



Howard Park Recreation Reserve Management Committee (HPRRMC) **BUSINESS PAPER** **Wednesday 11/03/2026**

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 Wednesday, 11 March 2026 at 5:00pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 11th March 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 14th January 2026, be confirmed.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES

Wednesday 14/01/2026

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 Scout Hall, Howard Park Reserve
on Wednesday 14 January 2026 at 5:00 pm

1 Opening of Meeting

5:06 pm

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	Community Participation Officer (CPO)
Kat Stafford	Business Support Officer (BSO)
Maxine Way	Howard Springs Volunteer Fire Brigade
Gerry Wood	Resident on the phone

2 Apologies and Leave of Absence

Gerard Rosse	Resident
Gerard Maley	Resident, Member for Nelson
Evan Johns	Howard Springs Scouts

3 Disclosures of Interest

Nil

4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 10 November 2025.

Moved: Gerry wood

Seconded: Maxine Way

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
4/12/2023	Proposed "Master Plan"	Committee expresses desire for a simple plan to keep costs low. To include comprehensive survey of residents and users to gain insight on requested facilities.	DIO	Ongoing: Master plan is budgeted for this FY, but will possibly roll over into next FY.
14/08/2024	Markets	Malak Markets are interested but are run by volunteers. Requires a comprehensive proposal for their committee's approval.	CPO	ON HOLD: With staff movements and other focus areas, at this stage it's not a priority for the year. But we will try to include reserve activation in council events.
8/07/2024	Scout Hall upgrades	CPO in correspondence with Scouts Head Office. Council is currently creating user agreements to guide capital works for permanent users.	CPO	Ongoing: CPO will communicate with Scout representatives, they are volunteers so progress is expected to take time.
8/07/2024	Fitness Equipment for HPRR	To gain insight from residents re equipment request; progress on this will depend on master plan.	CPO	COMPLETED: quotes provided. Final decisions on infrastructure will come with master plan.
8/07/2024	Safety issues at the oval	Concrete pathway near BMX is inviting motorbikes. Damage to oval also from vehicles. Safety Audit was	CPO	COMPLETED: Fencing works completed, gates are secured to prevent

		conducted which recommended fencing.		motorised vehicle entry.
26/08/2025	Safety issues and antisocial behaviour at the BMX track	Investigated cages for CCTV to be re-installed. Increased behaviours over January School Holidays. To discuss a social media post addressing issue.	CPO	Ongoing: outdoor camera was installed and stolen over December closure. Security patrols were ordered until February to deter further damage.
26/08/2025	Irrigation issues at HPRR	This has been mentioned several times, seen through patchy areas. Will investigate	Parks Program Leader	ON HOLD: to revisit in the dry season.

6 Officers Reports

8.1 Bi-Monthly Operations Report

Moved: Maxine Way

Seconded: Daisy Crawford

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

CARRIED

7 Other Business

7.1 Watering for Cricket Season – to investigate starting April.

7.2 Barrier for motocross bikes and other vehicles – investigate options

7.3 Freedom for skateboards and rollerskates – investigate safety

Moved: Gerry Wood

Seconded: Maxine Way

8 Next Meeting

Wednesday 11 March 2026, at 5:00pm Whitewood Hall, Howard Park Recreation Reserve.

9 Close of Meeting

5:33pm.



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 11th March 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 possibly roll over into next FY.
14/08/2024	Community Markets at HPRR: reserve activation and community engagement. Contacted Malak Market organisers but will require comprehensive proposal and permits.	On Hold: With staff movements and other focus areas, at this stage it's not a priority for the year. But we will try to include reserve activation in council events.
8/07/2025	Fitness Equipment for HPRR:	Ongoing: CPO to discuss further with committee. Fitness users were invited but unable to attend.
8/07/2025	Scout Hall upgrades: Council is currently creating user agreements to guide capital works for permanent users.	Ongoing: CPO will communicate with Scout representatives
26/08/2025	Bike track safety issues: CCTV coverage and concrete pathway, entry points of motor vehicles and increased antisocial behaviour.	Ongoing: CPO to investigate cages for CCTV, gates now secured. Behaviours decreased once school started but will keep monitoring.
26/08/2025	Irrigation issues across halls and oval at HPRR	On Hold: to revisit during dry season.

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:	11/03/2026
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 JANUARY-FEBRUARY 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	1	3	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

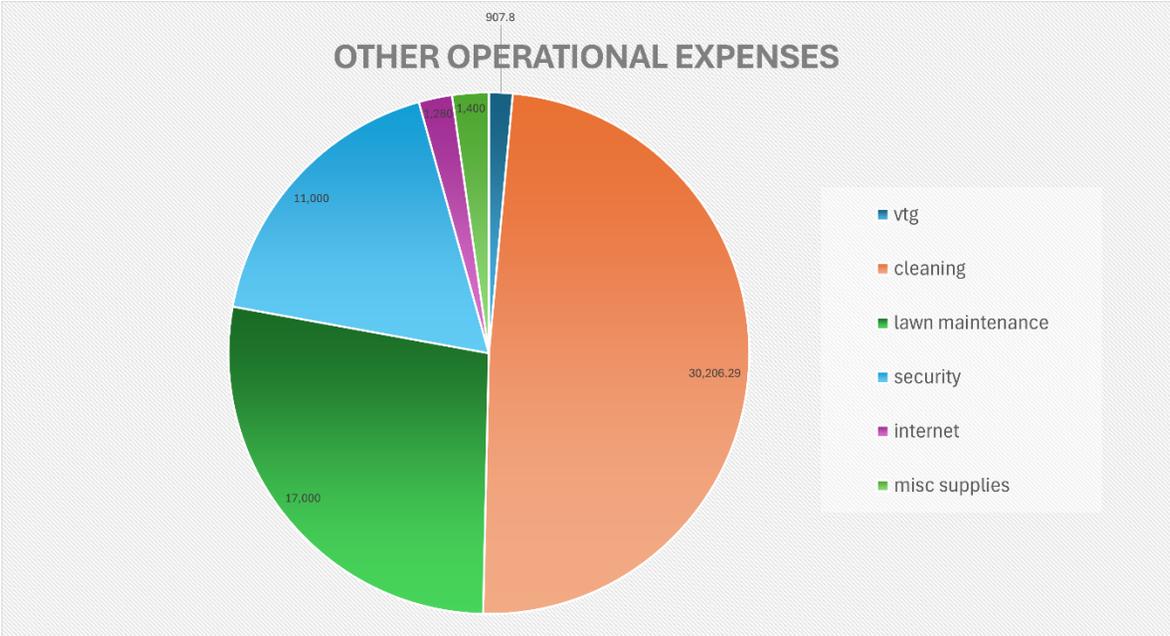
Internal Storage	External Storage sheds
Lodge of Koolpinyah	Howard Springs Scouts
Dr James Acupuncture	Reds Baseball
Palmerston Yoga	2 Shed bays AVAILABLE
Playgroup NT	
Fresh Start Cleaning	



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

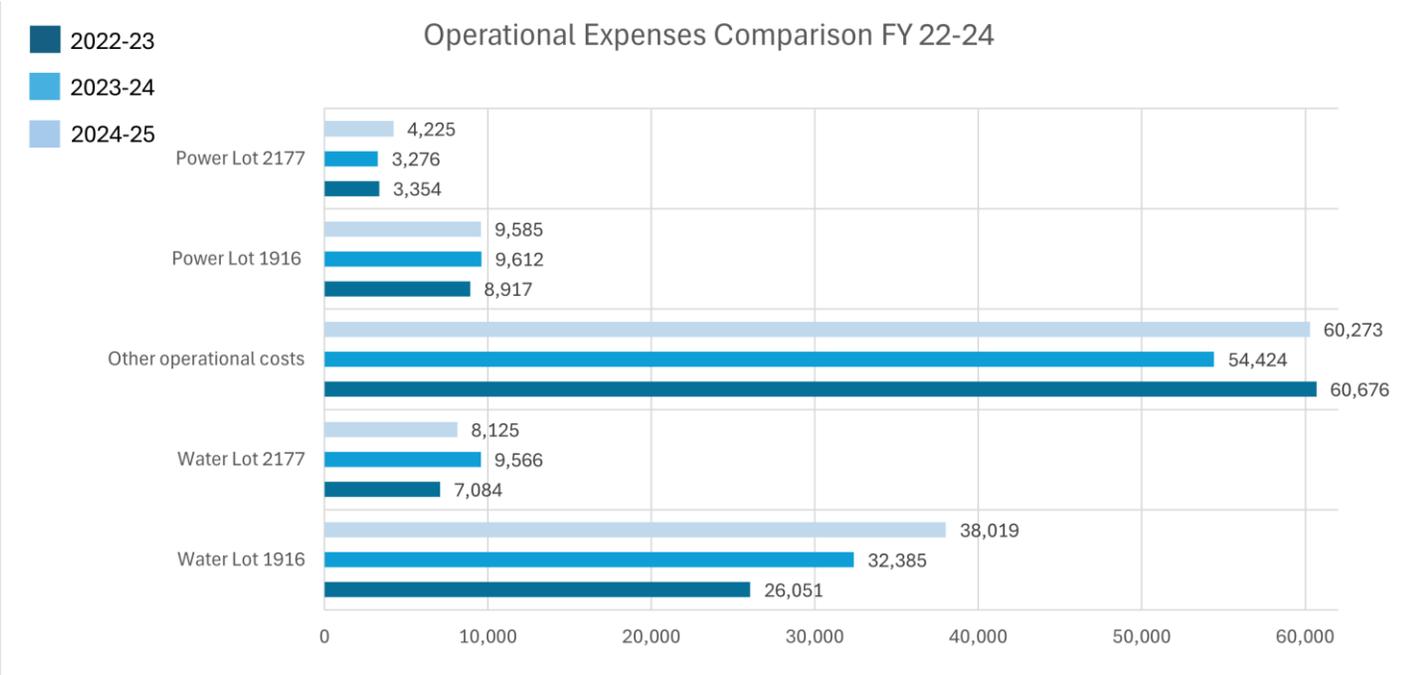
Howard Park Recreation Reserve





Operating results at 28/02/2026

	Annual	2025/26 P8 YTD	2025/26 YTD	Variance to Budget	% Spent (Actuals +	2024/25 P8 YTD	Annual	% Spent	2024/25 YTD
	2025/26 Budget Review 1	Actuals	Commitments	[Annual Budget – (YTD Actuals + YTD	Commitments / Annual Budget)	Actuals	2024/25 Budget		Actuals
Revenue									
User Fees & Charges	\$48,620	\$28,906	\$0.00	\$19,714	59%	35,274	\$46,305	76%	\$45,537
TOTAL REVENUE	\$48,620	\$28,906	\$0.00	\$19,714	59%	35,274	\$46,305	76%	\$45,537
Expenditure									
Operational Expenses	\$127,731	\$83,630	58,444	-\$14,344	111%	\$79,669	\$122,818	65%	\$114,430
Repairs & Maintenance	\$23,163	\$11,523	456	\$12,096	48%	\$8,691	\$22,272	39%	\$19,970
TOTAL EXPENDITURE	\$150,894	\$95,153	57,988	-\$2,247	101%	\$88,360	\$145,090	61%	\$134,400
Tree Maintenance – Council Land	\$10,000	\$0	\$0	\$10,000	0%	\$4,400	\$10,000	44%	\$6,100
TOTAL EXPENDITURE	\$160,894	95,153	57,988	\$7,753	95%	\$92,760	\$155,090	60%	\$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	Turf repair from vandalism	Repair before sport bookings	2	\$700	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 will open at the end of July 2026, to be awarded by October 2026.



COMMITTEE AGENDA

HOWARD PARK RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Wednesday 11th March 2026

7. Other Business

8. Close of Meeting