



**Knuckey Lagoon Recreation Reserve
Management Committee (KLRRMC)
BUSINESS PAPER
THURSDAY 7/05/2026**

Meeting to be held commencing 5:00pm
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

LITCHFIELD COUNCIL KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Notice of Meeting
to be held at the Knuckey Lagoon Recreation Reserve
on Thursday 7th May 2026 at 5:00 pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 7th May 2026

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 12 February 2026, be confirmed.



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 12/02/2026

Meeting held commencing 5:00pm
At Knuckey Lagoon Recreation Reserve

Jill Enriquez, Community Participation Officer



MINUTES

Knuckey Lagoon Reserve Committee Meeting

Held via TEAMS

on Thursday 12th February, 2026 at 5:00pm

Attendees

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

1 Opening of Meeting

5:10 pm

2 Apologies and Leave of Absence

Tou Ruchkaew NT Thai Association

3 Disclosures of Interest

Nil.

4 Confirmation of Minutes

Moved: John fuller

Seconded: Nicolle Jessop

THAT the minutes of the previous Committee Meeting held on Thursday 06 November 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	On hold: quote provided was beyond R&M or capital works allocation. CPO contacted other providers for a quote
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: signs are on order and will be installed once ready.
8/01/2026	Wifi for users	CPO	Investigate installation of Starlink as cheaper option for internet.	Ongoing: CPO to contact current provider for more info
		CPO	Doors have been left open-check that Salto can have notifications if doors are left open.	Ongoing: CPO to contact Salto rep to investigate

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: Daisy Crawford

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

CARRIED

7 Other Business

7.1 Cr Crawford to raise motion for KLRR Committee meetings to be bi-annual rather than every other month.

7.2 Reflectors on driveway have been installed incorrectly

7.3 Cans container being used for rubbish, must install 'cans only' sign

8 Close of Meeting

Meeting closed at 5:39pm

The next meeting is scheduled for Thursday, 7 May 2026 at 5pm.



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 7th May 2026

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.
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.
8/1/2026	Wifi for users	Completed: CPO contacted Fourier regarding increasing bandwidth for current wifi but it's already at its max capacity. Starlink on the other hand frequently update their servers which will cause issues with the remote access to Salto and the CCTVs making the option unfeasible.
12/2/2026	Reduce frequency of KLRR Committee meetings	Completed: council resolved for KLRR committee meetings to occur every 3 months.
12/2/2026	Reflectors on driveway installed incorrectly	Ongoing: CPO in the process of sourcing quotes.
12/2/2026	Cans container being used for rubbish, must install 'cans only' sign	Completed: cans container near BBQ now has sign installed.

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:	7/05/2026
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 February to April 2026

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	3

REGULAR USER GROUPS

- Top End Gem & Mineral Club
- Berrimah Scouts

CASUAL USER GROUPS

- Top End 4WD Club
 - Darwin Runners 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

Operating results as at 31.03.2026 are summarised below.

	Annual	2025/26 P9 YTD	2025/26 YTD	Variance to Budget [Annual Budget – (YTD Actuals + YTD Commitments)]	% Spent (Actuals + Commitments / Annual Budget)	2024/25 P9 YTD	Annual	% Spent	2024/25 YTD
	2025/26 Budget Review 1	Actuals	Commitments			Actuals	2024/25 Budget		Actuals
Revenue									
User Fees & Charges	\$48,620	\$31,902	\$0	\$16,718	66%	38,029	\$46,305	82%	\$45,537
TOTAL REVENUE	\$48,620	\$31,902	\$0	\$16,718	66%	38,029	\$46,305	82%	\$45,537
Expenditure									
Operational Expenses	\$22,752	\$20,149	\$1,977	\$626	97%	\$14,099	\$21,877	64%	\$19,573
Repairs & Maintenance	\$22,880	\$6,968	\$0	\$15,912	30%	\$5,422	\$22,000	25%	\$16,972
TOTAL EXPENDITURE	\$45,632	\$27,117	\$1,977	\$16,539	64%	\$19,521	\$43,877	44%	\$36,545
Playground Maintenance	\$0	\$600	-\$600	\$0	0%	\$0	\$0	0%	\$0
Tree Maintenance – Council Land	\$15,000	\$0	\$0	\$15,000	0%	\$0	\$10,000	0%	\$6,000
TOTAL EXPENDITURE	\$60,632	\$27,717	\$1,377	\$31,539	48%	\$19,521	\$53,877	36%	\$42,545

KLRR: Operating results at 30/04/2026 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: Nil.

(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 7th May 2026

7. Other Business

8. Close of Meeting