MINUTES

PINE CREEK LOCAL AUTHORITY MEETING

HELD ON TUESDAY 5 AUGUST 2025

AT 12:30 PM

AT THE PINE CREEK MULTI RESOURCE CENTRE

56 Main Tce, Pine Creek, NT 0847

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Jennifer Marston
Chief Executive Officer

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1. Meeting Opening

The meeting opened at 12:26 pm.

2. Welcome

VDRC's newly appointed CEO Jennifer Marston will introduce herself and discuss the approach to strengthen support and engagement with the Local Authorities.

3. Attendance and Apologies

3.1. Attendees

Appointed Members Present

Councillor - Pine Creek Ward	Yvette Williams
Chair	Sam Forwood
Member	John Roberts
Member	Dianne Benson
Member	Edward Ah Toy
Member	Juliett Mills
Member	David Paddy
Member	Rosemary Aiken

Staff Present

CEO	Jennifer Marston
Local Authority Coordinator	Natasha Thompson
Acting Council Operations Manager - Pine Creek	Maureen Bere

Guests

Sue Evans, local resident of Pine Creek

3.2. Apologies and Absentees

Apologies: Mayor Brian Pedwell

Absent: Nil

PCLA-2025/70 Resolution: Carried **(Edward Ah Toy/Juliet Mills)**

Council have received and accept the apology of Mayor Brian Pedwell.

4. Disclosure of Interest

There were no declarations of interest at this meeting.

5. Resignations, Terminations and Nominations

5.1. Resignations

Recommendation

That the resignation of Henning Franke be accepted and approved as a resolution of Pine Creek Local Authority.

PCLA-2025/71 Resolution: Carried (Edward Ah Toy/Juliet Mills)

That the resignation from Henning Franke 1 July 2025 is noted.

5.2. Terminations

Nil

5.3. Nominations

Nil

6. Confirmation of Minutes

ITEM NUMBER 6.1.

Pine Creek Local Authority meeting held 6 May 2025

PCLA-2025/72 Resolution: Carried (John Roberts/Edward Ah Toy)

That the minutes of the Pine Creek Local Authority meeting held 6 May 2025 be taken as read and be accepted as a true record of the meeting.

7. Council Response to Previous Minutes

ITEM NUMBER 7.1.

Feedback from Council

PCLA-2025/73 Resolution: Carried (John Roberts/Sam Forwood)

A. That the feedback from Council be received and noted and
B. That Council will follow up with Power & Water to determine if services can be connected to the dongas on Lot 62 Railway Terrace.

8. Guests and Presentations

Nil

9. Correspondence

ITEM NUMBER 9.1.

Correspondence

PCLA-2025/74 Resolution: Carried (Dianne Benson/John Roberts)

That the correspondence be received and noted.

LA member requested to add the text: Correspondence is attached on the next pages".

10. Reports

10.1. Council Operations Manager Community Report

ITEM NUMBER 10.1.1.

Council Operations Manager Community Report - Pine Creek

PCLA-2025/75 Resolution: Carried (John Roberts/Sam Forwood)

That the Council Operations Manager, Pine Creek report, is received and noted.

10.2. Finance Report

ITEM NUMBER 10.2.1.

Finance Report for the period ended 30 June 2025

PCLA-2025/76 Resolution: Carried (Edward Ah Toy/John Roberts)

That the Finance report is received and noted.

PCLA members complimented the staff of Pine Creeks Parks and Gardens.

ITEM NUMBER 10.2.2.
Project Funding Update as at 30th June 2025

PCLA-2025/77 Resolution: Carried (John Roberts/Dianne Benson)

That the Project Funding Update as at 30 June 2025, Finance Report is received and noted.

PCLA-2025/78 Resolution: Carried (Edward Ah Toy/John Roberts)

A. That the Pine Creek Local Authority to return $1,384 to the pool of available funds for future projects; and

B. That COM get the completion date for the Paint of the Memorial Wall.

10.3. Actions Report

ITEM NUMBER 10.3.1.
Pine Creek Action Report

PCLA-2025/79 Resolution: Carried (Sam Forwood/Dianne Benson)

A. That the Pine Creek action report is received and noted;
B. That completed action items are removed from the list; and
C. That Council will look into the option of possibly removing the luggage space in the Aged Care Bus to get more leg room.

LA members requested printed copies of the Agenda and Papers be available at the Pine Creek Council office on request, prior to LA meetings.

10.4. General Reports

ITEM NUMBER 10.4.1.
Bike Track / Skate Park Quote

PCLA-2025/80 Resolution: Carried (Dianne Benson/Edward Ah Toy)

That the report on the Pine Creek Pump Track project is received and noted.

PCLA-2025/81 Resolution: Carried (Edward Ah Toy/Juliet Mills)

A. That the PCLA provides feedback on the proposed design and confirms support for progressing the project within the available budget and time frame;

B. That PCLA member John Roberts will provide detailed specifications for the proposed pump track to the Pine Creek COM;

C. That the PCLA request a special meeting before the next scheduled LA meeting to resolve the approach for the pump track project; and

D. That CFO writes to the CEO to provide clarity about whether allowances apply for LA members for a special meeting.

Discussion:
This project has been named Bike Track / Skate Park and Pump Track.
For consistency going forward this project is named Bike track.

The PCLA was informed of the high risk of losing the grant funding given the previous extensions, advice from the funding body of no more extensions and the deadline for completion being 31 December 2025 with final acquittal due by 15 January 2026.
The PCLA acknowledged this risk and decided to proceed with obtaining more information rather than proceed with one of the two quotes presented for consideration.

PCLA-2025/82 Resolution: Carried (Edward Ah Toy/Juliet Mills)

That the location of the Skate park will be in the park, opposite the rugby field.

ITEM NUMBER 10.4.2.

Tennis Court Quotes

PCLA-2025/83 Resolution: Carried (John Roberts/Dianne Benson)

That the report on the Pine Creek Tennis Court Upgrade report is received and noted.

PCLA-2025/84 Resolution: Carried (David Paddy/Sam Forwood)

That the PCLA reviews the attached quotes.

PCLA-2025/85 Resolution: Carried (Edward Ah Toy/Dianne Benson)

A. That the PCLA accept the quote from A. S. Lodge Tennis Courts (43.780 inc GST); and

B. That this is the preferred contractor to proceed with the upgrade to the Pine Creek Tennis Court.

ITEM NUMBER 10.4.3.

Orange Oil

PCLA-2025/86 Resolution: Carried (John Roberts/Sam Forwood)

That the Orange Oil report is received and noted.

PCLA-2025/87 Resolution: Carried (John Roberts/Edward Ah Toy)

That the remaining funds of $327.00 from the Orange Oil project be returned to the Pine Creek Local Authority budget for future projects.

ITEM NUMBER 10.4.4.

Water Gardens

PCLA-2025/88 Resolution: Carried (Deputy Mayor Yvette Williams/Sam Forwood)

That the Water Gardens Project report is received and noted.

Edward Ah Toy left the meeting at 1:46 pm.

PCLA-2025/89 Resolution: Carried (John Roberts/Dianne Benson)

A. That the remaining funds of $1,221 be returned to the Pine Creek Local Authority's general project fund for Water Garden Circulation.

B. That COM will discuss with Parks & Gardens (P&G) if they have the resources to do the work. If they don't have the capacity or equipment, Council will outsource.

C. Request P & G to put warning signs and flags around the water gardens as a safety precaution.

ITEM NUMBER 10.4.5.

Sign Competition

PCLA-2025/90 Resolution: Carried (John Roberts/Dianne Benson)

That the Sign Design Project report is received and noted.

Edward Ah Toy returned to the meeting at 1:50 pm.

PCLA-2025/91 Resolution: Carried (John Roberts/Juliet Mills)

A. That the PCLA return the remaining funds of $500.00 to the general pool for future projects; and
B. That the PCLA may put the funds towards the Water Garden project.

ITEM NUMBER 10.4.6.

General Foot Path repairs

PCLA-2025/97 Resolution: Carried (John Roberts/Rosemary Aiken)

That the General Footpath Repairs report is received and noted.

Discussion:

PCLA have funding allocated to the Foot Path repair project.
LA member suggested allocate to buy some flexible formworks , P & G could repair the cracked concrete.

PCLA-2025/92 Resolution: Carried (Edward Ah Toy/David Paddy

A. That the Pine Creek Local Authority return the $9,273 to the PCLA budget;
B. That the PCLA purchase or hire a concrete saw for Parks & Gardens to use to do the works if the works went ahead, to repair the smaller sections of the badly broken foot path; and
C. That Director Council Operations provide feedback by the next PCLA meeting on responsibility for maintaining drains and Council's approach to this type of maintenance.

Discussion:

PCLA have funding allocated to the Foot Path repair project.
LA member suggested some flexible formworks be purchased and Parks & Gardens could repair the cracked concrete in smaller sections.

The PCLA was advised that the Grants Manager has applied for a Tourism Grant to repair the foot paths around the water garden and that the PCLA funds allocated to this project may be required as the co-contribution to the grant if awarded.
It was suggested that these repairs do not commence until confirmation of the grant has been received.

It was suggested that a concrete saw could be purchased or hired for Parks & Gardens to use to repair the cracked concrete in smaller sections.

LA member mentioned that the drains never get maintained.

ITEM NUMBER 10.4.7.

Welcome Sign - Northern and Southern entrances

PCLA-2025/93 Resolution: Carried (Sam Forwood/John Roberts)

That the Welcome Signs project report is received and noted.

PCLA-2025/94 Resolution: Carried (Edward Ah Toy/Dianne Benson)

A. That the PCLA engage a professional designer to design the Welcome Sign - Northern and Southern entrances; and
B. That Pine Creek COM to obtain quotes for the design of the sign.

10.5. Attendance Report

ITEM NUMBER 10.5.1.

Local Authority Member Attendance Report

PCLA-2025/95 Resolution: Carried (Sam Forwood/John Roberts)

That the Local Authority Member Attendance Report is received and noted.

11. Questions from the Public

12. Confidential

Nil

13. General Business

Nil

13.2. VDRC 2024/25 Annual Report

That the Local Authority receives, reviews, and provides feedback for inclusion in the Victoria Daly Regional Council Annual Report 2024/ 25 draft content. The LA is requested to provide photos for inclusion in the Annual report of completed projects, community events or other milestones from the community relevant to the work of the LA. Content suggestions are below:

Project milestones and completions

Sport and recreation events

Community activities and events

Beautification and improvement projects

Staff stories and achievements

CDP milestones

Training and development activities

Good news stories

Key services we provide

Stakeholder and community engagement

Photos showcasing our people and region.

13.3. 2025 LGANT Presentation to Candidates

The nominations were published for the local government elections.

Congratulations to Deputy Mayor Yvette Williams of Pine Creek who has been re-elected.

13.4. Allocation of vehicle to PG- Pine Creek

Due to the increase in staffing numbers in Pine Creek, another vehicle has been allocated to Pine Creek.

14. Next Meeting

The next Pine Creek Local Authority Meeting is scheduled to be held 4 November 2025.

PCLA did make resolution to hold a Special meeting,
CFO will provide clarity around allowances are applicable for special meetings.

The meeting closed at 2:09 pm.

This page and the preceding 13 pages are the minutes of the Pine Creek Local Authority meeting held on Tuesday 5 August 2025.