



# Knuckey Lagoon Reserve Committee Meeting

**MINUTES**  
**Thursday 9/12/2021**

Meeting held commencing 5:30pm at Knuckey Lagoon,  
110 Brandt Road, Knuckey Lagoon.



## Knuckey Lagoon Reserve Committee Meeting

Meeting held at Knuckey Lagoon Reserve  
on Thursday, 9 December 2021 at 5:30pm

---

### 1 Opening of Meeting

5:37 pm

The meeting commenced with an official opening of the new storage shed.

### 2 Attendees

Rachael Wright	Litchfield Council North Ward Councillor (Chair)
Cate-Linne Fraser	Berimah Scouts
Peter Clee	Darwin Amateur Radio Club (absent)
Tove Tagell	Running Club / Knuckey Lagoon Resident
Russ Swan	Top End Gem & Mineral Club (absent)
Lorna Blake	Resident (observer)
Nicky McMaster	Litchfield Council Manager Communications and Engagement
Sarah Thomas	Litchfield Council Reserves and Community Programs Officer
Mathew Salter	Litchfield Council Deputy Mayor (observer)

### 3 Apologies and Leave of Absence

Saramat 'Tou' Ruchkaew NT Thai Association

### 4 Disclosures of Interest

The Chair advised that 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.

Nil

### 5 Confirmation of Minutes

That the Committee confirm the minutes of the Meeting held on 21 October 2021

Moved: Cate-Linne Fraser

6 Business Arising from the Minutes

Meeting Date	Action	Action By	Notes	Status
4/10/2019	Storage Shed	Council	<p>Community Development Program Leader to check Jess's email from Tove last year re: electrical quotes.</p> <p>Slab development email Manager Infrastructure and Assets request to install extra conduits in slab for cabling for future development.</p> <p>Community Development Program Leader to email group revised Shed estimated time of installation/completion date by 5 August 2021.</p>	In Progress
21/10/2021			<p>Shed design information emailed to committee.</p> <p>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.</p> <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>Shed Complete</p> <p>Ongoing</p> <p>Council investigating</p> <p>Ongoing</p>

Meeting Date	Action	Action By	Notes	Status
9/12/2021			Storage shed is now complete, and keys handed over.  Official opening.  Other associated works will be prioritised and actioned when possible.	It was agreed to remove this item from the action list.
8/7/2021	Financial Breakdowns	Council	Obtain & report back to committee detailed breakdown for: <ul style="list-style-type: none"> <li>• Finance repairs &amp; maintenance overspend.</li> <li>• Income Generation</li> <li>• Finance breakdown required</li> </ul>	Council to provide
21/10/2021			Breakdown clarified and requested.	
9/12/2021			The Chair gave an update on the breakdown.  Costs were associated to the following:  Cleaning, power/water, general maintenance, pest control, fire protection, rubbish.	It was agreed to remove item from action list.
8/7/2021	Tree Maintenance Budgets	Council	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.	Complete

Meeting Date	Action	Action By	Notes	Status
21/10/2021			<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>Committee content with the new budget format.</p>	Council to investigate
9/12/2021			<p>Council to review the trees at the flagpole again.</p>	
8/7/2021	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>	Ongoing
21/10/2021			<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>	
9/12/2021			<p>Council confirmed that there are no leases, just long-term user agreements.</p> <p>Council will work with user groups to develop an</p>	

Meeting Date	Action	Action By	Notes	Status
			appropriate letter of support.	item from the action list.
8/7/2021	Power Board Panel Labelling	Council	Community Development Program Leader to discuss with Manager Infrastructure and Assets. Council to contact contractor to rectify the issue.	In Progress
21/10/2021			Kate-Linne advised the labels aren't correct. Council to investigate.	Ongoing
9/12/2021			Complete.	It was agreed to remove this item from the action list.
8/7/2021	Trip hazard between shade area and undercover area	Council	Community Development Program Leader to provide photo to Manager Infrastructure and Assets to follow up and provide advice to rectify and smooth out area.	Investigate
21/10/2021			Council to follow up urgently.	It was agreed to remove this item from the action list.
9/12/2021			Complete.	
21/10/2021	Income generating ideas	Committee	Members to think about options to generate income and report back to the next meeting.	Ongoing
9/12/2021			Committee had some ideas:  Appropriate dates for activities.	

Meeting Date	Action	Action By	Notes	Status
			<p>Open day next dry.</p> <p>Possible wedding ceremonies – promotional flyer – Council to investigate.</p> <p>Markets - Malak</p> <p>Christmas party for the community.</p> <p>Holiday program.</p>	
21/10/2021	Entrance signs	Council	<p>Investigate the individual signs that were agreed to be on the entrance sign.</p> <p>Look at options to update the entrance, grass etc.</p> <p>Signs on the main roads for the recreation reserve – contact NTG on approval for these.</p>	
9/12/2021			User group signs – Council to investigate preferred standard and report back.	
21/12/2021	Gutters cleaned before the wet	Council	Council to arrange for this to occur.	Ongoing
9/12/2021			Complete.	It was agreed to remove this item from the action list.
9/12/2021	Airconditioning	Council	Aircon was struck by lightning, Council investigating and organising replacement.	Ongoing

## 7 General Business

7.1 Monthly Finance Report – monthly finance report presented and discussed.

7.2 Change the official meeting start time to 5.45pm – Discussed and agreed.

## 8 Next Meeting

Next meeting Thursday 3 February 2022 at 5:45pm Knuckey Lagoon Recreation Reserve.

## 9 Close of Meeting

The Chair closed the meeting at 6:16 pm

Unconfirmed