



Howard Park Recreation Reserve Management Committee (HPRRMC)

BUSINESS PAPER

Monday 10/11/2025

Meeting to be held commencing 5:00 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, 10 November 2025 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	16
8	Close of Meeting	16



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 10th November 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 11th of August 2025, be confirmed.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES
Monday 26/08/2025

Meeting held commencing 5:00pm
At Howard 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 Tuesday, 26 August 2025 at 5:00 pm

1 Opening of Meeting

5:17 pm

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

Present

Jill Enriquez	Litchfield Council Representative
Maxine Way	Howard Springs Volunteer Fire Brigade
Evan Johns	Howard Spring Scouts
Gerry Wood	Resident

2 Apologies and Leave of Absence

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
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: Evan Johns

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
4/12/2023	Proposed "Master Plan"	Community survey has been conducted to scope ideas from the community about future projects. Master plan is budgeted for this FY. Committee expresses desire for a simple plan to keep costs low.	DIO	Ongoing: The AMP is nearing completion, which will guide the creation of the Master Plan.
14/08/2024	Markets	Malak Markets are interested but are run by volunteers. Requires a comprehensive proposal for their committee's approval. At this stage not a priority with the upcoming end of dry season. To be revisited in Feb 2026 for an event in 2026 dry season.	CPO	ON HOLD: HP RR Committee agreed to put this project on hold, remarks promotions of event must occur well ahead of time.
14/08/2024	Softfall replacement	Committee members are satisfied with the grass soft fall and are looking forward to the track's opening.	SPO	COMPLETED: works have now been completed with opening of the park set for September 2025.
3/02/2025	Scout hall issues	CPO in correspondence with Scouts Head Office. Council is currently creating asset management plan for all reserves, which will guide user group agreements.	CPO	Ongoing: CPO will communicate with Scout Leaders and Scout Admin with developments. Scout representatives are volunteers so progress is expected to take time.

02/06/2025	Fitness Equipment for HPRR	Unable to proceed with sourcing quotes until master plan has been completed. Committee requests fitness groups to be invited to meetings for feedback.	CPO	Ongoing: CPO to facilitate invitation of user groups.
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6 Officers Reports

6.1 Bi-Monthly Operations Report

Moved: Gerry Wood

Seconded: Evan Johns

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

CARRIED

7 Other Business

7.1 Concrete pathway near the BMX track is inviting motorbikes, GW requests this to be reassessed for safety and preservation of oval and new soft fall.

7.2 "Community Effort is Essential" committee would like to explore in kind donations from the community to undertake upgrades at the reserve like pathways, fitness areas, etc. which would lower cost to council whilst encouraging sense of ownership from community.

7.3 Request to invite fitness users groups at HPRR to next committee meeting to gain input on how potential fitness areas would be used

7.4 Request to extend CCTV view to cover the new BMX track. May await safety audit's recommendation but recent incidents show increased antisocial behaviour.

7.5 Hamilton Gate needs to be closed at night the same as the main gates.

7.6 Whitewood hall and Scout hall irrigation continue to have issues.

8 Next Meeting

Monday 6 October 2025, at 5:00 pm Whitewood Hall, Howard Park Recreation Reserve.

9 Close of Meeting

5:50pm



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 10th November 2025

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	Ongoing: The AMP is nearing completion, which will guide the creation of the Master Plan, scheduled for this FY.
14/08/2024	Community Markets at HPRR	On Hold: to revisit in the dry season.
5/6/2025	Fitness Equipment for HPRR	Ongoing: CPO to discuss further with committee. Fitness users were invited but unable to attend.
11/08/2025	Concrete pathway at BMX track to be reassessed for safety	Ongoing: The pathway itself is going to be gated, however safety audit was recently conducted due to reports.
11/08/2025	Committee to explore in kind donations from the community to undertake works whilst encouraging sense of ownership	Ongoing: CPO to explore this option with Governance officer to ensure adherence to policies
11/08/2025	Request to extend CCTV view to cover the new BMX track due to recent incidents of increased antisocial behaviour.	Ongoing: Council to install trail camera at BMX track.
11/08/2025	Hamilton Gate needs to be closed at night the same as the main gates.	COMPLETED: security informed of change and has been actioned.
11/08/2025	Whitewood hall and Scout Hall irrigation continue to have issues.	Ongoing: Parks Program Leader investigating.

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:	10/11/2025
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 AUGUST-OCTOBER 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	3	2
Casual Bookings	4	1	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
- 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	

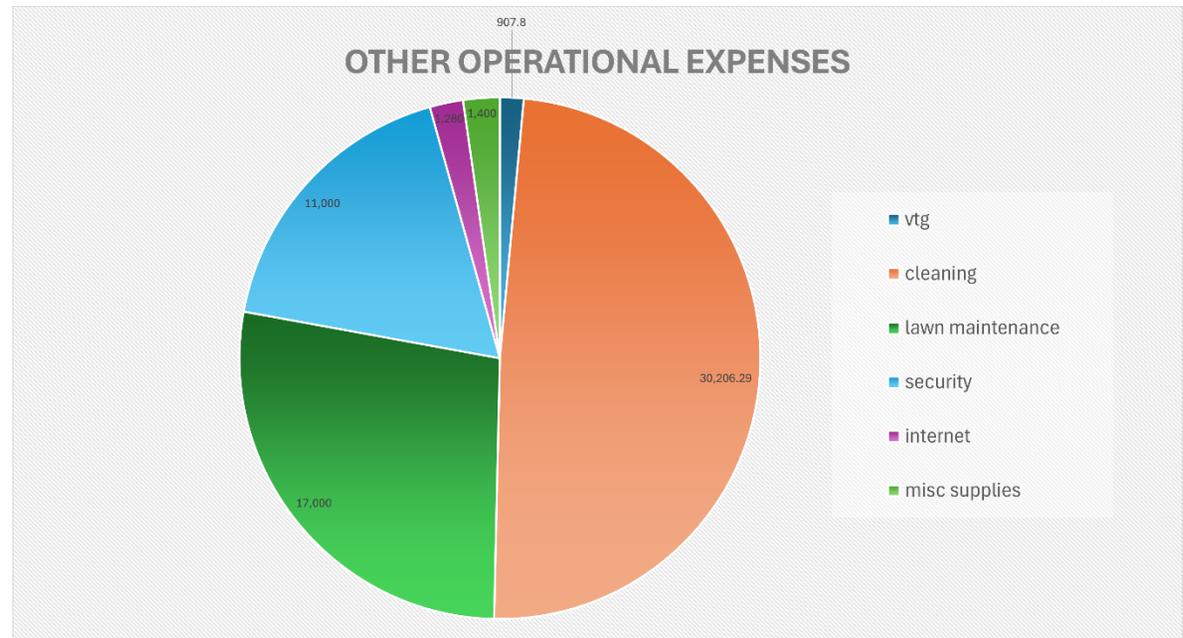


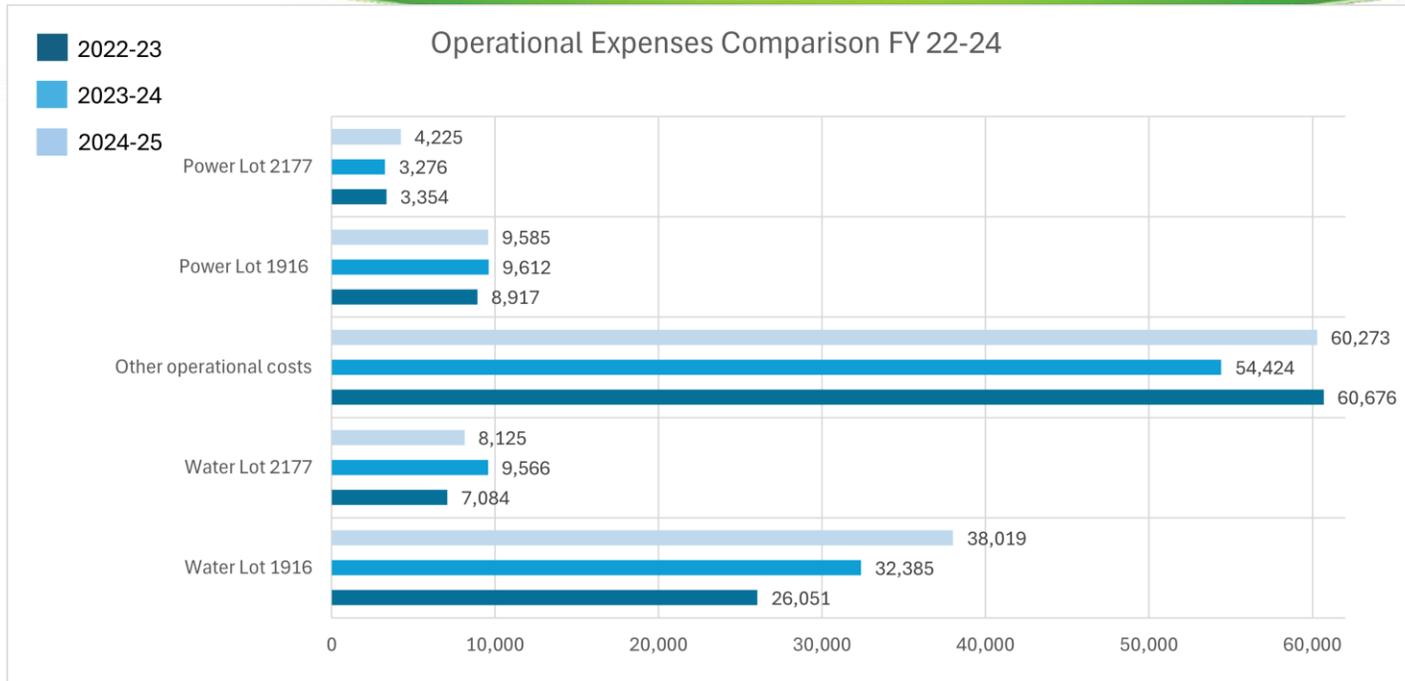
FINANCIAL REPORT

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	\$ 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 31/10/2025 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	Line marking on cricket area	Repair	2	\$1,500	Completed by internal staff

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 has closed and will be reviewed by the panel for endorsement in November OCM.

Australia Day Community Awards still OPEN for nominations.



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Monday 10th November 2025

7. Other Business

8. Close of Meeting