



**Knuckey Lagoon Recreation Reserve  
Management Committee (KLRRMC)  
BUSINESS PAPER  
THURSDAY 10/04/2025**

Meeting to be held commencing 5:30pm  
at the Knuckey Lagoon Recreation Reserve

A handwritten signature in black ink, appearing to read 'S. Hoyne', with a stylized flourish at the end.

**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 10<sup>th</sup> April 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 10 April 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 6 February 2025, be confirmed.



# Knuckey Lagoon Recreation Reserve Management Committee Meeting

## **MINUTES**

**Thursday 6/02/2025**

Meeting held commencing 5:30pm  
at Knuckey Lagoon Recreation Reserve

**Jill Enriquez, Community Participation Officer**



# MINUTES

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## Knuckey Lagoon Reserve Committee Meeting

Held in the Knuckey Lagoon Recreation Reserve  
on Thursday 6<sup>th</sup> February, 2025 at 5:30pm

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### Attendees

Rachel Wright	North Ward Councillor (Chair)
Jill Enriquez	Community Participation Officer
John Fuller	Top End Gem and Mineral Club
Tou Saramat	NT Thai Association
Matt	
Stuart Mobsby	Berrimah Scouts

### 1 Opening of Meeting

5.42 pm

### 2 Apologies and Leave of Absence

Nil.

### 3 Disclosures of Interest

Nil.

### 4 Confirmation of Minutes

**Moved:** John Fuller

**Seconded:** Jill Enriquez

THAT the minutes of the previous Committee Meeting held on Thursday 5 December 2024 be confirmed.

**CARRIED**

## 5 Business Arising from the Minutes

Meeting Date	Action	Action by	Notes	Status
06/06/2024	Basketball court potholes	CPO	Being presented to council as part of 25/26 capital works funding request	<b>Ongoing:</b> awaiting approval
06/06/2024	Adventure playground		SPO currently handling this project, currently quotes are over the budget. Being considered for budget increase request for FY 25-26 capital works and sourcing alternative design.	<b>Ongoing:</b> awaiting approval
08/08/2024	Recruiting New Committee members/ activating the space	CPO	Committee members to assist with contacts, CPO to reach out to running clubs and existing user groups to invite them to join the committee.	<b>Ongoing:</b> CPO have reached out to a few prospects and awaiting response
06/06/2024	Salto Locks	CPO	Install egress lock downstairs to ensure safety of young users	<b>COMPLETED:</b> this has been scheduled for implementation the week of the February meeting.
06/02/2025	Salto Locks	CPO	Request from committee to revert to manual locks	<b>Ongoing:</b> bringing this request to ELT for approval

## 6 General Business

### 6.01 Bi-Monthly Operation & Finance Report

#### Finance

Nil

#### Repairs and Maintenance

The following items were considered a priority:

Item	Action	Status
Downstairs door	Need repair	COMPLETED by John Fuller
Pest control	Followed up the week of the October meeting to action.	COMPLETED

**Moved:** John Fuller

**Seconded:** Tou Ruchkaew

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

## 7 Other Business

- 7.1 To contact Darwin Runners Club to encourage use of the reserve outside of annual cross-country event.
- 7.2 Rapid Creek track club do trail running and may be interested to be a regular user.
- 7.3 Ants have returned so pest control needs to be re-done under warranty.
- 7.4 Investigate reverting to manual locks, users find it a hassle to renew fobs every time their booking times change.
- 7.5 Investigate ramp accessibility project for 25/26 capital works.
- 7.6 Investigate internet use and if reserve needs internet, Starlink might be a better option.
- 7.7 Investigate source of TV in meeting room – to be replaced as it is not working.

## 8 Close of Meeting

Meeting closed at 6:08 pm.

The next meeting is scheduled for Thursday, 3 April 2025 at 5:30pm.



# COMMITTEE AGENDA

## KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 10 April 2025

### 5. Business Arising from the minutes

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

06/06/2024	Adventure Playground	<b>Ongoing:</b> project plan is currently being finalised, scheduled to commence in the dry season.
6/06/2024	Basketball Court Potholes after pressure clean	<b>Ongoing:</b> the resurfacing of the court is being investigated as a project for capital works in FY 26-27. CPO will reach out to NT Shade again to organise repairs in the meantime.
8/08/2024	Recruiting New Committee Members	<b>Ongoing:</b> CPO to follow up, reserve members may invite contacts to join committee.
10/10/2024	Salto Locks request to revert to manual keys	<b>Ongoing:</b> the Executive leadership team will be consulted on this recurring request.
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. Darwin Runners Club, Rapid Creek track club have been contacted as possible users, awaiting response. There is development on the Augmented Reality option to activate reserve grounds especially the walking trails.
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>Ongoing:</b> CPO is in the process of investigating this along with the infrastructure department.
6/02/2025	Ants returning after pest control treatment was done.	<b>COMPLETED:</b> Ant bait gel was applied around problem areas. Will monitor.
6/02/2025	Ramp accessibility project	<b>Ongoing:</b> being investigated as a project for capital works in FY 25-26.



6/02/2025	Internet provider at the reserve	<b>COMPLETED:</b> CPO investigated if upgrade is necessary, with only 2 regular users ELT has decided to leave it as is for now.
6/02/2025	TV replacement in meeting room	<b>Ongoing:</b> due to budgetary constraints, this is not a priority and will be reviewed before EOFY.

**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>	10/04/2025
<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 FEBRUARY to MARCH 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	3

### REGULAR USER GROUPS

- Top End Gem & Mineral Club
- Berrimah Scouts

### CASUAL USER GROUPS

- Top End 4WD Club
- Darwin Wildlife Sanctuary
- Private Booking

### 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	2024/2025	2023/24	2022/23
<b>Repairs &amp; Maintenance</b>	\$11,030	\$8,405.00	\$8,160.00
<b>Operational</b>	\$21,877	\$20,639.00	\$20,038.00
<b>Tree Maintenance</b>	\$10,000	\$10,000.00	\$10,000.00
<b>Total</b>	<b>\$42,907.00</b>	<b>\$ 39,044.00</b>	<b>\$38,198.00</b>

**KLRR:** Operating results at 31/03/2025 will be sent after the end of month processes.

	Annual	2024/25 YTD	2024/25 YTD P9	Variance to Budget [Annual Budget – (YTD Actuals + YTD	% Spent (Actuals + Commitments / Annual Budget)	2023/24 YTD P9	Annual	% Spent	2023/24 YTD
	2024/25 Budget	Actuals	Commitments			Actuals	2023/24 Budget		Actuals
<b>Revenue</b>									
User Fees & Charges	\$46,305	\$38,029	\$0	\$8,276	82%	\$34,180	\$44,100	78%	\$43,175
<b>TOTAL REVENUE</b>	<b>\$46,305</b>	<b>\$38,029</b>	<b>\$0</b>	<b>\$8,276</b>	<b>82%</b>	<b>\$34,180</b>	<b>\$44,100</b>	<b>78%</b>	<b>\$43,175</b>
<b>Expenditure</b>									
Operational Expenses	\$21,877	\$14,099	\$5,220	\$2,558	88%	\$14,368	\$20,639	70%	\$18,773
Repairs & Maintenance	\$22,000	\$5,422	-\$1,571	\$18,149	18%	\$7,948	\$8,405	95%	\$8,658
<b>TOTAL EXPENDITURE</b>	<b>\$43,877</b>	<b>\$19,521</b>	<b>\$3,649</b>	<b>\$20,706</b>	<b>53%</b>	<b>\$22,316</b>	<b>\$29,044</b>	<b>77%</b>	<b>\$27,431</b>
Tree Maintenance – Council Land	\$10,000	\$0	\$0	\$10,000	0%	\$330	\$10,000	3%	\$9,080
<b>TOTAL EXPENDITURE</b>	<b>\$53,877</b>	<b>\$19,521</b>	<b>\$3,649</b>	<b>\$30,706</b>	<b>43%</b>	<b>\$22,646</b>	<b>\$39,044</b>	<b>58%</b>	<b>\$36,511</b>



Current usage of the Repairs and Maintenance budget is at 17.5% whilst Operational Expenses is at 88.13%

The remaining R&M budget is allocated for necessary repairs, including the the basketball court and other general maintenance as well as an audit of the bores on site, which is currently unnecessary with KLRR's connection to town water.

#### 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:

(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

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##### 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	Med	<b>On Hold:</b> assessment for this project has resumed. The previous quote exceeded the granted funding, so it will be reassessed, and new quotes will be sourced.	LRCI Grant funded
Basketball court	Cracks and potholes	Inspected and does not require resurfacing, requires pressure cleaning to remove the mold.	August 2024	Med	<b>Ongoing:</b> Awaiting repair quote from NT Shade. This will be on the capital works list for 2025.	
Downstairs lock	Salto egress Lock	Ensuring safety of users with upgrade to egress lock downstairs	January-2025	High	<b>COMPLETED:</b> upgrades were carried out to ensure safety	\$367
Hall	Gutter cleaning	Proceed with gutter clean as this has been postponed due to budget restrictions	January 2025	High	<b>COMPLETED:</b> gutter clean and pressure washing to maintain roof	\$800



## COMMITTEE AGENDA

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### KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 10 April 2025

**7. Other Business**

**8. Close of Meeting**



## Health & Wellness Scavenger Hunt: Teacher Support Resource Geo AR Team, Litchfield Council & High School Collaboration

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### Introduction

This document serves as a comprehensive guide for schools participating in the [Captain Green-inspired Health & Wellness Scavenger Hunt](#), a **three-month project** designed for middle or senior high school students interested in **digital game design, storytelling, branding, and community engagement**.

#### How the School Scavenger Hunt Model Fits Into Geo AR's Business Pipeline:

The Health & Wellness Scavenger Hunt for Schools is a strategic initiative designed not only to generate revenue for Geo AR but also to address **real-world community challenges**. Many communities face budget constraints and increasing youth disengagement, with **young people feeling disconnected from their education and future opportunities**. Globally, youth crime and gang involvement are rising, and local governments, schools, and community groups are actively looking for engaging and meaningful interventions to positively impact young people.

#### How the School Scavenger Hunt Model Fits with Litchfield Council's strategic plan:

Litchfield Council is proud to support this initiative as part of our broader efforts to engage young people, enhance community spaces, and celebrate our region's natural and cultural heritage. We invite schools to join us in this exciting project and empower students to be active contributors to their community. This initiative is being offered as a pilot program at no cost to participating schools, ensuring accessibility and inclusivity for all students. This collaboration will activate the under-utilised Knuckey Lagoon Recreation Reserve, which boasts tranquil walking trails, diverse flora and fauna as well as a unique history. This is an incredible opportunity for students to gain hands-on experience in an emerging industry, leave a lasting mark on their community, and showcase their work as a **pilot game to a global audience**.

The scavenger hunt model provides an empowering and gamified educational experience, particularly for disengaged youth, by giving them a hands-on digital project where they learn real-world skills in game design, storytelling, branding, and digital content creation. This experience **helps youth see themselves as creators, not just consumers of technology**, and fosters a sense of purpose and achievement. The result is a **permanent community installation**, developed with guidance from teachers, Geo AR mentors, and local organisations.



The scavenger hunt, based on the **Captain Green app**, utilises **QR code technology** to deliver interactive, educational content promoting health, wellness and cultural heritage. This initiative offers students an opportunity to develop a **real-world portfolio project**, gain **professional experience**, and build skills in **game design, scripting, digital content creation, marketing, and testing**.

### Why Participate?

- Professional project experience for students.
- Portfolio & CV-building opportunity.
- Hands-on collaboration with industry mentors from Geo AR.
- Customizable roles to suit student interests (writing, design, testing, marketing).
- Pilot program offered at no cost to the school.

By the end of the project, students will **design, test, and launch a digital scavenger hunt**, contributing to an **interactive educational tool** for their community.

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## Project Overview & Learning Outcomes

### Student Learning Outcomes (Ordered by Project Development Timeline)

- Develop **research, writing, and digital content creation** skills.
- Gain knowledge of **health & wellness topics**.
- Understand **impact game design** and user experience (UX).
- Learn **technical specifications** for **artwork and sound files**.
- Create a **consistent brand identity** (logo, fonts, color palette, and UI considerations).
- Develop **scriptwriting skills** for the **in-game guide character** and **station content**.
- Learn **game testing principles**, including **bug tracking** and **playtesting methodologies**.
- Experience **collaborative project work**, mirroring industry workflows.
- Gain **marketing and promotional experience** by creating **campaign assets**.
- Understand the **differences between permanent and temporary scavenger hunt setups**.



## Three-Month Lesson Plan & Weekly Mentoring Structure

Week	Task	Student Deliverables	Geo AR Mentoring Focus
<b>Week 1</b>	Project Kickoff, Introduction to Scavenger Hunt Design	Initial research, brainstorm health & wellness themes	Understanding impact game design, interactive engagement
<b>Week 2</b>	Research & Content Development	Draft scavenger hunt station themes, initial branding concepts	Creating engaging content and aligning learning outcomes
<b>Week 3</b>	Character & Branding Design	Develop guide character, finalize branding (logo, colors, fonts)	Branding and visual identity consistency
<b>Week 4</b>	Storytelling & Scriptwriting	First draft of guide character dialogue and station content	Writing for digital media, narrative structure
<b>Week 5</b>	Art & Game Development	Begin detailed station artwork and upload finalized text	Art creation, game implementation, UX considerations
<b>Week 6</b>	Internal Testing & Refinement	Conduct playtests, document findings	Playtesting fundamentals, structured test reporting
<b>Week 7</b>	Bug Fixing & Game Polish	Apply fixes, finalize content based on testing feedback	Identifying and resolving bugs, polishing user experience
<b>Week 8</b>	Marketing & Promotion	Develop posters, videos, and social media content	Marketing strategies and audience engagement



<b>Week 9</b>	Final Testing & Launch Preparation	Run final test, make last adjustments	Quality assurance, launch planning
<b>Week 10</b>	Official Public Launch	Host launch event, engage community	Measuring project success, community outreach

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## Geo AR Weekly Mentoring Sessions Outline

### Session 1: Introduction to Scavenger Hunt Design

- Overview of **interactive engagement**.
- Selecting **effective health & wellness themes**.
- Understanding **the importance of player motivation**.

### Session 2: Creating Engaging Content

- Writing clear, concise, and **engaging station descriptions**.
- Using **storytelling techniques** in scavenger hunt design.
- Ensuring **educational impact** and **entertainment value**.

### Session 3: Branding & Visual Identity

- Developing a **unique scavenger hunt name and aesthetic**.
- Choosing **consistent colors, fonts, and UI design**.
- Ensuring **high contrast and accessibility for outdoor use**.

### Session 4: Art Creation & Game Development

- Planning **storyboards** and **art production timelines**.
- Assigning art students to **specific stations**.
- Technical requirements: **File types, resolution, accessibility**.

### Session 5: Game Implementation & Testing

- Uploading and **configuring stations on the Geo AR platform**.
- Reviewing **user experience considerations**.
- How to **conduct structured playtests** and **write test reports**.



## Session 6: Game Testing & Refinement

- Running **internal playtests** and documenting feedback.
- Identifying **bugs vs. design flaws vs. polish improvements**.
- Iterative game refinement **based on testing results**.

## Session 7: Marketing & Promotional Strategies

- Planning **video marketing** and **social media content**.
- Producing **short trailers, posters, and outreach materials**.
- Creating a **countdown campaign leading up to launch**.

## Session 8: Final Preparations for Launch

- Preparing for **community engagement** and **event setup**.
  - Running a **final quality assurance check**.
  - Confirming **final scavenger hunt content** and **QR placements**.
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## Why Join the Pilot?

Geo AR is seeking a school to pilot this program at no cost, providing students with a unique industry experience in game development, storytelling, and digital content creation.

### Key Benefits:

- ✓ **Hands-on project experience** in digital game design.
- ✓ **Portfolio material** for students applying for creative industries.
- ✓ **Opportunity to work with Geo AR mentors**.
- ✓ **No technical experience required**—full training provided.
- ✓ **Interactive learning format** that enhances classroom engagement.



## What Schools Need to Provide

- A group of **motivated students** (recommended 10-20 participants).
  - **Teacher support** to facilitate weekly tasks and discussions.
  - Access to **devices for testing** and **content development**.
  - A **commitment to running a school/community launch event** (with Litchfield Council)
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## Conclusion

This structured program ensures that **students, teachers, and the Geo AR team** collaborate effectively to design and launch a meaningful health & wellness scavenger hunt. By the end of the program, students will have gained **practical experience in research, design, game development, testing, and marketing**, culminating in an **interactive digital experience that serves their community**.

✦ **Next Steps:** Schools interested in participating should contact the Litchfield Council Community Participation Officer to schedule an onboarding session and confirm student participation.

### Jill Enriquez

Community Participation Officer

T: (08) 8983 0631 M: 0429 393 717

E: [jill.enriquez@litchfield.nt.gov.au](mailto:jill.enriquez@litchfield.nt.gov.au)

7 Bees Creek Road, Freds Pass NT 0822 | PO Box 446 Humpty Doo NT 0836