

LITCHFIELD  
COUNCIL



# 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, 05 December 2022 at 5:15pm

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### 1 Opening of Meeting

5:15 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
Gerard Rosse	Resident
Fletcher Austin	Resident
Doug Barden	Mayor (Observer)

### 3 Apologies and Leave of Absence

None

### 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 4/10/2022

Moved: Gerry Wood  
Seconded: Maxine Way

## 7 Finance Report

The committee requested a comparison report of the below of charges to the previous financial year.

- Water
- Electricity
- Cleaning
- Mowing

Gerard Rosse suggested that Council investigate a Live water meter to allow Council to be notified if there are any unexpected spikes in water usage.

Moved: Councillor Salter  
Seconded: Gerry Wood

## 8 Operations Report

### User enquiries

Councillor Salter requested an update on the clinician that has been operating out of Whitewood Hall and if there had been any further activity.

SRO reported that Council was working collaboratively with all user groups to ensure work health and safety standards were maintained and billing remained manageable, Council cannot comment on any individual cases to the public as their business matters are commercial in confidence.

### Container deposit scheme

Fletcher Austin enquired if Council would be looking to install bin frames for recycling or container deposit schemes.

SRO reported that is definitely the long-term intention, but at this stage it would present significant additional costs.

Gerard Rosse enquired if Council had considered using the HPA can collection service and asked if any of the committee knew if they did commercial collection.

SRO is familiar with the HPA can collection service and feels it is a valuable cause to support but eventually Council would like to collect the containers to fund the Community Grants.

### Vandalism

Gerard Maley sort clarification on the total cost of vandalism to the reserve in the first quarter of the year.

The SRO reported that almost the entire repairs and maintenance charges for this financial year were a result of vandalism, as well as additional charges to the operating costs with extra cleaning charges for biohazard cleans.

**Cricket net Pedestrian Gate**

Gerry Wood enquired if Southern Districts had applied for the installation of a pedestrian gate at the Cricket Nets.

SRO reported no application had been received to date, but minor community benefit grants are available all year round.

Gerard Rosse is supportive of the gate although questioned the safety of having a pedestrian gate without a footpath, particularly as that area is hard coffee rock and would be frequently used by mums with prams. He asked if Council had plans to for a footpath on Hamilton Road to improve accessibility.

SRO referred to the Mayor and Councillor Salter for comment on Footpaths.

Mayor Barden referred the committee to [Council's Footpath Plan](#) and indicated there was no immediate plans for a footpath on Hamilton road.

Fletcher Austin indicated some concern for safety and the condition of the verge if Council was encouraging Reserve visitors to access via Hamilton Road.

The SRO reassured the committee that at which time an application to establish or alter an asset on council property was received, it would be brought to the committee for endorsement at which time the proposal can be vigorously discussed.

**Footpath**

Plans were circulated to the Committee via email prior to the infrastructure team awarding the contract. Only 1 comment was received from Gerard Rosse enquiring if detailed plans and drawing would be made available. Unfortunately, this would have increased the cost of the project significantly and were determined as being unnecessary as the project is relatively straight forward.

The project will go ahead in stages, with stage 1 to be at the corner of the playground/carpark and stage 2 completing the path to Howard Hall.



**Gerard Maley exited the meeting at 5.45pm.**

**Gerard Rosse exited the meeting at 6.05 pm.**

Moved: Councillor Salter  
Seconded: Fletcher Austin

## 9 Business Arising from the Minutes

None

## 10 General Business

Councillor Salter thanked everyone involved with the Official Opening of the Howard Park Cricket Net, particularly the generous personal contributions from Gerry Wood. Councillor Salter also thanked each member of the Management Committee for their contributions over the previous 12 months and wished everyone a safe and happy Christmas.

Gerry Wood requested that the arrangement with Freds Pass at Humpty Doo Village Green be communicated to the public, and that if feasible a similar arrangement be explored for Howard Park.

Fletcher Austin thanked the Sport and Recreation Officer for the improvements to reporting and communication the committee had seen since the beginning of the year. Fletcher is pleased that the committee feels like it is now making progress on important matters.

## 11 Other Business

### **Boom Gate**

Fletcher Austin enquired if the boom gate at the side of Howard Hall to the storage sheds could be opened to avoid disrupting.

SRO to investigate.

### **Humpty Doo Village Green**

Gerry Wood enquired about the recently established arrangements at Humpty Doo Village Green with Freds Pass transitioning to managing the facility and the introduction of a reserve manager and if a similar arrangement may be applicable at Howard Park.

SRO explained that the Reserve Manager had been implemented in response to significant, serious property damage and violent crime which was vastly different from the circumstances at Humpty Doo. The arrangement with Freds Pass is a just a 12-month trial to determine viability and the full details will be communicated to the community in advance of the official transition date on 1 January 2023.

## 12 Next Meeting

Monday February 6, 2023, at 5:15pm Howard Hall, Howard Park Recreation Reserve.

13 Close of Meeting

6.12pm

UNCONFIRMED



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
<b>Revenue</b>							
User Fees & Charges	\$33,600	\$9,133	-	\$24,467	27%	\$6,100	\$24,573
<b>TOTAL REVENUE</b>	<b>\$33,600</b>	<b>\$9,133</b>	<b>-</b>	<b>\$24,467</b>	<b>27%</b>	<b>\$6,100</b>	<b>\$24,573</b>
<b>Expenditure</b>							
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
<b>TOTAL EXPENDITURE</b>	<b>\$126,480</b>	<b>\$37,698</b>	<b>2,499.75</b>	<b>\$86,282</b>	<b>32%</b>	<b>\$50,151</b>	<b>\$117,691</b>
Tree Maintenance – Council Land	\$10,000	\$300	-	\$9,700	3%	50	\$900
<b>TOTAL EXPENDITURE</b>	<b>\$136,480</b>	<b>\$37,998</b>	<b>2,499.75</b>	<b>\$95,982</b>	<b>30%</b>	<b>\$50,151</b>	<b>\$118,591</b>

# HOWARD PARK OPERATION REPORT DECEMBER 2022

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

**Whitewood Hall**

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

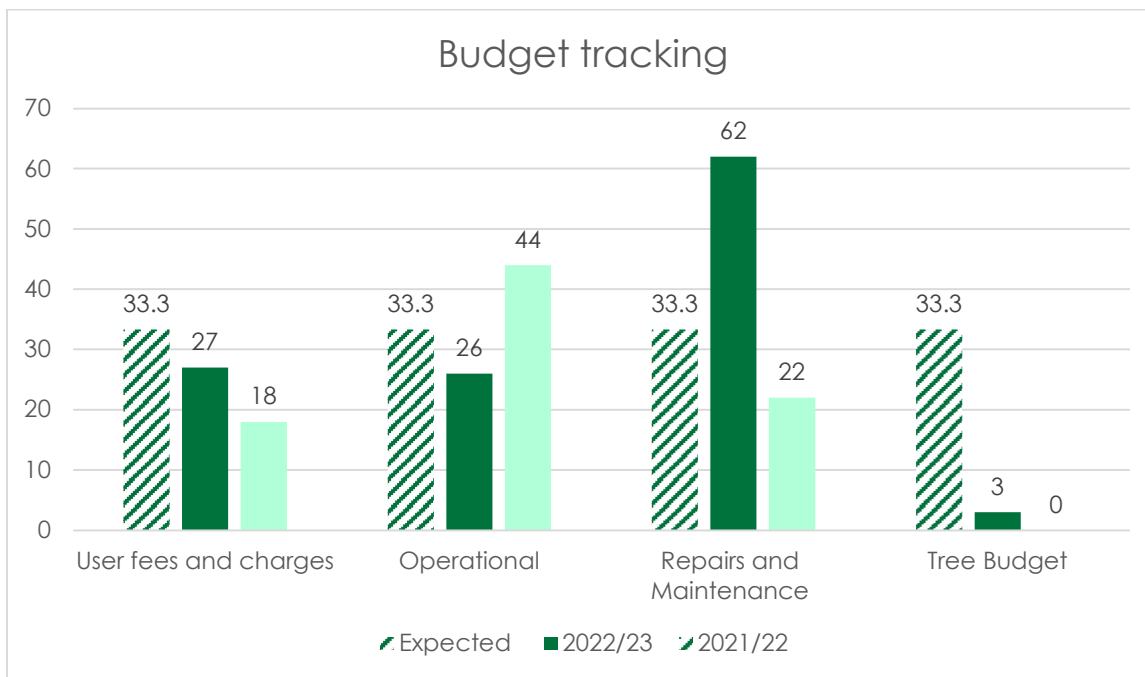
**Howard Park Oval**

- 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
Linda Patterson Psychology Clinic	

## FINANCIAL REPORT



Financial reports as of the 31<sup>st</sup> of October, give us an indication of how the budget is tracking one third through the 2022/23 financial year.

User fees and charges are tracking upwards, which could largely be attributable to the reintroduction of storage fees in July, as well as a small increase in regular hire.

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.

## MAINTENANCE

### **Works completed this period**

- Install new bin frames
- Clear blocked toilets
- 8 Irrigation call outs
- Fix mixer tap in disabled toilets Whitewood Hall
- Replacement toilet roll holder

(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 cleaning contract has been posted on Tenderlink twice with no responses. It has been reposted one final time in response to interest from two parties. The current contractor has generously offered to extend her services until the new contractor is in place.

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## 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.

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## GRANTS

Minor community benefit grants are currently available for up to \$10,000 Please speak with Sport and Rec Officer for support.

## PLANNING AND DEVELOPMENT

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### SECURITY/WIFI ACCESS UPGRADES

Collecting final quotes and looking to award contract before the end of the year, with work to commence early 2023.

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### FOOTPATH

Project is anticipated to be completed in January 2023.

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### RESIDUAL FUNDS FROM PREVIOUS COMMITTEE

The proposal for the release of funds for an access control system and online booking system has been delayed until Budget Review 1 has been accepted by Council. This is because the remaining funds needed for the online booking system have been sourced from within this budget review. If the budget review is not accepted by Councillors, the proposal will be delayed again until the budget for the new financial year is accepted.



**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	