

**Knuckey Lagoon Recreation Reserve
Management Committee (KLRRMC)
BUSINESS PAPER
THURSDAY 7/12/2023**

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

A handwritten signature in black ink, appearing to read 'S. Hoyne', 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 7 December 2023 at 5:45pm



Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 7 December 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 Monday 30 October 2023, be confirmed.



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES **Thursday 30/10/2023**

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

Ashleigh Young, Community Participation Officer



MINUTES

Knuckey Lagoon Reserve Committee Meeting

Held in the Knuckey Lagoon Recreation Reserve
on Monday 31 October 2023 at 5:45pm

Attendees

John Fuller	Top End Gem and Mineral Club
Saramat 'Tou' Ruchkaew	NT Thai Association
Millie Feeney	Berrimah Scouts
Ashleigh Young	Community Participation Officer (Acting Chair)

1 Opening of Meeting

5.45 pm

2 Apologies and Leave of Absence

Rachel Wright Litchfield Council Deputy Mayor & North Ward Councillor (Chair)

3 Disclosures of Interest

Nil.

4 Confirmation of Minutes

Moved: Millie Feeney

Seconded: John Fuller

THAT the minutes of the previous Committee Meeting held on Thursday 4 August 2023 be confirmed.

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Action by	Notes	Status
6/4/2023	Knuckey Lagoon Recreation Reserve Masterplan Community Engagement Strategy	Cr. Wright	Cr Wright to raise with Council	On hold

4/8/2023	External Flagpole – replaced and relocated	Council – CPO	Price to be sourced – under \$1,000k approved.	Completed
30/10/2023		Council & Berrimah Scouts	Two quotes sourced. One found to be too expensive and second quote did not include pulley system for flag-raising activities. Additional quotes to be sourced. Second option is to keep current flag pole and replace pulley system with new mechanism. CPO will continue to source quotes and await feedback from scouts about preference including location.	Ongoing
4/8/2023	NT Thai Association – Expansion	Council – CPO	Previous business case to be circulated to members for feedback.	Completed
30/10/2023		Council – CPO	CPO to investigate the viability of 5 Campbell Road, Knuckeys Lagoon. Site was previously suggested to NT Thai Assoc. by the previous sitting council in 2019.	Ongoing
4/08/2023	Improve access from the carpark to the undercroft by extending pavement to the level with access ramp.	Council- CPO	Two quotes were sourced but deemed too high for the committee budget to cover. CPO will suggest this project for the 2024/25 capital works budget.	Deferred to 24/25 FY.

Nil.

7 Accepting or Declining Late Items

2023-34 Budget and Finance Report (Aug.–Sept.) – accepted.

8 Officers Reports

8.01 Bi-Monthly Operation & Finance Report

Finance

Tou Samarat sought to confirm the reason behind the excess increase in water charges between Mar 23 & May 23. Most likely due to dry season rates, however, CPO to investigate and confirm at next committee meeting.

Repairs and Maintenance

The following items were considered a priority:

Item	Action	Status
Kitchen Roller Door	Block access to the building from possums	CPO will source quotes to install a cover over the roller door similar to the TEGC storage room.
High water pressure - bathroom taps	Adjust water pressure so water is not spilling onto the floor	CPO to contact plumber to investigate

Moved: John Fuller

Seconded: Millie Feeney

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

CARRIED

9 Other Business

The scouts raised a question regarding the possibility of keeping ice packs in the freezer for potential injuries that may occur during their activities. They had previously received guidance against storing any items in the refrigerator. However, the committee agreed to the storage of ice packs in the freezer for injury-related purposes, clarifying that the restriction on storage pertained exclusively to food items.

Additionally, have inquired about the possibility of installing an outdoor climbing wall (grant-funded). Scouts advised cheaper option would be to erect a wall supported by

existing brick and/or concrete structure. The committee determined no existing structure onsite is suitable.

The scouts sought committee support to apply for Community Benefit Fund (CBF) grant for the installation of shelving.

Moved: Tou Samarat

Seconded: John fuller

THAT the Committee notes and supports the scout application for CBF grant to install shelving for storage shed.

CARRIED

10 Confidential Items

Nil.

11 Close of Meeting

Meeting closed at 6:42 pm. The next meeting is scheduled for Thursday, 7 December 2023 at 5:45pm.

COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 7 December 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. Cr Write to raise with the council.
04/08/2023	Repairs and Maintenance <ul style="list-style-type: none">- Flagpole. CPO to source quote- Basketball Court (Pressure cleaning)	Complete Deferred
1/6/2023	NT Thai Association – Expansion <ul style="list-style-type: none">- CPO to circulate the original proposal to member	Completed 09/08/2023
30/10/2023	<ul style="list-style-type: none">- CPO to investigate the viability of Lot_____ in KL. Site was previously suggested to NT Thai Assoc. by the previous Mayor and council.	Ongoing
03/08/2023	Repairs & Maintenance <ul style="list-style-type: none">- Extend pavement to be level with the ramp. CPO to source quotes	Two quotes were sourced but deemed too high for the committee budget to cover. CPO will put this project forward for the 2024/25 capital works budget.

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:	7/12/2023
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 October - November 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	2

REGULAR USER GROUPS

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

CASUAL USER GROUPS

- NT Arboriculture Australia
- Darwin Wildlife Sanctuary
- 7th Birthday

STORAGE

Internal Storage	External Storage
Top End Gem Club	Berrimah Scouts

FINANCE REPORTS

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

Budget	2023/24	2022/23
Repairs & Maintenance	\$8,405.00	\$8,160.00
Operational	\$20,639.00	\$20,038.00
Tree Maintenance	\$10,000.00	\$10,000.00
Total	\$ 39,044.00	\$38,198.00

KNUCKEYS LAGOON

Operating results at 31/10/2023 are summarised below

	Annual	2023/24 YTD	2023/24 YTD P4	Variance to Budget [Annual Budget – (YTD Actuals + YTD	% Spent (Actuals + Commitments / Annual Budget)	2022/23 YTD P4	Annual	% Spent	2022/23 YTD
	2023/24 Budget	Actuals	Commitments			Actuals	2022/23 Budget		Actuals
Revenue									
User Fees & Charges	\$8,820	\$2,953	-	\$5,867	33%	2,321.47	\$5,600	41%	\$6,080
TOTAL REVENUE	\$8,820	\$2,953	-	\$5,867	33%	2,321.47	\$5,600	41%	\$6,080
Expenditure									
Operational Expenses	\$20,639	\$4,614	5,295	\$10,730	48%	\$4,321	\$20,038	22%	\$17,190
Repairs & Maintenance	\$8,405	\$6,722	-	\$1,683	80%	821.50	\$8,160	10%	\$7,550
TOTAL EXPENDITURE	\$29,044	\$11,336	5,295	\$12,413	57%	\$5,143	\$28,198	18%	\$24,739
Tree Maintenance – Council Land	\$10,000	-	909	\$9,091	9%	\$2,700	\$10,000	27%	\$8,650
TOTAL EXPENDITURE	\$39,044	\$11,336	6,204	\$21,504	45%	\$7,843	\$38,198	21%	\$33,389

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

Top End Gem & Mineral Club were successful in their Application for Litchfield Council's Annual Community Grants Program. The TEGC will use its grant funding to purchase a new cabbing machine for the club.

ONLINE BOOKING SYSTEM

The project is currently on hold.

SECURITY/WIFI ACCESS UPGRADES

Complete.

APPENDIX A REPAIRS AND MAINTENANCE LOG

Location	Description	Action Required	Date	Priority Score	Actioned	Quoted
Driveway/carpark	Light reflectors on the edge of the road	Source quotes	Jun-23	2	Complete	
Carpark	Edging/gutters and line marking				Complete	
Basketball court	Uneven and patchy	Inspected and does not require resurfacing, requires pressure cleaning the mold.	Jun-23		Deferred until closer to EOFY to determine budget.	\$1485.75 (High pressure Darwin) \$1320.00 (Master Blaster)
Adventure play area	Missing elements and generally unsafe	Work sot be completed by Infrastructure & assets team in 2023/24 FY (LRCI Grant Funding)	Jun-23		Funding for playground upgrades is confirmed in the 2023/24 budget.	\$30,000.00
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	Powerpoint 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	Complete	Final cost FOC as per GMS.
Internal Flagpole	The indoor flagpole is old. Seek quotes for new flagpole	Replacement	Aug-23		2x quotes sourced and circulated. Awaiting confirmation from the committee on preference.	\$1,150.00 OR \$240.00
Kitchen Roller Door	Possums entering through gap. Block gaps with mesh similar to TEGC roller door storage	Install	Oct-23		Quote sourced	\$385
Carpark	Extend road base from carpark to building to increase accessibility	CPO to Suggest works for 24/25 FY Capital Works Programme	Aug -23		Deferred until 2024	N/A

COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 7 December 2023

9. Other Business

9.01 – ATTACHMENT B Adventure Play Equipment

10. Confidential Items

Nil

11 Close of Meeting

PROJECT PLAN

Knuckeyes Lagoon Adventure Play Equipment Upgrades

PROJECT SUMMARY

Project Title	Adventure Play Equipment Upgrade, Knuckeyes Lagoon Recreation Reserve
Project Type	Renewal
Available Budget	\$30,000.00
Budget Type	Community
Funding Source	Capital Expenses
Funding Type	LRCI
Procurement Type	Public Tender
Project Informed By:	Community Capital Works proposal
Asset Type	Playgrounds

Project Overview

This project is for renewal of adventure play equipment and soft fall as outlined in LRCI phase 4 works schedule.

Works include:

The Program is informed by the Australian Playground Standards which considers;

- Minimum Space for safe use – space occupied by the equipment, falling space and free space
- Fall protection and structural integrity

The project is a renewal program that contributes to Councils asset sustainability ratio.

For completion following resolution or inclusion in Municipal Plan:

Approved Budget	\$30,000.00
Resolution	2023/24 Municipal Plan
Date Approved	20 June 2023

Ashleigh Young

From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]
Subject: Fwd:
Attachments: Outdoor Free Standing Traverse Bouldering Wall.png; AS 2316.1.2 2021 Bouldering Area Soft Fall Area.png

Follow Up Flag: Follow up
Flag Status: Completed

Hi Ashleigh

Regarding the playground the only "quote" I got was the one below. Then I realised a climbing wall was probably going to be too much to be achievable even with the grants that I am aware of. As you know this fellow also said attaching the climbing wall to an existing concrete wall is much cheaper, around \$10 000 but unfortunately I do not believe there is that sort of wall at the reserve.

We had our committee meeting tonight and I noted that the leaders say the kids love the swing but it would be fantastic if we could get any additional equipment at all. The obstacle course is essentially broken. Any more that could be available would be wonderful. Scouts has a focus on adventure so something like a climbing wall, flying fox or similar would be ideal. I am also aware of this park that was recently put in Palmerston, although I have not been there [Put your ninja skills to the test – Hobart Park Ninja Obstacle Course is open! | City of Palmerston \(nt.gov.au\)](https://www.nt.gov.au/city/palmerston/news/put-your-ninja-skills-to-the-test-hobart-park-ninja-obstacle-course-is-open/). I do have a few contacts with PCC through work so I might be able to find out who to ask about the cost or provider of this park if you think that would be useful and do not have similar contacts.

I also noted at the meeting that the indoor flagpole is yet to go up. I am back in Australia now if you are needing further advice on this

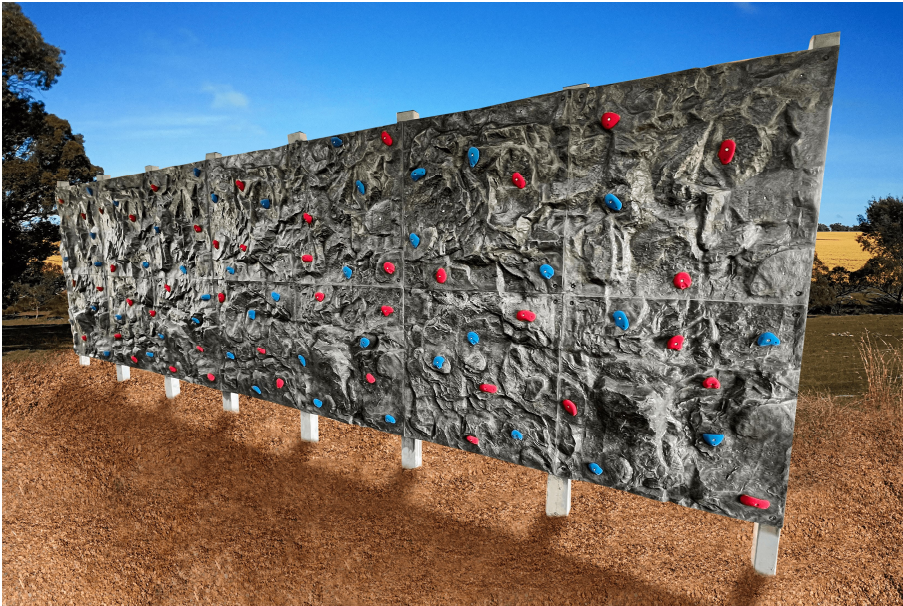
As I mentioned I am not currently driving but hopefully will dial in to the meeting next week if that is OK?
Best Wishes
Millie

[REDACTED]

Good morning Millie,

It's great to hear from you. 😊 We would love to help your Scout group with an outdoor bouldering wall.

The best option for durability and weather resistance is fibreglass:



The above design is a traverse wall about 2.6m high x 8.5m long. This project cost around \$50,000 inc GST but excluded the cost of the soft fall area. It is single-sided, but we can also offer the option to make it double-sided.

- Each modular climbing panel is 1.2m x 1.2m in size.
- All of our equipment and installations are load-tested and engineer certified.
- To comply with Australian safety standards, bouldering walls need a soft-fall area of 2m in every direction of the climbing surface. I have attached the relevant excerpts for your reference. Two of our team members sit on the [Australian Safety Board for Artificial Climbing Structures](#).
- Our team can design and build any style to match your vision and budget.
- With any design, we must complete a soil classification and bearing capacity test. You can allocate approximately \$3,500 inc GST for this.
- We supply the maintenance schedule, risk assessment and operating documents.
- Your Scout group can pick any coloured climbing holds you like.

Please let me know if you need further information at this stage.

Roughly what size area do you have available?

Would you like us to send you some quotes for the different options?

Do you know how much the grants are available for?

I am looking forward to hearing from you soon.

Happy Climbing!

Matty



Matt McComb

Chief Climbing Director

Discovery Climbing

0455 158

223 | info@discoveryclimbing.com.au



www.discoveryclimbing.com.au

On Thu, Mar 30, 2023 at 10:19 PM Millie Feeney <camilla.moss@gmail.com> wrote:

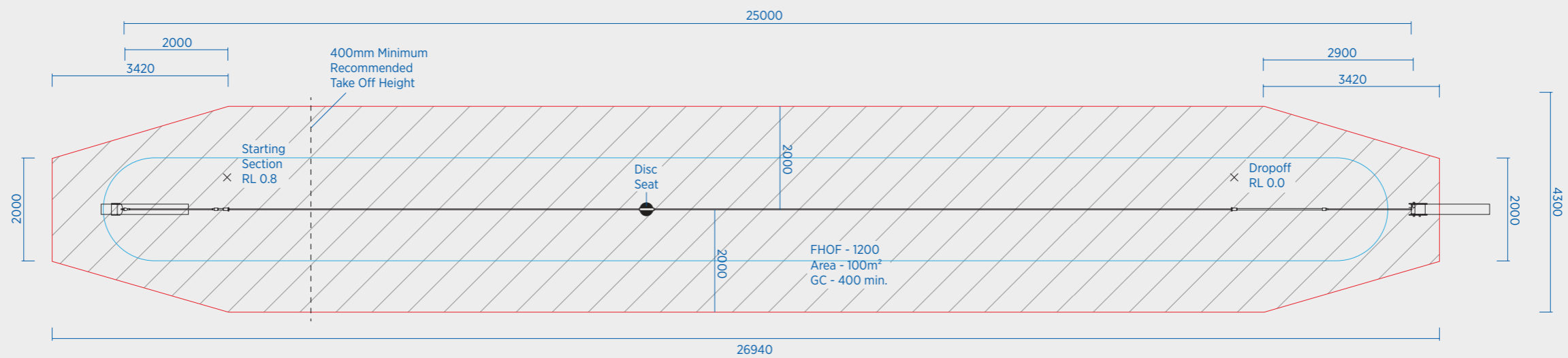
Hello

I am a on a committee for a Scout group in Darwin. We had a bit of a discussion about some interest in an outdoor boulder wall. To do something like that we would need to apply for a grant. I know every design will be different bit just as a starting point for further discussion I wondered if you could give me a rough ball park for how much an outdoor boulder wall would cost. For example one you have done recently somewhere else. I am also aware that things do not last well in the tropical sun and I'm wondering if an outdoor boulder wall would even stand up to the darwin heat, do you have any thoughts on this?

Thanks

Millie





SCALE
1:100

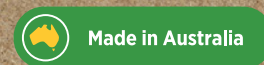
- Provide undersurfacing in accordance with AS 4422:2016. Mulch undersurfacing should be 200mm minimum compacted depth.
- Plans and illustrations are schematic only, actual details may vary. Do not scale for dimensions. Allow 5% minimum additional clearance for site variations.
- FHOF - Free Height Of Fall as per AS 4685:2021
- GC - Ground Clearance under seat used to calculate impact area, free space and FHOF
- Falling Space:
 - Minimum impact area as per AS 4685:2021
 - Required free space as per AS 4685:2021
 - Recommended clearance area
 - Circulation space as per AS 4685:2021



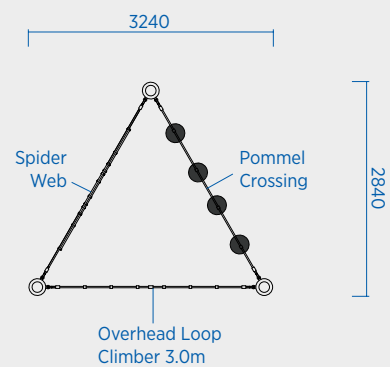
Colours

Powder Coat
Dark Violet
Intensity Summer

Wire Rope
Acid Green



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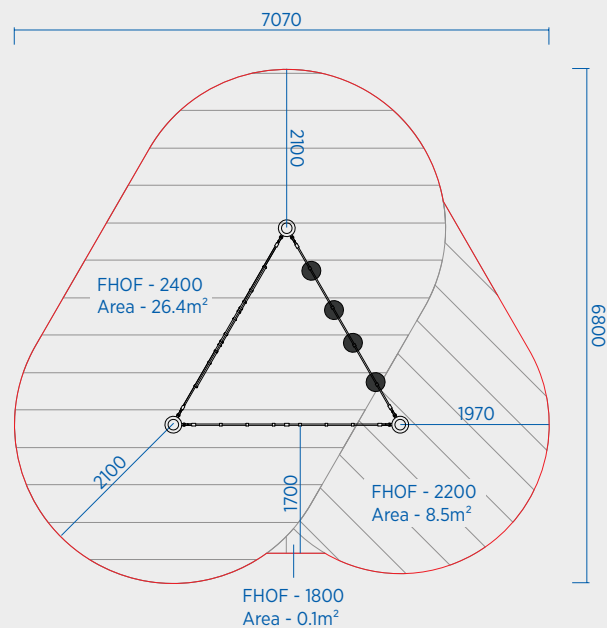
SCALE 1:100

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SCALE 1:100

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- FHOF - Free Height Of Fall as per AS 4685:2021
- GC - Ground Clearance under seat used to calculate impact area, free space and FHOF
- Falling Space:

	Minimum impact area as per AS 4685:2021		Required free space as per AS 4685:2021
	Recommended clearance area		Circulation space as per AS 4685:2021





Colours

Powder Coat

APO Grey
Dark Violet
Intensity Sunshine

Corrugated Sheet

N/A

Timber

N/A

HDPE Plastic

Yellow/Red/Yellow
Purple/Orange/Purple

Wire Rope

Violet

Fibreglass Slide

N/A

Rotomoulded Plastic

N/A



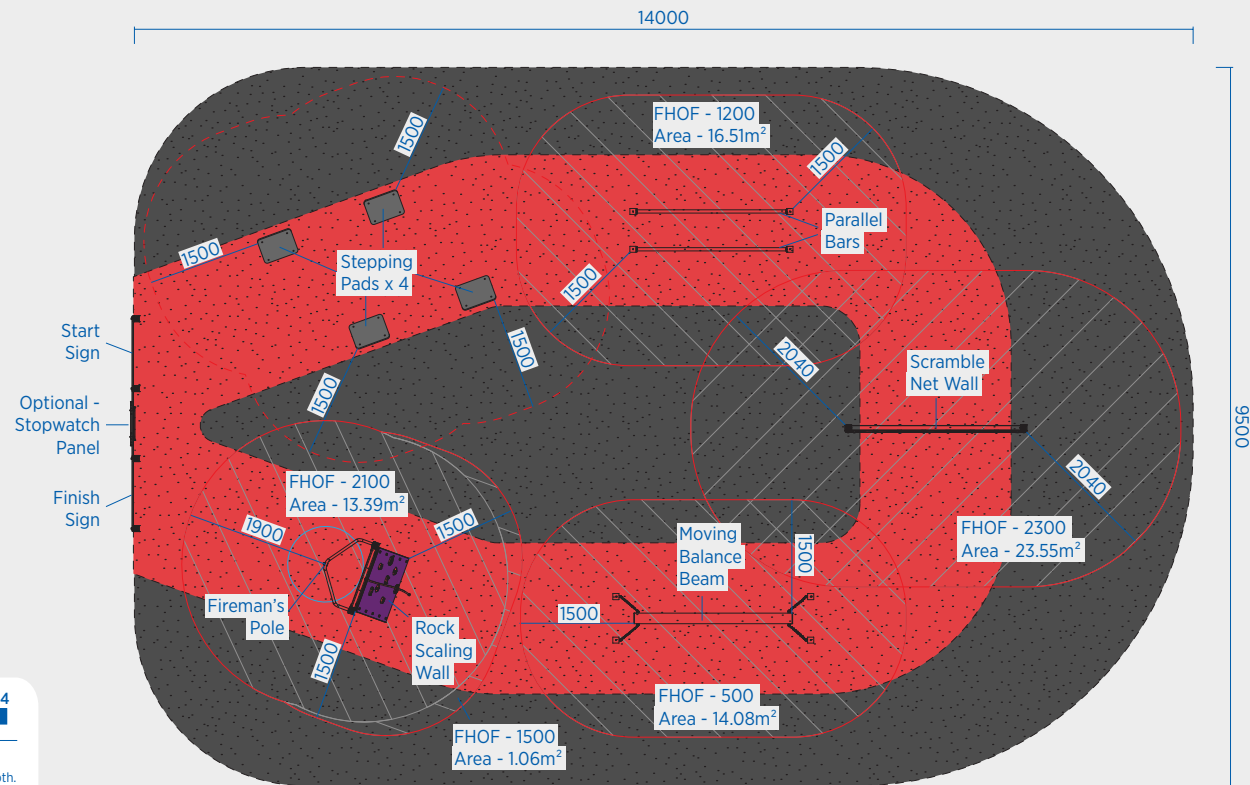
Made in Australia



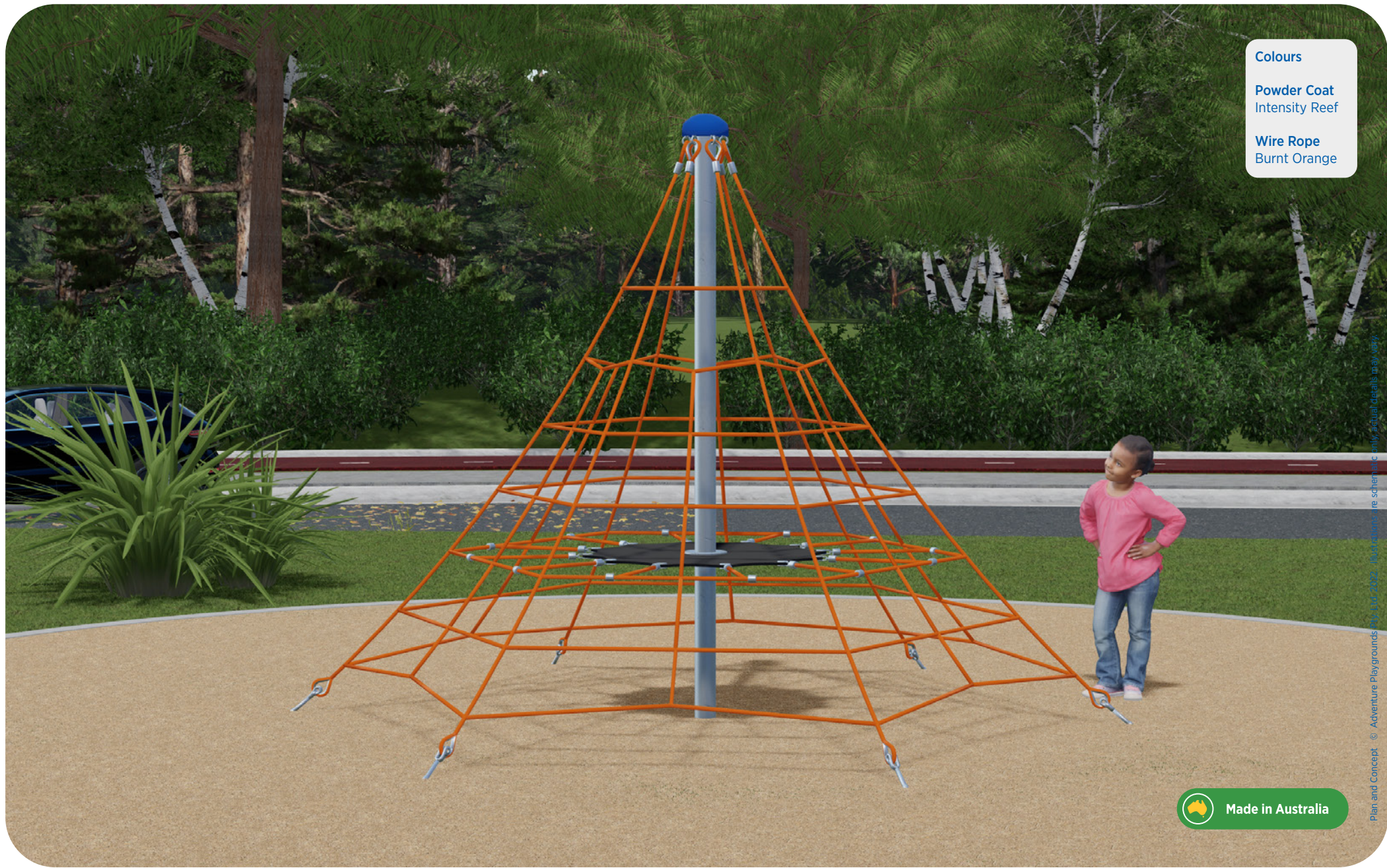
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Please Note: Undersurfacing is not included in Ninja Course unit pricing.



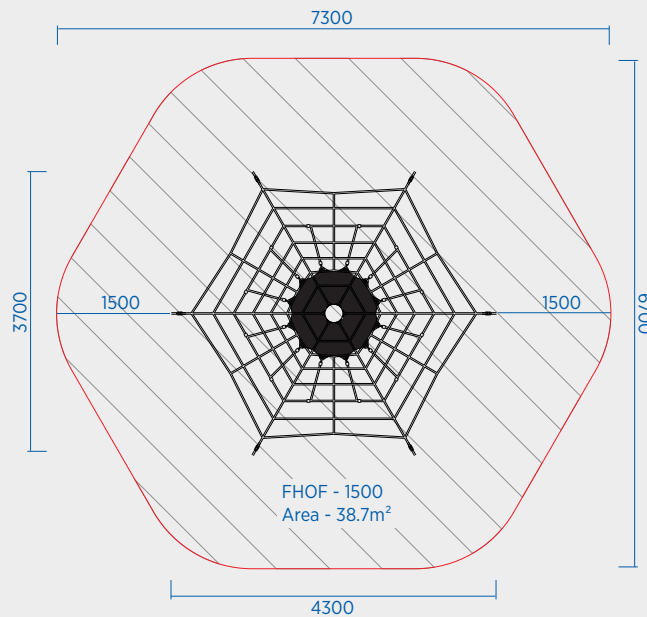
Colours

Powder Coat
Intensity Reef

Wire Rope
Burnt Orange



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SCALE 1:100

0 1 2 3 4

- Provide undersurfacing in accordance with AS 4422:2016. Mulch undersurfacing should be 200mm minimum compacted depth.
- Plans and illustrations are schematic only, actual details may vary. Do not scale for dimensions. Allow 5% minimum additional clearance for site variations.
- FHO - Free Height Of Fall as per AS 4685:2021
- GC - Ground Clearance under swing attachments used to calculate impact area, free space and FHO
- Falling Space:
 - Minimum impact area as per AS 4685:2021
 - Required free space as per AS 4685:2021
 - Recommended clearance area
 - Circulation space as per AS 4685:2021