



# Howard Park Recreation Reserve Management Committee Meeting

## MINUTES Monday 3/10/2022

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, 03 October 2022 at 5:15pm

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### 1 Opening of Meeting

5:19 pm

### 2 Attendees

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Maxine Way	Howard Springs Volunteer Fire Brigade
Gerard Maley	Resident / local MLA
Gerry Wood	Resident

### 3 Apologies and Leave of Absence

Gerard Rosse	Resident
Fletcher Austin	Resident

### 4 Acknowledgement of traditional ownership

The Chair acknowledged the traditional custodians of this land on which we met. The Chair paid our 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 8/8/2022

Moved: Gerry Wood

Seconded: Maxine Way

## 7 Finance Report

Committee requested a costed report be submitted with the financial report.

Kate Townsend apologised for the oversight and promised to have it included next meeting.

Gerry Wood asked if remaining funds from last financial year can be transferred to this year.

## 8 Operations Report

- Gerry Wood suggested the Red's Baseball Club keep their blue nets in their storage shed as it is.

Kate Townsend will email the club with the suggestion.

- Gerry Wood was interested to understand more on why the irrigation was so damaged.

Kate Townsend to gather further insights from the Parks PL.

- In consideration of the Request for Quote for Cleaning services, Gerry Wood and Gerard Maley would like additional consideration of local contractors when quotes are being assessed.

Kate Townsend explained that Council's current procurement process has a scoring process which allows additional consideration for Litchfield Businesses in relation to that interstate or from other areas to buy local where possible.

- Gerry Wood enquired as to if the softfall at the Skatepark would be replaced with grass to save ongoing costs to council.

Kate Townsend to investigate

- Gerry Wood indicated signs at skatepark need to be removed or replace  
Kate Townsend indicated Council is waiting until vandalism eases before replacing anything that can be damaged.
- Gerry Wood indicated that Southern Districts cricket club would be investigating applying for a community benefit grant to install a Gate at the cricket nets. Gate would need to be durable and of a design which would discourage motorbikes.

## ATTACHMENT A

Kate Townsend to provide letter of support to when a design/plan is available.

- With regards to Grants, Maxine Way indicated that a quote had been sort to resurface the bitumen although contractor is not available until next year. Kate Townsend encouraged the HD Fire Brigade to prepare the application and meet to run through final details to submit the grant. Contractors can then be scheduled in for next year.
- The Committee requested plans to be sent regarding footpath before request for quote process begins.

Kate Townsend is unfamiliar with the process but will request the infrastructure team sends through plans to before going to the next stage. Kate Townsend requested the committee submit is writing in any special considerations so this can easily be passed on.

### **Access control System.**

Referring to the Operations report, the Committee rigorously discussed the recommendation to be presented to Council.

- Gerard Maley wanted to know what would happen if the power went out. Kate Townsend explained the system includes a back up battery.
- Gerry Wood wanted to know how user groups felt about the change and thought that community consultation should occur before voted on. Kate Townsend explained that the system was in response to expressed needs from user groups who are frustrated with having to drive to and from Freds Pass to collect/return keys, as well as leave a key deposit. The idea has been widely discussed over a period of a few months, and all feedback appears positive.
- Gerard Maley wanted to know what some of the more mature user groups might think of the system. Kate Townsend explained that this system would allow any one of the people in the group to access the building when their booking started, without having to wait for the one person with the key or if they prefer to use a fob instead of a code to access, how they engage with the system would not change. Once Wifi is enabled at the reserve the code would only be active during the booking time, it would then no longer work.
- The committee asked if user groups stay over their allocated booking time will they be charged. Kate Townsend explained, while not at this stage, eventually Council would move in this direction. Currently council has no way of tracking user access, and some people take advantage of this with excessive usage or impeding on other groups booking by not leaving on time. It would be beneficial to all users to encourage everyone to be practical when making their bookings.

Moved: Gerard Maley

### **All present voted in favour.**

Gerry Wood commented he would like to see further consultation with user groups.

**Online booking system**

Referring to the Operations report, the Committee rigorously discussed the recommendation to be presented to Council.

- Gerry Wood questioned why all other reserves should be able to benefit from funds designated to Howard Park  
Kate Townsend explained that the primary purpose was to benefit Howard Park, the other reserves are a bonus which represents minimal additional set up cost. Also, only half of the total implementation cost was coming from Howard Park, the other half will be sourced from other areas of the budget. Without the funds from Howard Park, this project would not be able to go ahead this financial year.
- Gerard Maley voiced his support for the new system but wanted to know what would happen if some of the mature user groups did not want to use the system  
Kate Townsend explained that all existing methods of taking bookings would continue, and there did not need to be any change if user groups wanted to continue to engage as they always have. The new system will make the back end more reliable, avoid double bookings and improve accuracy so even without interacting with the new system all users would still benefit.  
If the system was to go down because of faults or issues council could return to the old system as needed.
- Kate Townsend further explained that making this resource available to the other Recreation Reserves Council does not currently manage, would reduce the workload of volunteer committees, improve systems and processes, and potentially increase their revenue all for very little additional cost to council.
- Councillor Salter asked if there was grant funding available to pay for the online booking system.  
Kate Townsend explained that she and others had been looking solidly since the idea arose, but Council was either not eligible or the project did not apply to the selection criteria. This is an expense that is unlikely to be covered by grant funding for local government and why the funds held in reserve need to be used.

Moved: Gerard Maley

**All present voted in favour.**

9 Business Arising from the Minutes

10 General Business

11 Other Business

12 Next Meeting

Monday December 5, 2022, at 5:15pm Howard Hall, Howard Park Recreation Reserve.

13 Close of Meeting

6.25pm

ATTACHMENT A

UNCONFIRMED

**Howard Park Recreation Reserve**

Operating results as at **31.08.2022** are summarised below.

	Annual 2022/23 Budget	2022/23 YTD Actuals	2022/23 YTD Commitments	Variance to Budget [Annual Budget –	% Spent (Actuals + Commitments /	2021/22-P2 YTD Actuals	2021/22 YTD Actuals
<b>Revenue</b>							
User Fees & Charges	\$33,600	\$2,582	-	\$31,018	8%	\$3,404	\$24,573
<b>TOTAL REVENUE</b>	<b>\$33,600</b>	<b>\$2,582</b>	<b>-</b>	<b>\$31,018</b>	<b>8%</b>	<b>\$3,404</b>	<b>\$24,573</b>
<b>Expenditure</b>							
Operational Expenses	\$106,080	\$8,153	6,381.68	\$91,546	14%	\$16,107	\$102,531
Repairs & Maintenance	\$20,400	\$3,482	9,388.00	\$7,530	63%	\$3,359	\$15,160
<b>TOTAL EXPENDITURE</b>	<b>\$126,480</b>	<b>\$11,634</b>	<b>15,769.68</b>	<b>\$99,076</b>	<b>22%</b>	<b>\$19,466</b>	<b>\$117,691</b>
Tree Maintenance – Council Land	\$10,000	\$300	-	\$9,700	3%	\$0	\$900
<b>TOTAL EXPENDITURE</b>	<b>\$136,480</b>	<b>\$11,934</b>	<b>15,769.68</b>	<b>\$108,776</b>	<b>20%</b>	<b>\$19,466</b>	<b>\$118,591</b>

UNCONFIRMED

# HOWARD PARK OPERATION REPORT OCTOBER 2022

Recreation Reserves Management Committee  
Meeting



Kate Townsend. Sport and Recreation Officer



## UTILIZATION

	Howard Hall	Whitewood Hall	Howard Park Oval
Regular user groups	9 (^2)	6	3
Casual Bookings			

## 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**

## 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
Linda Patterson, Psychologist	Reds Baseball
Palmerston Yoga	

FINANCIAL REPORT

	2022/2023
Income	8%
Repairs and Maintenance	63%
Operational	14%
Tree budget	3%

At the time of reporting, a comparison figure for last year was not available. At 16% through the financial year, the operational, tree and income budget are sitting relatively as expected. Repairs and maintenance have significantly exceeded expectations due to large, unexpected costs for irrigation and plumbing – to clear blocked and damaged toilets. Some of these costs will be reallocated to emergency repairs, but it is likely budget review will need see an adjustment in the allocation.

MAINTENANCE

**Works completed this period**

- Replace broken toilet roll holder



- Attend bust water main
- Replace backflow valve
- 15 call outs to plumber to clear blocked toilets or damage
- 7 call outs to repair irrigation

(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

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### CLEANING CONTRACT RFQ

The current cleaning contract for Howard Park and Knuckey Lagoon is due to expire on 1 November. Council will be request for quote on Tenderlink, with new and existing contractors invited to submit a quote.

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### CRICKET NETS

Have been completed, a sign will be procured by Council acknowledging the contributions of Sothern Districts Cricket Club, Cricket Australia and Gerry Wood.

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### VANDALISM AND ANTI-SOCIAL BEHAVIOUR

The large costs associated with plumbing this period can mostly attributed to vandalism. Council would be grateful if committee members witnessing anti-social behavior on reserves can call the police/report on crime stoppers website, take photos/video if safe to do so, then notify council if damage has occurred.



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## COMMUNITY BENEFIT GRANT

Large sum Community Benefit Grants have now closed, with round 2 expected around February/March 2023. Smaller amounts of \$10,000 are available year-round and Council enthusiastically encourages community groups to apply for asset and infrastructure upgrades. Please speak with Sport and Rec Officer for support.

## PLANNING AND DEVELOPMENT

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### SECURITY/WIFI ACCESS UPGRADES

An RFQ will be produced and released before the next committee meeting.

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### FOOTPATH

Litchfield Council infrastructure staff will be visiting site early October to scope the project and collect information to generate a RFQ.

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### RESIDUAL FUNDS FROM PREVIOUS COMMITTEE

To utilize residual funds held for Howard Park, the Management Committee will need to make a recommendation to Council, for endorsement at the next council meeting.

Two projects have been identified which can drastically enhance operations of the reserve, significantly improving customer experience and ease of use. These projects include introduction of an online booking system and access control system.

The benefit of introducing these systems at Howard Park will also extend to other Litchfield Council Recreation Reserves. Establishing the systems and processes at one site which can be extended across others will improve overall operations and efficiency.

If both projects go ahead,



## ACCESS CONTROL SYSTEM REPORT

**Request:** Recommend the release \$7,000 from funds held in Reserve from previous management committee for the installation of access control system at Howard Park.

**Project scope:** install code access to replace current key system. This advancement would allow user groups upon booking to be issued a unique identification code to access the building. This code will only be active during designated booking times eliminating the need to collect and return keys from Freds Pass, as well as avoid council having to hold and return a key deposit.

**Benefits:**

- Council will no longer be required to track, reissue or recut keys
- Users will not be required to travel to and from Freds Pass to collect/return keys or leave a key deposit.
- Booking times will reflect actual usage, something council has been unable to track to this time
- Access control system could eventually be programmed to integrate with booking system to further improve efficiency.
- Increased security as doors always remained locked

If successful, this trial could be extended to Knuckey Lagoon further increasing accessibility and Council efficiency.

**Detriments:** Initial installation costs, unforeseeable repairs, and maintenance costs. Transition period may require additional support for those not tech savvy.

**Budget:** \$7013.23

**The item needs to be voted on by the committee to make a recommendation for endorsement by council at the next ordinary meeting.**



## ONLINE BOOKING SYSTEM

**Request:** Recommend the release \$10,000 from funds held in reserve from previous management committee to cover 50% of cost of implementation of online booking system.

**Project scope:** Purchase of dedicated software, with interface to be hosted on Council's website to coordinate and manage all aspects of Council's Recreation Reserve bookings.

**Benefits:**

- Improve customer experience
- Prepare for future growth of reserve utilization
- Improve efficiency of making booking changes/cancellations
- Enquiries and bookings can be made in real time
- Add a site induction feature to booking to improve safety and security
- Payment can be taken at time of booking to assist financial management of user groups, or be invoiced monthly consistent with current practice
- User interface shows current availability to increase incidental bookings
- Security bonds and key deposits can be collected and return automatically
- Increase promotional opportunities
- Shared site for all recreational reserves will increase knowledge and awareness of the facilities currently available in Litchfield.
- Increase information available online to improve efficiency

**Detriments:** Initial installation costs, unforeseeable repairs, and maintenance costs. Transition period may require additional support for users not tech savvy.

**Budget:** \$10,000

Total cost of the project is \$20,000 implementation fee inc subscription. Ongoing costs will be incorporated into Council's yearly budget as of 2023. Howard Park stands to experience the greatest benefit from this project, so is suggested to take on greatest financial investment.

**The item needs to be voted on by the committee to make a recommendation endorsement at the next council meeting.**



## 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	Tree near Fire Station impeding school bus access	Remove	2	
Carpark	Road base deteriorating around edges of carpark	Repair		
Toilet block	Paint doors and stall walls	Maintain	3	