



**Knuckey Lagoon Recreation Reserve  
Management Committee (KLRRMC)  
BUSINESS PAPER  
THURSDAY 10/10/2024**

Meeting to be held commencing 5:30pm  
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

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### LITCHFIELD COUNCIL KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

**Notice of Meeting**  
to be held at the Knuckey Lagoon Recreation Reserve  
on Thursday 10<sup>th</sup> October 2024 at 5:30 pm

Stephen Hoyne  
Chief Executive Officer

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# COMMITTEE AGENDA

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## KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 10 October 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 8 August 2024, be confirmed.



# Knuckey Lagoon Recreation Reserve Management Committee Meeting

## **MINUTES**

**Thursday 8/08/2024**

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

**Jill Enriquez, Community Participation Officer**



# MINUTES

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## Knuckey Lagoon Reserve Committee Meeting

Held in the Knuckey Lagoon Recreation Reserve  
on Thursday 08 August, 2024 at 5:45pm

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### Attendees

Rachel Wright	North Ward Councillor (Chair)
Millie Feeney	Berrimah Scouts
Jill Enriquez	Community Participation Officer
Saramat 'Tou' Ruchkaew	NT Thai Association

### 1 Opening of Meeting

5.52 pm

### 2 Apologies and Leave of Absence

John Fuller Top End Gem and Mineral Club

### 3 Disclosures of Interest

Nil.

### 4 Confirmation of Minutes

**Moved:** Millie Feeney

**Seconded:** Tou Ruchkaew

THAT the minutes of the previous Committee Meeting held on Thursday 6 June 2024 be confirmed.

**CARRIED**

## 5 Business Arising from the Minutes

Meeting Date	Action	Action by	Notes	Status
06/06/2024	Storage fees	CPO	Waive fees for new FY given absence of user groups. CEO has approved of waiver for 24-25 FY.	<b>Completed</b>
06/06/2024	BBQ needing replacement	CPO	Budget was inadequate to purchase a new one at EOFY, will discuss with DIO. It was <i>pressure washed in June</i> to improve functionality.	Scouts to explore grant application to fund BBQ
06/06/2024	Basketball court cleaning	CPO	Quotes have been sourced, to be decided pending funding assessment	<b>Completed</b>
06/06/2024	Indoor flag pole	CPO	Have contacted contractor to install	<b>Completed</b>
06/06/2024	Salto Locks	CPO	Request from committee to revert to manual locks, safety risk of getting locked in upstairs room	<b>Completed</b> Workaround for access issue has been implemented, will employ contractor to ensure safety mechanisms are in place.
06/06/2024	Adventure playground		Paused due to low staffing at Council, looking to restart once roles are filled	Ongoing, to investigate once new infrastructure staff have started
01/02/2024	Recruiting New Committee members	CPO	Community Participation Officer will approach Top End 4WD Club to offer a spot on the KLRR committee. CPO to also follow up on EOI submitted by Adina Poole of the TEGC.	Ongoing
30/10/2023	NT Thai Association – Expansion	Council – CPO	NT Thai Association requests official outcome from Council.	Resolution on June OCM. Follow up outcome letter.

## 6 General Business

### 6.01 Bi-Monthly Operation & Finance Report

#### Finance

The Annual Community Grants Program at Litchfield Council is now open for all user groups and individuals to apply. Projects and events must be conducted in Litchfield Municipality area.

#### Repairs and Maintenance

The following items were considered a priority:

Item	Action	Status
Salto locks	Locks to revert to manual keys	Completed, will not be reverting although contractor will ensure safety mechanisms are in place.
BBQ replacement	Source quotes to expedite replacement.	Quotes obtained. User group to apply for Annual Grant funding.
Indoor Flagpole	Attach a new pulley system to an indoor flagpole.	Completed

**Moved:** Millie Feeney

**Seconded:** Tou Ruchkaew

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

**CARRIED**

## 7 Other Business

**7.1** Potholes in the basketball court have been identified by the Scouts as a hazard on the basketball court, CPO to investigate this.

## 8 Close of Meeting

Meeting closed at 6:18 pm.

The next meeting is scheduled for Thursday, 3 October 2024 at 5:30pm.



## COMMITTEE AGENDA

### KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 10 October 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	<b>On hold.</b> Cr Wright to raise with the council.
1/02/2024	Recruiting New Committee Members	<b>Ongoing.</b> CPO to follow up, reserve members may invite contacts to join committee.
6/06/2024	Salto Locks feature a free egress mechanism to prevent internal lock-ins	<b>Ongoing.</b> Awaiting contractor to schedule regular door checks and verify the mechanism's functionality
6/06/2024	Basketball Court Pressure clean	<b>Ongoing</b> Potholes identified by user group as hazard. Working with PPL to identify solution.

#### 6. Officer Reports

6.01 Bi-Monthly Operations Report





## COMMITTEE REPORT

<b>Agenda Item Number:</b>	6.01
<b>Report Title:</b>	Bi-Monthly Operation Report
<b>Author:</b>	Jill Enriquez, Community Participation Officer
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	10/10/2024
<b>Attachments:</b>	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 AUGUST – SEPTEMBER 2024

Recreation Reserves  
Management Committee



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## 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 & Walkers 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 (July) reports.

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

### KNUCKEYS LAGOON Operating results at 30/09/2024

	Annual	2024/25 YTD	2024/25 YTD P3	Variance to Budget [Annual Budget – (YTD Actuals + YTD Commitments)	% Spent (Actuals + Commitments / Annual Budget)	2023/24 YTD P3	Annual	% Spent	2023/24 YTD
	2024/25 Budget	Actuals	Commitments			Actuals	2023/24 Budget		Actuals
<b>Revenue</b>									
User Fees & Charges	\$46,305	\$15,989	-	\$30,316	35%	2,952.53	\$44,100	7%	\$42,564
<b>TOTAL REVENUE</b>	<b>\$46,305</b>	<b>\$15,989</b>	<b>-</b>	<b>\$30,316</b>	<b>35%</b>	<b>2,952.53</b>	<b>\$44,100</b>	<b>7%</b>	<b>\$42,564</b>
<b>Expenditure</b>									
Operational Expenses	\$21,877	\$4,011	14,612	\$3,254	85%	\$4,614	\$20,639	22%	\$18,773
Repairs & Maintenance	\$11,030	\$1,989	7,408	\$1,633	85%	6,721.95	\$8,405	80%	\$8,658
<b>TOTAL EXPENDITURE</b>	<b>\$32,907</b>	<b>\$6,000</b>	<b>22,020</b>	<b>\$4,887</b>	<b>85%</b>	<b>\$11,336</b>	<b>\$29,044</b>	<b>39%</b>	<b>\$27,431</b>
Tree Maintenance – Council Land	\$10,000	-	-	\$10,000	0%	\$0	\$10,000	0%	\$9,080
<b>TOTAL EXPENDITURE</b>	<b>\$42,907</b>	<b>6,000.31</b>	<b>22,020</b>	<b>\$14,887</b>	<b>65%</b>	<b>\$11,336</b>	<b>\$39,044</b>	<b>29%</b>	<b>\$36,511</b>



## 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.

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

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

The Annual Community Grants have closed, with a submission from the Berrimah Scouts for the replacement of the BBQ.



APPENDIX A REPAIRS AND MAINTENANCE LOG

Location	Description	Action Required	Date	Priority Score	Actioned	Quoted
Adventure play area	Missing elements and generally unsafe	Works to be completed by Infrastructure & Assets team in 2024/25 FY (LRCI Grant Funding)	Jun-23	Med	<b>On Hold:</b> assessment for this project has resumed. The previous quote exceeded the granted funding, so it will be reassessed, and new quotes will be sourced.	LRCI Grant funded
Basketball court	Cracks and potholes	Inspected and does not require resurfacing, requires pressure cleaning to remove the mold.	August 2024	Med	<b>Ongoing:</b> Awaiting repair quote from NT Shade. No R&M budget left due to valve replacement.	
Backflow valve and water meter replacement	The device failed the test and the water meter was damaged	Waiting on PW to confirm water shut off date for work to proceed.	Sep 2024	High	<b>Ongoing</b>	\$8,772



## COMMITTEE AGENDA

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### KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 10 October 2024

**7. Other Business**

**8. Close of Meeting**