



# Howard Park Recreation Reserve Management Committee (HPRRMC)

## **BUSINESS PAPER**

### **Monday 11/08/2025**

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

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### LITCHFIELD COUNCIL HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

**Notice of Meeting**

to be held at the Whitewood Hall, Howard Springs  
on Monday, 11 August 2025 at 5:00pm

Stephen Hoyne  
Chief Executive Officer

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## COMMITTEE AGENDA

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### HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 11<sup>th</sup> August 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 2<sup>nd</sup> of June 2025, be confirmed.



# Howard Park Recreation Reserve Management Committee Meeting

## **MINUTES** **Monday 2/06/2025**

Meeting held commencing 5:00pm  
At Howard Hall, Howard Park Recreation Reserve  
325 Whitewood Road, Howard Springs

**Melissa Waite, Senior Payroll and Customer Service Officer**



# COMMITTEE MINUTES

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## Howard Park Reserve Committee Meeting

**Held in the Howard Hall, Howard Park Reserve  
on Monday, 2 June 2025 at 5:00 pm**

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### 1 Opening of Meeting

5:22 pm

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

#### Present

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Mel Waite	Litchfield Council Representative
Maxine Way	Howard Springs Volunteer Fire Brigade
Gerry Wood	Resident
Lesley Vella	Howard Springs Scouts

### 2 Apologies and Leave of Absence

Gerard Rosse	Resident
Gerard Maley	Resident, Local Member

### 3 Disclosures of Interest

Nil

### 4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 6 February 2025

**Moved: Gerry Wood**

**Seconded: Mathew Salter**

**CARRIED**

## 5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
4/12/2023	Proposed "Master Plan"	Main goal is to get feedback from current user groups and residents to determine any suggestions for improvements via a Community survey to scope ideas from the community about future projects.	CPO conducted survey online, with results attached.	<p>50k informed</p> <p>What's in the plan and can it be used for other things that was included in the survey</p> <p>Spend it on upgrades little bit at a time can that money go to that?</p> <p>Only need around \$12K for the master plan</p>
	Markets	<p>Malak Markets are interested, but they are busy organising their own. We'll need a comprehensive proposal.</p> <p>Reflection on AR event in April, if they heard anything from the community, pros&amp;cons</p>	CPO	<p>One off market, do a community event, users would want to get involved.</p> <p>This wasn't discussed in details briefly mentioned the AR event for Youth Week and that was it.</p>

14/08/2024	Softfall replacement	Committee members suggested to use grass for the soft fall. They expressed concern that exploring other options may bring up new risks that might delay or close the track down rather than improve it efficiently.		Work to commence in June, starting with irrigation to prepare for installation of grass.  Thats good they were questioning why it needs to be closed for 3 months?
3/2/2025	Scout hall issues	CPO in correspondence with Scouts Head Office. Possum issue stems from unsealed ceiling. Council is currently creating asset management plan for all reserves, which will guide user group agreements.		Ongoing: CPO will communicate with Scout Leaders and Scout Admin with developments.  Email given to Lesley that was emailed to Scouts HQ

## 6 Officers Reports

### 6.1 Bi-Monthly Operations Report

**Moved:** Maxine Way

**Seconded** Gerry Wood

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

**CARRIED**

## 7 Other Business

Fletcher resigned

Fitness equipment- council look at similar items and get costing to know. Can we liaise with core body fitness to get their thoughts as well? Company Kompan 3 stations working with a path so running exercise in between the path. Sand material on the path. Mathew to chat with core body and then discuss with

committee to see what would work. Discuss location to make sure it's practical to be used in all season.

If building it up make sure it slopes up for safety. Shade needed over the equipment.

Gerry also would like Council to look at a enclosed games area with a sport area it allows 4 sporting games to be used 1 part soccer, 1 part basketball part netball 1 part something else. It allows 4 half courts to be used enclosed to attract kids more and keep them safe. Paperwork given to Melissa to pass onto Council for consideration.

Financial report: Cost to run water and electricity Can they know about it? Then other operational costs. Garden maintenance of it cant be broken down can we have a spill with what it includes.

Why is NT Cricket mentioned when it's Councils assets?

## 8 Next Meeting

Monday 7 July 2025, at 5:00 pm Howard Hall, Howard Park Recreation Reserve. Check date holidays and caretaker mode. Scouts are unavailable on this date.

## 9 Close of Meeting

5.58pm





## COMMITTEE AGENDA

### HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 2<sup>nd</sup> 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	Proposed Master Plan: Awaiting updates to inform capital works request	<b>Ongoing:</b> The \$50k allocation for this year will cover the BMX track and the master plan document.
14/08/2024	Community Markets at HPRR	<b>Ongoing:</b> Needing input on commitment from committee and council. Will review at the next meeting.
14/08/2024	BMX Softfall replacement	<b>COMPLETED:</b> works have now been completed and the area is just fenced off to allow the grass to establish.
3/02/2025	Scout Hall: possum issues and support for hall upgrades	<b>COMPLETED:</b> Council has given Scouts authority to source documents required for grants.
5/6/2025	Fitness Equipment for HPRR	<b>Ongoing:</b> CPO to discuss further with committee.

#### 6. Officer Reports

##### 6.01 Bi- Monthly Operations Report



## COMMITTEE REPORT

<b>Agenda Item Number:</b>	6.01
<b>Report Title:</b>	Bi-Monthly Operation Report
<b>Author:</b>	Jill Enriquez
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	11/08/2025
<b>Attachments:</b>	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 JUNE-JULY 2025

Recreation Reserves  
Management Committee



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## 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	2	0	2

## 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
- NT Cricket
- Core Body Fitness



## STORAGE

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



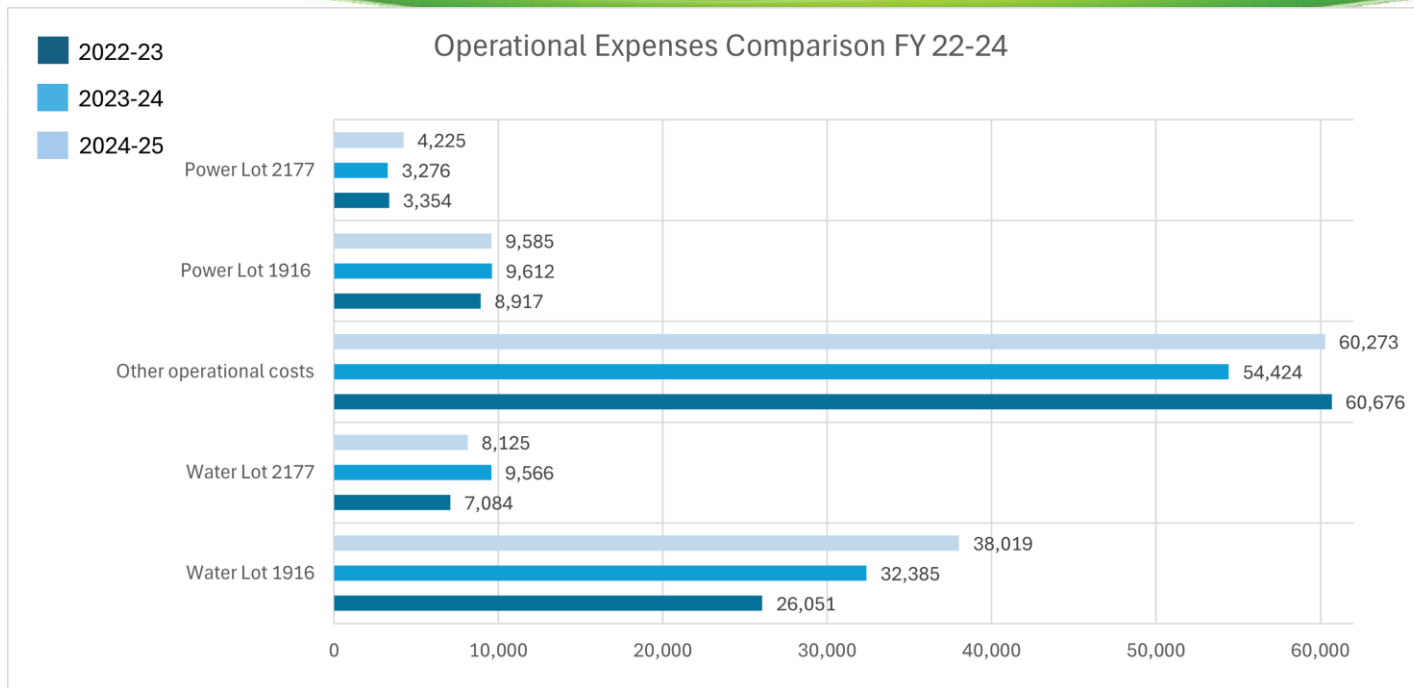
## FINANCIAL REPORT

Budget	2025/26	2024/25	2023/24	2022/23
Repairs and Maintenance	\$ 23,163.00	\$ 22,272.00	\$ 21,012.00	\$ 20,400.00
Operational	\$ 127,731.00	\$ 115,818.00	\$ 109,262.00	\$ 100,000.00
Tree Maintenance	\$ 15,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total	\$ 165,894.00	\$ 148,090.00	\$ 140,274.00	\$ 130,400.00

### Howard Park Recreation Reserve

Operating results at 30/07/2025

	Annual 2025/26 Budget	2025/26 YTD P1 Actuals	2025/26 YTD Commitments	Variance to Budget [Annual Budget – Actuals]	% Spent (Actuals + Commitments / Budget)	2024/25 P1 YTD Actuals	Annual 2024/25 Budget	% Spent	2024/25 YTD Actuals
<b>Revenue</b>									
User Fees & Charges	\$48,620	\$10,701	\$0.00	\$37,919	22%	8,519	\$46,305	18%	\$45,537
<b>TOTAL REVENUE</b>	<b>\$48,620</b>	<b>\$10,701</b>	<b>\$0.00</b>	<b>\$37,919</b>	<b>22%</b>	<b>8,519</b>	<b>\$46,305</b>	<b>18%</b>	<b>\$45,537</b>
<b>Expenditure</b>									
Operational Expenses	\$127,731	\$6,633	112,162	\$8,936	93%	\$7,264	\$122,818	6%	\$114,430
Repairs & Maintenance	\$23,163	\$86	679	\$22,398	3%	\$2,237	\$22,272	10%	\$19,970
<b>TOTAL EXPENDITURE</b>	<b>\$150,894</b>	<b>\$6,719</b>	<b>112,841</b>	<b>\$31,334</b>	<b>79%</b>	<b>\$9,501</b>	<b>\$145,090</b>	<b>7%</b>	<b>\$134,400</b>
Tree Maintenance – Council Land	\$10,000	\$0	\$0	\$10,000	0%	\$0	\$10,000	0%	\$6,100
<b>TOTAL EXPENDITURE</b>	<b>\$160,894</b>	<b>6,719</b>	<b>112,841</b>	<b>\$41,334</b>	<b>74%</b>	<b>\$9,501</b>	<b>\$155,090</b>	<b>6%</b>	<b>\$140,500</b>



## 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)	Progressing
Howard Park Oval	Cricket Nets is deteriorating	Repair	2		<b>Completed</b>

## PLANNING AND DEVELOPMENT

The Asset Management Plan for the reserve is almost complete, this document will guide the Master Plan which in turn helps Council determine the infrastructure needs and priorities for the next few financial years. This will take into account the community and Committee's requests for capital works to improve facilities at the reserve.





## COMMITTEE AGENDA

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### HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 11<sup>th</sup> August 2025

**7. Other Business**

**8. Close of Meeting**