



Howard Park Recreation Reserve Management Committee (HPRRMC)

BUSINESS PAPER

Monday 2/06/2025

Meeting to be held commencing 5:00 pm
in the Whitewood Hall, Whitewood Road, Howard Springs

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 at the Whitewood Hall, Howard Springs
on Monday, 2 June 2025 at 5:00pm


Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 2nd June 2025

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 3rd of February 2025, be confirmed. (April's meeting was cancelled.)



Howard Park Recreation Reserve Management Committee Meeting

MINUTES **Monday 9/12/2024**

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

Jill Enriquez, Community Participation Officer



COMMITTEE MINUTES

Howard Park Reserve Committee Meeting

Held in the Howard Hall, Howard Park Reserve
on Monday, 9 December 2024 at 5:15 pm

1 Opening of Meeting

5:28 pm

The chair acknowledged the Larrakia People as the traditional owners of the land on which we meet.

Present

Mathew Salter	North Ward Councillor (Chair, online attendance)
Jill Enriquez	Community Participation Officer (CPO)
Maxine Way	Howard Springs Volunteer Fire Brigade
Gerry Woods	Resident

2 Apologies and Leave of Absence

Fletcher Austin	Resident
Evan Johns	Howard Springs Scouts
Gerard Rosse	Resident
Gerard Maley	Resident, Member for Nelson

3 Disclosures of Interest

Nil

4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Wednesday 9 October 2024

Moved: Maxine Way

Seconded: Mathew Salter

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
4/12/2023	Proposed survey	Main goal is to get feedback from current user groups and residents to determine any suggestions for improvements via a Community survey (have your say) to scope ideas from the community about future projects.	CPO	Ongoing: Publish on Facebook, distribute until end of Jan2025.
05/06/2024	Solar lighting	Solar lighting to be considered for capital works 25-26, ensure area is free of hazard in the meantime	CPO	Completed: Reflector on the car bay bumpers and trip hazards near halls have been repaired.
8/24	Community Markets at HPRR	Reach out to organisers that may have interest to organise something for next dry season	CPO	Ongoing: awaiting reply from Malak Markets organisers
14/08/2024	Extension of footpath on Hamilton Road to Ganley Street.	Look into grant funding for extension of Stow Rd to Coolalinga	CPO	Completed: there is no budget or staff to accommodate this work for FY 25-26
8/2024	BMX Softfall replacement	This project has resumed under the SPO, materials are investigated for cost to longevity ratio.	SPO	Ongoing: look into standards for jump parks rather than BMX, explore use of grass as softfall.

6 Officers Reports

8.1 Bi-Monthly Operations Report

Moved: Gerry Wood

Seconded: Maxine Way

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

CARRIED

7 Other Business

Survey to be published. The results and requests from public will be collated for the next committee meeting.

8 Next Meeting

Monday 3 February 2025, at 5:15 pm Whitewood Hall, Howard Park Recreation Reserve.

9 Close of Meeting

5:59 pm

COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 2nd June 2025

5. Business Arising from the minutes

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

04/12/2023	Community Survey – Get feedback from current user groups and residents in the area to determine any suggestions for improvements via a survey.	COMPLETED: The results have been compiled after the extension, to be discussed in the June Meeting.
14/08/2024	Community Markets at HPRR	ONGOING: Malak Markets organisers are willing to cater, CPO to set meeting to get more details.
14/08/2024	BMX Softfall replacement	ONGOING: after extensive consultation, the SPO has decided on grass for the soft fall as it is easier to maintain long term. Irrigation works will begin in June, with closure to the skate park from July to October to allow the grass to settle
3/02/2025	Scout Hall: possum issues and support for hall upgrades	ONGOING: this has been reviewed with the infrastructure department, Scouts will need to facilitate access for building assessment to be conducted then proceed with sourcing grants for upgrades.

6. Officer Reports

6.01 Bi- Monthly Operations Report



COMMITTEE REPORT

Agenda Item Number:	6.01
Report Title:	Bi-Monthly Operation Report
Author:	Jill Enriquez
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	2/06/2025
Attachments:	A: Bi-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 APRIL-MAY 2025

Recreation Reserves Management
Committee



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	6	4	2
Casual Bookings	4	6	1

USER GROUPS

Howard Hall

- Sam's Dance Studio
- Core Body Fitness
- Top End Mustangs
- Keltikka Performance Dance
- Playgroup NT
- Litchfield Orchid Club
- Private bookings

Whitewood Hall

- Palmerston Yoga
- Lodge of Koolpinyah
- Dr. James Acupuncture
- Head to Health clinic
- Private bookings

Howard Park Oval

- 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
Playgroup NT	

Internal Storage	External Storage sheds
Whitewood Hall Storage AVAILABLE	2 Shed bays AVAILABLE
Howard Hall storage has been booked by Playgroup NT for 2025	



FINANCIAL REPORT

Budget	2024/25	2023/24	2022/23
Repairs and Maintenance	\$ 22,272.00	\$ 21,012.00	\$ 20,400.00
Operational	\$ 115,818.00	\$ 109,262.00	\$ 100,000.00
Tree Maintenance	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total	\$ 148,090.00	\$ 140,274.00	\$ 130,400.00

Howard Park Recreation Reserve

Operating results at 30/04/2025

	Annual	2024/25 YTD P10	2024/25 YTD	Variance to Budget	% Spent (Actuals +	2023/24 P10 YTD	Annual	% Spent	2023/24 YTD
	2024/25 Budget	Actuals	Commitments	[Annual Budget – (YTD Actuals + YTD	Commitments / Annual Budget)	Actuals	2023/24 Budget		Actuals
Revenue									
User Fees & Charges	\$46,305	\$41,060	\$0.00	\$5,245	89%	\$36,985	\$35,280	105%	\$43,175
TOTAL REVENUE	\$46,305	\$41,060	\$0.00	\$5,245	89%	\$36,985	\$35,280	105%	\$43,175
Expenditure									
Operational Expenses	\$122,818	\$96,961	21,779	\$4,078	97%	\$79,209	\$109,262	72%	\$101,932
Repairs & Maintenance	\$22,272	\$13,887	3,040	\$5,346	76%	\$7,548	\$21,012	36%	\$20,954
TOTAL EXPENDITURE	\$145,090	\$110,848	24,818	\$9,424	94%	\$86,757	\$130,274	67%	\$122,886
Tree Maintenance – Council Land	\$10,000.00	\$5,650	\$0.00	\$4,350.00	0%	\$0	\$9,000	0%	\$0
TOTAL EXPENDITURE	\$155,090	116,498	24,818	\$13,774	91%	\$86,757	\$139,274	62%	\$122,886



MAINTENANCE

Works completed this period.

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

Appendix A: Maintenance and repairs log

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

Location	Description	Action Required	Priority Score	Quoted	Status
Howard Park Oval	BMX Soft fall area is deteriorating	Replacement/ Repair	3	\$33,422.68 * (Replace)	To be funded by council under Asset renewal



Howard Park Oval	Cricket Nets is deteriorating	Repair	2		Awaiting response from NT Cricket
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PLANNING AND DEVELOPMENT

The community survey was live for 4 months. Results attached. Committee members to discuss and create request for capital works 26/27, pending Master Plan. Survey was disseminated via Council Facebook post, committee members contacts, sent to schools in the area and posted on the reserves for users and visitors to access via QR code.

COMMITTEE AGENDA

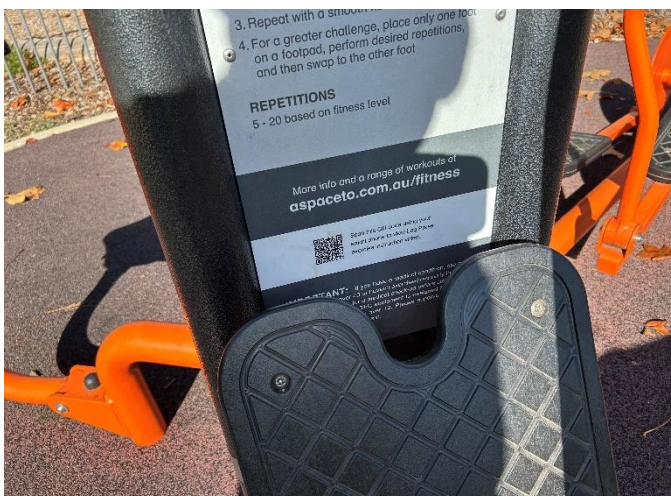
HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 02 June 2025

7. Other Business

7.1 Fletcher Austin has requested to resign from the committee, bringing total members to 7, including CPO as secretary.

7.2 Gerry Wood has requested for these photos to be included in the agenda, as an example of the fitness equipment which were raised by several residents in the survey.



8. Close of Meeting

