



Knuckey Lagoon Recreation Reserve Management Committee (KLRRMC) **BUSINESS PAPER** **THURSDAY 3/08/2023**

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, 3 August 2023 at 5:45pm

Stephen Hoyne
Chief Executive Officer

Number	Agenda Item	Page
1	Opening of Meeting	3
2	Apologies and Leave of Absence	3
3	Disclosures of Interest	3
4	Confirmation of Minutes	3
	4.01 Confirmation of Minutes	
5	Business Arising from the Minutes	6
6	Presentations	6
7	Accepting or Declining Late Items	6
8	Officers Reports	7
	8.01 Bi-Monthly Operational Report	7
9	Other Business	17
10	Confidential Items	17
11	Close of Meeting	17



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 3 September 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 1 June 2023, 2 pages, be confirmed.



COMMITTEE MINUTES

KNUCKEY LAGOON RESERVE COMMITTEE MEETING

Minutes of Committee Meeting

held in the Knuckey Lagoon Reserve Hall, 110 Brandt Road, Knuckey Lagoon

Thursday 01 June 2023 at 5:45pm

1 Opening of Meeting

5.48pm

2 Acknowledgement of Traditional Owners

3 Present

Councillor Rachel Wright (Chair)	Litchfield Council
Saramat 'Tou' Ruchkaew	NT Thai Association
Millie Feeney	Berrimah Scouts
Debbie Branson	Litchfield Council Support

Attendees

Mayor Doug Barden	Litchfield Council
Representatives	NT Thai Association

4 Apologies and Leave of Absence

Russ Swan	Top End Gem and Mineral Club
-----------	------------------------------

5 Disclosure of Interest

Nil

6 Confirmation of Minutes

Moved: Tou Saramat
Seconded: Councillor Wright

THAT the minutes of the Knuckey Lagoon Recreation Reserve Management Committee meeting held on Thursday 6 April 2023 are a true and correct record of the meeting.

CARRIED

7 Accepting or Declining Late Items

Nil.

8 Bi-Monthly Operational Report

8.1 Repairs and Maintenance

The following items were considered a priority and given the Committee meets again in August it was agreed that if these items are at a reasonable cost that they are rectified prior to the next meeting:

1. Electricity Compliance Check
2. Bathrooms
3. Driveway / carpark light reflectors on the edge of the road
4. Electric Urn
5. Flagpole

Moved: Tou Saramat

Seconded: Millie Feeney

THAT the Committee receive and note the Bi-Monthly Operational Report.

CARRIED

9 Other Business

9.1 Northern Territory Thai Association - Expansion

Moved: Cr Wright

Seconded: Millie Feeney

THAT the Northern Territory Thai Association prepare a formal business case to Council including consultation and feedback from the existing user groups of the Knuckey Lagoon Recreation Hall.

CARRIED

10 Next Meeting

Next meeting Thursday 3 August 2023 at time 5.45pm Knuckey Lagoon Recreation Reserve.

11 Close of Meeting

6.36pm



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 3 September 2023

5. Business Arising from the minutes

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

6/4/2023 Knuckey Lagoon Recreation Reserve Masterplan Community Engagement Strategy On hold

1/6/2023	Repairs and Maintenance <ul style="list-style-type: none"> - Electrical Compliance Check - Bathrooms - Driveway / carpark light reflectors on the edge of the road - Electric urn - Flagpole 	Complete except for the flagpole which needs to be clarified
1/6/2023	NT Thai Association – Expansion <ul style="list-style-type: none"> - Prepare a formal business case 	Outstanding

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:	Ashleigh Young, Community Participation Officer
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	3/08/2023
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 June - July 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	3
Casual Bookings	0

REGULAR USER GROUPS

- Top End Gem Club
- Berrimah Scouts
- NT Thai Association

STORAGE

Internal Storage	External Storage
Top End Gem Club	Berrimah Scouts



FINANCE REPORTS

To be provided under separate cover at the Committee Meeting due to end-of-month (July) reports.



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 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

Update on Top End Mineral Club installation of fans. - Engineers are coming up with a design to hang the fan from the purlins in the desired location (center of the space) and we are waiting on them at this stage. Estimated turn around 2-3 weeks.

ONLINE BOOKING SYSTEM

The project is currently on hold.

SECURITY/WIFI ACCESS UPGRADES

Security/Salto Access Control doors will be installed on the ground floor in place of screen door and first floor in place of the timber door.



WiFi Upgrades: Site requires satellite. Discussing with SkyMesh the option of implementing a service at KLRR.



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	Attended on site 2 June, no leaking tap identified. Quote sourced for replacing taps from Selter Shaw Shower flooding is a fault in the fall, not a plumbing issue	
Bathrooms	Taps frequently not turned off completely	Change taps to child friendly	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	Blower purchased	\$200
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	Not an electric urn, wall mounted water boiler – quote sourced and accepted from Selter Shaw plumbing	
Outdoor	BBQs in poor condition - Preserve the mural	Replacement	Apr-22	3	Quotes received for pressure cleaning – waiting for Committee approved	



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	Source quotes		2	Complete	
Carpark	Edging/gutters and line marking				Complete	
Shed/Building	Pathway needed between buildings					
Carpark	Extend road base from carpark to building to increase accessibility					
Basketball court	Uneven and patchy	Needs resurfacing			Inspected and does not require resurfacing, requires pressure cleaning the mold – see above requires pressure cleaning	
Adventure play area	Missing elements and generally unsafe	Needs replacing				
Electrical Condition Report	Electrical issues	Engage and electrician	June-23	1	Complete	
Outdoor - Flag Pole	Scouts to advise what the issues are, could be broken or could be overgrown trees again	Flagpole has been pruned previously but will be inspected again	June-23		Complete - Not issues evident. Can be relocated as it is only pegged in Trees were trimmed	
Trees	Cut back trees				Complete : Contractors on site 31 May 2023 to prune back trees overhanding buildings and roadway	



Fridge	Faulty	Replacement	May-23	1	Complete	\$959
Power Storeroom	Power point required	Installation	May-23		Complete	
Irrigation	Increase watering		June-23		Complete – checked and increased times around the hall	
Bollards	One of two damaged by vehicle	Replace both or repair	July-23	5	Quotes received – waiting on Committee approval	\$1400 (repair) \$2900 (replace)
Internal Flagpole	Fault to be identified					



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 3 September 2023

9. Other Business

10. Confidential Items

11. Close of Meeting