



Howard Park Recreation Reserve Management Committee Meeting

MINUTES Monday 6/02/2023

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

Kate Townsend, Sport and Recreation Officer



Howard Park Reserve Committee Meeting

**Meeting at Howard Hall, Howard Park Reserve
on Monday, 06 February 2023 at 5:15pm**

1 Opening of Meeting

5:37 pm

2 Attendees

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Gerry Wood	Resident
Gerard Rosse	Resident
Doug Barden	Mayor (Observer)
Evan Johns	Howard Springs Scouts
Kate Townsend	Sport and Recreation Officer Litchfield Council

3 Apologies and Leave of Absence

None

Maxine Way	Howard Springs Volunteer Fire Brigade
Gerard Maley	Resident / local MLA
Fletcher Austin	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

The Chair asked that any member of the Committee who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at the Committee meeting should declare the conflict of interest to enable the Committee to manage the conflict in accordance with its obligations under the Local Government Act.

Nil

6 Confirmation of Minutes

That the Committee confirm the minutes of the meeting held on Monday 5 December 2022

Moved: Gerard Rosse

Seconded: Councillor Salter

7 Finance Report

Councillor Salter commented that the caretaker took care of many of the expenses listed on the operations report.

Councillor Salter enquired as to whether the Scouts and NTFS are charged for their utility usage.

- SRO replied that Council is currently waiting for these organisations to accept the Lease Agreements submitted to them which outlines how utilises will be handled.

Gerard Rosse enquired as to the water if that was mains or bore water.

- SRO replied it is mains water, Howard Park is not serviced by a bore.

Councillor Salter requested a pie chart for the last financial year as well as for quarterly and half year for next meeting. He also put forward that billing from user groups should not be covered by council.

Moved: Gerry Wood

Seconded: Gerard Rosse

8 Operations Report

Councillor Salter suggested Council approach the NTG for Grant funding to develop Whitewood Hall.

Councillor Salter enquired as to the status of the Masterplan:

- Gerry Wood suggested the Committee could begin work on the consultation process.
- Gerry Wood proposed that Councillor Salter draft a letter to be sent out to the user groups.

Gerry Wood expressed his disappointment with the result of Stage 1 of the footpath. Enquired as to why concrete blocks on the edge of the footpath were not included and that he believes the path is more dangerous now than what was previously there.

- SRO indicated the path was constructed according to Australian Standard and that feedback was sort from the committee when the RFQ was released with only Gerard Rosse replying.

Gerry Wood would like to see a caretaker role returned to Howard Park as has been done with Humpty Doo Village Green.

- SRO explained that there is not a caretaker at HDVG, there is a contractor on site to provide security overnight, the individual staff interchange with no one permanently living in the residence. This arrangement is currently a trial and will be reviewed after 12 months.

Additionally, there is no caretaker residence at Howard Park, so this would not be feasible. Such a role would also have to be a permanent employee of Council with the housing benefits incorporated into their total remuneration as per legal advice and insurance obligations.

Moved: Councillor Salter

Seconded: Gerard Rosse

9 Business Arising from the Minutes

None

Issue	Action
Gerry Wood Requested Council Communicate to the public the new arrangements at Humpty Doo Village Green and investigate a similar operation model for Howard Park	
Report cost of vandalism to the reserve	
Fletcher Austin enquired if the boom gate next to the hall could be removed	

10 General Business

11 Other Business

Gerry Wood put forward a proposal to install a gate at cricket nets. Approximate costs of \$1500, does not currently have any plans or drawings to present the committee.

- Gerard Rosse while supportive of the pedestrian gate, expressed concern in encouraging pedestrian access along a route that could be potentially hazardous, and that ideally a footpath needs to go in before a gate. He would like to see details from Gerry Wood including:
 - The overall size of the gate
 - Images of the proposal gate type
 - If the project aligns with Council's footpath plan.

Gerry Wood indicated that with the Cricket season quickly approaching, if the project is not approved and undertaken quickly, Southern Districts Cricket Club would withdraw their financial support.

SRO indicated for the project to go ahead, detailed drawings and plans would need to be submitted to Council to be approved by the CEO which would require endorsement from the committee. While endorsement only requires a majority vote, we would

prefer the project has unanimous support. If there is contention within the committee there would surely be contention within the community which we would like to avoid.

SRO indicated that at the previous meeting Fletcher Austin raised concerns with the deterioration of the verge if cars were being encouraged to park away from the designated car park. These issues were taken to the Manager for Infrastructure and Assets (MIA) to determine if Council would have objections to the development. Long term, Council would need to address the deterioration of the verge but would likely support the project. MIA suggested this matter would have been better addressed in the initial Cricket Net proposal as suggested by Council staff at the time.

The committee agreed to endorse the gate, subject to the inclusion of the development of a footpath to the gate from Whitewood Road.

Councillor Salter committed to raising a motion at the next Council meeting to have the footpath on Whitewood Road added to Council's planned works.

All were in favour.

12 Next Meeting

Monday April 3, 2023, at 5:15pm Howard Hall, Howard Park Recreation Reserve.

13 Close of Meeting

7.11pm

Howard Park Recreation Reserve

Operating results as at 31.10.2022 are summarised below.

	Annual 2022/23 Budget	2022/23 YTD P4 Actuals	2022/23 YTD Commitments	Variance to Budget [Annual Budget –	% Spent (Actuals + Commitments /	2021/22-P4 YTD Actuals	2021/22 YTD Actuals
Revenue							
User Fees & Charges	\$33,600	\$9,133	-	\$24,467	27%	\$6,100	\$24,573
TOTAL REVENUE	\$33,600	\$9,133	-	\$24,467	27%	\$6,100	\$24,573
Expenditure							
Operational Expenses	\$106,080	\$25,779	1,809.75	\$78,492	26%	\$45,829	\$102,531
Repairs & Maintenance	\$20,400	\$11,920	690.00	\$7,790	62%	\$4,322	\$15,160
TOTAL EXPENDITURE	\$126,480	\$37,698	2,499.75	\$86,282	32%	\$50,151	\$117,691
Tree Maintenance – Council Land	\$10,000	\$300	-	\$9,700	3%	\$0	\$900
TOTAL EXPENDITURE	\$136,480	\$37,998	2,499.75	\$95,982	30%	\$50,151	\$118,591

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HOWARD PARK OPERATION REPORT FEBRUARY 2023

Recreation Reserves Management Committee
Meeting



Kate Townsend. Sport and Recreation Officer

Utilization

	Howard Hall	Whitewood Hall	Howard Park Oval
Regular user groups	9	6	3
Casual Bookings	0	0	0

 USER GROUPS
Howard Hall

- Sam's Dance Studio
- Core Body Fitness x 2
- Top End Mustangs
- Country Women's Association
- Vincent He – Health and Wellbeing Group
- Litchfield Orchid Club
- Mums and Bubs
- Palmerston Association for Dance
- Playgroup NT
- Keltika Dance

Whitewood Hall

- Palmerston Yoga
- Karuna Yoga
- Vincent He – Health and Wellbeing Group
- Craft Group
- Lodge of Koolpinyah
- Acupuncture
- Linda Patterson, Psychology

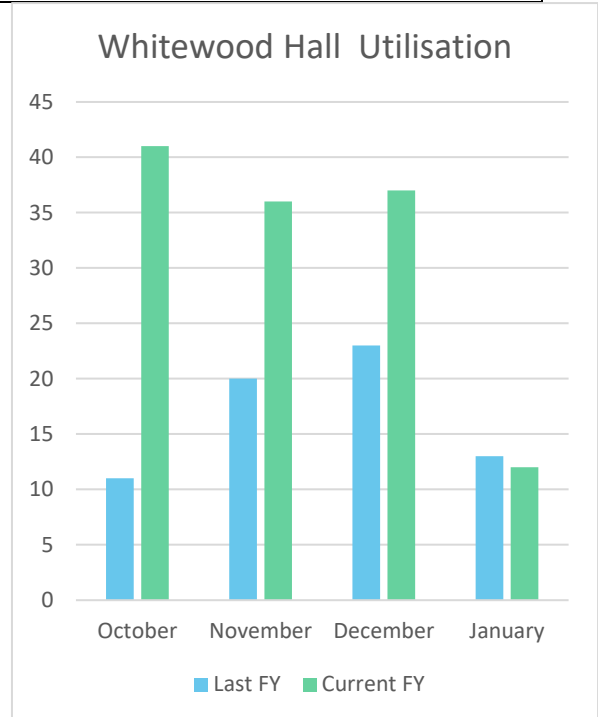
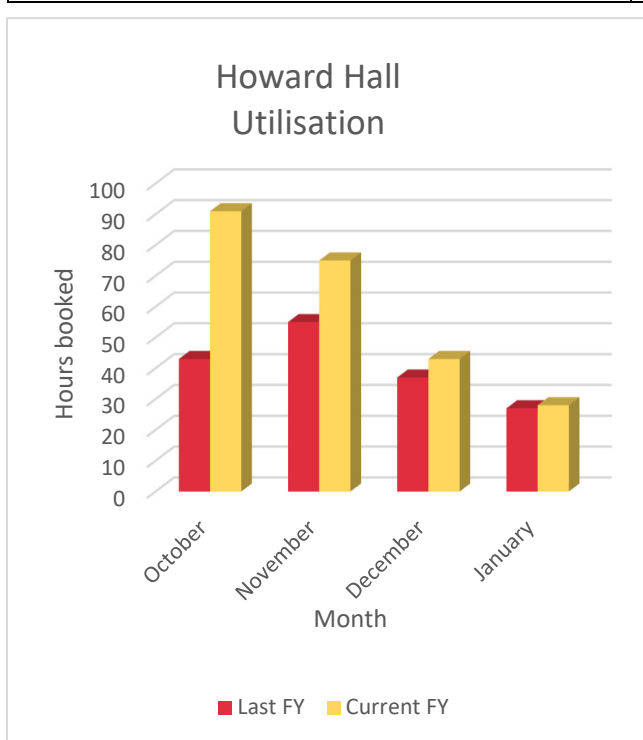
Howard Park Oval

- Darwin Cricket Competition
- Red's Baseball Club
- Core Body Fitness



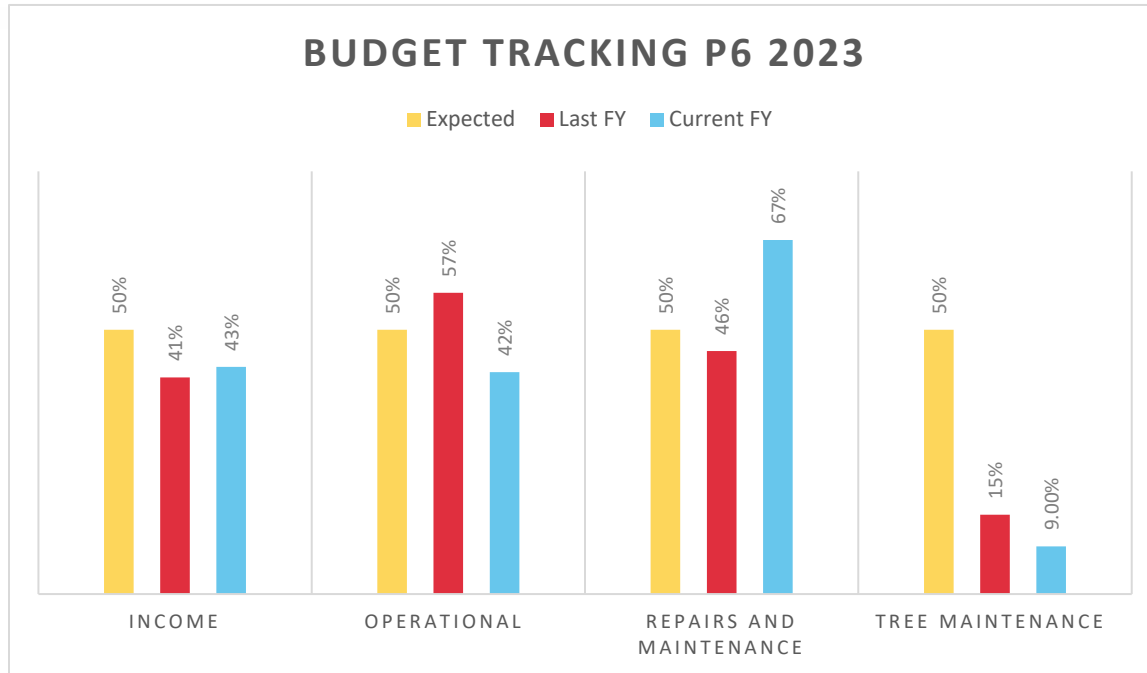
STORAGE

Internal Storage	External Storage sheds
Lodge of Koolpinyah	Howard Springs Scouts
Dr James Acupuncture	Darwin Community Arts
Palmerston Yoga	Reds Baseball



Financial Report

	2022/23	2021/22
Income	43%	41%
Operational Expenses	42%	57%
Repairs and Maintenance	67%	46%
Tree maintenance	9%	15%

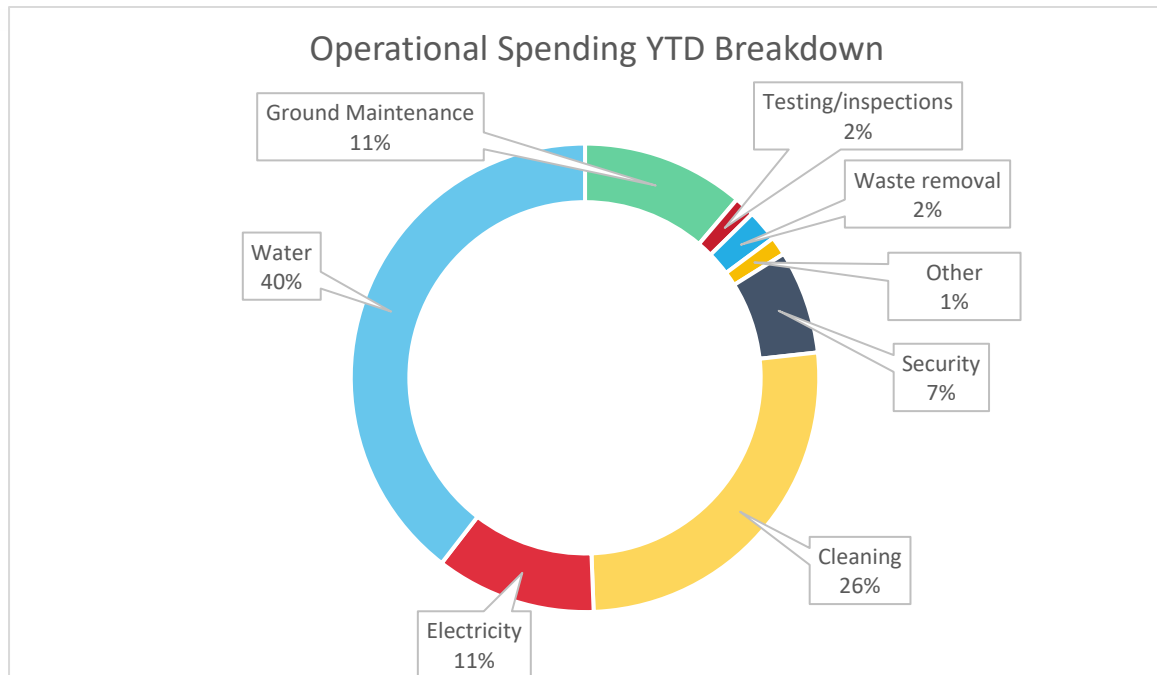


Financial reports as of the 31st of December, give us an indication of how the budget is tracking one third through the 2022/23 financial year. The yellow bar indicates the anticipated position for part of the year relative to the yearly budget.

User fees and charges are tracking slightly under because of Christmas/School holidays. Activity anticipated to increase as we get closer to the dry season.

Operational expenses are tracking slightly under anticipated level, and previous FY comparison which may be attributed to timing of bills, and reduced water usage at the end of the dry due to irrigation faults.

Repairs and maintenance have significantly exceeded expectations due to vandalism. Thankfully these issues have abated somewhat.



Operational Budget: 106,800

Actual: \$42,768

Maintenance

Works completed this period.

- Replace lights in public toilet.
- Repair broken spotlight on Howard Hall
- Clean up and secure switchboard.
- Mains water leak near skatepark x 3

(Appendix A) list of all the current repairs and maintenance jobs requiring council's attention. As the list exceeds current budget allocation, jobs are prioritized and quoted to action according to need and capacity.

Lease Agreements

No updates



Communication and Promotion

CLEANING CONTRACT RFQ

Council has awarded the cleaning contract to Ironbark Service NT on 13 January 2023. Two submissions of a high standard were received by Council and the successful contract was awarded according to best value for money, ability to understand and deliver on contract requirements, and experience undertaking similar sized work.

Ironbark is a Territory Not for Profit, first nations organization which provides employment services to the Litchfield Municipality. The contractor will undertake a spring clean to establish the new service standard going forward before commencing in February. There is an option for renewal or review of the contract in 12 months' time.

VANDALISM AND ANTI-SOCIAL BEHAVIOUR

These issues have appeared to have abated, but we urge all community members to report any anti-social behavior directly to police.

GRANTS

NTG Major Community Benefits Grants of up to \$250,000 are again open and will close on 28 February.

As the Management Committee is no longer incorporated, Howard Park relies heavily on not-for-profit user groups initiating projects through grant funding opportunities to further develop and improve the facilities.

We encourage each NFP user group to initiate a discussion with their committee on future planning and projects in preparation for consultation for the Reserve Master Plan which will be undertaken this year.

If your organization would like any assistance with grant applications, please reach out to Litchfield's Sport and Rec Officer.

Planning and Development

SECURITY/WIFI ACCESS UPGRADES



Awaiting final quote.

FOOTPATH

Project was completed in the last week of January 2023.

ONLINE BOOKING SYSTEM

Council is continuing to investigate the source of funding for the booking system. With options to incorporate into 2023 council budget, and not from Reserve funds.

**Appendix A: Maintenance and repairs log**

Location	Description	Action Required	Priority Score	Quoted
Caretakers shed	Diverts in floor	Removal	2	
Whitewood Hall	Carpet being eaten by mites	removal	2	\$30,000
Entire Reserve	Excess master key and access keys in circulation	Rekey entire site		
Whitewood Hall	Power point not switching off	Removal/replacement	2	
Carpark	Garden Edging	Addition		
Carpark	Road base deteriorating around edges of carpark	Repair		
Toilet block	Paint doors and stall walls	Maintain	3	
Howard Hall	Paint flaking around door to storeroom	Maintain	3	
Howard Hall	Correct manhole			