Howard Park Recreation Reserve Management Committee (HPRRMC)

BUSINESS PAPER

Wednesday 9/09/2026

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.

LITCHFIELD COUNCIL

COMMITTEE AGENDA

LITCHFIELD COUNCIL
HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Notice of Meeting
to be held at the Whitewood Hall, Howard Springs
on Wednesday, 09 September 2026 at 5:00pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 9th September 2026

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 Wednesday 9th July 2026, be confirmed.

Howard Park Recreation Reserve Management Committee Meeting

MINUTES
Thursday 9/07/2026

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

Conan Williams, Recreation Reserve Liaison Officer

COMMITTEE MINUTES

Howard Park Reserve Committee Meeting

Held in the Howard Hall, Howard Park Reserve
on Thursday, 9 July 2026 at 5:00 pm

1 Opening of Meeting

5:02pm

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

Present

Daisy Crawford	Litchfield Council North Ward Councillor (Chair)
Jill Enriquez	Litchfield Council Representative
Conan Williams	Litchfield Council Representative
Maxine Way	Howard Springs Volunteer Fire Brigade
Gerry Wood	Resident

2 Apologies and Leave of Absence

Gerard Rosse	Resident
Gerard Maley	Resident
Evan Johns	Howard Spring Scouts

3 Disclosures of Interest

Nil

4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Wednesday 13th May 2026

Moved: Gerry Wood

Seconded: Maxine Way

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
04/12/2023	Master plan	Committee members propose to upgrade the fence as part of masterplan to beautify the park	SPO	**ON HOLD:** this is on the capital works list for 25-26 and will be moved to 26-27. It will be completed according to capital works priorities.
8/07/2025	Fitness equipment	Committee members request static facilities rather than moving parts. If a track around the oval is planned, flooding in the wet to be considered.	SPO	**ON HOLD:** these will be considered once the masterplan works begin. Committee members and residents' opinions will be sought for all possible facilities at HPRR.
26/08/2025	Irrigation	Patches of dry grass on oval Some possible turf damage may occur during irrigation repairs	CPO	**ON GOING:** investigating issues, further complications
10/11/2025	Freedom for skateboarders & roller skates	Discussions with infrastructure have issue with safety of users.	CPO	**Completed:** Not built for purpose.
14/01/2026	Bike issues and barriers	Additional fencing added, new main gate lock and consider locking external gate during the school holidays	CPO	**ON HOLD:** Additional security has seen a decrease in antisocial behaviour.

6 Officers Reports

6.1 Bi-Monthly Operations Report

Moved: **maxine**

Seconded: **Gerry Wood**

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

CARRIED

7 Other Business

7.1 infrastructure works to run things by the committee, more communication

7.2 spring is bent backwards at the gate near the jumps

7.3 Further infrastructure to prevent entry through the gates, what other councils and other places do that we can implement rather than making it hard for everyone

7.4 Bore to go in for irrigation

7.5 Leak in the oval- fire brigade had no water (with any services plumbing, electrical ensure to inform all users inc hirers, fireys and scouts)

7.6 Fire service wants a flag pole (3 flag pole) behind the rock (to contact maxine for the project plan)

7.7 19th September open day for fireys, wanting to invite council youths, users of reserve, scouts and others to create an open day display, food vendors, coffee van

7.8 Car where the nets are, baseballers so communicate with user to remind

8 Next Meeting

Wednesday 9th September 2026, at 5:00 pm Whitewood Hall, Howard Park Recreation Reserve.

9 Close of Meeting

5:53pm

COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 9th September 2026

5. Business Arising from the minutes

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

Date	Action Notes	Status
04/12/2023	Proposed Master Plan: Awaiting updates to inform capital works request. To include comprehensive survey of residents and users to gain insight on requested facilities.	**Ongoing:** Master plan is budgeted for this FY, Hoping to complete by EOFY 2027
8/07/2025	Fitness Equipment for HPRR: Committee members request static facilities rather than moving parts. If a track around the oval is planned, flooding in the wet to be considered.	**On Hold:** these will be considered once the masterplan works begin. Committee members and residents' opinions will be sought for all possible facilities at HPRR.
26/08/2025	Irrigation: Patches of dry grass on the oval must be fixed.	**ONGOING:** Due to further issues.
26/08/2025	Anti-social issues	**ON HOLD:** Additional security and police CCTV have seen decrease in antisocial behaviour.
08/05/2026	Fencing and other development on reserve	**COMPLETED:** committee members request notification of planned works beyond discussions in bimonthly meetings, Council created SOP for internal comms

6. Officer Reports

6.01 Bi- Monthly Operations Report

COMMITTEE REPORT

Agenda Item Number:	6.01
Report Title:	Bi-Monthly Operation Report
Author:	Conan Williams
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	9/09/2026
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.

ATTACHMENT A

HOWARD PARK OPERATION REPORT JULY-AUGUST 2026

Recreation Reserves Management Committee

LITCHFIELD COUNCIL

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	3	1
Casual Bookings	2	2	0

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
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	2 Shed bays AVAILABLE
Playgroup NT	
Fresh Start Cleaning	

Howard Park

FINANCIAL REPORT

Budget	2026/27	2025/26	2024/25	2023/24
Repairs and Maintenance	$ 24,321.00	$ 23,163.00	$ 22,272.00	$ 21,012.00
Operational	$ 134,118.00	$ 127,731.00	$ 115,818.00	$ 109,262.00
Tree Maintenance	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00
Total	$ 168,439.00	$ 160,894.00	$ 148,090.00	$ 140,274.00

Howard Park Recreation Reserve

Operating results at 31/08/2026

	Annual Budget 2026/27	2026/27 P2 YTD Actuals	2026/27 P2 YTD Commitments	Variance to Budget [Budget – (YTD Actuals + YTD	% Spent (Actuals + Commitments / Budget)	2025/26 P2 YTD Actuals	Annual 2025/26 Budget	% Spent	2025/26 YTD Actuals
Revenue									
User Fees & Charges	$51,051	$15,523	$0.00	$35,528	30%	$13,343	$48,620	27%	$39,487
TOTAL REVENUE	$51,051	$15,523	$0.00	$35,528	30%	13,343	$46,305	29%	$39,487
Expenditure									
Operational Expenses	$134,118	$22,618	$14,143	$97,357	27%	$14,693	$127,731	12%	$128,561
Repairs & Maintenance	$24,321	$5,805	$2,455	$16,061	34%	$4,275	$23,163	18%	$23,982
TOTAL EXPENDITURE	$158,439	$28,423	$16,598	$113,419	28%	$18,968	$145,090	13%	$152,544
Tree Maintenance – Council Land	$10,000	$0	$0	$10,000	0%	$0	$10,000	0%	$0
TOTAL EXPENDITURE	$168,439	$28,423	$16,598	$123,419	27%	$18,968	$155,090	12%	$152,544

MAINTENANCE

Howard Park

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	Irrigation repairs	Further investigation into source of leak	1	Awaiting final cost	**Ongoing**

PLANNING AND DEVELOPMENT

Masterplan forecasted to be completed in 2027.

COUNCIL PROMOTION

The Community Initiatives grant is open all year for quick response grants of up to $500 for incorporated or not-for-profit groups. The Annual Grants round currently open to be awarded by November 2026.

COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 9th September 2026

7. Other Business

8. Close of Meeting