



Howard Park Recreation Reserve Management Committee (HPRRMC)

BUSINESS PAPER

Wednesday 8/07/2026

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.



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, 08 July 2026 at 5:00pm

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	8
6	Officers Reports	9
	6.01 Bi-Monthly Operational Report	10
7	Other Business	14
8	Close of Meeting	14



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 8th July 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 September 2026, be confirmed.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES **Monday 13/05/2026**

Meeting held commencing 5:00pm
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 Wednesday, 13 May 2026 at 5:00 pm

1 Opening of Meeting

5:09pm

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
Maxine Way	Howard Springs Volunteer Fire Brigade
Gerry Wood	Resident
Evan Johns	Howard Spring Scouts

2 Apologies and Leave of Absence

Gerard Rosse	Resident
Gerard Maley	Resident

3 Disclosures of Interest

Nil

4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 26 August 2025

Moved: Maxine Way

Seconded: Gerry Wood

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.
8/07/2025	Scout hall upgrades	Within scouts (internal)	CPO	COMPLETED: this will be discussed with Scouts separately, currently working on sourcing documentation and creating the lease.
26/08/2025	Irrigation	Patches of dry grass on oval	CPO	ON HOLD: to revisit investigation during the dry season.
10/11/2025	Freedom for skateboarders & roller skates	Follow up with infrastructure about changing sign or allowing this	CPO	Ongoing: CPO to investigate changing of rules. Infrastructure are concerned with user safety.
14/01/2026	Bike issues and barriers	Consider zigzag bollards to prevent entry.	CPO	ON HOLD: several options have been considered during the audit and additional fencing has been implemented. This hasn't changed the vandalism on the oval so a behavioural solution will have to be investigated instead of structural.

6 Officers Reports

6.1 Bi-Monthly Operations Report

Moved: Daisy Crawford

Seconded: Gerry Wood

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

CARRIED

7 Other Business

7.1 Committee Members request to be notified of any capital works on the reserve beyond discussions during meetings. This includes reactive works such as fencing due to vandalism.

8 Next Meeting

Wednesday 8 July 2026, at 5:00 pm Whitewood Hall, Howard Park Recreation Reserve.

9 Close of Meeting

5:46pm



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 8th July 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, but will roll over into next FY.
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.
8/07/2025	Scout Hall upgrades: Council is currently creating user agreements to guide capital works for permanent users.	On Hold: CPO will communicate with Scout representatives
26/08/2025	Irrigation: Patches of dry grass on the oval must be fixed.	ON HOLD: to revisit investigation during the dry season.
26/08/2025	Bike track safety issues: Barriers and other facilities ie zigzag bollards and CCTV to be considered to reduce antisocial behaviours.	ON HOLD: several options have been considered during the audit and additional fencing has been implemented. This hasn't changed the vandalism on the oval so a behavioural solution will have to be investigated instead of structural.
08/05/2026	Fencing and other development on reserve	COMPLETED: committee members request notification of planned works beyond discussions in bimonthly meetings, Reserves Officer to action.

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:	8/07/2026
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.

HOWARD PARK OPERATION REPORT MAY-JUNE 2026

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	3	2
Casual Bookings	3	4	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
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	



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	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total	\$ 160,894.00	\$ 148,090.00	\$ 140,274.00	\$ 130,400.00

Howard Park Recreation Reserve

Operating results at 07/07/2026

	Annual	2025/26 P12 YTD	2025/26 YTD	Variance to Budget [Budget – (YTD Actuals + YTD Commitments)]	% Spent (Actuals + Commitments / Budget)	2024/25 P12 YTD	Annual	% Spent	2024/25 YTD
	2025/26 Budget Review 2	Actuals	Commitments			Actuals	2024/25 Budget		Actuals
Revenue									
User Fees & Charges	\$48,620	\$39,487	\$0.00	\$9,133	81%	\$45,537	\$46,305	98%	\$45,537
TOTAL REVENUE	\$48,620	\$39,487	\$0.00	\$9,133	81%	\$45,537	\$46,305	98%	\$45,537
Expenditure									
Operational Expenses	\$127,731	\$118,093	\$23,347	-\$13,709	111%	\$114,430	\$122,818	93%	\$114,430
Repairs & Maintenance	\$23,163	\$20,479	\$2,898	-\$215	101%	\$19,970	\$22,272	90%	\$19,970
TOTAL EXPENDITURE	\$150,894	\$138,572	\$26,245	-\$13,923	109%	\$134,400	\$145,090	93%	\$134,400
Tree Maintenance – Council Land	\$10,000	\$0	\$0	\$10,000	0%	\$6,100	\$10,000	61%	\$6,100
TOTAL EXPENDITURE	\$160,894	\$138,572	\$26,245	-\$3,923	102%	\$140,500	\$155,090	91%	\$140,500



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	Fencing repairs	Repair before EOFY	2	\$2,365.00	Completed

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.

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 will open at the end of July 2026, to be awarded by October 2026.



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 8th July 2026

7. Other Business

8. Close of Meeting