



# Knuckey Lagoon Recreation Reserve Management Committee (KLRRMC)

## **BUSINESS PAPER**

### **THURSDAY 7/08/2025**

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

**Stephen Hoyne, Chief Executive Officer**



## COMMITTEE AGENDA

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### LITCHFIELD COUNCIL KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

**Notice of Meeting**

to be held at the Knuckey Lagoon Recreation Reserve  
on Thursday 7<sup>th</sup> August 2025 at 5:00 pm

Stephen Hoyne  
Chief Executive Officer

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## COMMITTEE AGENDA

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### KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 7<sup>th</sup> August 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 5 June 2025, be confirmed.



# Knuckey Lagoon Recreation Reserve Management Committee Meeting

## **MINUTES**

**Thursday 5/06/2025**

Meeting held commencing 5:00pm

Conducted electronically via Teams

**Melissa Waite, Senior Payroll and Customer Service Officer**



## MINUTES

### Knuckey Lagoon Reserve Committee Meeting

Held via TEAMS

on Thursday 5<sup>th</sup> June, 2025 at 5:00pm

#### Attendees

Rachael Wright	North Ward Councillor (Chair)
Melissa Waite	Senior Payroll & Customer Service Officer
Tou Ruchkaew	NT Thai Association
Stuart Mobsby	NT Scouts Berrimah
John Fuller	Top End Gem C& Mineral Club

#### 1 Opening of Meeting

5:02 pm

#### 2 Apologies and Leave of Absence

#### 3 Disclosures of Interest

Nil.

#### 4 Confirmation of Minutes

**Moved:** Stuart Mobsby

**Seconded:** Tou Ruchkaew

THAT the minutes of the previous Committee Meeting held on Thursday 10 April 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	Ongoing: contractor is scheduled to inspect court for repair, to use up funds before EOFY

			is on the list for capital works in 26/27	
06/06/2024	Adventure playground	SPO	Project was paused due to low staffing	Ongoing: this is now progressing, with works set to commence in July 2025.
01/02/2024	Recruiting New Committee members	CPO	Community Participation Officer have approached Top End 4WD Club and Rapid Creek Track Club	Ongoing: To invite Playgroup NT, Home schooling Education department for camping and other schools
06/06/2024	Salto Locks	CPO	Request from committee to revert to manual locks	<b>Completed</b> ELT has decided to keep the locks as is, providing all access issues have been addressed
05/12/2024	PW Compensation for lack of bollards	CPO	Investigate compensation from P&W for not having bollards around the water meter which was replaced by council due to vehicle damage.	Ongoing: CPO is in the process of investigating this alongside the infrastructure department.
10/04/2025	Ants	CPO	Ants have returned after treatment and is a risk to the meter box	<b>Completed</b> Treatment has been applied again to avoid further damage
6/02/2025	Ramp connecting carpark to undercover area	CPO	This has been requested previously to improve accessibility.	Ongoing: being investigated as a project for capital works in FY 25-26.
10/4/2025	GeoAR student internship program	CPO	Scouts to look into taking up the program with their cohort.	<b>Completed</b> No capacity for them at the moment, schools haven't responded either so this will need to be postponed for release next dry season.
10/4/2025	R&M budget	CPO	To be used before EOFY with identified issues and other regular maintenance	Ongoing: being investigated to maximise repairs and maintenance

10/4/2025	To follow up with Council for Lease Policy for NT Thai Association	CPO	NT Thai Association requests for an update on leasing Campbell Rd.	<b>Completed</b> Response has been sent to Tou, the project is delayed but ongoing
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## 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	Ongoing

**Moved:** Rachael Wright

**Seconded:** Tou Ruchkaew

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

**CARRIED**

## 7 Other Business

**7.1** Circulate financial report with Budget amount left.

**7.2** Check with infrastructure team regarding campers- what user groups can do. Possibly put up signs for no campers/private property.

**7.3** Extra chairs- left upstairs and hazard to move. Users need to put back where they came from, 36 downstairs and 10 good, 13 plastic upstairs. Inform casual users of expectation to return chairs. Melissa to make signs.

**7.4** Create checklist for casual users for ticking off when finishing and closing up- Melissa to complete.

**7.5** Speed limit signage: some people drive pretty fast. Possible parking signs for basketball court.

## 8 Close of Meeting

Meeting closed at 5:30pm

The next meeting is scheduled for Thursday, 7 August 2025 at 5pm.

# COMMITTEE AGENDA

## KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 7<sup>th</sup> August 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	<b>Ongoing:</b> 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 this.
06/06/2024	Adventure Playground	<b>Ongoing:</b> will be completed at the end of August 2025.
8/08/2024	Recruiting New Committee Members	<b>Ongoing:</b> currently no responses from recipients
10/10/2024	Activating the space to aid in recruiting new bookings and committee members	<b>Ongoing:</b> CPO to investigate advertising campaign for KLRR, with the opening of the new playground this can be an opportunity to do an open day. No response from several schools regarding Augmented Reality app creation.
05/12/2024	Investigate compensation from P&W for not having bollards around the water meter which was replaced by council due to vehicle damage.	<b>COMPLETED:</b> P&W has responded, and it falls under council responsibility so there will be no reimbursement.
6/02/2025	Ramp accessibility project	<b>COMPLETED:</b> project for capital works in FY 26-27, postponed due to Master Plan prioritised as capital work for 25-26.
6/02/2025	TV replacement in meeting room	<b>Ongoing:</b> this has been ordered and scheduled for installation.
10/04/2025	R&M budget to be expended before EOFY	<b>COMPLETED:</b> all major maintenance have been done for the EOFY, including an unexpected septic issue.
5/06/2025	Illegal campers	<b>Ongoing:</b> CPO to investigate with infrastructure regarding sign creation for no camping/private property.



5/06/2025	Hazard of transporting chairs up and down	<b>COMPLETED:</b> chairs have been designated upstairs and expectation in checklist to return all chairs to allocated area.
5/06/2025	Checklist of closing tasks	<b>COMPLETED:</b> this will be sent to casual users along with the user agreement to be completed at the end of each booking.
5/06/2025	Speed limit signage	<b>Ongoing:</b> CPO to investigate with infrastructure regarding sign creation.

## 6. Officer Reports

### 6.01 Bi-Monthly Operations Report



## COMMITTEE REPORT

<b>Agenda Item Number:</b>	6.01
<b>Report Title:</b>	Bi-Monthly Operation Report
<b>Author:</b>	Jill Enriquez, Community Participation Officer
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	6/08/2025
<b>Attachments:</b>	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 JUNE to JULY 2025

Recreation Reserves  
Management Committee



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## 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
- Peace Run
- 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
<b>Repairs &amp; Maintenance</b>	\$22,880.00	\$11,030.00	\$8,405.00	\$8,160.00
<b>Operational</b>	\$22,752.00	\$21,877.00	\$20,639.00	\$20,038.00
<b>Tree Maintenance</b>	\$15,000.00	\$10,000.00	\$10,000.00	\$10,000.00
<b>Total</b>	<b>\$60,632.00</b>	<b>\$42,907.00</b>	<b>\$ 39,044.00</b>	<b>\$38,198.00</b>

**KLRR:** Operating results at 31/06/2025 will be added after the end of month processes.

## 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 reln drain repair
- Gutter cleaning
- Hallway termite damage repair

(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.

### APPENDIX A REPAIRS AND MAINTENANCE LOG

Location	Description	Action Required	Date	Priority Score	Actioned	Quoted
Adventure play area	Missing elements and generally unsafe	Works to be completed by Infrastructure & Assets team in 2024/25 FY (LRCI Grant Funding)	June -23	High	<b>Ongoing:</b> works have started with project completion at end of August 2025.	LRCI Grant funded
Basketball court	Cracks and potholes	Require resurfacing, investigating patch repair until capital funding allocation.	August 2024	Med	<b>Ongoing:</b> quote for repair is outside of budgeted amount. Sourcing another quote but contractors are limited	\$48,000



## COMMITTEE AGENDA

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### KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 7<sup>th</sup> August 2025

**7. Other Business**

**8. Close of Meeting**