



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Monday 1/12/2022

Meeting held commencing 5:45pm
at Thorak Cemetery Chapel,

Kate Townsend, Sport and Recreation Officer



Knuckey Lagoon Reserve Committee Meeting

Held in the Thorak Chapel

on Thursday 01 December 2022 at 5:45pm

1 Opening of Meeting

5.45pm

2 Acknowledgement of Traditional Owners

3 Attendees

Kate Townsend	Sport and Recreation Officer (SRO)
Councillor Rachel Wright	Litchfield Council
Tov Tagell	Runners and Walkers Club/Resident
Millie Feneey	Berrimah Scouts

4 Apologies and Leave of Absence

Saramat 'Tou' Ruchkaew	NT Thai Association
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5 Disclosure of Interest

Nil

6 Confirmation of Minutes

October 6, 2022

Moved: Tove

Carried: Councillor Wright

7 Monthly Finance Report

Moved: Millie

Carried: Tove

8 Operations Report

Attachment A.

Moved: Millie Feeney

Carried: Councillor Wright

9 Business Arising from the Minutes

Issue	Action
Black ants in the power box	SRO Schedule in regular treatments
Masterplan	More information available at February meeting
Food in the building	User groups asked not to store food in the building
Increase visibility of the step from the carpark	SRO to follow up with Mobile workforce
CBF Grant for amenities building	Runners and Walkers club to meet with SRO to discuss project plan once Knuckey Lagoon is operational again.

10 Other Business

After 5 years dedicated commitment to this committee as local resident member, Tove Tagell tendered her resignation to the Chair. Tove will be focusing on her other volunteering roles within the community as well as enjoying some scheduled travel and time with her Grandchildren.

After 3 years dedicated commitment to this committee as local resident member, Lorna Blake has also tendered her resignation to the chair. Lorna is will be focusing on her health and recovery after a recent injury.

Litchfield Council and the Knuckey Lagoon Recreation Reserve Management Committee sincerely thanks both Tove and Lorna for their years of dedication to the Knuckey Lagoon Community and wishes them the very best in their next endeavours.

ATTACHMENT B

Councillor Wright asked if Committee Members could please share their phone number with LC SRO to enhance communication if any last-minute changes to meetings are required.

Contractors have indicated to Council that the hall will be available again on Thursday 15 December 2022.

11 Next Meeting

Next meeting Thursday 2 February 2023 at time 5.45pm Knuckey Lagoon Recreation Reserve.

12 Close of Meeting

6.31pm

UNCONFIRMED

ATTACHMENT B



Knuckey Lagoon Recreation Reserve

Operating results as at **31.08.2022** are summarised below.

	Annual	2022/23 YTD	2022/23 YTD	Variance to Budget [Annual Budget – (YTD Actuals + YTD Commitments)]	% Spent (Actuals + Commitments / Annual Budget)	2021/22-P2 YTD	2021/22 YTD
	2022/23 Budget	Actuals	Commitments			Actuals	Actuals
Revenue							
User Fees & Charges	\$8,400	\$692	-	\$7,708	8%	\$1,301	\$6,784
TOTAL REVENUE	\$8,400	\$692	-	\$7,708	8%		\$6,784
Expenditure							
Operational Expenses	\$20,038	\$1,721	517	\$17,800	11%	\$1,564	\$19,993
Repairs & Maintenance	\$8,160	\$0	943	\$7,217	12%	\$195	\$6,082
TOTAL EXPENDITURE	\$28,198	\$1,721	1,460	\$25,017	11%	\$1,759	\$26,075
Tree Maintenance – Council Land	\$10,000	\$2,700	-	\$7,300	27%	\$0	\$5,500
TOTAL EXPENDITURE	\$38,198	\$4,421	1,460	\$32,317	15%	\$1,759	\$31,575

Knuckey Lagoon Operation Report December 2022

LITCHFIELD
COUNCIL



Kate Townsend, Sport and Recreation Officer

1 December 2022



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	0

REGULAR USER GROUPS

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

Storage

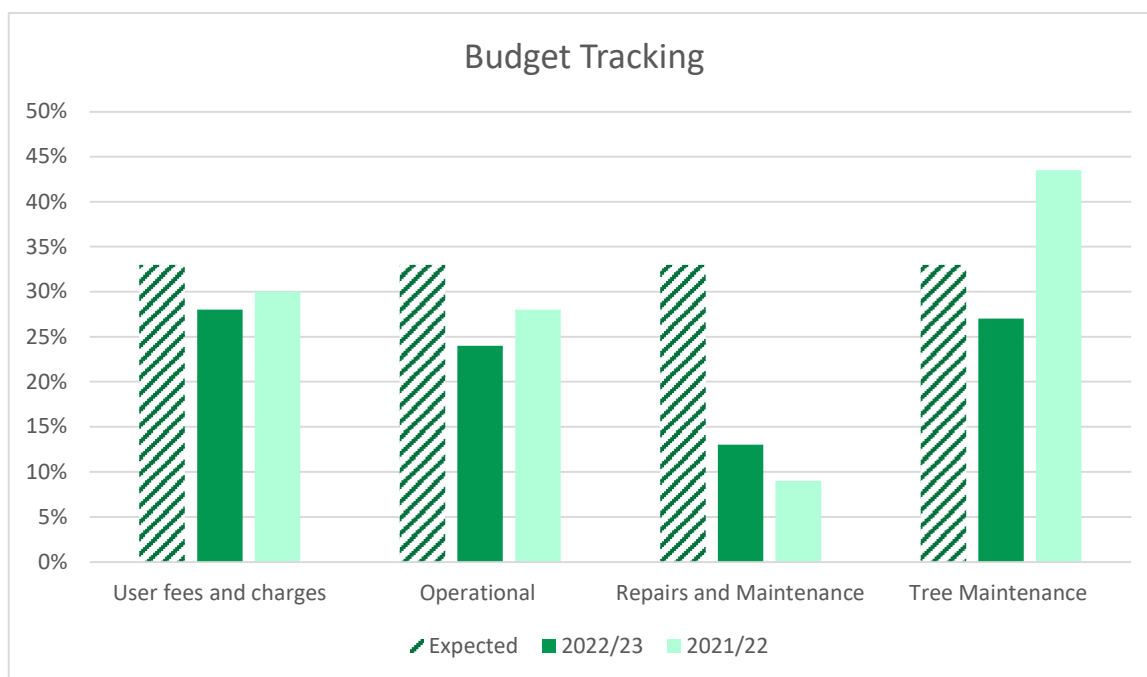
Internal Storage	External Storage
Top End Gem Club	Berrimah Scouts



FINANCIALS

Figures as of 31 October 2022*

	2022/23	2021/22
Income	28%	30%
Operational Expenses	24%	28%
Repairs and Maintenance	13%	9%
Tree maintenance	27%	43.5



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.

Work completed this period:



- Install new soap dispensers

(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

CLEANING CONTRACT RFQ

Council has posted a request for quote on Tenderlink for the cleaning contract twice, with no response and have now reposted again for a further 1 week with indications of some interest.

The small size of the contract and considerable travel distance has been prohibitive to attracting contractors. Council is mindful of this challenge and will be seeking to amalgamate all Council cleaning contracts within the next 12 months.

GRANT OPPORTUNITIES

The large round of **Community Benefit Grants** has now closed but amounts of up to \$10,000 remain available.

Youth Week Grants of up to \$2000 for organisations are currently open and Council encourages sporting groups and community organisations to apply.

The grants support initiatives that:

- Enhance young Territorians' personal wellbeing
- Hear young Territorians voices
- Promote their positive achievements
- Assist them to reach their goals

If your organization would like any assistance with grant applications, please reach out to Litchfield's Sport and Rec Officer.

UPGRADES AND IMPROVEMENTS

ONLINE BOOKING SYSTEM

Council continues to investigate potential sources of funding for the new software.



SECURITY/WIFI ACCESS UPGRADES

Council is in the final stages of quotation and is aiming to have notify contractors of the outcome before the end of the year, with works expected to be scheduled before February 2023.

SHED LIGHTING

The shed lighting project has been completed, on time and to budget.

REPAIR OF SUBMAINS CABLE

Substantial damage to electrical infrastructure, has meant that power to the reserve has been switched off since October 19, 2022. Due to significant cost, various approval processes were required to be passed by Council before works could commence. Final approval to proceed was given at the November Ordinary Council Meeting. Work is scheduled to commence on 5 December and is anticipated to be completed on 14 December.

The cable repair presented a unique opportunity to upgrade infrastructure to future proof for growth and development at the reserve. The new cable will have the capacity of 240mm² compared to the previous capacity of 24mm². It is anticipated that reliability and power capacity at the reserve will improve significantly after the upgrade.



APPENDIX A REPAIRS AND MAINTENANCE LOG

Location	Description	Action Required	Date	Priority Score	Actioned	Quoted
Bathrooms	Flooding whenever showers are used	Plumber/contractor	Apr-22	5		
Bathrooms	Taps frequently not turned off completely	change taps	Apr-22	2		
Downstairs hallway	skirting board missing	Contractor				
General	Painting tired and chipped	paint	Apr-22	2		\$3,908
General	Replacement blowers and vacuum cleaner	replacement	Apr-22	2		
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	BBQs in poor condition	Replacement	Apr-22	3		
Stairs	chipped and flaked paint	Needs repainting	May-22	5		\$1,328
Upstairs	Water damage on left hand side	replace tiles, check roof	Apr-22	4		
Upstairs	Hole in floor	Needs patching	May-22	5		
Driveway/carpark	Light reflectors on the edge of the road					
Carpark	Edging/gutters and line marking					
Shed/Building	Pathway needed between buildings					
Carpark	Extend road base from carpark to building to increase accessibility					