



COMMITTEE MINUTES

KNUCKEY LAGOON RESERVE MEETING

**Minutes of Committee Meeting
held at Knuckey Lagoon Reserve, Knuckey Lagoon
on Thursday 21 October at 5:30 pm**

1 Opening of Meeting

The Chair opened the meeting at 5:43pm and welcomed members.

2 Attendees

Rachael Wright	Litchfield Council North Ward Councillor (Chair)
Mathew Salter	Litchfield Council Deputy Mayor
Cate-Linne Fraser	Berrimah Scouts
Peter Clee	Darwin Amateur Radio Club
Saramat 'Tou' Ruchkaew	NT Thai Association
Tovew Taggell	Running Club / Knuckey Lagoon Resident
Russ Swan	Top End Gem & Mineral Club
Nicky McMaster	Litchfield Council Manager Communications and Engagement
Sarah Thomas	Litchfield Council Reserves and Community Programs Officer
Lorna Blake	Resident

3 Apologies and Leave of Absence

Nil

4 Disclosures of Interest

Any member of the Committee who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at the Committee meeting should declare the conflict of interest to enable the Committee to manage the conflict in accordance with its obligations under the Local Government Act.



5 Confirmation of Minutes

That the Committee confirm the minutes of the Meeting held on Thursday 8 July 2021, with the following amendment

Amendment to 6.2 – Russ reported the tripping hazard

Moved: Peter Clee – as amended

Seconded: Tou

6 Business Arising from the Minutes

Meeting Date	Action	Action By	Notes	Status
4/10/2019	Storage Shed	Council	Community Development Program Leader to check Jess's email from Tove last year re: electrical quotes. Slab development email Manager Infrastructure and Assets request to install extra conduits in slab for cabling for future development.	In Progress
21/10/2021			Community Development Program Leader to email group revised Shed estimated time of installation/completion date by 5 August 2021. Shed design information emailed to committee. Russ – Official complaint regarding the change of location from original plan. Russ emailed his preference and feels it was ignored. Russ would like to suggest enclosing a small area under cover of the main building.	Shed Complete Ongoing



Meeting Date	Action	Action By	Notes	Status
			<p>Future project electricity and path – possible CBF grant.</p> <p>Roller doors don't close properly – warranty.</p> <p>Trees pushed back from back of shed and crushed rock.</p>	<p>Council investigating</p> <p>Ongoing</p>
<p>8/7/2021</p> <p>21/10/2021</p>	<p>Financial Breakdowns</p>	<p>Council</p>	<p>Obtain & report back to committee detailed breakdown for:</p> <ul style="list-style-type: none"> • Finance repairs & maintenance overspend. • Income Generation <p>Finance breakdown required</p>	<p>Council to provide</p>
<p>8/7/2021</p> <p>21/10/2021</p>	<p>Tree Maintenance Budgets</p>	<p>Council</p>	<p>Provide feedback to committee regarding the Tree Maintenance budgets. Are they continuing as individual reserve line items or as one large pool of funding for use across all Litchfield Council Reserves.</p> <p>Council advised that the tree budgets are individual across all reserves. They are for Council's Cemetery and Parks Program Leader to conduct audits and maintenance on trees. The funds are not available for the committee.</p> <p>Scouts advised near the flagpole that there are trees that are impacting on their activities</p>	<p>Complete</p> <p>Council to investigate</p>



Meeting Date	Action	Action By	Notes	Status
8/7/2021 21/10/2021	Thai Association NTG Multicultural Funding & Lease commitments	Chair / Secretary	<p>KLRR Chair to write letter of support for longer lease.</p> <p>Tou to provide info to Community Development Program Leader to assist in development of draft letter for Chairs approval and signature.</p> <p>Council will investigate lease terms if any and work with the Chair to develop a letter of support for a longer lease to assist when applying for grant funding.</p>	Ongoing
8/7/2021 21/10/2021	Power Board Panel Labelling	Council	<p>Community Development Program Leader to discuss with Manager Infrastructure and Assets.</p> <p>Council to contact contractor to rectify the issue.</p> <p>Kate-Linne advised the labels aren't correct.</p> <p>Council to investigate.</p>	In Progress
8/7/2021 21/10/2021	Trip hazzard between shade area and undercover area	Council	<p>Community Development Program Leader to provide photo to Manager Infrastructure and Assets to follow up and provide advice to rectify and smooth out area.</p> <p>Council to follow up urgently.</p>	Ongoing
21/10/2021	Income generating ideas	Committee	<p>Members to think about options to generate income and report back to the next meeting.</p> <p>Appropriate dates for activities.</p>	Ongoing
21/10/2021	Entrance signs	Council	Investigate the individual signs that were agreed to be on the entrance sign.	Ongoing



Meeting Date	Action	Action By	Notes	Status
			Look at options to update the entrance, grass etc. Signs on the main roads for the recreation reserve – contact NTG on approval for these.	
21/10/2021	Gutters cleaning before the wet	Council	Council to arrange for this to occur.	Ongoing

7 General Business

- 7.1 Monthly Finance Report – Committee would like to separate tree maintenance budget from Reserve budget.
- 7.2 Welcome to new group leader Jacques (Jac) Retief taking over from Cate-Linne Fraser – Moved to the next meeting agenda
- 7.3 Grand opening for shed – plans and date – Opening for the new shed scheduled for the next Committee meeting. Council to organise invites to Mayor and Councillors. Committee to look at invites to interested groups.

8 Other Business

Posters on the wall – Council to investigate installing a cork board or similar on a wall inside for announcements, posters etc.

9 Next Meeting

Next meeting Thursday 9 December 2021 at 5:30pm Knuckey Lagoon Recreation Reserve.

10 Close of Meeting

The Chair closed the meeting at 6:27 pm