



Knuckey Lagoon Recreation Reserve
Management Committee Meeting (KLRRM)
BUSINESS PAPER
Thursday 8 January 2026

Meeting to be held commencing 5:00 PM
in Knuckey Lagoon Hall at 110 Brandt Road, Knuckey Lagoon

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.



KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE AGENDA

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1 OPENING OF MEETING

2 APOLOGIES AND LEAVE OF ABSENCE

Apologies

Leave of Absence

3 DISCLOSURES AND DECLARATIONS OF INTEREST

Any member of the KLRRM who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at the KLRRM 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

4.1 Confirmation of Minutes

RECOMMENDATION

That the full minutes of the Knuckey Lagoon Recreation Reserve Management Committee Meeting held Thursday 6 November 2025, 4 pages be confirmed.



Knuckey Lagoon Recreation Reserve Management Committee Meeting (KLRRM) **MINUTES** **Thursday, 6 November 2025**

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in Knuckey Lagoon Hall at 110 Brandt Road, Knuckey Lagoon

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.



KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MINUTES

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Attendees

Daisy Crawford	North Ward Councillors (Chair)
Jill Enriquez	Council Representative
Kat Stafford	Council Representative
Nicolle Jessop	NT Scouts Berrimah (electronically)
Stuart Mobsby	NT Scouts Berrimah (electronically)
John Fuller	Top End Gem & Mineral Club

1 OPENING OF MEETING

5:07 pm

2 APOLOGIES AND LEAVES OF ABSENCE

Apologies

Tou Ruchkaew NT Thai Association

Leave of Absence

Nil

3 DISCLOSURES AND DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF MINUTES

4.1 Confirmation of Minutes

Moved: John fuller

Seconded: Stuart Mobsby

THAT the minutes of the previous Committee Meeting held on Thursday 7 August 2025 be confirmed.

CARRIED

4.2 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. CPO to source another quote at least for repair of pothole hazard.

01/02/2024	Recruiting New Committee members	CPO	Chair to promote to community groups	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
5/06/2025	Illegal campers and speeding on reserve	CPO	Dry season issue of campers at reserve.	Ongoing: CPO to follow up with sign writer.

5 GENERAL BUSINESS

5.01 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: Stuart Mobsby

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

CARRIED

6 OTHER BUSINESS

- 6.1 Possum issue in the kitchen- TEGMC currently observing.
- 6.2 Look at installation of Starlink as cheaper option for internet.
- 6.3 Doors have been left open- check that Salto can have notifications if doors are left open.
- 6.4 Users to complete the closing checklist and ensure housekeeping tasks are done after each use.

7 CLOSE OF MEETING

The Meeting closed at 5:45pm

The next meeting is scheduled for Thursday, 8 January 2026 at 5pm.

5 ACCEPTING OR DECLINING LATE ITEMS

6 OFFICER REPORTS

6.1 Bi-Monthly Operation Report

AUTHOR: Jill Enriquez, Community Participation Officer

ATTACHMENTS: 1. KLRR Attachment A Bi-monthly Officer Report.pdf [↓](#)

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

1. That 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 Reserve Committee – Terms of Reference

Local Government Act NT 2019 – Part 5.2 Council Committees

FINANCIAL IMPLICATIONS

Financial report included within Attachment A.

Risks NIL identified.

COMMUNITY ENGAGEMENT

NIL



KNUCKEY LAGOON OPERATION REPORT

November to December 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.

Tel (08) 8983 0600 • Fax (08) 8983 1165 • Email council@lc.nt.gov.au
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ABN: 45 018 934 501



Utilisation

Knuckey Lagoon Hall Users

Regular User Groups	2
Casual Bookings	4

REGULAR USER GROUP

- Top End Gem & Mineral Club
- Berrimah Scouts

CASUAL USER GROUPS

- Top End 4WD Club
- Private Bookings

Knuckey Lagoon Storage

Users	Internal	External
Top End Gem Club	✓	
Berrimah Scouts		✓
		1 Bay available

Finance Report

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 31/12/2025 to follow, as end of month processes were delayed due to recent public holidays.

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Operating Results as of 31/10/2025

	Annual	2025/26 YTD P1	2025/26 YTD P1	Variance to Budget	% Spent (Actuals +	2024/25 YTD P1	Annual	% Spent	2024/25 YTD
	2025/26 Budget	Actuals	Commitments	[Annual Budget – (YTD Actuals + YTD	Commitments / Annual Budget)	Actuals	2024/25 Budget		Actuals
Revenue									
User Fees & Charges	\$48,620	\$10,701	\$0	\$37,919	22%	8,519	\$46,305	18%	\$45,537
TOTAL REVENUE	\$48,620	\$10,701	\$0	\$37,919	22%	8,519	\$46,305	18%	\$45,537
Expenditure									
Operational Expenses	\$22,752	\$1,052	\$11,412	\$10,288	55%	\$719	\$21,877	3%	\$19,573
Repairs & Maintenance	\$22,880	\$0	\$338	\$22,542	1%	\$1,989	\$22,000	9%	\$16,972
TOTAL EXPENDITURE	\$45,632	\$1,052	\$11,750	\$32,830	28%	\$2,709	\$43,877	6%	\$36,545
Tree Maintenance – Council Land	\$15,000	\$0	\$0	\$15,000	0%	\$0	\$10,000	0%	\$6,000
TOTAL EXPENDITURE	\$60,632	\$1,052	\$11,750	\$47,830	21%	\$2,709	\$53,877	5%	\$42,545

Communications 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.

Council Events & Activities

Men’s Program Litchfield Mates: Catch Up & Chill

<https://litchfield.nt.gov.au/your-council/events/litchfield-mates-catch-chill>



Maintenance & Repairs

User groups are requested to submit repairs and maintenance requests to the Litchfield Council inbox (council@litchfield.nt.gov.au) as they are identified (not at committee meetings). The CPO will delegate as required, jobs are then prioritised and actioned according to budget with progress reported at meetings. Please communicate updates back to your members as appropriate.

Work completed during this period:

- NIL



Repairs and Maintenance log lists prioritises and costs each job reported to Council from contractors and user groups. This allows jobs to be actioned according to need and budget.

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

7 OTHER BUSINESS

8 CLOSE OF MEETING