



**Knuckey Lagoon Recreation Reserve
Management Committee (KLRRMC)
BUSINESS PAPER
THURSDAY 1/02/2024**

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



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 February 2024 at 5:45 pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 1 February 2024

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 December 2023, be confirmed.



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 7/12/2023

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 Thursday 7 December, 2023 at 5:45pm

Attendees

John Fuller	Top End Gem and Mineral Club
Millie Feeney	Berrimah Scouts (via Phone)
Ashleigh Young	Community Participation Officer (Acting Chair)

1 Opening of Meeting

5.56 pm

2 Apologies and Leave of Absence

Rachel Wright	Litchfield Council Deputy Mayor & North Ward Councillor (Chair)
Saramat 'Tou' Ruchkaew	NT Thai Association

3 Disclosures of Interest

Nil.

4 Confirmation of Minutes

Moved: John Fuller

Seconded: Millie Feeney

THAT the minutes of the previous Committee Meeting held on Thursday 30 October 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
30/10/2023		Council & Berrimah Scouts	New rope and clips for the current flagpole were purchased by scouts. CPO to see if contractor can put them on the flag.	Ongoing
4/8/2023	NT Thai Association – Expansion	Council – CPO	Previous business case to be circulated to members for feedback.	Completed (08/2023)
30/10/2023		Council – CPO	CPO to investigate the viability of Lot in KL. Site was previously suggested to NT Thai Assoc. by the previous Mayor and council. CPO to inform NT Thai Association to re-submit the proposal to current sitting council. The initial proposal was presented to the previous council	Ongoing
4/08/2023	Improve access from the carpark to the	Council- CPO	Two quotes were sourced but deemed too high for the	Deferred to 24/25 FY.

	under croft by extending pavement to the level with access ramp.		committee budget to cover. CPO will suggest this project for the 2024/25 capital works budget.	
07/12/2023	Kitchen Roller Door	CPO	Quote received by Odd Job Bob (\$385). The price is quite high for work required. Will look into alternate options.	On going
07/12/2023	High Water Pressure Bathroom Taps	CPO	CPO to contact plumbers to check water pressure. Plumbers attended and installed Flow Restrictor valves on 3x hand basins. Water pressure now normal.	Completed (12/2023)

6 Presentations

Nil.

7 Accepting or Declining Late Items

Nil.

8 Officers Reports

8.01 Bi-Monthly Operation & Finance Report

Finance

CPO to issue monthly expenses comparison (Oct -Nov 2023) via email after the committee meeting.

Repairs and Maintenance

The following items were considered a priority:

Item	Action	Status
KLRR Adventure Play Equipment	The council has allocated a budget of \$30,000.00 to install new Adventure play equipment.	CPO has shared initial plans with the committee and is actively receiving feedback from scouts as the main user group who will benefit for the equipment.

Moved: John Fuller

Seconded: Millie Feeney

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

CARRIED

9 Other Business

9.1 ATTACHMENT B Adventure Play Equipment

Community Participation Officer presented some ideas for the Adventure Play Equipment. As the primary users of the space, the scouts have expressed their preference for the following items, provided they fall within the budget: a Flying Fox and/or an Obstacle Course. CPO to note this request when scoping quotes.

9.2 Storage Charges (2023/24 User Group Fee Structure)

Millie Feeney from Berrimah Scouts and John Fuller from Top End Gem Club have sought confirmation from the Community Participation Officer regarding the possibility of waiving storage fees. Both individuals express concerns that these fees could negatively impact the sustainability of their respective groups' use of the hall, given their financial constraints.

The Community Participation Officer clarified that they lack the authority to waive fees as set out by the council. However, the CPO has committed to approaching the CEO to explore the potential for waiving or reducing the storage fees.

10 Confidential Items

Nil.

11 Close of Meeting

Meeting closed at 6:20 pm. The next meeting is scheduled for Thursday, 1 February 2023 at 5:45pm.



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 1 February 2024

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.
1/6/2023	NT Thai Association – Expansion - CPO to circulate the original proposal to member	Completed 09/08/2023
30/10/2023	- CPO to investigate the viability of Lot in KL. The site was previously suggested to NT Thai Assoc. by the previous Mayor and council.	Ongoing. CPO has advised that with the new sitting council, NT Thai Association may need to present the proposal again for review.
07/12/2024	Kitchen Roller Door – Block Possum Entry	Odd Job Bob to fix the mesh to prevent vermin from entering the kitchen through the door. CPO to confirm when work will take place.

6. Presentations

7. Accepting or Declining Late Items

8. Officer Reports

8.01 Bi-Monthly Operations Report



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:	1/02/2024
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 December 23 - January 2024

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

- Wedding (Jan 6th)
- Top End 4WD Club

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 (January) 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 31/12/2023 are summarised below

	Annual	2023/24 YTD	2023/24 YTD P6	Variance to Budget [Annual Budget – (YTD Actuals + YTD	% Spent (Actuals + Commitments / Annual Budget)	2022/23 YTD P6	Annual	% Spent	2022/23 YTD
	2023/24 Budget	Actuals	Commitments			Actuals	2022/23 Budget		Actuals
Revenue									
User Fees & Charges	\$8,820	\$4,179	-	\$4,641	47%	2,299.41	\$5,600	41%	\$6,080
TOTAL REVENUE	\$8,820	\$4,179	-	\$4,641	47%	2,299.41	\$5,600	41%	\$6,080
Expenditure									
Operational Expenses	\$20,639	\$9,175	2,349	\$9,115	56%	\$6,024	\$20,038	30%	\$17,190
Repairs & Maintenance	\$8,405	\$7,531	385	\$489	94%	1,271.50	\$8,160	16%	\$7,550
TOTAL EXPENDITURE	\$29,044	\$16,706	2,734	\$9,604	67%	\$7,295	\$28,198	26%	\$24,739
Tree Maintenance – Council Land	\$10,000	330.00	-	\$9,670	3%	\$2,700	\$10,000	27%	\$8,650
TOTAL EXPENDITURE	\$39,044	\$17,036	2,734	\$19,274	51%	\$9,995	\$38,198	26%	\$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 capping machine for the club.

Litchfield Council still accepting applications for Community Initiative Grant (Up to \$500).

ADVENTURE PLAY AREA

A preliminary project plan has been formulated and subsequently submitted to the Director of Infrastructure for review. LRCI grant funding approval is still being sort for all Phase 4a and b projects



APPENDIX A REPAIRS AND MAINTENANCE LOG

Location	Description	Action Required	Date	Priority Score	Actioned	Quoted
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	Works to be completed by Infrastructure & assets team in 2023/24 FY (LRCI Grant Funding)	Jun-23		See status above	Initial stages begun
Internal Flagpole	The indoor flagpole is old. Seek quotes for new flagpole	Replacement	Aug-23		Scouts have purchased new pulley rope and clips for the old flag pole. CPO to discuss with scouts how to fix items to the pole due to the location and height.	Ongoing
Kitchen Roller Door	Possoms entering through gap. Block gaps with mesh similar to TEGC roller door storage	Install	Oct-23		Quote sourced and confirmed with Odd Job Bob. CPO to confirm installation date.	\$250.00



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 1 February 2024

9. Other Business

Nil

10. Confidential Items

Nil

11 Close of Meeting