



Howard Park Recreation Reserve Management Committee (HPRRMC)

BUSINESS PAPER

Monday 3/02/2025

Meeting to be held commencing 5:15 pm
in the Whitewood Hall, Whitewood Road, Howard Springs

A handwritten signature in black ink, appearing to read 'S. Hoyne'.

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, 3 February 2025 at 5:15pm

Stephen Hoyne
Chief Executive Officer

Number	Agenda Item	Page
1	Opening of Meeting	3
2	Apologies and Leave of Absence	3
3	Disclosures of Interest	3
4	Confirmation of Minutes	3
	4.01 Confirmation of Minutes	4
5	Business Arising from the Minutes	9
6	Officers Reports	11
	6.01 Bi-Monthly Operational Report	12
7	Other Business	19
8	Close of Meeting	19



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 3rd February 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 9th of December 2024, be confirmed.



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 3rd February 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.	ONGOING: The survey is currently live. The results will be presented to committee members during the February 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	Extension of footpath on Hamilton Road to Ganley Street.	COMPLETED: there is no budget or staff to accommodate this work for FY 25-26. Grant opportunities may come along in the future which can fund this project.
14/08/2024	BMX Softfall replacement	ONGOING: this is the Senior Project Officer's project. Investigations are currently underway to identify materials with greater longevity, as previous options were costly and had short lifespans. Exploring request for more funding depending on options received.

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:	3/02/2025
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 DEC 2024-JAN 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	7	3	1
Casual Bookings	5	2	0

USER GROUPS

Howard Hall

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

Whitewood Hall

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

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
Playgroup NT	

Internal Storage	External Storage sheds
Whitewood Hall Storage AVAILABLE	2 Shed bays AVAILABLE
	External Howard Hall storage has been booked for the year 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 31/01/2025 to follow.



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	1	\$33,422.68 * (Replace)	To be funded by council under Asset renewal

PLANNING AND DEVELOPMENT

The community survey is currently live. Results so far is attached. Committee members are to decide if we want to continue and boost promotion of the survey including handing out paper copies for local residents before closing. 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 03 February 2025

7. Other Business

8. Close of Meeting

Id	Completion time	Email	What local gover Reserve? (Select all that apply)	How do you currently use Howard Springs Reserve?	If you could make any improvements or changes to Howard Springs Reserve, what would they be?	What do you enjoy most about the reserve?	What new infrastructure or facilities would you like to see at the reserve?	Are there any new activities or events you'd like to see at the reserve?	Any additional comments or suggestions?	How likely are you to recommend Howard Park reserve's facilities to a friend or colleague?
1	12/9/2024 15:07	anonymous	Litchfield	Sport activities;	A small dog compound so Litchfield Rangers can teach about responsible dog ownership.	The oval;Bike track;	Off-leash enclosure;BBQ facilities;Fitness equipment;Chat with Boot Camp and Thai Martial Arts.;	Hot August Night. Pop up markets one Friday night in August.	Fix the soft fall, then extend the bike track for junior riders/skateboards.	7
2	12/23/2024 15:25	anonymous	Litchfield	Health and fitness (e.g., jogging, yoga, group classes);	Exercise stations - chin up bars etc	The oval;The playground;	Fitness equipment;	Exercise stations around oval Footpath along Hamilton road extended to ganley court	No	7
3	12/23/2024 16:02	anonymous	Litchfield	Using playgrounds or children's facilities;	More shaded areas and more variety at the bmx track - too hard for younger kids	The oval;The playground;	BBQ facilities;Fitness equipment;Native plant garden;Flying fox, more natural play areas similar to playgrounds in Zuccoli, and other Palmerston areas ;	No	No	6
4	12/24/2024 9:08	anonymous	Litchfield	Using playgrounds or children's facilities;	Better play area for older kids. More facilities- basketball & netball half court. Ninja gym	The playground;The oval;	Sports courts;Fitness equipment;	More options for kids to play or all ages & different activities. Don't use the hall often but would like to go if there were more local fitness offerings.	No	6
5	12/24/2024 13:49	anonymous	Darwin	Health and fitness (e.g., jogging, yoga, group classes);	More trees	Car park ;	BBQ facilities;Fitness equipment;	Football goals	Wet season activities	7
6	12/24/2024 15:35	anonymous	Litchfield	Sport activities;Walking the dog;Using playgrounds or children's facilities;	An additional playground for toddlers and a bigger skate park	The playground;	Fitness equipment;Sports courts;Native plant garden;Off-leash enclosure;	Art exhibitions, community workshop	No	5
7	12/24/2024 22:07	anonymous	Litchfield	I don't use it;	Listening to the community & committee	It looks like a fun place for the kids ;	I would have faith in the committee's consultations ;	As above	Hoping the committee is being inclusive & welcoming for more committee members & newbie's	8
8	1/11/2025 17:11	anonymous	Litchfield	Using playgrounds or children's facilities;	Another water fountain	The playground;	BBQ facilities;Fitness equipment;	Na	Na	7
9	1/15/2025 14:42	anonymous	Litchfield	Health and fitness (e.g., jogging, yoga, group classes);Using playgrounds or children's facilities;	Exercise stations, swings at playground	The oval;The playground;	BBQ facilities;Fitness equipment;	Rural eats held there a few times in the dry.	Footpath all the way along Hamilton road from. The current verge is very hard for children to ride bikes on because the dirt is very slippery and tyres sink which means they ride on the road and that is a busy road during peak times and I have seen far too many near misses.	5
10	1/20/2025 10:54	anonymous	Litchfield	Sport activities;Using playgrounds or children's facilities;	fitness equipment around oval and access	The oval;The playground;	Fitness equipment;improve footpath access;	Fitness equipment around the oval	Improve foot path access on Hamilton road (we live in Ganley court and the verge is unsafe for prams and bikes due to rocks) - extending the footpath would help this	7
11	1/20/2025 10:58	anonymous	Litchfield	Sport activities;Walking the dog;Using playgrounds or children's facilities;	the reserve is great and could be improved with equipment or exersize stations like the one at East point in Darwin - https://www.darwin.nt.gov.au/community/community-facilities/east-point-street-workout-station	The oval;The playground;	Fitness equipment;	A great reserve, a fitness station like east point would be a great asset.	A concrete bike path that connects Stuckey court to whitewood would also be a nice safer access addition for local residents	9