



**Knuckey Lagoon Recreation Reserve  
Management Committee (KLRRMC)  
BUSINESS PAPER  
THURSDAY 8/08/2024**

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

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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 8 August 2024 at 5:45 pm

Stephen Hoyne  
Chief Executive Officer

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## COMMITTEE AGENDA

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### KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 8 August 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 6 June 2024, be confirmed.



# Knuckey Lagoon Recreation Reserve Management Committee Meeting

## **MINUTES**

**Thursday 6/06/2024**

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 18 April, 2024 at 5:45pm

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### Attendees

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

### 1 Opening of Meeting

5.40 pm

### 2 Apologies and Leave of Absence

Rachel Wright North Ward Councillor (Chair)

### 3 Disclosures of Interest

Nil.

### 4 Confirmation of Minutes

**Moved:** Saramat 'Tou' Ruchkaew

**Seconded:** John Fuller

THAT the minutes of the previous Committee Meeting held on Thursday 18 April 2024 be confirmed.

**CARRIED**

## 5 Business Arising from the Minutes

Meeting Date	Action	Action by	Notes	Status
06/06/2024	Storage fees	CPO	Assess waived fees for new FY given absence of user groups, this fee is not in F&C book	Ongoing
06/06/2024	BBQ needing replacement	CPO	CPO to source quotes, pending available funding before EOFY	Ongoing
06/06/2024	Basketball court cleaning	CPO	Quotes have been sourced, to be decided pending funding assessment	Ongoing
06/06/2024	Indoor flag pole	CPO	Investigate where parts of flagpole are, contact contractor to install once found	Ongoing
06/06/2024	Salto Locks	CPO	Request from committee to revert to manual locks, safety risk of getting locked in upstairs room	Ongoing
06/06/2024	Top Floor Door	CPO	Giving override access to fobs allow top floor to be used with no further issues	Completed
06/06/2024	Adventure playground		Paused due to low staffing at Council, looking to restart once roles are filled	ON HOLD
01/02/2024	Electricity Charges	Council – <del>CPO</del>	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
30/10/2023	NT Thai Association – Expansion	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 2/4/2024 AWAITING COUNCIL DECISION

## 6 General Business

### 6.01 Bi-Monthly Operation & Finance Report

#### Finance

With EOFY approaching, CPO and Committee have agreed to discuss 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
Salto locks	Locks to revert to manual keys	CPO to raise to ELT for approval
BBQ replacement	Source quotes to expedite replacement	Look at grants to boost funds, CPO to meet with DIO to discuss funding and quotes.
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:**

**Seconded:**

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

**CARRIED**

## 7 Other Business

Nil.

## 8 Close of Meeting

Meeting closed at 6:15 pm. The next meeting is scheduled for Thursday, 1 August 2024 at 5:30pm.



## COMMITTEE AGENDA

### KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 8 August 2024

#### 5. Business Arising from the minutes

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

6/4/2023	<b>Knuckey Lagoon Recreation Reserve Masterplan Community Engagement Strategy</b>	<b>On hold. Cr Wright to raise with the council.</b>
1/6/2023	NT Thai Association – Expansion - CPO to circulate the original proposal to member	<b>Completed 09/08/2023</b>
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.	<b>On hold.</b> See June OCM minutes for Council decision.
01/02/2024	Investigate Electricity Charges	<b>Completed.</b> It is due to an increase in the commercial flat rate as well as the daily charges.
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	Storage Fees Waiver for TEMGC and BScouts.	<b>Completed 7/2024</b> CEO has approved of waiver for 24/25 FY
6/06/2024	Salto Locks to revert to manual locks due to safety concern and connectivity issues	<b>Ongoing.</b> ELT has retracted approval to revert to manual locks due to cost, will request contractor to ensure safety regarding concerns of getting locked in upstairs room.
6/06/2024	Basketball Court Pressure clean	<b>Completed 6/2024</b>
6/06/2024	BBQ replacement	<b>Completed.</b> No budget for replacement last FY, has been pressure washed. Will assess budget by 24-25 EOFY
6/06/2024	Indoor Flagpole Installation	<b>Completed.</b> 8/2024 CPO has scheduled installation by Odd Job Bob along with lock to supply cupboard.

#### 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>	8/08/2024
<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 June - July 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	4
Casual Bookings	4

### 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 (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 30/04/2024 are summarised below

	Annual	2023/24 YTD	2023/24 YTD P12	Variance to Budget [Annual Budget – (YTD Actuals + YTD	% Spent (Actuals + Commitments / Annual Budget)	2022/23 YTD P12	Annual	% Spent	2022/23 YTD
	2023/24 Budget	Actuals	Commitments			Actuals	2022/23 Budget		Actuals
<b>Revenue</b>									
User Fees & Charges	\$8,820	\$42,564	-	-\$33,744	483%	4,326.07	\$5,600	77%	\$6,080
<b>TOTAL REVENUE</b>	<b>\$8,820</b>	<b>\$42,564</b>	<b>-</b>	<b>-\$33,744</b>	<b>483%</b>	<b>4,326.07</b>	<b>\$5,600</b>	<b>77%</b>	<b>\$6,080</b>
<b>Expenditure</b>									
Operational Expenses	\$20,639	\$18,278	495	\$2,856	86%	\$9,269	\$20,038	46%	\$17,190
Repairs & Maintenance	\$8,405	\$10,228	1,571	-\$3,394	140%	3,104.77	\$8,160	38%	\$7,550
<b>TOTAL EXPENDITURE</b>	<b>\$29,044</b>	<b>\$28,506</b>	<b>1,076</b>	<b>-\$538</b>	<b>102%</b>	<b>\$12,374</b>	<b>\$28,198</b>	<b>44%</b>	<b>\$24,739</b>
Tree Maintenance – Council Land	\$10,000	9,080.00	-	\$920	91%	\$2,700	\$10,000	27%	\$8,650
<b>TOTAL EXPENDITURE</b>	<b>\$39,044</b>	<b>\$37,586</b>	<b>1,076</b>	<b>\$382</b>	<b>99%</b>	<b>\$15,074</b>	<b>\$38,198</b>	<b>39%</b>	<b>\$33,389</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

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### GRANT OPPORTUNITIES

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

The Annual Community Grants intake will open in August 2024.

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### 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.	<b>Completed</b>
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		<b>On Hold:</b> 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

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### KNUCKEY LAGOON RECREATION RESERVE MANAGEMENT COMMITTEE MEETING

Thursday 8 August 2024

**7. Other Business**

**8. Close of Meeting**