



# Knuckey Lagoon Recreation Reserve Management Committee (KLRRMC)

## **BUSINESS PAPER**

### **THURSDAY 5/06/2025**

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 5<sup>th</sup> June 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 5 June 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 10 April 2025, be confirmed.



# Knuckey Lagoon Recreation Reserve Management Committee Meeting

## **MINUTES**

**Thursday 10/04/2025**

Meeting held commencing 5:00pm

Conducted electronically via Teams

**Jill Enriquez, Community Participation Officer**



## MINUTES

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### Knuckey Lagoon Reserve Committee Meeting

Held in the Knuckey Lagoon Recreation Reserve  
on Thursday 10<sup>th</sup> April, 2025 at 5:00pm

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#### Attendees

Rachael Wright	North Ward Councillor (Chair)
Jill Enriquez	Community Participation Officer
Tou Ruchkaew	NT Thai Association
Stuart Mobsby	NT Scouts Berrimah

#### 1 Opening of Meeting

5:03 pm

#### 2 Apologies and Leave of Absence

John Fuller – Top End Gem Club

#### 3 Disclosures of Interest

Nil.

#### 4 Confirmation of Minutes

**Moved:** Stuart Mobsby

**Seconded:** Jill Enriquez

THAT the minutes of the previous Committee Meeting held on Thursday 6 February 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: contractors haven't responded to repair enquiry, will reach out to others for repair before EOFY
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.

## 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:** Jill Enriquez

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

**CARRIED**

## 7 Other Business

**7.1** Land Release policy to follow up with Council for NT Thai Association

**7.2** Berrimah Scouts to look into taking up the GeoAR student internship program

**7.3** R&M budget to be used before EOFY with identified issues

## 8 Close of Meeting

Meeting closed at 5:40pm

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

## COMMITTEE AGENDA

### KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 5 June 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. CPO will reach out to NT Shade again to organise repairs in the meantime.
06/06/2024	Adventure Playground	<b>Ongoing:</b> project plan is currently being finalised, with RFQ being awarded in late May and works beginning in July.
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>COMPLETED:</b> the Executive leadership team has decided to keep Salto locks for now as long as all issues raised have been addressed.
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- awaiting school responses.
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 who has contacts with P&W.





6/02/2025	Ramp accessibility project	<b>Ongoing:</b> being investigated as a project for capital works in FY 25-26, pending endorsement of the municipal plan.
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.
10/04/2025	Campbell Rd Policy	<b>Ongoing:</b> this is progressing, starting with a review on Asset Management to guide the creation of the policy.
10/04/2025	GeoAR internship for AR experience at KLRR- Scouts to investigate taking on the program	<b>COMPLETED:</b> Scouts don't have capacity to take this on. Still awaiting update from local schools for the project, but due to timeframe, this may need to be postponed for next year.
10/04/2025	R&M budget to be expended before EOFY	<b>Ongoing:</b> CPO is investigating this to identify priorities, ie. regular maintenance works and possible upgrades

**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>	5/06/2025
<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 APRIL to MAY 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	<b>2024/2025</b>	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
Total	<b>\$42,907.00</b>	<b>\$ 39,044.00</b>	<b>\$38,198.00</b>

**KLRR:** Operating results at 31/04/2025 will be sent after the end of month processes.

	Annual	2024/25 YTD	2024/25 YTD P10	Variance to Budget	% Spent (Actuals +	2023/24 YTD P10	Annual	% Spent	2023/24 YTD
	2024/25 Budget	Actuals	Commitments	[Annual Budget – (YTD Actuals + YTD	Commitments / Annual Budget)	Actuals	2023/24 Budget		Actuals
<b>Revenue</b>									
User Fees & Charges	\$46,305	\$41,060	\$0	\$5,245	89%	\$36,985	\$44,100	84%	\$43,175
<b>TOTAL REVENUE</b>	<b>\$46,305</b>	<b>\$41,060</b>	<b>\$0</b>	<b>\$5,245</b>	<b>89%</b>	<b>\$36,985</b>	<b>\$44,100</b>	<b>84%</b>	<b>\$43,175</b>
<b>Expenditure</b>									
Operational Expenses	\$21,877	\$15,909	\$5,094	\$874	96%	\$15,448	\$20,639	75%	\$18,773
Repairs & Maintenance	\$22,000	\$5,602	-\$1,318	\$17,716	19%	\$7,948	\$8,405	95%	\$8,658
<b>TOTAL EXPENDITURE</b>	<b>\$43,877</b>	<b>\$21,511</b>	<b>\$3,776</b>	<b>\$18,590</b>	<b>58%</b>	<b>\$23,396</b>	<b>\$29,044</b>	<b>81%</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>\$21,511</b>	<b>\$3,776</b>	<b>\$28,590</b>	<b>47%</b>	<b>\$23,726</b>	<b>\$39,044</b>	<b>61%</b>	<b>\$36,511</b>



In May, the current usage of the Repairs and Maintenance budget is at 19.5% whilst Operational Expenses is at 95.61%

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 deemed 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

##### 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> RFQ has been selected, this is going to commence in July 2025.	LRCI Grant funded
Basketball court	Cracks and potholes	Require resurfacing, investigating patch repair until capital funding allocation	August 2024	Med	<b>Ongoing:</b> Awaiting repair quote from NT Shade. This will be on the capital works list for 2025-26.	



## COMMITTEE AGENDA

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### KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 5 June 2025

#### **7. Other Business**

**7.1** Campers in the dry season- User groups and committee members can ask them to leave as KLRR is a private property. Police assistance may be sought if they refuse. The proposed by laws cover this issue, which allows for the issuance of an infringement notice.

**7.2** Extra chairs have been brought to the upstairs meeting room and left there by casual users despite many reminders, this is a hazard for other users to bring them down especially for Gem Club who have older members. John Fuller has recommended getting more chairs for use upstairs to mitigate this issue.

#### **8. Close of Meeting**