



**Knuckey Lagoon Recreation Reserve
Management Committee (KLRRMC)
BUSINESS PAPER
THURSDAY 18/04/2024**

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

A handwritten signature in black ink, appearing to read 'S. Hoyne', written in a cursive style.

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 18 April 2024 at 5:45 pm

Stephen Hoyne
Chief Executive Officer

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COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 18 April 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 1 February 2024, be confirmed.



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 1/02/2024

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 1 February, 2023 at 5:45pm

Attendees

Rachel Wright	North Ward Councillor & Deputy Mayor (Chair)
John Fuller	Top End Gem and Mineral Club
Millie Feeney	Berrimah Scouts
Ashleigh Young	Community Participation Officer

1 Opening of Meeting

5.50 pm

2 Apologies and Leave of Absence

Saramat 'Tou' Ruchkaew	NT Thai Association
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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 07 December 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	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 inform NT Thai Association to re-submit the proposal to the current sitting council. The initial proposal was presented to the previous council.	Ongoing
01/02/2024	Storage Fee's	Council – CPO	Community Participation Officer has committed to approaching the CEO to explore the potential for waiving or reducing the storage fees. TEG and BS have expressed their concerns over covering costs.	Ongoing
01/02/2024	Electricity Charges	Council – CPO	Council / CPO to investigate electricity charges for KLRR since October 2023.	Ongoing

01/02/2024	Recruiting New Committee members	Council – 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.	
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6 Presentations

Nil.

7 Accepting or Declining Late Items

Nil.

8 Officers Reports

8.01 Bi-Monthly Operation & Finance Report

Finance

Community Participation Officer to Investigate Electricity Charges since October 2023. KLRR runs off Solar and therefore charges are likely due to increased usage and/or electrical fault.

Repairs and Maintenance

The following items were considered a priority:

Item	Action	Status
Indoor Flagpole	Attach a new pulley system to an indoor flagpole.	Rope and pulley purchased by Berrimah Scouts. CPO to request the contractor to attach the rope.

Moved: John Fuller

Seconded: Rachel Wright

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

CARRIED

9 Other Business

Nil.

10 Confidential Items

Nil.

11 Close of Meeting

Meeting closed at 6:21 pm. The next meeting is scheduled for Thursday, 4 April 2024 at 5:45pm.

UNCONFIRMED



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 18 April 2024

5. Business Arising from the minutes

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

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.	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	Completed
01/02/2024	Request to waive storage fees for regular user groups.	Completed – CPO has confirmed with the committee that the CEO has approved waiving storage fees. Confirmation was sent to the committee on 14/03/2024.
01/02/2024	Investigate Electricity Charges	Ongoing

6. General Business

6.01 Bi-Monthly Operations Report (Attachment A)

7. Other Business

8. Close of Meeting

KNUCKEY LAGOON OPERATION REPORT February – March 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	3
Casual Bookings	2

REGULAR USER GROUPS

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

CASUAL USER GROUPS

- Top End 4WD Club
- ADF (After Hours)

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 29/02/2024 are summarised below

	Annual	2023/24 YTD	2023/24 YTD P8	Variance to Budget	% Spent (Actuals +	2022/23 YTD P8	Annual	% Spent	2022/23 YTD
	2023/24 Budget	Actuals	Commitments	[Annual Budget – (YTD Actuals + YTD Commitments)]	Commitments / Annual Budget)	Actuals	2022/23 Budget		Actuals
Revenue									
User Fees & Charges	\$8,820	\$4,914	-	\$3,906	56%	4,326.07	\$5,600	77%	\$6,080
TOTAL REVENUE	\$8,820	\$4,914	-	\$3,906	56%	4,326.07	\$5,600	77%	\$6,080
Expenditure									
Operational Expenses	\$20,639	\$13,209	616	\$6,815	67%	\$9,269	\$20,038	46%	\$17,190
Repairs & Maintenance	\$8,405	\$7,948	-	\$457	95%	3,104.77	\$8,160	38%	\$7,550
TOTAL EXPENDITURE	\$29,044	\$21,156	616	\$7,272	75%	\$12,374	\$28,198	44%	\$24,739
Tree Maintenance – Council Land	\$10,000	330.00	-	\$9,670	3%	\$2,700	\$10,000	27%	\$8,650
TOTAL EXPENDITURE	\$39,044	\$21,486	616	\$16,942	57%	\$15,074	\$38,198	39%	\$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

Litchfield Council still accepting applications for Community Initiative Grant and Youth Development Grant

ADVENTURE PLAY AREA

LRCI grant funding approval has been granted for all Phase 4a and b projects. Finalising the scope of works and project likely to commence after the wet season. CPO will provide updates as the project progresses.



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		Project Plans to be finalised by End of May	LRCI Grant funded
Kitchen Roller Door	Possums entering through gap. Block gaps with mesh similar to TEGC roller door storage	Install	Oct-23		COMPLETED	\$250.00
Top Floor SALTO Door	The door has been offline for several weeks and any attempts to rectify the issue have been unsuccessful.	Contact Telstra and Starlink to re-asses connectivity issues and discuss whether SALTO fobs are viable going forward.	Mar- 24		ONGOING	TBA