



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES
Monday 2/06/2022

Meeting held commencing 5:15pm
at Howard Hall, Howard Park Recreation Reserve
325 Whitewood Road, Howard Springs

Kate Townsend, Community Development Officer



Knuckey Lagoon Reserve Committee Meeting

**Held in the Knuckey Lagoon Recreation Reserve
on Thursday 2 June 2022 at 5:45pm**

1 Opening of Meeting

5.48 pm

CDO Kate Townsend to Chair the meeting in the absence of Councillor Wright.

2 Acknowledgement of Traditional Owners

3 Attendees

Lorna Blake	Running Club / Knuckey Lagoon Resident
Neil Grant	Top End Gem & Mineral Club
Kate Townsend	Community Development Officer (CDO)
Tov Tagell	Runners and Walkers Club/Resident

4 Apologies and Leave of Absence

Councillor Rachel Wright
Saramat 'Tou' Ruchkaew NT Thai Association

5 Disclosure of Interest

None disclosed

6 Confirmation of Minutes

3rd February 2022

Moved Lorna Accepted: Kate

7 Monthly Finance Report

Moved: Tov Accepted: Neil

8 Operations Report

Noted: Neil Carried: Tov

9 Business Arising from the Minutes

Issue	Resolution
Members would like to discuss adjusting Meeting starting time to 5.30pm	CDO will facilitate an email discussion to occur with Councillor Wright before the next meeting.
Issues and maintenance	Please email CDO – Kate Townsend, with any maintenance requests or issues as they occur/are identified.
Fallen trees.	CDO to log a job with LC Parks Program Leader
Master switch not working downstairs lights.	CDO to arrange electrical contractor
Basketball Court Surface needs a high-pressure wash	CDO to action if any residual budget left in repairs and maintenance at EOFY
Large wooden tables in disrepair.	User groups to collaborate to resolve before the next meeting. CDO to arrange removal if repairs unable to be carried out as trestle tables are now available.
Fans in downstairs areas	CDO to investigate – may be an issue to discuss with regards to a Masterplan.

10 Other Business

Gem club would like to install a power point in their storage shed downstairs, CDO advised the club would be required to submit a written request to Council through the CDO.

Additionally, have requested a deadlock on their storage door for heightened security, CDO to investigate actioning within current budget.

11 Next Meeting

Next meeting Thursday 4th of August 2022 at time pm Knuckey Lagoon Recreation Reserve.

12 Close of Meeting

6.23 pm

Knuckey Lagoon Recreation Reserve

Operating results as at **30.04.2022** are summarised below.

	Annual 2021/22 Budget	2021/22 YTD Actuals	2021/22 YTD Commitments	Variance to Budget [Annual Budget – (YTD Actuals + YTD Commitments)]	% Spent (Actuals + Commitments / Annual Budget)	2020/21 YTD Actuals
Revenue						
User Fees & Charges	\$6,025	\$4,554	-	\$1,471	76%	\$5,306
TOTAL REVENUE	\$6,025	\$4,554	-	\$1,471	76%	\$5,306
Expenditure						
Operational Expenses	\$19,645	\$14,227	\$1,555	\$3,863	80%	\$16,464
Repairs & Maintenance	\$8,000	\$2,015	\$1,185	\$4,800	40%	\$14,422
TOTAL EXPENDITURE	\$27,645	\$16,242	\$2,740	\$8,663	69%	\$30,886
Tree Maintenance – Council Land	\$10,000	\$4,500	\$1,000	\$4,500	55%	-
TOTAL EXPENDITURE	\$37,645	\$20,742	\$3,740	\$13,163	65%	\$30,886



Knuckey Lagoon Operation Report June 2022





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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 Feb – April 2022
Regular user groups	5
Casual Bookings	1

REGULAR USER GROUPS

- Top End Gem Club
- Berrimah Scouts
- ~~Darwin Amateur Radio Club~~
- Darwin Runners and Walkers Club
- NT Thai Association

The Darwin Amateur Radio Club has decided to discontinue their regular booking time as the club moves to mobile activities. We are sad to farewell of the Club as a regular user group, their antennas and equipment have become synonymous with the image of Knuckey Lagoon. We warmly wish them all the very best for the future.

Their upstairs storage area will be vacated and now used as hall storage for tables and chairs + cleaning equipment. The club will continue to book the space on a casual basis. It is currently unclear if you radio club will retain a seat on the committee.



Storage

Internal Storage	External Storage
Top End Gem Club	Berrimah Scouts

Commendation to each of the user groups who have completed big clean ups of their property in the hall. This will make a significant difference to Councils ability to maintain the hall as well as attract more diverse user groups.

Charges for storage facilities will commence on the 1st of July.

FINANCIALS

Figures as of 25th of May*

	2020/2021	2021/2022
User fees	88%	76%
Operational Expenses	101%	85%
Repairs and Maintenance	294%	56%

Revenue is significantly behind last financial year and budgeted projections. This may be due to some covid related disruptions as well as under promotion of the venue.

Works are being scheduled to prioritize remaining R&M over significant works required with remaining budget before EOFY.



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 report progress back to your user groups.

1. Fault with Light Switches rectified – Timer was incorrect.
2. Faulty air conditioner unit which was replaced has been removed.
3. Eaves of the outdoor area to be cleaned by MWF in July
4. TV cabinet removed as it was a hazard. Council to mount TV.
5. Parks PL attended to remove fallen trees and branches off walking tracks
6. Floors to be deep cleaned
7. Locksmith attended to replace key barrels after attempted break in

CDO has prepared a Repairs and Maintenance log (Appendix A) which 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

COMMUNITY SURVEY

Council's annual community survey is currently open and seeking responses. Please encourage your community contacts and group members to complete the survey to help council gauge client satisfaction.



COMMUNITY NOTICE BOARD

User groups are encouraged to submit event notification or invitations to the CDO to be included in the Meeting Communications. Submissions will need to be received 10 days prior to the next meeting to be included.

MEETING MINUTES

Are publicly available on the council website for everyone to observe. Please communicate with your community/group members the activities and outcomes discussed in these meeting to enhance communication and avoid misunderstandings.

STORAGE ROOM

The tables and chairs storage area has been cleaned and organized. Please return all plastic tables and chairs to this space at the conclusion of your booking.

KITCHEN

To allow the space to be kept clean and hygienic to a standard of a high traffic commercial facility council has asked all user groups to not store equipment in the kitchen. Cupboard doors were removed due to water and surface damage, as well as to align with kitchen storage arrangements at Litchfield's other reserves. All changes are aimed to ensure more thorough cleaning can take place.

A reminder: all food must be removed from the fridge each week according to terms and conditions of hire.



SHARED SPACES

Council appreciates user groups keeping private property in storage areas, and the facility generally clutter free to assist cleaning, pest management, and maintenance purposes. Anything left in shared spaces will be assumed to have been abandoned.

SOLAR INSTALLATION

Solar system has been installed on the 25th of May. This project was initiated by the Thai Association and was jointly funded by Litchfield Council and Community Benefit Grants.

KEYS

Thank you for notifying council of key holders, just waiting on reply from scouts.

UPGRADES AND IMPROVEMENTS

ONLINE BOOKING SYSTEM

An online booking system is being investigated by LC to improve efficiencies. This system would allow greater reliability, real time booking, greater clarity on venue availability and adjustments. LC is working hard to make the venue shine for online photos. Further information will be provided to user groups once details are confirmed.

SECURITY/WIFI ACCESS UPGRADES

Council has been successful in securing an RLCI grant which will fund the installation of a CCTV and Wifi at all of Council's reserves in June 2023.

SHED LIGHTING

Again, with the RLCI grant funding, Council was successful in securing funds to provide electricity to the new the sheds. This cost exceeded available funding at the time of construction and is a welcomed addition to making sheds for fit for purpose



APPENDIX A REPAIRS AND MAINTENANCE LOG

Location	Description	Action Required	Date	Priority Score	Quoted
Kitchen	Tiles Missing from kickboard	Replacement	Apr-22	4	\$500
Kitchen	Possum entering building via roller door	Block entry	Apr-22	5	
Kitchen	Electric Urn leaking	Service	Apr-22	2	
Outdoor undercover	Cowwebs and dust in eves	High pressure clean	Apr-22	4	\$2,300
Outdoor	BBQ's in poor condition	Replacment	Apr-22	3	
Bathrooms	Flooding whenever showers are used	Plumber/contractor	Apr-22	5	
Bathrooms	Taps frequently not turned off completely	change taps	Apr-22	2	
General	Painting tired and chipped	paint	Apr-22	2	\$3,908
Upstairs	Floor damaged from cabinets and shelving	Strip and reseal	Apr-22	1	
Upstairs	TV on floor	To be mounted	Apr-22	5	\$400
Upstairs	Water damage on left hand side	replace tiles, check roof	Apr-22	4	
Stairs	chipped and flaked paint	Needs repaiting	May-22	5	\$1,328
Upstairs	Hole in floor	Needs patching	May-22	5	
Downstairs inside	Built up dirt and grime on floors	Need polishing/deep clean	May-22	3	
Downstairs	Mops and cleaning equipment untidy	Need cupboard	May22	3	
General	Replacement blowers and vacuum cleaner	replacement	Apr-22	2	