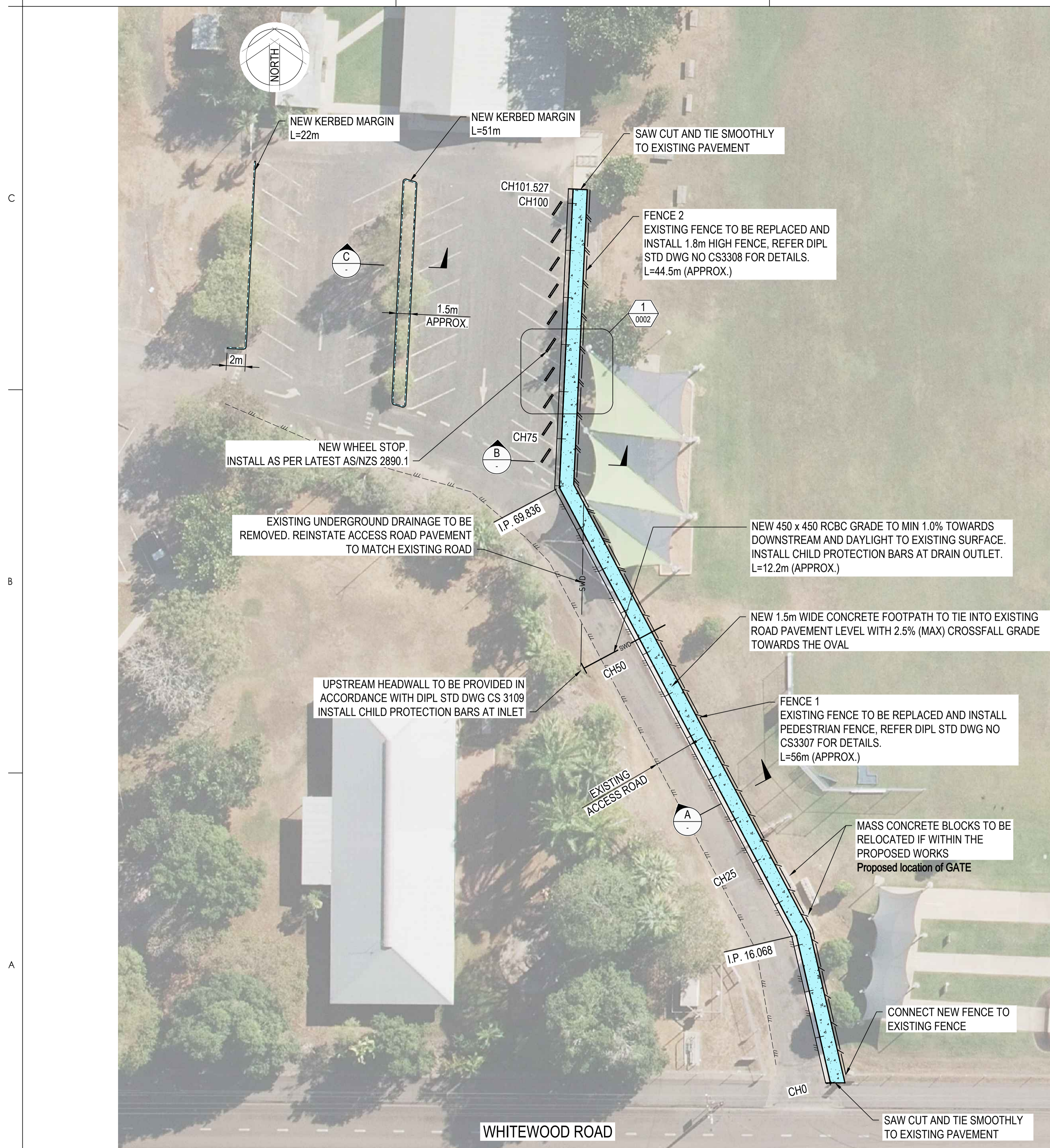
Monday 4 December 2023

9. Other Business

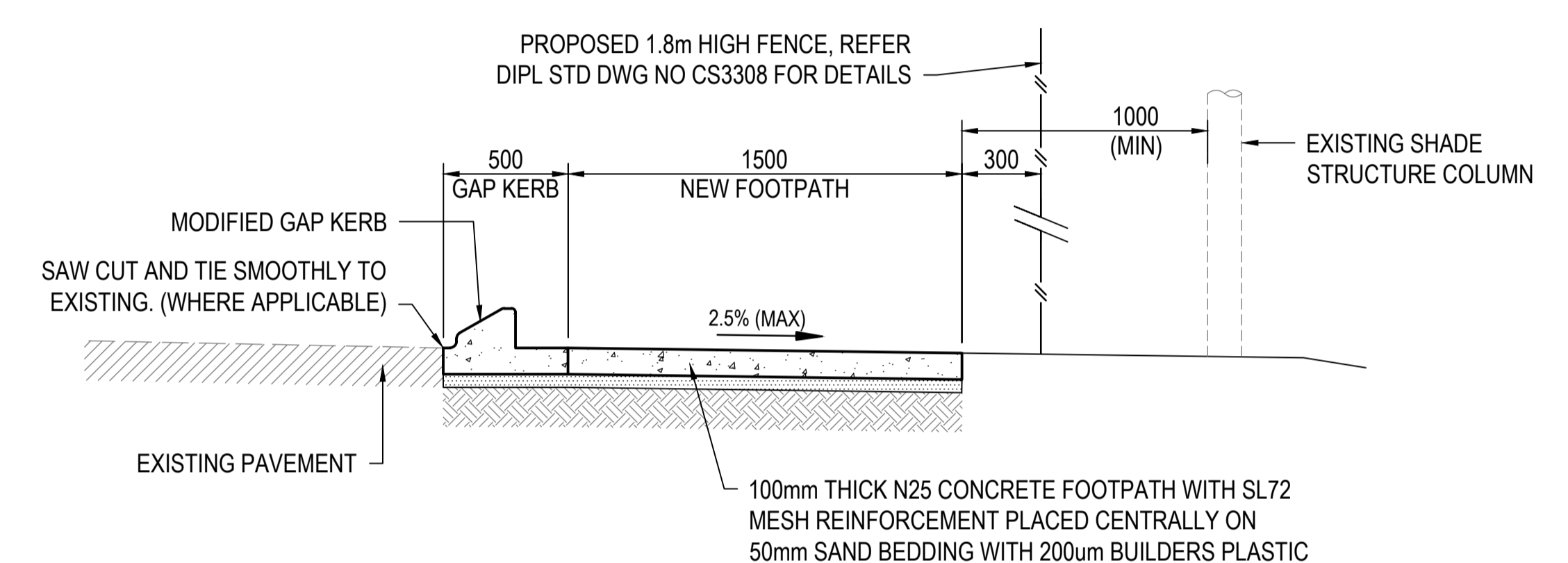
- 9.1 Footpath and Carpark upgrades – ATTACHMENT C

10. Confidential Items

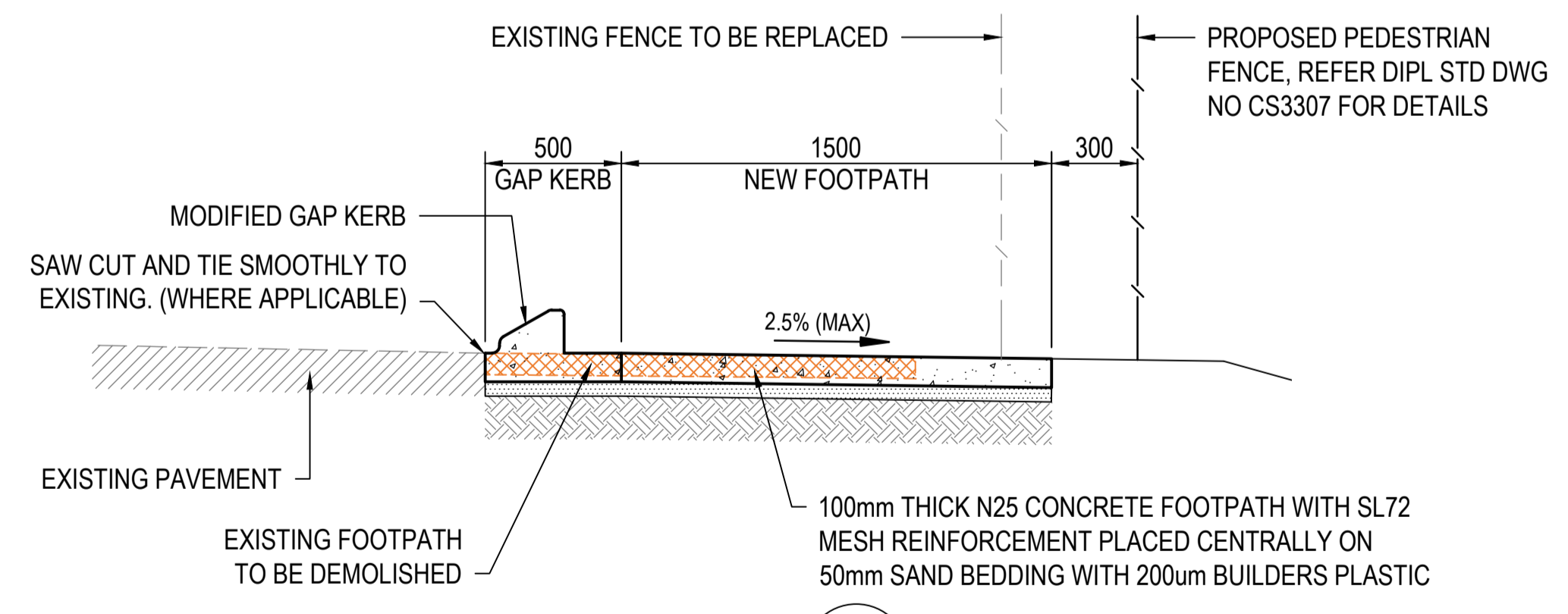
11 Close of Meeting



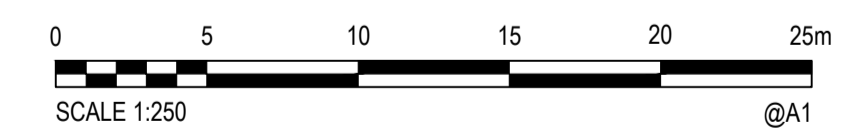
SECTION C
NTS



SECTION B
NTS



SECTION A
NTS



- Notes**
- NO DETAILED SURVEY AVAILABLE. ALL UPGRADE SHOWN ON THIS PLAN IS TO BE VERIFIED AND CHECKED ON SITE.
 - ALL DIMENSIONS ARE IN METERS UNLESS NOTED OTHERWISE.
 - CONCRETE TO BE CLASS N25.
 - TOOL JOINTS TO BE 2m CENTRES.
 - EXPANSION JOINTS TO BE 6m CENTRES.
 - TOPSOIL COMPACTED WITH SMALL PLATE COMPACTOR OR LIGHT WHEEL ROLLED.
 - CHAINAGE SHOWN IS APPROXIMATION ONLY AND IS BASED ON METROMAP AERIAL IMAGERY. NO DETAILED SURVEY IS AVAILABLE.
 - INSTALL NEW CULVERT AS PER DIPL STD DWG NO CS3101.
 - INSTALL NEW HEADWALL AS PER DIPL STD DWG NO CS3109.

Issue/Revision	By	Appd	Date
A ISSUED FOR CONCEPT APPROVAL	JC	RP	2023.10.02

Issue Status

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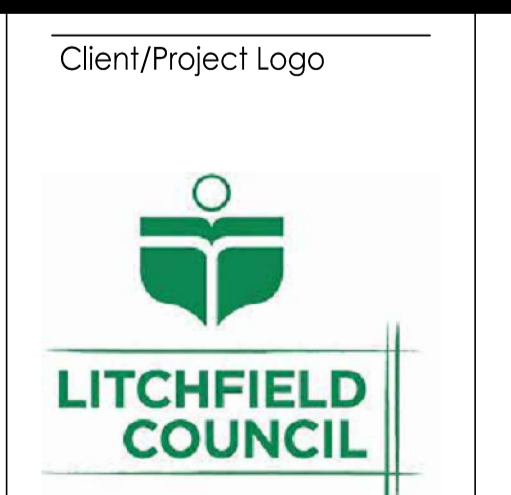
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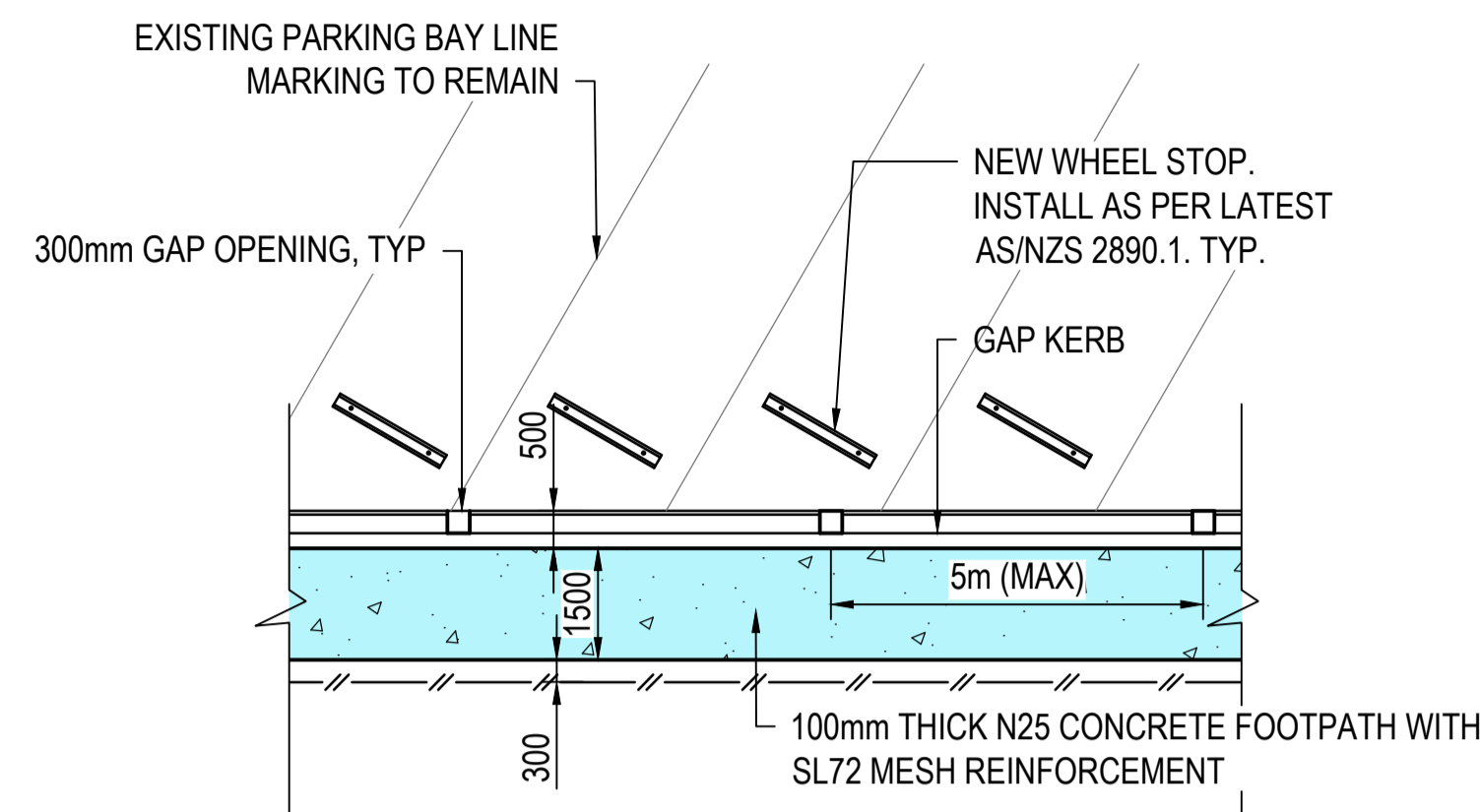
Client/Project Logo

Client/Project
LITCHFIELD COUNCIL

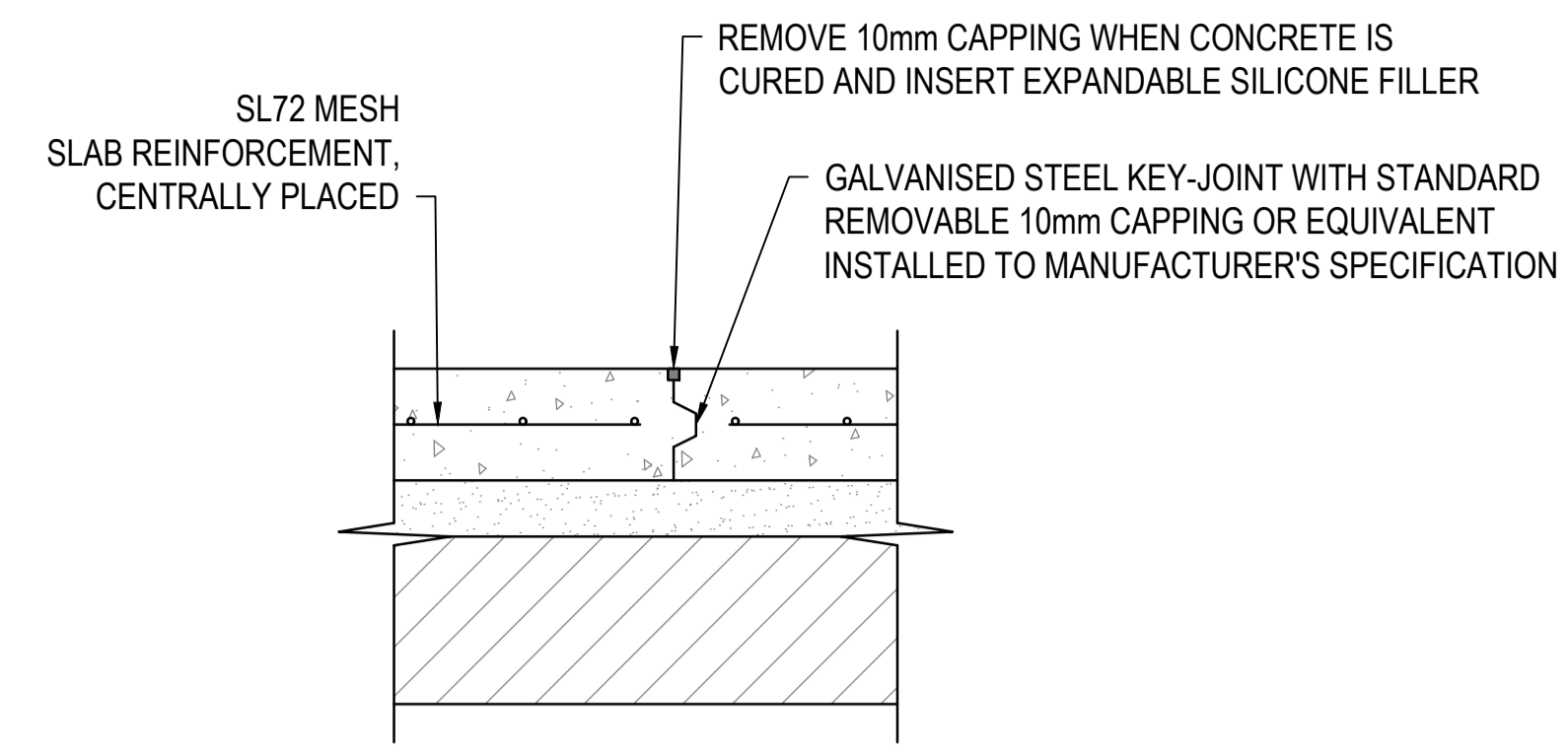
HOWARD PARK
PATH AND DRAINAGE UPGRADE

Title	
OVERALL SITE PLAN AND TYPICAL SECTIONS	
Project No. 304701610	Scale AS SHOWN A1
Revision A	Drawing No. 304701610-SK-0001

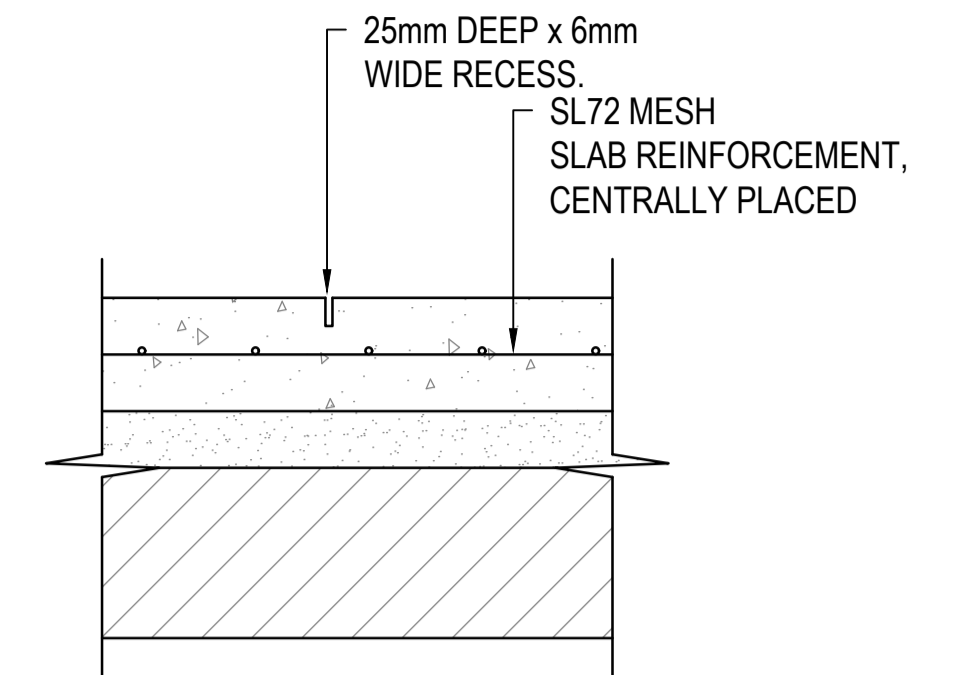
RP	JC	JC	RP	2023.10.02
Authorised	RPEQ #	YYYY.MM.DD	Dwn.	Dsgn.
			Chkd.	YYYY.MM.DD



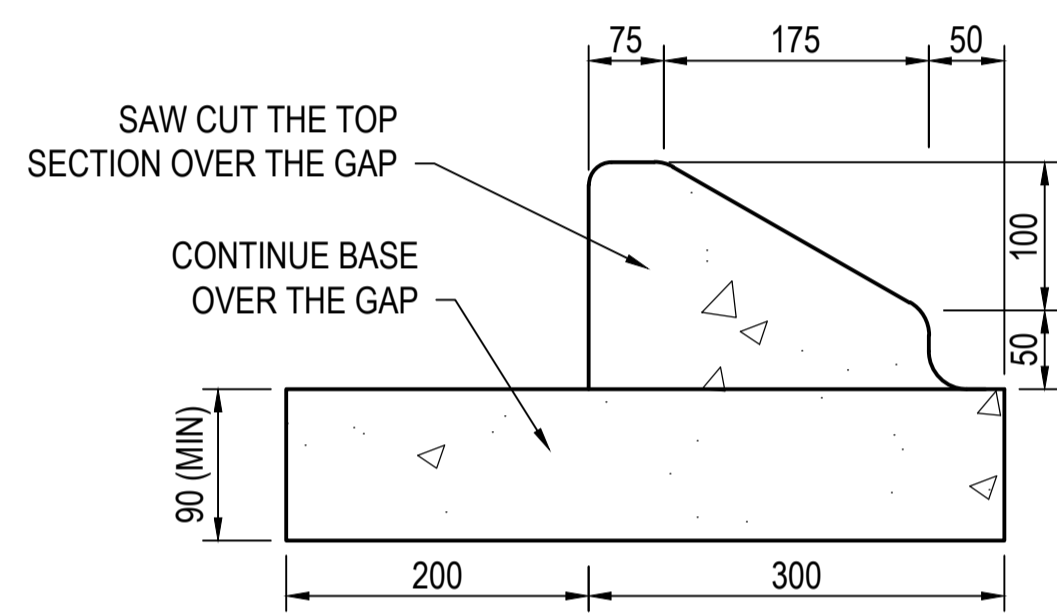
DETAIL 1
NTS 0001



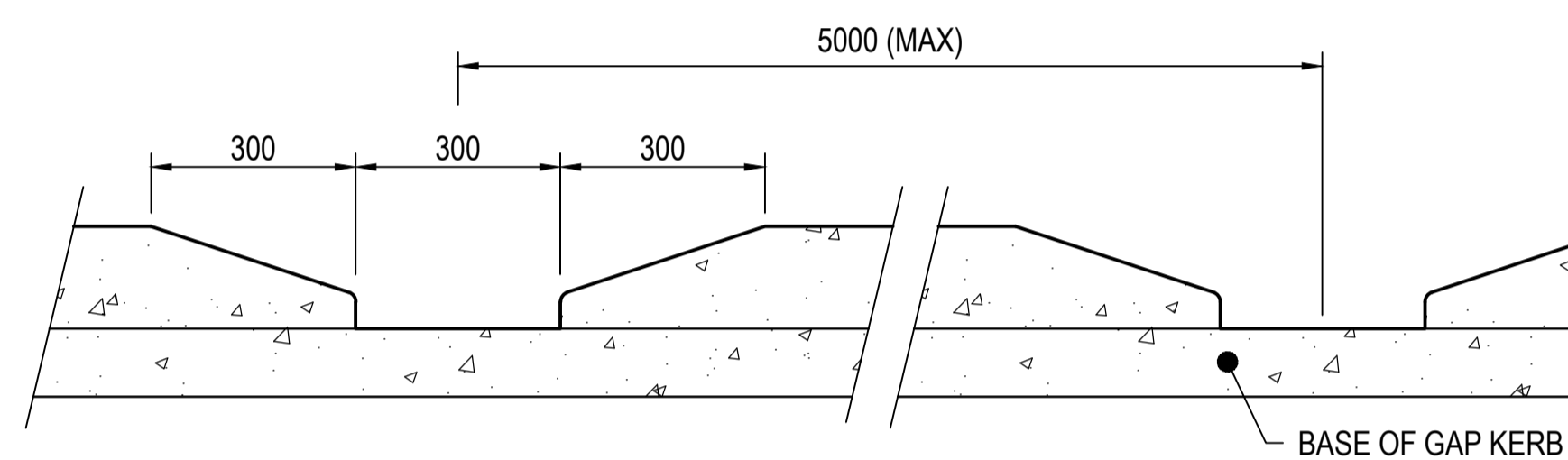
KEYED EXPANSION JOINT DETAIL



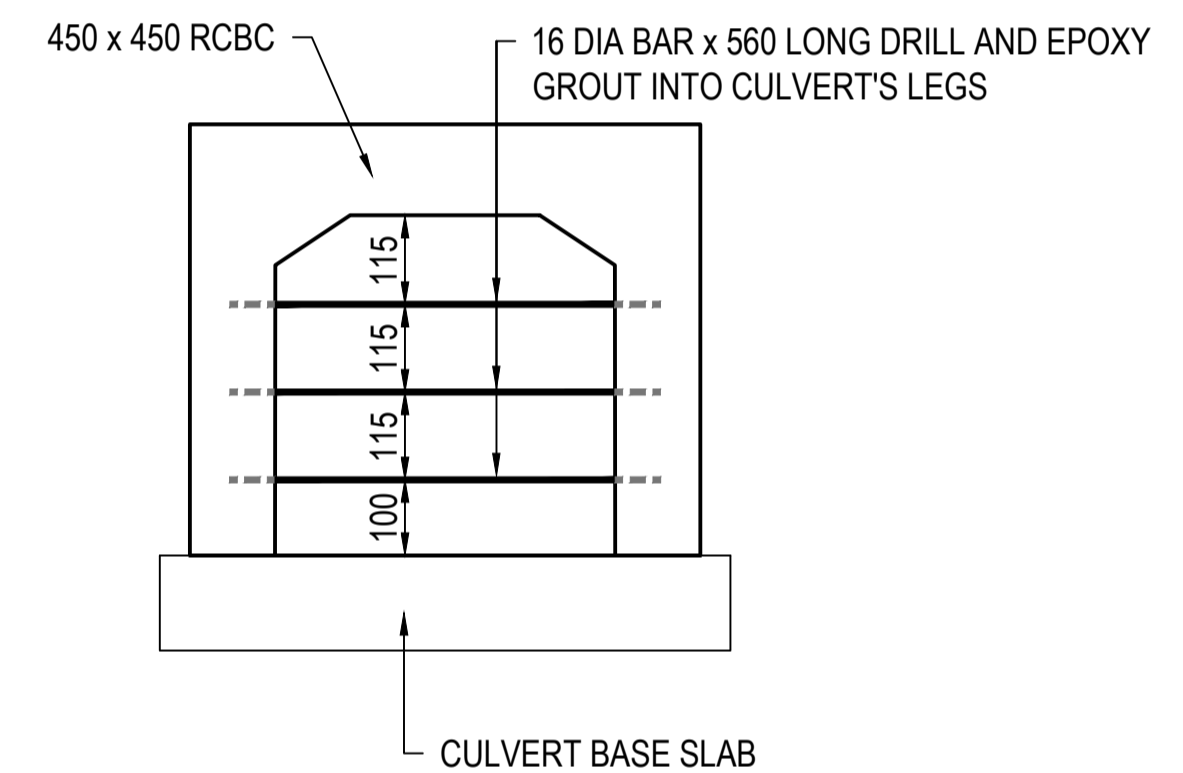
TOOL JOINT DETAIL



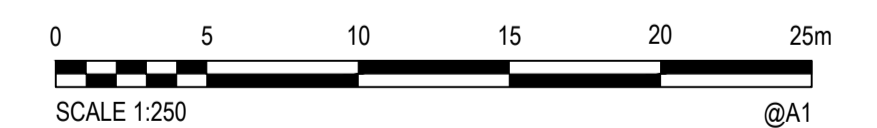
MODIFIED GAP KERB
NTS



MODIFIED GAP KERB - ELEVATION



CULVERT END CHILD PROTECTION DETAIL
NTS



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Issue/Revision	By	Appd	Date
A	JC	RP	2023.10.02
ISSUED FOR CONCEPT APPROVAL			

Issue Status

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HOWARD PARK
PATH AND DRAINAGE UPGRADE

RP	JC	JC	RP	2023.10.02
Authorised	Dwn.	Dsgn.	Chkd.	YYYY.MM.DD

Title
DETAILS

Project No. **304701610** Scale **AS SHOWN A1**

Revision **A** Drawing No. **304701610-SK-0002**

P:\Projects\4102023\24453 IN - CLS - CON EBC - CULVERT - HOWARD PARK PROJECTS\304701610 HOWARD PARK ORIGINAL SHEET - SO A1 COORD: GDA94 MGA92M - AHD

ATTACHMENT C

Ashleigh Young

From: Ashleigh Young
Sent: [REDACTED]
Subject: RE: Howard Park Reserve - Roadworks and Fencing Upgrades

Good Afternoon all,

Yesterday, Gerry Wood reached out to me with several inquiries regarding the plan I distributed. I thought it would be a good idea to send an email to everyone to share the answers provided by the infrastructure team in case others have similar concerns. Gerry's questions were as follows with the responses below in red:

Bicycle Rack (closest to Howard Hall): Is there any potential within the project's scope to replace this rack as well?
We can include the bicycle rack replacement in the quotation and if there are sufficient funds remaining we will include this aspect.

Removal of Underground Drainage: Are the drainage systems being replaced or upgraded?
Council is removing the existing culvert as currently the water is being discharged at the playground. There will be a new culvert installed cutting across to the oval earlier.

Small Pathway: Is there any opportunity to include a small new pathway from the pedestrian access gate to the playground to minimize wear and tear on the grass?
The initial plan included installing a couple of gates in the quotation. The council will liaise further with the committee to place these strategically if access is an issue.

Feel free to reach out to me anytime with any other questions. Have a lovely weekend.

Warm Regards,

Ashleigh Young

Community Participation Officer

M: 0429 393 717

E: ashleigh.young@litchfield.nt.gov.au

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Litchfield Council acknowledges the Traditional Owners of the land we work on and recognises their continuing connection to land, water and communities. We pay our respects to all Traditional Owners and to the Elders past, present and emerging.