MINUTES

PINE CREEK LOCAL AUTHORITY MEETING

HELD ON THURSDAY 9 OCTOBER 2025

AT 12:30 PM

AT THE PINE CREEK MULTI RESOURCE CENTRE

56 Main Tce, Pine Creek, NT 0847

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TABLE OF CONTENTS

1. Meeting Opening 5
2. Welcome 5
3. Attendance and Apologies 5
3.1. Attendees 5
3.2. Apologies and Absentees 5
4. Disclosure of Interest 5
5. Resignations, Terminations and Nominations 5
5.1. Resignations 6
5.2. Terminations 6
5.3. Nominations 6
6. Confirmation of Minutes 6
6.1. Pine Creek Local Authority meeting held 5 Aug 2025 6
7. Council Response to Previous Minutes 21
7.1. Feedback from Council 21
8. Guests and Presentations 21
9. Correspondence 21
9.1. Correspondence 21
10. Reports 21
10.1. Council Operations Manager Community Report 21
10.1.1. Council Operations Manager Community Report - Pine Creek 22
10.2. Finance Report 23
10.2.1. Local Authority Project Funding Guidelines 26
10.3. Actions Report 27
10.3.1. Pine Creek Action Report 27
10.4. General Reports 27
10.4.1. Kybrook Bus shelter 27
10.4.2. Purpose-Built Bike Track - Pine Creek 28

10.4.3. CDP Transition....29
10.4.4. Tourism Grant Foot Path project....30
10.4.5. Senior Christmas dinner....31
10.5. Attendance Report....31
10.5.1. Local Authority Member Attendance Report....31
11. Questions from the Public....32
12. Confidential....32
13. General Business....33
14. Next Meeting....34
15. Late attachment....34
15.15. Late Attachment - Item 10.2.2 Project Funding Update....34

1. Meeting Opening

2. Welcome

3. Attendance and Apologies

3.1. Attendees

Appointed Members Present

Deputy Mayor - Pine Creek Ward	Yvette Williams
Chair	Sam Forwood
Member	John Roberts
Member	Dianne Benson
Member	David Paddy

Staff Present

Chief Executive Officer	Jennifer Marston
LA Coordinator	Natasha Thompson
Council Operations Manager - Pine Creek	Kerry Fazldeen

Guests
Lance Ashley

3.2. Apologies and Absentees

Apologies: Mayor Brian Pedwell; Edward Ah Toy; Juliett Mills; Rosemary Aiken

Absent: Nil

PCLA-2025/98 Resolution: Carried **(John Roberts/Sam Forwood)**

Council have received and accept the apology of Mayor Brian Pedwell; Edward Ah Toy; Juliett Mills; Rosemary Aiken.

4. Disclosure of Interest

5. Resignations, Terminations and Nominations

MINUTES

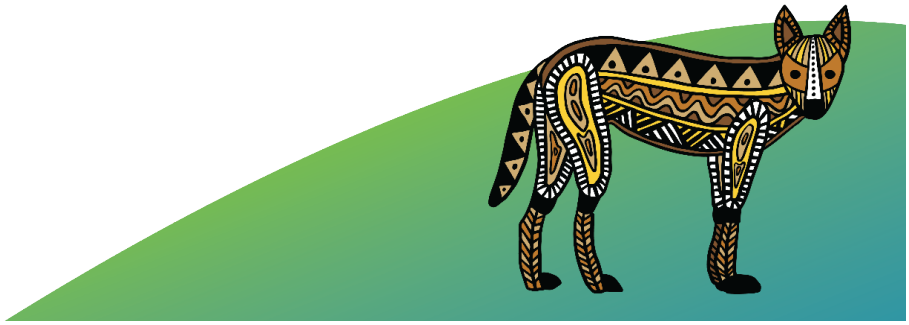
PINE CREEK LOCAL AUTHORITY MEETING

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

MINUTES
Pine Creek Local Authority Meeting Tuesday 5 August 2025

TABLE OF CONTENTS

1. Meeting Opening 5
2. Welcome 5
3. Attendance and Apologies 5
3.1. Attendees 5
3.2. Apologies and Absentees 5
4. Disclosure of Interest 5
5. Resignations, Terminations and Nominations 6
5.1. Resignations 6
5.2. Terminations 6
5.3. Nominations 6
6. Confirmation of Minutes 6
6.1. Pine Creek Local Authority meeting held 6 May 2025 6
7. Council Response to Previous Minutes 6
7.1. Feedback from Council 6
8. Guests and Presentations 7
9. Correspondence 7
9.1. Correspondence 7
10. Reports 7
10.1. Council Operations Manager Community Report 7
10.1.1. Council Operations Manager Community Report - Pine Creek 7
10.2. Finance Report 7
10.2.1. Finance Report for the period ended 30 June 2025 7
10.2.2. Project Funding Update as at 30th June 2025 8
10.3. Actions Report 8
10.3.1. Pine Creek Action Report 8
10.4. General Reports 8
10.4.1. Bike Track / Skate Park Quote 8

10.4.2. Tennis Court Quotes 10
10.4.3. Orange Oil 10
10.4.4. Water Gardens 11
10.4.5. Sign Competition 11
10.4.6. General Foot Path repairs 12
10.4.7. Welcome Sign - Northern and Southern entrances 12
10.5. Attendance Report 13
10.5.1. Local Authority Member Attendance Report 13
11. Questions from the Public 13
12. Confidential 13
13. General Business 13
14. Next Meeting 15

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.

7. Council Response to Previous Minutes

ITEM NUMBER

Feedback from Council

PCLA-2025/101 Resolution: Carried (John Roberts/Sam Forwood)

That the Feedback from Council report be received and noted.

8. Guests and Presentations

Guest: Lance Ashley

9. Correspondence

ITEM NUMBER 9.1.

Correspondence

PCLA-2025/102 Resolution: Carried (Dianne Benson/John Roberts)

That the correspondence be received and noted.

There was a discussion regarding the letters that have been received and sent.

A letter from a Pine Creek local resident was discussed - the letter suggested there should be in formal local gatherings, not involving the Council, but with the LA members included, to discuss issues that affect the town and have conversations and ides on what they would like to bring to the Local authority. The Deputy Mayor and Chair agreed that this already occurred informally through other groups in Pine Creek.

There was also a discussion that some issues are only briefly discussed and seemingly no outcome. Deputy Mayor explained that any Resolutions from PCLA will go to Council. For example issues with Telstra has been mentioned and discussed at previous PCLA. Deputy Mayor has acted on this issue by raising it with Council who have Invited Telstra to come and explain.

There was also a conversation regarding Cleanaways pick up truck racing down the street and slamming the bins to the ground, cracking several bins.

Deputy Mayor assured this issue would be raised at the next Council Meeting requesting a letter be sent to Cleanaway.

10. Reports

10.1. Council Operations Manager Community Report

ITEM NUMBER 10.1.1.

Council Operations Manager Community Report - Pine Creek

PCLA-2025/103 Resolution: Carried (John Roberts/Sam Forwood)

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

CEO introduced and welcomed the new Council Operations Manager for Pine Creek, Kerry Fazldeen who presented the COMs report.

PCLA-2025/104 Resolution: Carried (John Roberts/Sam Forwood)

The PCLA agreed on the location, the style of the design of the welcome sign and the words:

Line 1: Welcome to Pine Creek
Line 2: NT Gold fields
Line 3: Jawoyn Wagiman Country

CEO's gave an update on Councils use of Local Buy, a list of Territory based suppliers that are pre-registered, making it an option to directly source without having to go to tender.

The PCLA agreed that the CEO would contact the local mining company PC Mines and enquire as to whether the company would donate 3 rocks / boulders suitable to hold the new welcome sign, sourced from the Pine Creek local area. The PCLA agreed that the welcome sign/rocks would be placed at each end of Pine Creek township in a similar location to the current signs. The next steps is for the COM to obtain quotes based on the design agreed upon, from 3 suppliers from Local Buy.

The PCLA agreed to the design being the same or similar to the one discussed with a metal cut out welcome sign placed on the rocks with the words agreed to in the resolution.

10.2. Finance Report
ITEM NUMBER {item-no}
{ITEM-TITLE}

PCLA-2025/105 Resolution: Carried (John Roberts/Sam Forwood)

That the Finance report is received and noted.

CEO provided the members with two attachments:

1. Finance report, operating expenditure and income for the Pine creek office and the services Council provide in Pine Creek.

2. Project Budget report
Local authority's funding for committed projects.

PCLA-2025/106 Resolution: Carried (John Roberts/David Paddy)

A. That the Project Budget Funding report is received and noted; and

B. That the remaining funds of $ 6,220 from the Tennis court project, be returned to the Local Authority funds.

For improved financial governance, Council minutes will clearly record the funding source for each project stage—whether from Grants, Local Authority (LA) funds, or Council core funds. Where projects underspend, the minutes will specify the original funding source and confirm the return of remaining funds to the appropriate budget line, including the PCLA.

Pine Creek Local authority- October meeting

Financial Year 2025-26

Overview of Funding Status

- **Funds Spent:** $803
- **Funds Committed to Approved Projects:** $138,034
- **Funds Available for Future Projects:** $74,062

PCLA is set to receive a grant of $46,900 for the 2025-26 period. Currently, there is $74,062 in funds that have not been committed, which includes the grant amount. PCLA has the option to use some of these available funds to cover a shortfall of $36,522 that is needed to complete the bike track project.

Local Authority projects-Pine Creek

Fund Carried forward from last financial year		165,999
Grant expected to be received this financial year		46,900
Total available funds		212,899
Funds spent to date	2,769	
Less Amount spent previous financial years	(1,966)	
	803	
Amount spent on project this financial year 2025-26		(803)
Funds committed but not yet spent		(138,034)
Funds available for future projects		74,062

Project Name	Resolutions	Funds Committed to projects	Funds spent to date	Remaining funds available	Status
Welcome to Pine Creek Sign - Northern and Southern entrances	2-Mar-21	30,000	-	30,000	Awaiting the LA's final decision on the signage.
Bike Track	OCMC-2023/22	50,000	-	50,000	Quotes received. The total cost will be $146,373.18. The budget allocated is $109,851. Shortfall $36,522.
Pine Polesx20		803	803	-	Completed
Beautification	PCLA-2024/12	10,000	1,966	8,034	PCLA-approved funds allocated for the beautification can be used for the purchase of four aluminium bench seats (May 6th meeting).
Resurfacing the tennis court and oval	PCLA-2024/26	50,000	-	50,000	Quote of $43,780 from A.S. Lodge approved on 5th Aug 2025 Meeting
		140,803	**2,769**	**138,034**	

10.2.1. Local Authority Project Funding Guidelines

ITEM NUMBER **10.2.1.**

Local Authority Project Funding Guidelines

REPORT TYPE Report for Information

PREPARED BY **Local Authority Coordinator**

Purpose
To ensure all Local Authority members are up to date with the Local Authority Project Funding Guidelines.

Recommendations

A. That the Local Authority Project Funding Guidelines report is received and noted; and
B. That the Local Authority members are up to date with the Local Authority Project Funding Guidelines.

Background
The Local Authority Project Funding (LAPF) supports a wide range of community focused initiatives. Regional councils may also combine more than two years of LAPF funding to deliver a major project. These larger scale projects must be completed within four years from the receipt of the initial year's funding. Additionally, LAPF funds can be pooled with contributions from the council or other entities to support specific projects.

Considerations
To give clarification on what LAPF can and shouldn't be used for.
Acceptable uses include:

Repairs and maintenance of council owned community assets (e.g., park fencing, lighting, roads, toilets).

Purchase of equipment related to local government services (e.g., trailers, mowers, rubbish bin stands).

Upgrading or enhancing community facilities (e.g., ovals, playgrounds, sheds, seating, irrigation).

Holding festivals or events within the funded Local Authority area.

Supporting community programs (e.g., arts, sports uniforms, cultural preservation).

LAPF must not be used for:

Purchasing motor vehicles (except graders) or fuel.

Paying staff salaries, entitlements, or ongoing council operating costs.

Cash prices, sponsorships, or travel/allowance expenses.

Meeting costs or payments to local authority members.

Activities not related to local government services or those under NT or federal agency responsibility.

Charging administration or project management fees to the funding.

Attachments
Nil

10.3. Actions Report

ITEM NUMBER 10.3.1.

Pine Creek Action Report

PCLA-2025/108 Resolution: Carried (John Roberts/Sam Forwood)

A. That the Action Report is received and noted; and
B. That completed action items are removed from the list.

Council Operations manager Tanya Brown will to provide an update on the action register for the next PCLA in March 2026.

10.4. General Reports

ITEM NUMBER 10.4.1.

Kybrook Bus shelter

PCLA-2025/109 Resolution: Carried (Sam Forwood/John Roberts)

That the Kybrook bus shelter report is received and noted.

PCLA-2025/111 Resolution: Carried (Dianne Benson/Sam Forwood)

That the PCLA approves a budget of up to $1,000.00 (excluding GST) for materials required by the Parks & Gardens team to transport and install the bus shelter at Kybrook Community.

PCLA-2025/112 Resolution: Carried (Sam Forwood/John Roberts)

That Council Operations will provide in kind labor to undertake the installation of the bus shelter.

CEO acknowledged and thanked Pine Creek Council Operations Manager for allowing the Parks & Gardens team to do the work, in kind labor.

PCLA-2025/113 Resolution: Carried (Deputy Mayor Yvette Williams/Dianne Benson)

That the CEO will write to Kybrook Community notifying that the PCLA would like to gift the bus shelter, seek guidance on the location for the bus shelter and note that Victoria Daly Regional Council (VDRC) will install the bus shelter at no cost to Kyrook Community but VDRC will not be responsible for ongoing repairs and maintenance once the bus shelter is installed.

ITEM NUMBER 10.4.2.

Purpose-Built Bike Track - Pine Creek

PCLA-2025/114 Resolution: Carried (Deputy Mayor Yvette Williams/Sam Forwood)

A. That the Purpose-Built Bike Track - Pine Creek report is received and noted; and;
B. That this project will be renamed to the title Purpose-Built Bike Track - Pine Creek, as per grant funding agreement letter for consistency.

PCLA-2025/115 Resolution: Carried (John Roberts/Dianne Benson)

A. That the PCLA resolve to proceed with LOCKS quote subject to confirmation that the quoted total amount of $136,650.00 (excluding GST) remains valid; and
B. That PCLA approve an additional allocation of up to $45,000 (including GST), to supplement the currently committed amount of $109,000.00 for this project.

LA members discussed the different quotes provided.
COM will confirm that the quote is still valid. In addition the COM will confirm the time frame for commencement and completion. A project plan will be developed by the COM.

At the previous PCLA 5 August 2025 there was an agreement of a location. As Council doesn't own this land PCLA had to make a new resolution on a new location.

PCLA-2025/116 Resolution: Carried (John Roberts/Dianne Benson)

That the PCLA agree to locate the project near the old tractors, adjacent to the current playground and positioned between the "grandstand".

ITEM NUMBER 10.4.3.

CDP Transition

PCLA-2025/117 Resolution: Carried (Sam Forwood/John Roberts)

That the CDP report is received and noted

The CEO presented the report. CDP has been a program delivered by VDRC for the past 8 years, to remote communities. this program will now be run by aboriginal corporations in stead of Councils. This will not affect the Pine Creek Community.

ITEM NUMBER 10.4.4.

Tourism Grant Foot Path project

PCLA-2025/118 Resolution: Carried (John Roberts/Sam Forwood)

That the Tourism Grant Footpath repair report is received and noted.

In the Regional Plan 2025/2026, the Pine Creek Local Authority (PCLA) allocated $10,000 for footpath repairs. The current remaining funds from this allocation are $9,817.76. Council successfully secured a grant of $29,453.27, bringing the proposed total project budget to $39,271.03 (excluding GST).

It was recommended by the CEO that PCLA approve the merging of these funds to support the footpath repair project.
With the support of the Community Operations Manager (COM) and the Council Operations Manager, Council proposes that the Council Operations and Parks & Gardens teams undertake the works directly, rather than engaging external contractors. This approach is expected to deliver greater value for money, allow more work to be completed within budget and result in better outcomes for the community.

There is a proposal to use part of the budget to purchase essential equipment, including materials for formwork, concrete and a concrete saw.
The COM will prepare a detailed project plan outlining:

- Required equipment
- Estimated costs
- Scope of works achievable within the approved budget

PCLA-2025/119 Resolution: Carried (Deputy Mayor Yvette Williams/Dianne Benson)

That Pine Creek Local Authority (PCLA) notes the successful grant funding of $29,453.27 (excluding GST) received from Tourism NT under the Tourism Town Program Round 5.

PCLA-2025/120 Resolution: Carried (John Roberts/Dianne Benson)

That PCLA approve the merging of the remaining Regional Plan allocation of $9,817.76 with the awarded grant of $29,453.27, creating a total project budget of $39,271.03 (excluding GST) for footpath repairs.

PCLA-2025/121 Resolution: Carried (John Roberts/Sam Forwood)

A. That PCLA endorse Council Operations and Parks & Gardens to undertake the footpath repair works internally, rather than engaging external contractors, to maximise value and community benefit;
B. That PCLA support the use of project funds to purchase necessary equipment and materials, including formwork supplies, concrete, and a concrete saw, to enable delivery of the works; and
C. That the Community Operations Manager prepare a detailed project plan outlining required equipment, estimated costs, and the scope of works achievable within the approved budget, and report back to PCLA on progress.

Council Operations aim to complete the physical repairs by 1 March 2026.
Final grant reporting is due by 30 April 2026.

ITEM NUMBER 10.4.5.

Senior Christmas dinner

PCLA-2025/122 Resolution: Carried (John Roberts/Sam Forwood)

That the Senior Christmas dinner report is received and noted

PCLA-2025/123 Resolution: Carried (John Roberts/Dianne Benson)

That PCLA agrees to donate $1,000 to support the 2025 seniors Christmas dinner.

10.5. Attendance Report

ITEM NUMBER 10.5.1.

Local Authority Member Attendance Report

REPORT TYPE Report for Information
PREPARED BY **Local Authority Coordinator**

Purpose
The purpose of this report is that the Pine Creek Local Authority receives and notes the Local Authority Member Attendance.

Background
In accordance with VDRC *Local Authority Policy LGP026* the membership of an appointed Local Authority member may be revoked by Council where the member is absent without permission of the Local Authority from two consecutive meetings.

Recommendation
That the Attendance Report is received and noted.

Member	4-Mar-2025	6-May-2025	5-Aug-2025	9-Oct-2025
Sam Forwood	P	AP	P	
Yvette Williams	P	P	P	
Dianne Benson	P	AP	P	
Edward Ah Toy	AP	P	P	
Juliett Mills	P	P	P	

John Roberts	P	P	P	
David Paddy	P	P	P	
Rosemary Aiken	P	AP	P	
Henning Franke	P	P	Resigned	
Lance Lawrence	P	Resigned		
8				
Table Key	*** P = Present * AP = Apologies given and accepted *NO AP No apologies and not present at meeting**			

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

Attachments
Nil

11. Questions from the Public

12. Confidential

Nil

Members of the press and public to be excluded from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 65(2) of the Local Government Act, 2008 as the items listed come within the following provisions:

13. General Business

Deputy Mayor has been approached by Local Authority member suggesting there are Christmas lights around Pine Creek, similar to Katherine; near the bakery, in front of Council office, and the water gardens.

There was a discussion of who would be responsible for putting up the lights, Council or volunteers. The preference was local community members to assist. Members mentioned perhaps this could be discussed at the Heritage and Tourism meeting held this week.

If it was volunteers that would be a liability for Council.

To bring a Christmas atmosphere to Pine Creek Deputy Mayor had the idea of having a local Fairy Lights competition between residentials and commercial with prize money, privately funded by the Deputy Mayor, with an independent judge. This has been done in previous years with lights at the Church, Police building and the fire station.

13.2. Citizen Of The Year award

Council are calling for nominations for the citizenship awards 2026, as previous years, nominations are open and Council are encouraging to submit nominations through the link provided or to the Pine Creek Council Office by 29 November 2025.

13.3. Pine Creek music equipment

PCLA-2025/126 Resolution: Carried (Sam Forwood/John Roberts)

A. That the PCLA agree to donate the musical instruments and equipment currently stored in Pine Creek; and
B. That if the equipment is not working or safe to use, PCLA agree that they can be disposed. Council will organise transfer from Pine Creek to Yarralin.

2	x Guitars
1	x Electric guitar
1	x Keyboard
1	x Mixer
1	x Mic
2	x Amplifier
4	x Speakers

The CEO attended the Yarralin Local Authority meeting in August 2025, where members passed a resolution requesting Council to purchase musical equipment for children in the community.
Following this, the CEO asked the Pine Creek Local Authority (PCLA) to consider donating any musical equipment they may have—provided it is not currently in use—to support the Yarralin initiative. The PCLA were supportive and agreed to gift the musical instruments and equipment to the YNLA if they were deemed safe and in good working order. The COM will undertake testing and advise the CEO prior to transport arrangements being made.

14. Next Meeting

The next Pine Creek Local Authority Meeting will be held in March 2026, exact date TBC.

The meeting closed at 1:39 pm.

This page and the preceding XX pages are the minutes of the Pine Creek Local Authority meeting held on Thursday 9 October 2025.

15. Late attachment

15.15. Late Attachment - Item 10.2.2 Project Funding Update

1. PCLA LA projects 30 09 2025 (1) [**15.15.1** - 2 pages]

Pine Creek Local authority- October meeting

Financial Year 2025-26

Overview of Funding Status

- **Funds Spent:** $803
- **Funds Committed to Approved Projects:** $138,034
- **Funds Available for Future Projects:** $74,062

PCLA is set to receive a grant of $46,900 for the 2025-26 period. Currently, there is $74,062 in funds that have not been committed, which includes the grant amount. PCLA has the option to use some of these available funds to cover a shortfall of $36,522 that is needed to complete the bike track project.

Local Authority projects-Pine Creek

Fund Carried forward from last financial year		165,999
Grant expected to be received this financial year		46,900
Total available funds		212,899
Funds spent to date	2,769	
Less Amount spent previous financial years	(1,966)	
	803	
Amount spent on project this financial year 2025-26		(803)
Funds committed but not yet spent		(138,034)
Funds available for future projects		74,062

Project Name	Resolutions	Funds Committed to projects	Funds spent to date	Remaining funds available	Status
Welcome to Pine Creek Sign - Northern and Southern entrances	2-Mar-21	30,000	-	30,000	Awaiting the LA's final decision on the signage.
Bike Track	OCMC-2023/22	50,000	-	50,000	Quotes received. The total cost will be $146,373.18. The budget allocated is $109,851. Shortfall $36,522.
Pine Polesx20		803	803	-	Completed
Beautification	PCLA-2024/12	10,000	1,966	8,034	PCLA-approved funds allocated for the beautification can be used for the purchase of four aluminium bench seats (May 6th meeting).
Resurfacing the tennis court and oval	PCLA-2024/26	50,000	-	50,000	Quote of $43,780 from A.S. Lodge approved on 5th Aug 2025 Meeting
		140,803	**2,769**	**138,034**	