



**Knuckey Lagoon Recreation Reserve
Management Committee (KLRRMC)
BUSINESS PAPER
THURSDAY 6/06/2024**

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

A handwritten signature in black ink, appearing to read 'S. Hoyne', 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 6 June 2024 at 5:45 pm

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	4
5	Business Arising from the Minutes	8
6	Officers Reports	8
	6.01 Bi-Monthly Operational Report	9
7	Other Business	16
8	Close of Meeting	16



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 6 June 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 18 April 2024, be confirmed.



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 18/04/2024

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 18 April, 2024 at 5:45pm

Attendees

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

1 Opening of Meeting

5.52 pm

2 Apologies and Leave of Absence

Rachel Wright North Ward Councillor & Deputy Mayor (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 01 February 2024 be confirmed.

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Action by	Notes	Status
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.	NT Thai Assoc. Presented to council on 02/04/2024
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. TEGC and Scouts have expressed their concerns over covering costs.	Completed
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.	Ongoing
18/04/2024	Top Floor Door	CPO	CPO is currently liasing with contractors to investigate the door beign offline.	Ongoing

6 General Business

6.01 Bi-Monthly Operation & Finance Report

Finance

With EOFY approaching. CPO and Committee have agreed to discuss any options for repairs & maintenance that have been deferred. Two options included the Basketball Court pressure washing OR replacement of BBQ.

Repairs and Maintenance

The following items were considered a priority:

Item	Action	Status
Top Floor Door	Door to be brought back online ASAP	CPO to investigate issue with contractors
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: Millie Feeney

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

CARRIED

7 Other Business

Nil.

8 Close of Meeting

Meeting closed at 6:30 pm. The next meeting is scheduled for Thursday, 6 June 2024 at 5:45pm.



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 6 June 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.
01/02/2024	Investigate Electricity Charges	Ongoing

6. Officer Reports

6.01 Bi-Monthly Operations Report



COMMITTEE REPORT

Agenda Item Number:	6.01
Report Title:	Bi-Monthly Operation Report
Author:	Jill Enriquez, Community Participation Officer
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	6/06/2024
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 April - May 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

- 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 30/04/2024 are summarised below

	Annual 2022/23 Budget	2023/24 YTD P8 Actuals	2023/24 YTD Commitments	Variance to Budget [Annual Budget –	% Spent (Actuals + Commitments /	2022/23 P8 YTD Actuals	Annual 2022/23 Budget	% Spent	2022/23 YTD Actuals
Revenue									
User Fees & Charges	\$35,280	\$25,261	-	\$10,019	72%	\$14,683	\$22,400	66%	\$27,731
TOTAL REVENUE	\$35,280	\$25,261	-	\$10,019	72%	\$14,683	\$22,400	66%	\$27,731
Expenditure									
Operational Expenses	\$109,262	\$63,899	9,678	\$35,684	67%	\$52,345	\$100,000	52%	\$91,675
Repairs & Maintenance	\$21,012	\$7,159	-	\$13,853	34%	\$19,119	\$28,080	68%	\$26,577
TOTAL EXPENDITURE	\$130,274	\$71,058	9,678	\$49,537	62%	\$71,464	\$128,080	56%	\$118,252
Tree Maintenance – Council Land	\$10,000	-	-	\$10,000	0%	\$300	\$10,000	3%	\$900
TOTAL EXPENDITURE	\$140,274	\$71,058	9,678	\$59,537	58%	\$71,764	\$138,080	52%	\$119,152



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.

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 sorted 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 to remove 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 2024/25 FY (LRCI Grant Funding)	Jun-23		On Hold: Staffing changes have resulted in this being put on hold until a full-time staff member can finalise the plan.	LRCI Grant funded



COMMITTEE AGENDA

KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 6 June 2024

7. Other Business

8. Close of Meeting