



Knuckey Lagoon Recreation Reserve Management Committee (HPRRMC) **BUSINESS PAPER** **THURSDAY 1/06/2023**

Meeting to be held commencing 5:45pm
at the Knuckey Lagoon Recreation Reserve

A handwritten signature in black ink, appearing to read 'S. Hoyne'.

Stephen Hoyne, Chief Executive Officer

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.



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, 1 June 2023 at 5:45pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 1 June 2023

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 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 April 2023, 3 pages, be confirmed.



Knuckey Lagoon Reserve Committee Meeting

**Held in the Knuckey Lagoon Recreation Reserve
on Thursday 06 April 2023 at 5:45pm**

1 Opening of Meeting

5.45pm

2 Acknowledgement of Traditional Owners

3 Attendees

Kate Townsend

Councillor Rachel Wright

Russ Swan

Saramat 'Tou' Ruchkaew

Sport and Recreation Officer (SRO)

Litchfield Council

Top End Gem and Mineral Club

NT Thai Association

4 Apologies and Leave of Absence

Millie Feeney

Berrimah Scouts

5 Disclosure of Interest

Nil

6 Confirmation of Minutes

February 2, 2023

Moved: Russ Swan

Carried: Councillor Wright

7 Monthly Finance Report

Russ Swan Power point query

Tou : clear some of the trees around the building.

Moved: Tou

Carried: Russ Swan

8 Operations Report

Attachment A.

Move: Russ Swan

Carried: Tou

9 Business Arising from the Minutes

Issue	Action
Power point	Awaiting contractor

10 Other Business

SRO presented the Knuckey Lagoon Recreation Reserve Masterplan Community Engagement Strategy for feedback by the committee.

The Committee: Agreed to the following:

How will we conduct the consultation:

- Brainstorming session, preference for a weekend/Sunday morning. 3-4hour
- Conservative estimates of late July
- Invitation list maximum 3 attendees from each group
 - Scouts
 - Gem Club
 - NT Thai Association
 - Councillors
 - CEO
 - Defence/local businesses
 - Town planning DIPL (discuss further with Julie)
 - Stakeholders involved in development of Holtz Kowandi
- Send a letter to local residents outlining the consultation process, and inviting to the workshop

Timeline

- Consultation webpage
- Circulating invitations and information to user groups

- Media releases
- Online/facebook

Councillor Wright would like start action on repairs and maintenance list.

11 Next Meeting

Next meeting Thursday 8 June 2023 at time 5.45pm Knuckey Lagoon Recreation Reserve.

12 Close of Meeting

6.39pm



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 1 June 2023

5. Business Arising from the minutes

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

6/4/2023	Power Point	Awaiting contractor.
6/4/2023	Knuckey Lagoon Recreation Reserve Masterplan Community Engagement Strategy	On hold.

6. Presentations

7. Accepting or Declining Late Items

8. Officer Reports



COMMITTEE REPORT

Agenda Item Number:	8.01
Report Title:	Bi-Monthly Operation Report
Author:	Stephen Hoyne, Chief Executive Officer
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	1/06/2023
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 2023

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	4
Casual Bookings	0

REGULAR USER GROUPS

- Top End Gem Club
- Berrimah Scouts
- Darwin Runners and Walkers Club
- NT Thai Association

STORAGE

Internal Storage	External Storage
Top End Gem Club	Berrimah Scouts



Knuckey Lagoon Recreation Reserve

Operating results as at 30.04.2023 are summarised below.

	Annual	2022/23 YTD	2022/23 YTD P10	Variance to Budget [Annual Budget – (YTD Actuals + YTD Commitments)]	% Spent (Actuals + Commitments / Annual Budget)	2021/22-P10 YTD	Annual	% Spent	2021/22 YTD
	2022/23 Budget	Actuals	Commitments			Actuals	2021/22 Budget		Actuals
Revenue									
User Fees & Charges	\$5,600	\$4,326	-	\$1,274	77%	\$4,554	\$6,025	76%	\$6,784
TOTAL REVENUE	\$5,600	\$4,326	-	\$1,274	77%	\$4,554	\$6,025	76%	\$6,784
Expenditure									
Operational Expenses	\$20,038	\$12,848	359	\$6,831	66%	\$14,228	\$19,645	72%	\$19,993
Repairs & Maintenance	\$8,160	\$3,105	203	\$4,852	41%	\$2,015	\$8,000	25%	\$6,082
TOTAL EXPENDITURE	\$28,198	\$15,952	562	\$11,683	59%	\$16,242	\$27,645	59%	\$26,075
Tree Maintenance – Council Land	\$10,000	\$2,700	-	\$7,300	27%	\$4,500	\$10,000	45%	\$5,500
TOTAL EXPENDITURE	\$38,198	\$18,652	562	\$18,983	50%	\$20,742	\$37,645	55%	\$31,575



MAINTENANCE & REPAIRS

User groups are asked to submit repairs and maintenance requests to the Litchfield Council CDO 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 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

Thanks to the Gem Club who submitted a grant to upgrade the fans under the outdoor eve to one mega fan in the recent Community Benefit Grant Round. We hope you're successful and we're grateful for your effort. Upgrades and Improvements.

ONLINE BOOKING SYSTEM

The project is currently on hold pending the recruitment of the position within Council.

SECURITY/WIFI ACCESS UPGRADES

Work to commence early June 2023



APPENDIX A REPAIRS AND MAINTENANCE LOG

Location	Description	Action Required	Date	Priority Score	Actioned	Quoted
Bathrooms	Flooding whenever showers are used	Plumber/contractor	Apr-22	5		
Bathrooms	Taps frequently not turned off completely	change taps	Apr-22	2		
Downstairs hallway	skirting board missing	Contractor				
General	Painting tired and chipped	paint	Apr-22	2		\$3,908
General	Replacement blowers and vacuum cleaner	replacement	Apr-22	2		
Kitchen	Tiles Missing from kickboard	Replacement	Apr-22	4		\$500
Kitchen	Possum entering building via roller door	Block entry	Apr-22	5		
Kitchen	Electric Urn leaking	Service	Apr-22	2		
Outdoor	BBQs in poor condition	Replacement	Apr-22	3		
Stairs	chipped and flaked paint	Needs repainting	May-22	5		\$1,328
Upstairs	Water damage on left hand side	replace tiles, check roof	Apr-22	4		
Driveway/carpark	Light reflectors on the edge of the road					
Carpark	Edging/gutters and line marking					
Shed/Building	Pathway needed between buildings					
Carpark	Extend road base from carpark to building to increase accessibility					
Basketball court	Uneven and patchy	Needs resurfacing				
Adventure play area	Missing elements and generally unsafe	Needs replacing				



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9. Other Business

10. Confidential Items

11. Close of Meeting