NOTICE OF MEETING

A meeting of the Loxton Recreation Grounds Committee will be held at the Loxton Council Office Chambers on Tuesday 4 February 2014 commencing at 7am

John Sylvia
RESPONSIBLE OFFICER

Wednesday 29 January 2014

AGENDA

1. Present
2. Apologies

1. Confirmation Of Minutes Of Previous Meeting held 3 December 2013 (attached)

Recommendation: That the minutes of the Loxton Recreation Grounds Committee meeting held Tuesday 3 December 2013 be taken as read and confirmed.

5. Business Arising from Minutes & Action Plan

6. Correspondence

There are no items of correspondence.

7. Reports

7.1 East Terrace Revitalisation Project – Detailed Design Tender

Council at its meeting held on 3 December 2013 awarded Oxigen the tender to develop the detailed designs and schedules for the East Terrace Revitalisation Project, in particular stage 1 from the roundabout to the Drabsch Street crossover.

On 28 January 2014 representatives from Oxigen met with Council staff for the start up meeting for the project. It is expected that the detailed designs will be completed within 2 months.

The detailed designs and schedules will enable accurate costings to be developed and will provide Council with a strong base of information to apply for external funding so the designs can be implemented.

7.2 East Terrace Revitalisation Project – Order of Stages and Garden Ponds

At the December meeting of the LRGC the following was resolved:
J Williamson moved M Vowles seconded that the Loxton Recreational Grounds Committee endorse the improvement of the ponds as recommended by J Sylvia (draining the water from the ponds and removing dead and dying trees).

CARRIED

J Williamson moved M Vowles seconded that the Loxton Recreational Grounds Committee recommend that Council consider bringing forward stage 5 of the East Terrace Revitalisation Project.

CARRIED

Both of these resolutions were considered by Council at its December 2013 meeting. With regard to bringing stage 5 forward this has yet to be determined but will be further considered when Council deliberates over it’s 2014/15 Budget with regard to what projects are included. It would be likely that stage 1 would be considered based on the detailed designs (refer item 7.1) and subject to external funding being received. Council may resolve to also include Stage 5 of the overall project.

With regard to undertaking the improvements to the ponds this will be subject to further review of the Parks & Gardens budget with regard to how expenditure is tracking. At this stage it appears there may be capacity to undertake this project this financial year.

7.3 LRGC Project Budget Update

The following table indicates the budget and expenditure up to 31 December 2013 for the LRGC projects.

<table>
<thead>
<tr>
<th>Project</th>
<th>2013/14 Budget</th>
<th>Expenditure to 31/12/13</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loxton Cemetery Gate</td>
<td>4900</td>
<td>0</td>
<td>Project yet to commence.</td>
</tr>
<tr>
<td>Rail Land Concept Plan</td>
<td>22500</td>
<td>0</td>
<td>Centenary Feature Committee have developed a concept plan for this area that will need to be reviewed by the LRGC.</td>
</tr>
<tr>
<td>Heritage Park (Section D)</td>
<td>35106</td>
<td>2249</td>
<td>Expenditure to date has been for irrigation supplies bought in preparation for the project.</td>
</tr>
<tr>
<td>Water Feature (East Tce)</td>
<td>2500</td>
<td>0</td>
<td>Rotary have held a working bee recently for this project.</td>
</tr>
<tr>
<td>Street Tree Planting</td>
<td>1500</td>
<td>285</td>
<td>Expenditure to date has been for footpath hole boring.</td>
</tr>
</tbody>
</table>

7.4 Loxton Riverfront Project

Whilst this project is being undertaken by Council in consultation with the Loxton Riverfront Advisory Group the following report has been included for the LRGC information.

Council sought tenders in December for the Loxton Riverfront Project, namely for concepts and designs for the riverbank area from Snake Island to the Wharf to ensure it is ‘boat friendly’ and attracts people to the precinct.

The closing date for tenders was Friday 17 January 2014. At the time of writing this report the tender evaluation process had yet to be completed but it is expected the tender will be awarded by the end of January and the project commence as soon as possible.
7.5 LRGC Terms of Reference and Specific Objectives

Members of the Committee will recall that a report was tabled at the December 2013 meeting regarding the LRGC Terms of Reference and Specific Objectives. There was quite some discussion on this report and this has been summarised in the minutes of the meeting (attached).

There are two issues that have arisen following these discussions. Firstly, there was no formal resolution and recommendation to Council by the Committee with regard to the report although there was discussion and general agreement. The recommendation in the December agenda was never resolved. The recommendation that was resultant of the report has been included in this agenda for the committee’s consideration. Furthermore, the report has also been attached again for committee member’s information.

The second issue that has arisen is based on the committee’s discussion and general agreement to hold informal meetings as detailed in the minutes of the meeting. Advice received from Council’s Governance Officer is that informal meetings cannot be held nor should Council staff attend any such informal meeting. The LRGC, being a Section 41 committee of Council must adhere to the requirements of the Local Government Act 1999. Therefore, all meetings of the committee must be a formal meeting. The committee can create sub committees to assist in matters, an example being a sub committee that can provide recommendations back to the committee on a specific project. This concept was discussed at the December committee meeting.

Based on the above advice from the Council’s Governance Officer, and the fact that no resolution was made with regard to the LRGC Terms of Reference, it is recommended that the committee reconsider its general agreement regarding the meeting schedule and make a formal resolution and recommendation to Council with regard to its meeting schedule and Terms of Reference.

Recommendation:

1. That reports numbered 7.1 to 7.5 be received.
2. That the Loxton Recreational Grounds Committee recommends to Council that the Loxton Recreational Grounds Committee Terms of Reference be amended by –
   - Removing Specific Objective 8 - Preparation and review of a long term management strategy for the recreation grounds and facilities under the management of the committee.
   - Removing all commentary within the Volunteers section and replacing with “All volunteers that assist in Loxton Recreational Grounds Committee projects must be inducted and listed on Council’s Volunteer Register”.
3. That the next meeting of the Loxton Recreational Grounds Committee be held on the first Tuesday of April 2014 and that the Loxton Recreational Grounds Committee meet on the first Tuesday of June, August and October during 2014.
4. That the Loxton Recreational Grounds Committee reviews the effectiveness of the new meeting schedule at its meeting in October 2014.
5. That a plan be developed that identifies the main elements and objectives of the Loxton Heritage Walk.


It is recommended that the committee develop a draft list of projects for its 2014/15 Annual Business Plan to submit to Council as part of the Budget Bid process for the 2014/15 Council Budget. Projects identified thus far include:
It is recommended that the committee identify a further 2 or 3 projects it may wish to submit as a budget bid for the 2014/15 Council Budget.

**Recommendation**

*That costing's be prepared for the following projects so that they can be considered for inclusion in the Budget Bid process for the 2014/15 Council Budget;*

1. **Paruna Road Town Entrance Wall**
2. **Centenary Park Plantings.**
3. .....
4. .....

9. Other Business

10. Next Meeting To be determined

11. Closure