



Howard Park Recreation Reserve Management Committee Meeting

MINUTES
Monday 6/06/2022

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

Kate Townsend, Community Development Officer



Howard Park Reserve Committee Meeting

**Meeting at Howard Hall, Howard Park Reserve
on Monday, 06 June 2022 at 5:15pm**

1 Opening of Meeting

5:20 pm

2 Attendees

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

3 Apologies and Leave of Absence

Gerry Wood	Resident
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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 6 December 2021

Moved: Gerard Rosse

Seconded: Maxine Way

7 Operations Report

Appendix A.

The Chair requested that the options for utilization of funds held in reserve for the site be fully costed in a report submitted to the committee at the next meeting.

8 Business Arising from the Minutes

Gerard Maley to direct the Howard Springs Primary School Principal to contact Litchfield Council via the CDO to discuss afternoon bus arrangements. The outcomes of this discussion will be brought back to the committee.

9 General Business

10 Other Business

Whitewood Hall refurbishment: Fletcher was made aware of an opportunity for up to \$200,000 in grant funding this financial year which Council was not well positioned to apply for. With the recent assignment of a CDO the Committee would like to prepare to apply for Grant when it next becomes available.

11 Next Meeting

Monday 1st of August at 5:15pm Howard Hall, Howard Park Recreation Reserve.

12 Close of Meeting

6:06pm



Howard Park Recreation Reserve

	Annual 2021/22 Budget	2021/22 YTD Actuals	2021/22 YTD Commitments	Variance to Budget [Annual Budget – (YTD Actuals + YTD Commitments)]	% Spent (Actuals + Commitments / Annual Budget)	2020/21 YTD Actuals
Revenue						
User Fees & Charges	\$25,699	\$16,134	-	\$9,566	63%	\$20,482
TOTAL	\$25,699	\$16,134	-	\$9,566	63%	\$20,482
Expenditure						
Operational Expenses	\$104,000	\$78,503	\$3,103	\$22,394	78%	\$89,698
Repairs & Maintenance	\$20,000	\$12,498	\$473	\$7,029	65%	\$18,226
TOTAL	\$124,000	\$91,001	\$3,576	\$29,423	76%	\$107,924
Tree Maintenance – Council Land	\$6,000	\$900	-	\$5,100	15%	\$3,360
TOTAL	\$130,000	\$62,355	\$3,576	\$34,523	73%	\$111,284

HOWARD PARK OPERATION REPORT JUNE 2022

Recreation Reserves Management Committee Meeting



Kate Townsend. Community Development Officer

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UTILIZATION

	Howard Hall	Whitewood Hall	Howard Park Oval
Regular user groups	7	6	3
Casual Bookings	1		

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
- Development Consent Authority
- Litchfield Orchid Club
- Mums and Bubs

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	

We have the new addition of a regular user and storage client who will be operating her business out of Whitewood Hall during the day. This has potential to significantly increase revenue and utilization of the facility.

Core body Fitness have suspended Saturday morning classes on the oval, as the space is quite busy with cricket and NTPFES. They have moved to the school instead and will return during the wet season.

FINANCIAL REPORT

	2020/2021	2021/2022
Revenue	79%	63%
Repairs and Maintenance	91%	67.49%
Operational	86%	81.38%

Revenue is down 14% compared to last financial year; this may be a result of Covid border closures reducing events and activities, as well as isolation and lockdown orders.

There are works ear marked for the remaining R&M budget being cautious to maintain some contingency for immediate works that may arise.



MAINTENANCE

Works completed this period

- Leaking air conditioner in Whitewood Hall repaired
- Potholes in driveway listed for repair
- Toilet door latches vandalized, required replacement
- Extra keys cut for Whitewood Hall
- Box air cons removed
- Bin locks added to skate park
- Frosting on Whitewood Hall windows
- Fluorescent tubes replaced verandah Howard Hall

A preliminary repairs and maintenance log has been created (Appendix A) which lists 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.

There is substantial abandoned private property and furniture that has accumulated in Whitewood Hall and Caretakers shed. CDO has coordinated with user groups to remove identified property, with the Mobile work force to dispose of anything remaining.

LEASE AGREEMENTS

Program Leader Jessica Watts has returned from Maternity leave and will be pursuing lease agreements with Howard Springs Scouts and NTPFES.

Once these are finalized Council will report back to the Committee.



COMMUNICATION AND PROMOTION

COMMUNITY SURVEY

Council's annual community survey is currently open and seeking responses. Please encourage your community contacts and group members to complete the survey to help council gauge client satisfaction.



MALAK MARKET PLACE

Malak Market Place has decided to take a Year off in 2022. It is currently unclear if pop up markets will be operating, CDO will continue to pursue and report back to the committee.

CRICKET NETS

Gerry Wood and Southern Districts Cricket Club were successful in securing grant funding for the installation of Cricket nets on Howard Park Oval. The proposal is in the final stages of council approval. Work should begin before the next committee meeting to allow for enjoyment this dry season.



VANDALISM AND ANTI-SOCIAL BEHAVIOUR

Unfortunately, all of Council reserves have been struggling with anti-social behavior and vandalism, severely burning up cleaning and repairs and maintenance budgets. More severely though, volunteer and community groups are becoming exasperated with the constant disrespect and senseless damage.

Council would be grateful if committee members can encourage anyone witnessing anti-social behavior on reserves to call the police, take photos/video if safe to do so, then notify council.

TERRITORY DAY

As per usual, the reserve will be closed to the public on Territory Day, with fireworks strictly prohibited on site. A Private Function has been booked for the 1st of July who will have private security and keep the gates shut, except for NTPEFS entering and exiting.



PLANNING AND DEVELOPMENT

ONLINE BOOKING SYSTEM

An online booking system is being investigated by LC to improve efficiencies. This system would allow greater reliability, real time booking, greater clarity on venue availability and adjustments.

Further information will be provided once details are confirmed.

SECURITY/WIFI ACCESS UPGRADES

Council has been successful in securing an LRCI grant which will fund the installation of a CCTV and Wifi at all of Council's reserves in June 2023.

FOOTPATH

Additionally, grant funding from LRCI was also secured to install a footpath between the Reserve exit, playground, and Howard Park Hall. These works will commence in June 2023.

CARETAKERS SHED

Clean up to add as additional hire space as budget will allow

RESIDUAL FUNDS FROM PREVIOUS COMMITTEE

Options are being explored and quoted to utilize the remaining residual funds from the previous management committee. These include:



- **Access control with CCTV**

An access control system would allow to enter halls with a pin code programed only for their booking time. This would integrate with the planned online booking system.

This advancement would drastically improve efficiency of both user groups and Council, eliminating the need to collect keys and leave a \$50 key deposit, as well as reduce the workload of 3 internal departments which currently coordinate reserve bookings.

It is currently difficult for Council to monitor actual usage due to limited ability to monitor user groups, so a system such as this could also potentially increase revenue, as well as security of the buildings.

Council would also avoid the cost of cutting more keys, and rekeying doors.

- **Whitewood Hall Refurbishment**

Currently council's most underutilized facility the small open space area is prohibitive to the general purpose of hall bookings. Almost 40% of the floor space is not utilized due to being small storerooms.

The building is dated, requiring significant work to modernize and make it an attractive events and meeting venue and address carpet beetles.

Recommended stages of work

1. Replace flooring with vinyl
2. Remove internal storeroom walls.
3. Remove front alcove to increase floor space.

- **Masterplan**

As discussed extensively previously, a Masterplan would ensure the cohesive and coordinated future development and improvement of the Reserve. It would give insight for council on effectively maintaining the site to ensure a long future of utilization and engagement.



Maintenance and repairs log

Location	Description	Action Required	Date	Priority Score	Quoted
Oval	Footpath				
Car Park	Potholes	Roads notified	Apr-22	5	Email request to roads
Public Toilets	Latch in ladies and men's toilet faulty	Maintenance contractor	Apr-22	3	\$240
Caretakers shed	Rubbish/fridge's	Removal	Feb-22	2	MWF
Caretakers shed	Diverts in floor	Removal	Mar-22	2	
Whitewood Hall	Carpet being eaten by mites	removal	Mar-22	2	\$30,000
Howard Hall					
Verandah	Lights not working	Tube replacements	Apr-22	5	
Whitewood Hall	5 windows without privacy frosting	Glazer	May-22	3	\$880
Entire Reserve	Excess master key and access keys in circulation	Reissue storeroom keys	May-22		200
Whitewood Hall	Broken tables need replacing	Buy new trestles	Mar-22	4	
Whitewood Hall	Management Committee Filing cabinet	To be removed	May-22	1	MWF
Whitewood Hall	Box Aircons not working and dangerous	Remove and patch	May-22	5	\$4,538
Whitewood Hall	Power point not switching off	Removal/replacement	May-22	2	
Whitewood Hall	Old shelving/chairs	Removal	May-22	2	MWF
Whitewood Hall	Vertical blinds dysfunctional and ugly	Need removal	May-22	2	MWF