



Knuckey Lagoon Recreation Reserve Management Committee (KLRRMC)

BUSINESS PAPER

THURSDAY 6/11/2025

Meeting to be held commencing 5:00pm
at the Knuckey Lagoon Recreation Reserve

A handwritten signature in black ink, appearing to read 'S. Hoyne'.

Stephen Hoyne, Chief Executive Officer



COMMITTEE AGENDA

LITCHFIELD COUNCIL KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Notice of Meeting

to be held at the Knuckey Lagoon Recreation Reserve
on Thursday 6th November 2025 at 5:00 pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 6th November 2025

1. Opening of meeting

2. Apologies and Leaves of Absence

3. Disclosure of Interests

Any member of the Knuckey Lagoon 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 the 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 Knuckey Lagoon Recreation Reserve Management Committee Meeting held Thursday 7 August 2025, be confirmed.



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 7/08/2025

Meeting held commencing 5:00pm

Conducted electronically via Teams

Jill Enriquez, Community Participation Officer



MINUTES

Knuckey Lagoon Reserve Committee Meeting

Held via TEAMS

on Thursday 7th August, 2025 at 5:00pm

Attendees

Jill Enriquez	Council Representative
Tou Ruchkaew	NT Thai Association
Stuart Mobsby	NT Scouts Berrimah
John Fuller	Top End Gem C& Mineral Club

1 Opening of Meeting

5:07 pm

2 Apologies and Leave of Absence

Rachael Wright North Ward Councillor (Chair)

3 Disclosures of Interest

Nil.

4 Confirmation of Minutes

Moved: John fuller

Seconded: Tou Ruchkaew

THAT the minutes of the previous Committee Meeting held on Thursday 5 June 2025 be confirmed.

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Action by	Notes	Status
06/06/2024	Basketball court potholes repair	CPO	Assessed for patch repair or resurfacing, inadequate budget for a resurface and is on the list for capital works in 26/27	Ongoing: quote provided was beyond R&M or capital works allocation. To source another quote at least

				for repair of pothole hazard.
06/06/2024	Adventure playground	SPO	Project was paused due to low staffing	COMPLETED: works will finish by the end of August.
01/02/2024	Recruiting New Committee members	CPO	Community Participation Officer have approached Top End 4WD Club and Rapid Creek Track Club	Ongoing: will continue to invite community groups and advertise availability on the website
6/02/2025	Ramp connecting carpark to undercover area	CPO	This has been requested previously to improve accessibility.	Ongoing: scheduled for capital works in FY 25-26 but priorities are shifting with more urgent works, to be reviewed again.
6/02/2025	TV replacement	CPO	Allow users to conduct meetings, another draw card for the reserve	COMPLETED: this has been ordered and scheduled for installation
5/06/2025	Illegal campers	CPO	Dry season issue of campers at reserve. Going into build up now, it is not so much an issue currently.	Ongoing: CPO to follow up with sign installation. Proposed by-laws would address issue if implemented.

6 General Business

6.01 Bi-Monthly Operation & Finance Report

Repairs and Maintenance

The following items were considered a priority:

Item	Action	Status
Basketball Court Potholes	To patch repair until resurfacing is possible	On hold

Moved: John Fuller

Seconded: Tou Ruchkaew

THAT the Committee receives and notes the Bi-Monthly Operational Report.

CARRIED

7 Other Business

7.1 Reach out to training groups that might need meeting rooms.

7.2 Follow up signs for no camping, speed limit.

7.3 Activation event for the playground at KLRR, committee to email input by 22nd August and commitment to contribute for event on 20th September.

8 Close of Meeting

Meeting closed at 5:27pm

The next meeting is scheduled for Thursday, 2 October 2025 at 5pm.

UNCONFIRMED

COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 6th November 2025

5. Business Arising from the minutes

THAT the Knuckey Lagoon Recreation Reserve Management Committee receives and notes the Action Sheet.

6/06/2024	Basketball Court Potholes after pressure clean	Ongoing: resurfacing of the court is being investigated as a project for capital works in FY 26-27. Received quotes for repair, currently no budget for the this.
8/08/2024	Recruiting New Committee Members	Ongoing: currently no responses from recipients. CPO continues to promote through various channels.
10/10/2024	Activating the space to aid in recruiting new bookings and committee members	Ongoing: CPO to implement a bookings calendar on the council website.
6/02/2025	Ramp accessibility project	Ongoing: scheduled for this financial year.
5/06/2025	Illegal campers & speed limit signage	Ongoing: CPO in the process of procurement.
07/08/2025	Adventure Playground completion and opening	COMPLETED: had successful opening event with committee members' help.

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, Community Participation Officer
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	6/11/2025
Attachments:	A: B-Monthly Operational Report

Executive Summary

The purpose of this report is to provide an update to the Knuckey Lagoon Recreation Reserve Management Committee and update on the operations of the reserve.

Recommendation

THAT the Knuckey Lagoon 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

Knuckey Lagoon Recreation Reserve Management 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.

KNUCKEY LAGOON OPERATION REPORT AUGUST to 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

	Knuckey Lagoon
Regular user groups	2
Casual Bookings	4

REGULAR USER GROUPS

- Top End Gem & Mineral Club
- Berrimah Scouts

CASUAL USER GROUPS

- Top End 4WD Club
- Private Bookings

STORAGE

Internal Storage	External Storage
Top End Gem Club	Berrimah Scouts



FINANCE REPORTS

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

Budget	2025/2026	2024/2025	2023/24	2022/23
Repairs & Maintenance	\$22,880.00	\$11,030.00	\$8,405.00	\$8,160.00
Operational	\$22,752.00	\$21,877.00	\$20,639.00	\$20,038.00
Tree Maintenance	\$15,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Total	\$60,632.00	\$42,907.00	\$ 39,044.00	\$38,198.00

KLRR: Operating results at 31/10/2025 to follow

MAINTENANCE & REPAIRS

User groups are asked to submit repairs and maintenance requests to the Litchfield Council CPO as they are identified (not at committee meetings). Jobs are then prioritized and actioned according to budget with progress reported at meetings. Please communicate updates back to your user groups as appropriate.

Work completed during this period:



- Septic pumping
- Gutter cleaning

(Appendix A) Repairs and Maintenance log lists, prioritizes, and costs each job reported to Council from contractors and user groups. This allows jobs to be actioned according to need and budget.

COMMUNICATION 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. The Annual Grants round has closed and will be reviewed by the panel for endorsement in November OCM.

APPENDIX A REPAIRS AND MAINTENANCE LOG

Location	Description	Action Required	Date	Priority Score	Actioned	Quoted
Basketball court	Cracks and potholes	Require resurfacing, investigating patch repair until capital funding allocation.	August 2024	Med	Ongoing: quote for repair is outside of budgeted amount. Sourcing another quote but contractors are limited	\$48,000



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 6th November 2025

7. Other Business

8. Close of Meeting