



# Howard Park Recreation Reserve Management Committee Meeting

## **BUSINESS PAPER**

**Wednesday 14 January 2026**

Meeting to be held commencing 5:00 PM  
in Whitewood Hall at 325 Whitewood Road, Howard Springs

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.



# HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE AGENDA

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## **1 OPENING OF MEETING**

## **2 APOLOGIES AND LEAVE OF ABSENCE**

### **Apologies**

### **Leave of Absence**

## **3 DISCLOSURES AND DECLARATIONS OF INTEREST**

Any member of the HPRRM who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at the HPRRM 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**

### **4.1 Confirmation of Minutes**

### **RECOMMENDATION**

That the full minutes of the Howard Park Recreation Reserve Management Committee Meeting held Monday 10 November 2025, pages be confirmed.



# Howard Park Recreation Reserve Management Committee Meeting

## **MINUTES**

### **Monday, 10 November 2025**

Meeting to be held commencing 5:00 PM  
in Whitewood Hall at 325 Whitewood Road, Howard Springs

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 MINUTES

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### Howard Park Reserve Committee Meeting

**Held in the Howard Hall, Howard Park Reserve  
on Tuesday, 26 August 2025 at 5:00 pm**

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#### 1 Opening of Meeting

5:07pm

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
Kat Stafford	Litchfield Council Representative
Evan Johns	Howard Springs Scouts (electronically)
Gerard Rosse	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade
Gerry Wood	Resident
Gerard Maley	Resident, Local Member

#### 2 Apologies and Leave of Absence

Nil

#### 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
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.
	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: HPRR Committee agreed to put this project on hold, remarks promotions of event must occur well ahead of time.
3/2/2025	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.		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	Fitness groups were invited to meetings for feedback but unable to attend. To source quotes for fitness equipment.		Ongoing: CPO to discuss further with committee.
26/08/2025	Safety issues	Concrete pathway near	Asset	Ongoing: Fencing

	at the oval	BMX is inviting motorbikes. Damage to oval also from vehicles. Safety Audit was conducted which recommended fencing	Officer	works to begin soon including pedestrian gate at BMX area
26/08/2025	Safety issues at the BMX track	CCTV to be installed as coverage doesn't extend beyond front of Howard Hall.	CPO	Ongoing: outdoor camera has been ordered and will be installed ASAP.
26/08/2025	Irrigation issues at HPRR	This has been mentioned several times, seen through patchy areas. Will investigate	CPO	ON HOLD: to revisit in the dry season.

## 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

7.1 Master plan to include comprehensive survey of residents and users, determining wish list of facilities for the new financial year.

## 8 Next Meeting

Monday 14 January 2026, at 5:00 pm Whitewood Hall, Howard Park Recreation Reserve.

## 9 Close of Meeting

6:00pm

**5 BUSINESS ARISING FROM THE MINUTES**

## **6 OFFICER REPORTS**

### **6.1 Bi-monthly Officer Report**

**AUTHOR:** Jill Enriquez, Community Participation Officer

**AUTHORISER:** Jill Enriquez, Community Participation Officer

**ATTACHMENTS:** 1. HPRR Attachment A Bi-monthly Officer 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**

1. That Howard Park Recreation Reserve Management Committee receive 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

Progress - Continuity of Services and Facilities

#### **LEGISLATIVE AND POLICY IMPLICATIONS**

Howard Park Reserve Committee – Terms of Reference

Local Government Act NT 2019 – Part 5.2 Council Committees

#### **FINANCIAL IMPLICATIONS**

Financial report included within Attachment A.

Risks NIL identified.

Risks NIL

#### **COMMUNITY ENGAGEMENT**

NIL



# HOWARD PARK Recreation Reserves Management Committee OPERATIONS REPORT November to December 2025

## 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.

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## Utilisation

### Knuckey Lagoon Hall Users

	Howard Hall	Whitewood Hall	Howard Oval
Regular User Groups	6	2	1
Casual Bookings	3	1	0

### USER GROUPS

#### Howard Hall

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

#### Whitewood Hall

- Palmerston Yoga
- Lodge of Koolpinyah
- Dr. James Acupuncture

#### Howard Park Oval

- Red's Baseball Club
- NT Cricket
- Core Body Fitness

### Howard Storage

Users	Internal	External
Lodge of Koolpinyah	✓	
Dr James Acupuncture	✓	
Palmerston Yoga	✓	
Playgroup NT	✓	
Howard Springs Scouts		✓
Reds Baseball		✓
	WH storage available	2 Shed Bays available

## Finance Report

Details of yearly comparison expenditure to be provided under separate cover at the Committee Meeting due to end-of-month (July) reports.

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

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HPRR Operating as of 31/12/2025

	Annual 2025/26 Budget	2025/26 YTD P6 Actuals	2025/26 YTD Commitments	Variance to Budget [Annual Budget –	% Spent (Actuals + Commitments /	2024/25 P5 YTD Actuals	Annual 2024/25 Budget	% Spent	2024/25 YTD Actuals
<b>Revenue</b>									
User Fees & Charges	\$48,620	\$20,215	\$0.00	\$28,405	42%	24,024	\$46,305	52%	\$45,537
<b>TOTAL REVENUE</b>	<b>\$48,620</b>	<b>\$20,215</b>	<b>\$0.00</b>	<b>\$28,405</b>	<b>42%</b>	<b>24,024</b>	<b>\$46,305</b>	<b>52%</b>	<b>\$45,537</b>
<b>Expenditure</b>									
Operational Expenses	\$127,731	\$63,685	72,246	-\$8,199	106%	\$52,785	\$122,818	43%	\$114,430
Repairs & Maintenance	\$23,163	\$10,234	456	\$13,385	42%	\$6,163	\$22,272	28%	\$19,970
<b>TOTAL EXPENDITURE</b>	<b>\$150,894</b>	<b>\$73,919</b>	<b>71,790</b>	<b>\$5,186</b>	<b>97%</b>	<b>\$58,948</b>	<b>\$145,090</b>	<b>41%</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>73,919</b>	<b>71,790</b>	<b>\$15,186</b>	<b>91%</b>	<b>\$58,948</b>	<b>\$155,090</b>	<b>38%</b>	<b>\$140,500</b>

### Communications and Promotion

#### Grant Opportunities

The Community Initiatives grant is open all year for quick response grants of up to \$500 for incorporated or not-for-profit groups.

#### Council Events & Activities

Men's Program Litchfield Mates: Catch Up & Chill

<https://litchfield.nt.gov.au/your-council/events/litchfield-mates-catch-chill>



#### Maintenance & Repairs

User groups are requested to submit repairs and maintenance requests to the Litchfield Council inbox ([council@litchfield.nt.gov.au](mailto:council@litchfield.nt.gov.au)) as they are identified (not at committee meetings). The CPO will delegate as required, jobs are then prioritised and actioned according to budget with progress reported at meetings.

Please communicate updates back to your members as appropriate.

#### Work completed during this period:

- NIL

**7 OTHER BUSINESS**

**8 CLOSE OF MEETING**