Knuckey Lagoon Recreation Reserve Management Committee (KLRRMC)

BUSINESS PAPER

THURSDAY 13/08/2026

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



Stephen Hoyne, Chief Executive Officer

LITCHFIELD COUNCIL

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 13th August 2026 at 5:00 pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 13th August 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 7 May 2026, be confirmed.

Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 07/05/2026

Meeting held commencing 5:00pm

At Knuckey Lagoon Recreation Reserve

Jill Enriquez, Community Participation Officer

UNCONFIRMED

MINUTES

Knuckey Lagoon Reserve Committee Meeting

Held via TEAMS
on Thursday 13th August, 2026 at 5:00pm

Attendees

Tou Ruchkaew	NT Thai association
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

Daisy Crawford North Ward Councillors

3 Disclosures of Interest

Nil

4 Confirmation of Minutes

Moved: John Fuller

Seconded: Nicole Jessop
THAT the minutes of the previous Committee Meeting held on Thursday 12 February 2026 be confirmed.

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Action by	Notes	Status
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
08/08/2024	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. Surface within the court is still usable, potholes

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				are around the perimeter of the court. This will be put on hold to 27-28 due to no capital funding allocation.
6/02/2025	Ramp connecting carpark to undercover area	CPO	This has been requested previously to improve accessibility.	Ongoing: works to be completed in June 2026.
5/06/2025	Illegal campers and speeding on reserve	CPO	Dry season issue of campers at reserve.	Ongoing: signs to be installed by July 2026. Users are to call police if campers do not leave as requested.
6/11/2025	Salto Issues	CPO	Doors have been left open- check that Salto can have notifications if doors are left open.	Ongoing: investigating reverting to manual locks as requested by users, due to several instances of malfunction with Salto system.
8/01/2026	Wifi for users	CPO	Investigate installation of Starlink as cheaper option for internet.	**COMPLETED**: Due to location and requirements, there is no other available wifi service currently. Starlink connection requires resetting of server that will break the connection to our IT provider.

UNCONFIRMED

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: **Plaxy Purich**

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

CARRIED

7 Other Business

7.1 NT Thai Association will be relocating to Marrara after successfully receiving a hall for permanent use.

7.2 Top End Gem Club would like to use the vacated area for their clubhouse/silver smithing area.

7.3 Plant Society will be storing their bookshelf in the upstairs meeting room.

8 Close of Meeting

Meeting closed at 5:48pm

The next meeting is scheduled for Thursday, 6 August 2026 at 5pm.

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COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 13th August 2026

5. Business Arising from the minutes

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

1/02/2024	Recruiting New Committee Members	Ongoing: currently no responses from recipients. CPO continues to promote through various channels.
8/08/2024	Basketball Court Potholes after pressure clean	**On hold:** quote provided was beyond R&M or capital works allocation. Surface within the court is still usable, potholes are around the perimeter of the court. This will be put on hold to 27-28 due to no capital funding allocation.
6/02/2025	Ramp accessibility project	**COMPLETED:** works were completed in June 2026.
5/06/2025	Illegal campers & speed limit signage	**COMPLETED:** signs installed in July 2026. Users are to call police if campers do not leave as requested.
6/11/2025	Salto and door issues	**COMPLETED:** reverted to manual locks as requested by users, due to several instances of malfunction with Salto system. Completed in June 2026.
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	Reflectors on driveway installed incorrectly	**Ongoing:** RLO in the process of contacting contractor who installed reflectors.

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:	13/08/2026
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 MAY to JULY 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
- Top End Native Plants Society
- Private Bookings

STORAGE

Internal Storage	External Storage
Top End Gem Club	Berrimah Scouts
Top End Native Plant Society	

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**

KLRR: Operating results at 30/06/2026

	Annual	2025/26 P9 YTD	2025/26 YTD	Variance to Budget [Annual Budget – (YTD Actuals + YTD Commitments)]	% Spent (Actuals + Commitments / Annual Budget)	2024/25 P11 YTD	Annual	% Spent	2024/25 YTD
	2025/26 Budget Review 2	Actuals	Commitments			Actuals	2024/25 Budget		Actuals
Revenue									
User Fees & Charges	$48,620	$39,065	$0	$9,555	80%	45,419	$46,305	98%	$45,537
TOTAL REVENUE	**$48,620**	**$39,065**	**$0**	**$9,555**	**80%**	**45,419**	**$46,305**	**98%**	**$45,537**
Expenditure									
Operational Expenses	$22,752	$23,854	$761	-$1,863	108%	$17,269	$21,877	79%	$19,573
Repairs & Maintenance	$22,880	$8,009	$1,078	$13,793	40%	$5,827	$22,000	26%	$16,972
TOTAL EXPENDITURE	**$45,632**	**$31,863**	**$1,839**	**$11,930**	**74%**	**$23,096**	**$43,877**	**53%**	**$36,545**
Playground Maintenance	$0	$600	-$600	$0	0%	$600	$0	0%	$0
Tree Maintenance – Council Land	$15,000	$0	$0	$15,000	0%	$0	$10,000	0%	$6,000
TOTAL EXPENDITURE	**$60,632**	**$32,463**	**$1,239**	**$26,930**	**56%**	**$23,696**	**$53,877**	**44%**	**$42,545**

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.

(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.

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

Work completed during this period:

Painting of the hallway

Painting of kitchen

Repair of kitchen kickboards

Pressure washing of roof, gutters and pavers near BBQ area

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 is now OPEN.

Closing on the 16th of November and will be reviewed by the panel for endorsement in November 2026 OCM.

COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 13th August 2026

7. Other Business

8. Close of Meeting

5:53pm