

# Knuckey Lagoon Reserve Committee Meeting

# BUSINESS PAPER Thursday 9/12/2021

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



# Knuckey Lagoon Reserve Committee Meeting

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

#### 1 Opening of Meeting

5:XX pm

#### 2 Attendees

Rachael Wright Litchfield Council North Ward Councillor (Chair)

Cate-Linne Fraser Berimah 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

#### 3 Apologies and Leave of Absence

#### 4 Disclosures of Interest

The Chair advises 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.

#### 5 Confirmation of Minutes

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

Moved:

Seconded:

# 6 Business Arising from the Minutes

| Meeting<br>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.                                                                                                                    | In Progress           |
|                 |              |           | Slab development email<br>Manager Infrastructure<br>and Assets request to<br>install extra conduits in<br>slab for cabling for future<br>development.                                                                    |                       |
|                 |              |           | Community Development Program Leader to email group revised Shed estimated time of installation/completion date by 5 August 2021.                                                                                        | Shed<br>Complete      |
| 21/10/2021      |              |           | 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. | Ongoing               |
|                 |              |           | Future project electricity and path – possible CBF grant.                                                                                                                                                                | Council investigating |
|                 |              |           | Roller doors don't close properly – warranty.                                                                                                                                                                            | Ongoing               |
|                 |              |           | Trees pushed back from back of shed and crushed rock.                                                                                                                                                                    |                       |

| Meeting<br>Date        | Action                                                         | Action By            | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                     | Status                 |
|------------------------|----------------------------------------------------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 8/7/2021<br>21/10/2021 | Financial Breakdowns                                           | Council              | Obtain & report back to committee detailed breakdown for:  • Finance repairs & maintenance overspend.  • Income Generation • Finance breakdown required                                                                                                                                                                                                                                                                                   | Council to provide     |
| 8/7/2021               | Tree Maintenance<br>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.  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. | Complete               |
|                        |                                                                |                      | Scouts advised near the flagpole that there are trees that are impacting on their activities                                                                                                                                                                                                                                                                                                                                              | Council to investigate |
| 8/7/2021               | Thai Association NTG Multicultural Funding & Lease commitments | Chair /<br>Secretary | KLRR Chair to write letter of support for longer lease.  Tou to provide info to Community Development Program Leader to assist in development of draft letter for Chairs approval and signature.                                                                                                                                                                                                                                          | Ongoing                |
| 21/10/2021             |                                                                |                      | Council will investigate lease terms if any and work with the Chair to                                                                                                                                                                                                                                                                                                                                                                    |                        |

| Meeting<br>Date | Action                                                    | Action By | Notes                                                                                                                                                      | Status      |
|-----------------|-----------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|                 |                                                           |           | develop a letter of support<br>for a longer lease to assist<br>when applying for grant<br>funding.                                                         |             |
| 8/7/2021        | Power Board Panel<br>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     |
| 8/7/2021        | Trip hazzard between<br>shade area and<br>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. |             |
| 21/10/2021      |                                                           |           | Council to follow up urgently.                                                                                                                             |             |
| 21/10/2021      | Income generating ideas                                   | Committee | Members to think about options to generate income and report back to the next meeting.                                                                     |             |
|                 |                                                           |           | Appropriate dates for activities.                                                                                                                          |             |

#### 7 General Business

7.1 Monthly Finance Report

### 8 Next Meeting

Next meeting Thursday 3 February 2022 at 5:30pm Knuckey Lagoon Recreation Reserve.

## 9 Close of Meeting

The Chair closed the meeting at X:XX pm