

CITY OF PALMERSTON

**Notice of Special Council Meeting
to be held in Council Chambers, Civic Plaza, Palmerston
on Monday, 9 May 2016 at 5.00pm**

AGENDA

Audio Disclaimer

An audio recording of this meeting will be made for minute taking purposes as authorised by City of Palmerston Policy MEE3 Recording of Meetings, available on Council's Website.

1. PRESENT

2. APOLOGIES

3. COMMITTEE RECOMMENDATIONS

3.1 Community, Culture and Environment

3.1.1 Financial Support – Melaleuca Refugee Centre

THAT Council approve a grant to Melaleuca Refugee Centre to the value of \$7,500 for the World Refugee Day Festival event.

4. OFFICER REPORTS

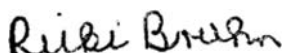
4.1 Electrical Easement over Section 4192, Archer

8/0869

5. CONFIDENTIAL REPORTS

Nil

6. CLOSURE



**Ricki Bruhn
Chief Executive Officer**

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

ITEM NO. 9.1 **Financial Support – Melaleuca Refugee Centre**

FROM: Director of Corporate and Community Services

REPORT NUMBER: CCE/0317

MEETING DATE: 4 May 2016

Municipal Plan:

1. Community & Cultural Wellbeing

1.3 Arts and Culture

1.3 We are committed to the fostering and promotion of arts and culture within our community, the awareness and promotion of our local history, and advocacy for increased cultural resources

Summary:

This report provides the Community, Culture and Environment Committee (CCE) with an application received for financial assistance through the Community Benefit Scheme and seeks the Committee's recommendation to Council.

Background:

Melaleuca Refugee Centre together with Multicultural Council of the NT propose to provide a World Refugee Day Festival, based in Palmerston. This community event, to be held in Goyder Square, will include food, dance, performance and sport. Some of the lead-in activities involve training for participants.

Melaleuca Refugee Centre requests support in the form of \$20,000 sponsorship to provide the World Refugee Day Festival event.

General:

The Community, Culture and Environment Committee who meet on a monthly basis will assess applications for Grants/Donations/Scholarships/Sponsorships that are in excess of \$2,000 and make recommendation to Council.

Financial Implications:

The financial implications to Council, should the Committee recommend funding, would be \$20,000 from the Community Grant Reserve. Funds would be transferred in the third Budget Review as operational budget for 2015/16 has been exhausted.

Legislation / Policy:

Policy number FIN18 – Grants, Donations, Scholarships and Sponsorships

RECOMMENDATION

1. THAT the Committee receives the report CCE/0317.
2. THAT Council approve/not approve the sponsorship to Melaleuca Refugee Centre to the value of \$20,000 for the World Refugee Day Festival event.

Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au.

Schedule of Attachments:

Attachment A: Sponsorship Request – Melaleuca Refugee Centre

Community Grants - Eligibility Checklist Report

Title	Organisation	Date Received	Project Description	Amount Requested	Detailed Project Budget	Funding Compliance	Community Benefit
World Refugee Day Event 2016	Melaleuca Refugee Centre	14/04/2016	A day of multicultural activities, entertainment and food at Goyder Square, to celebrate World Refugee Day.	\$ 20,000.00	Yes	Yes	Yes

Comments

CEO -Referred/Not Referred

D. B. B. B.

Date: 19/4/2016

* Funding Compliance includes the receipt of requirements of funding which are; Incorporation/Not or Profit and Proof of Registration, Committee Meeting Minutes, Current Audited Financial Statements, Current Insurance, 30% project Costs Covered by Applicant in Budget and No Previous Funding Issued Under this Program for Current Financial Year.

Grant/Sponsorship/Scholarship/Donation

In Excess of \$2000

REGISTRATION FORM

Application to Chief Executive Officer - City of Palmerston P.O Box 1 Palmerston NT 0831

Grant/Sponsorship/Scholarship/Donation

In Excess of \$2000

REGISTRATION FORM

Application to Chief Executive Officer - City of Palmerston P.O Box 1		
Palmerston NT 0831 Organisation Name:		
Name of Contact: Gail Price		
Position of Contact: World Refugee Day Project Coordinator		
Contact Details:	Email: gail.price@melaleuca.org.au	PH: 08 89853311
Postal Address: 24 Mc Lachlan Street Darwin		
ABN if applicable: 50116495405		
Account Name: Melaleuca Refugee Centre		
Account Number: 40 7455	BSB : 035 302	
Amount requested: \$20,000		
Name of Activity World Refugee Day 2016		
Date of Activity: 18 June 2016		
Location of Activity: Goyder Square		

Please attach your written application which must include:

- Project brief- see letter to Mayor
- Detailed project budget- see attached budget
- Evidence of alternate sources of funding to a minimum 30% of project costs – see attached budget

Please attach the following documentation to your written application

- Most recent audited financial statement
- Proof of registration as Community, NFP or Incorporated body
- Contact details of Elected Office Holders
- Proof of appropriate insurance, certificate of currency
- Minuted details of your organisation's resolution to request funding

This request comes from Melaleuca CEO and MCNT Program Manager in consultation with
Community members-----

Signed  Date...13/4/2016



13 April 2016

Mayor Ian Abbott
Cc Deputy Mayor Seranna Shutt
Cc Alderman Sue McKinnon

City of Palmerston
2 Chung Wah Terrace
Palmerston, NT, 0831

Dear Mayor Abbot,

RE: Partnership and grant proposal World Refugee Day 18th of June 2016

Every year Melaleuca Refugee Centre (Melaleuca) has organised a World Refugee Day Festival as part of World Refugee Week. This year Melaleuca Refugee Centre and the Multicultural Council of the NT (MCNT) are taking joint responsibility for the event. We are interested in strengthening our relationships with Palmerston communities and encouraging new participants by holding the event at Goyder Square and possibly other council venues such as the library and recreation centre.

The event aims to celebrate the resilience, talents and achievements of people from a refugee background in the Northern Territory. The resounding feedback from refugee communities in consultations this year has been that they want to be involved in an event that showcases their talents, enables them to participate actively and 'give back' to the broader community through their cultural expressions in food, dance, performance and sport. The event includes training for community members to provide ongoing employment opportunities after the event.

Melaleuca acknowledges the commitment of The City of Palmerston declared Welcome Refugee Zone. Melaleuca and MCNT in line with this are seeking to stage World Refugee Day event in partnership with the City of Palmerston. We are seeking \$20,000 from the City of Palmerston. Melaleuca has gratefully received funding from NT Government to fund a part time, temporary World Refugee Day Coordinator. Melaleuca and MCNT bring considerable experience, skills, networks and staff time to the event. Other key organisations such as Football Without Borders, Anglicare NT, Red Cross, Relationships Australia have been active planning group members of past events and represented along with 40 community members at the recent World Refugee Day consultation for 2016. Service providers will also be invited to participate and offer activities.

Who we are

Melaleuca Refugee Centre is recognised as the leader in providing trauma and settlement support services for people from refugee backgrounds. We provide trauma counselling and settlement support services, and facilitate community development programs in areas of cultural transition and

24 McLachlan Street, Darwin NT 0800 • PO Box 1930, Darwin NT 0801 • Tel: (08) 8985 3311 • Fax: (08) 8985 3322

Email: admin@melaleuca.org.au • Web: www.melaleuca.org.au • ABN: 50 116 495 405

work at strengthening links between people of refugee background, culturally and linguistically diverse populations and the broader community.

Why it is important

There are a number of needs within the community that the Festival aims to address including:

- Expressing welcome and embracing people from refugee background
- Building productive and collaborative relationships between migrant communities and the broader Darwin community to increase inclusiveness within the broader community and appreciation of the added value and richness of diversity
- Building the skill and capacity of newly arrived populations to better access the workforce and participate in the economy of the NT
- Opportunity for newly arrived people to develop and practice new language skills through participation
- Active promotion of refugee participation in Australian life
- Collaboration across mainstream and migrant organisations
- Breaking down feelings of social isolation amongst vulnerable persons
- Breaking down of stereotypes, fears and negative media addressed toward people from refugee background

With the commitment of the NT Government to welcoming Syrian refugees, many of whom are anticipated to be resettled in Palmerston and Darwin, we believe it is even more important to ensure that World Refugee Day is celebrated well in the NT to highlight the positive contributions of refugees to our community.

As a Council already participating in the Refugee Welcome Zone program, the City of Palmerston is ideally placed to host World Refugee Day. The Festival is a beacon of hope, aspiration and celebration, and should not be underestimated as a positive message of welcome for refugees in our community.

We look forward to your favourable and prompt response to this request given that the event will be celebrated on 18 June, in nine weeks' time.

A Detailed Project budget attached.

Yours sincerely,



Caz Coleman, CEO
Melaleuca Refugee Centre
Torture and Trauma Survivors Service of the NT Inc.



Ron Mitchell
Program Manager
Multicultural Council NT

World Refugee Day Event 18 June 2016

Income	Melaleuca Contribution	\$8,950
	NTG Chief Minsters office	\$30,000
	MCNT Contribution	\$6,350
	City of Palmerston - requested contribution	\$20,000
Total		\$65,300

Activities	EXPENSES	Requested contribution from City Of Palmerston	Melaleuca Contribution*	MCNT Contribution*	Notes	Total
Corodination & Consulation	Project coordination salaries		\$20,000	\$4,000	Event organisation and planning	\$24,000.00
	management organsiation fee		\$5,000		public liablity, office space, management support of event	\$5,000.00
Community member Training and accreditation	Workshops/ trainings	\$2,000	\$1,500	\$500	5 - 10 workshops on event related knowledge and skills e.g. food handling certification , barista, security, face painting	\$4,000.00
Marketing	Marketing, design & Advertising	\$2,000	\$1,500	\$100	Ads and editorial in NT News, Palmerson and Darwin Sun, Off the Leash	\$3,600.00
	Electronic and digital media	\$500	\$200	\$100	Radio interviews and ads, TV community ad, social media, live coverage	\$800.00
	Printing	\$500	\$200		Flyers, posters etc	\$700.00
Site management	Event staffing	\$1,000	\$2,000	\$1,000	Set up and pack up, stage assistance & garbage removal	\$4,000.00
	Audio Visual	\$1,500			Audio visual equipment and sound technician for both stage performers and short films	\$1,500.00
	Stage Manager		\$150	\$150	Community member trained through OzFusion	\$150.00
	Site equipment	\$3,000			Stage, chairs, PA, large shade structure for performance area and audience ,small marquees, tables, chairs, for stalls holders both food, service providers and activities	\$3,000.00
	Site security	\$1,500				\$1,500.00
	Transport	\$1,000	\$500		1 coach and small buses to assist existing refugee communites from Darwin and surrounds to and from event in Palmerston including driver and fuel costs	\$1,000.00
	St. John's First Aid	\$100			on site first aid	\$100.00
stage activities	Citizenship ceremony		\$100		Trees as gifts	100
performances	Performers & MC	\$2,000			10 new and emerging cultural performers, MC	\$2,000.00
	Photographer and video (inc. editing)	\$800	\$1,000		Volunteer capture event for future marketing and promotion	\$1,800.00
cultural food stalls	Catering supplies	\$1,500			supplies for food stalls	\$1,500.00
	Catering equipment	\$2,000			Catering equipment for storing, cooking and serving	\$2,000.00
Activities	Mechandising		\$5,000		Tshirts, hats water bottles	\$4,000.00
	Sports activities		\$200	\$100	Supported by Football Without Borders	\$300.00
	Children activities	\$600			jumping castle and related activities	\$500.00
	Youth activities		\$300	\$200	Chill out corner with activities, A/V	\$300.00
	Art exhibition		\$1,000		Framing and hanging of art work	1000
	Short film presentations			\$200	collation of appropriate short films and content development	200
	Volunteers refreshments		\$300		Vouchers to spend on food stalls for volunteers	\$300.00
	Total	\$20,000	\$38,950	\$6,350		\$65,300.00
Percentage of total project costs		31%	60%	10%		

Melaleuca's contribution includes both inkind contrubutions and actuals
MCNT's contribution is in kind

Independent auditor's report to the members of the Melaleuca Refugee Centre Torture & Trauma Survivor's Service of the Northern Territory Incorporated (the "Association")

We have audited the accompanying financial report, being a special purpose financial report, of the Melaleuca Refugee Centre Torture & Trauma Survivor's Service of the Northern Territory Incorporated, which comprises the balance sheet as at 30 June 2015, and profit and loss statement for the year then ended, a summary of significant accounting policies, other explanatory notes and the statement by members of the Management Committee.

The Responsibility of the Management Committee for the Financial Report

The Management Committee of the Association is responsible for the preparation and fair presentation of the financial report and have determined that the accounting policies described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the financial reporting requirements of the Associations Act and are appropriate to meet the needs of the members. The Management Committee's responsibility also includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances. These policies do not require the application of all Accounting Standards and other mandatory financial reporting requirements in Australia.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1, are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Management Committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Auditor's Opinion

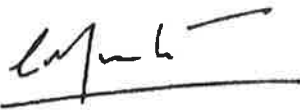
In our opinion the financial report presents fairly, in all material respects, the financial position of the Melaleuca Refugee Centre Torture & Trauma Survivor's Service of the Northern Territory Incorporated as of 30 June 2015 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the Associations Act.

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the Melaleuca Refugee Centre Torture & Trauma Survivor's Service of the Northern Territory Incorporated to meet the requirements of the Associations Act and the Association's constitution. As a result, the financial report may not be suitable for another purpose.

Merit Partners

Merit Partners



MunLi Chee
Director

DARWIN
10 September 2015

MELALEUCA REFUGEE CENTRE TORTURE AND TRAUMA SURVIVOR'S SERVICE OF THE NT INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Constitution and the Northern Territory Associations Act. The Management Committee has determined that the Association is not a reporting entity, because in the Management Committee's opinion there are unlikely to exist users who are unable to command the preparation of reports tailored so as to satisfy all of their information needs.

This financial report is therefore a special purpose financial report that has been prepared to meet the requirements of the Northern Territory Associations Act and Regulations and the Association's Constitution.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report.

(a) Statement of Cash Flows

The Association does not prepare a statement of cash flows as required by AASB107. The Association believes there is adequate relevant information available from the financial report, and therefore the omission of the statement of cash flows does not adversely affect:

- (i) decisions about the allocation of scarce resources made by the users of the financial report, and
- (ii) discharge of accountability of management and committee of management.

(b) Property, plant and equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation. The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The rates used are: Motor Vehicles: 16.67% - 30% (2014: 30%)
Building renovations: 8.33% (2014: 8.33%)

(c) Income Tax

The Association is a Public Benevolent Institution with all applicable taxation exemptions.

(d) Employee entitlements

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee entitlements have been measured at the amounts expected to be paid when the liability is settled.

(e) Provisions

Provisions are recognised when the Association has a legal or constructed obligation, as a result of past events for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(f) Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

MELALEUCA REFUGEE CENTRE TORTURE AND TRAUMA SURVIVOR'S SERVICE OF THE NT INC.

**PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30 JUNE 2015**

	2015	2014
	\$	\$
INCOME		
Contract Services	2,454,208	3,665,913
Funding/Grants	733,996	818,106
Donations & fund raisings	3,260	36,856
Other funding	20,960	10,200
Other Income	52,193	100,721
Sale of Assets	3,000	6,200
Interest received	19,447	16,615
TOTAL INCOME	3,287,064	4,654,611
EXPENDITURE		
Salaries & Wages	2,256,319	2,613,350
Contract Services	971,106	1,335,434
Audit fees	10,300	8,300
Depreciation	100,744	97,919
Office Rent	78,692	75,000
Electricity	29,038	31,581
Insurance	77,521	131,670
Telephone	34,696	44,097
Administration	77,423	148,141
TOTAL EXPENDITURE	3,635,839	4,485,492
SURPLUS(LOSS) FOR THE YEAR	(348,775)	169,119

The Profit and Loss Statement should be read in conjunction with the notes to and forming part of the Financial Statements. To be read in conjunction with the accompanying Auditor's Report.

MELALEUCA REFUGEE CENTRE TORTURE AND TRAUMA SURVIVOR'S SERVICE OF THE NT INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015

(g) Revenue and Other Income

Revenue is measured at fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue. All revenue is stated net of the amount of goods and service tax. Interest revenue is recognised using the effective interest rate method.

Grant and donation income is recognised when the Association obtains control over the funds, which is generally at the time of receipt. The portion of grant income received in the current year that remains unspent at year end is transferred to current liabilities in the balance sheet. Contract services income is recognised when invoiced and fees not received yet will reflect as receivables in current assets.

(h) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount receivable or payable to the Australian Taxation Office is included with other receivables or payables in the balance sheet.

(i) Expenditure for Humanitarian Settlement Services

Under the terms of the contract with the Department of Immigration and Border Protection (DIBP) amounts paid to legitimate Australian citizens for the purchase of household furniture and transit accommodation expenses are not recorded as non-current assets in the books of the Association. The disbursements are treated as general expenditure and are tracked or substantiated through the documentation.

	2015 \$	2014 \$
2. Cash and Bank Balances		
General Account ANZ	192	46,964
STA Account ANZ	3,504	1,589
General Account – Westpac	20,985	440,737
STA Account – Westpac	1,054	37,237
Cash Management Ac - Westpac	709,442	695,198
Cash Reserve Ac – Westpac	235,873	137,450
Cash on Hand - Emergency	355	562
Electronic Payments Committed	0	(6,394)
	<u>971,405</u>	<u>1,353,343</u>
3. Receivables		
Trade Debtors	367,915	364,993
Other Debtors	0	25,939
Provision for impairment	0	(37,448)
	<u>367,915</u>	<u>353,484</u>

MELALEUCA REFUGEE CENTRE TORTURE AND TRAUMA SURVIVOR'S SERVICE OF THE NT INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015

	2015	2014		
	\$	\$		
4. Property Plant and Equipment				
Building Renovations St Mary's	974,597	974,597		
Accumulated Depreciation	<u>(203,041)</u>	<u>(121,824)</u>		
	<u>771,556</u>	<u>852,773</u>		
Office equipment	15,542	15,542		
Accumulated Depreciation	<u>(15,542)</u>	<u>(15,542)</u>		
	<u>0</u>	<u>0</u>		
Motor Vehicles at Cost	191,938	207,137		
Accumulated Depreciation	<u>(118,564)</u>	<u>(114,205)</u>		
	<u>73,374</u>	<u>92,932</u>		
Total Property, Plant and Equipment	<u>844,930</u>	<u>945,705</u>		
5. Payables				
Trade Creditors	17,905	36,500		
Westpac visa card - Director	52	4,690		
Westpac visa card – Finance Manager	885	4,355		
Australian Taxation (GST)	37,909	86,805		
Australian Taxation (PAYG)	3	26,969		
Superannuation	91	284		
Accruals Balance	<u>47,738</u>	<u>38,819</u>		
	<u>104,583</u>	<u>199,044</u>		
6. Employee Entitlements				
Annual Leave	167,596	164,237		
Long Service Leave	<u>50,305</u>	<u>67,460</u>		
	<u>217,901</u>	<u>231,697</u>		
7. Economic dependency				
The Centre receives significant grant funds from both the Federal and Northern Territory Governments to provide various assistance and support services to refugees and the survivors of torture and trauma and their families. The financial report has been prepared on a going concern basis on the expectation that this funding will continue.				
8. Unexpended Grants Summary	B/fwd. Balance	Grant Income received	Movement for year	Unexpended Grant
	\$	\$	\$	\$
NT Gov - Parental Support Service	0	313,020	313,020	0
Dept of Health & Ageing - PASTT	0	330,654	330,654	0
COOLmob – LIEEP	11,250	0	11,250	0
NAYSS – reconnect	<u>0</u>	<u>90,322</u>	<u>90,322</u>	<u>0</u>
Total Unexpended Grants	<u>11,250</u>	<u>733,996</u>	<u>745,246</u>	<u>0</u>

9. Commitments

We have a commitment to lease the building for 12 years (4 June 2012 – 3 June 2024).



NORTHERN TERRITORY

**Associations Incorporation Act
Section 17**

Incorporation Number: 02180C

**Certificate of Incorporation
on Change of Name**

This is to certify that the association incorporated under the Act on the seventeenth day of November 1997

**THE TORTURE AND TRAUMA SURVIVORS SERVICE OF THE
NORTHERN TERRITORY**

on the was subsequently named

THE TORTURE AND TRAUMA SURVIVORS SERVICE OF THE

on the was subsequently named

THE TORTURE AND TRAUMA SURVIVORS SERVICE OF THE

is now incorporated under the Act under the new name

**MELALEUCA REFUGEE CENTRE TORTURE AND TRAUMA
SURVIVORS SERVICE OF THE NT INCORPORATED**

Dated this twenty-eighth day of October 2002

R. O'Sullivan

Registrar of Associations



CERTIFICATE

COM Membership 2014-15

Executive Members:

			Commencement date
<i>A/Chair</i>	Ross Springolo	ross.springolo@cdu.edu.au	AGM - 25.9.14
<i>Deputy Chair</i>			
<i>Treasurer</i>	Paresh Raj Ghimire	paresh.rajghimire@nt.catholic.edu.au	AGM - 25.9.14
<i>Public Officer</i>	Libby Armitage	elizabeth.armitage@nt.gov.au	AGM - 25.9.14
<i>Secretary</i>			

Ordinary Members: Colin McDonald

		colin.mcdonald@bigpond.com	8982 4700	AGM - 25.9.14
	Amanda Gunn	amandagunn@live.com.au	0438 040 522	AGM - 25.9.14
	Daile Fuller	dailelynnfuller@gmail.com	0416 114 279	AGM - 25.9.14
	Sean Rung	seanrung@hotmail.com	0450 701 003	AGM - 25.9.14
	James Smith	James.Smith3@cdu.edu.au	0455 088 501	13.11.14
	Lesley Major	Lesley.major@nt.gov.au		12.3.15
	Cath Curry	currycaft@gmail.com		12.3.15

Resignations:

Name	Office	email	Resignation date
Anita Gupta	member	anita.gupta@nt.gov.au	Sept 2014
Ursula Carolyn	Member	ursula.carolyn@dss.gov.au 0408 843 610	AGM - 25.9.14 til June 2015



14 September 2015

CERTIFICATE OF CURRENCY

NAME OF INSURED **Melaleuca Refugee Centre & Torture & Trauma Survivors Service of the Northern Territory Inc.**

POLICY NUMBER **DNBIP6535069**

TYPE OF POLICY **Business Insurance**

CURRENT **From 30/06/15 to 30/06/16**

SITUATION **24 McLachlan Street,
Darwin, NT.**

INTEREST INSURED **As per attached Schedule**

INTEREST NOTED **N/A.**

This is not a receipt for cash or a renewal Certificate

A handwritten signature in black ink, appearing to read 'Luke Harris', is written over a horizontal line.

Luke Harris
Snr Manager Commercial Lines

CERTIFICATE OF CURRENCY



WFI Insurance Limited, trading as Lumley Insurance
 ABN 24 000 036 279 AFS Licence No. 241 461
 Level 3, 99 King Street, Melbourne VIC 3000
 GPO Box 2764 Melbourne VIC 3001
 Phone: 03 8627 4333 Fax: 03 8627 4312

This is to certify that the following policy is current.																																			
Policy Number:	AHPL-0011-2992																																		
Broker:	Arthur J Gallagher & Co (Aus) Limited																																		
Period of Insurance:	From:- 30/06/2015 at 4.00pm	To:- 30/06/2016 at 4.00pm																																	
Insured:	Melaleuca Refugee Centre																																		
Insured Persons:	Voluntary Workers of the Insured																																		
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Signed: <u>M. Oomac</u> Date: 14/09/2015 for and on behalf of Lumley Insurance Trading name of WFI Insurance Limited																																			
Subject to the terms, conditions, exclusions and limitations of the PDS, Policy Wording & Policy Schedule and full payment of any premium payable within the agreed credit terms. The Insured may cancel the Policy at any time and Lumley Insurance Trading name of WFI Insurance Limited does not accept any liability as a result thereof.																																			

Managers Meeting 14/03/2016

Present

Jane Black, Andrea Van der Werf, Anura DeSilva, Sarah Kavanagh, Naomi Brown, Karin Burla

Apologies

Caz Coleman, Christina Sutcliffe-Thomas, Ali Baydoun

Report by Exception

Sarah

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Andrea

[REDACTED]

[REDACTED]

[REDACTED]

Naomi

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Anura

[REDACTED]

[REDACTED]

[REDACTED]

Jane

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Key messages:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



- **World Refugee Week & 20th Anniversary:**

CD Teamleader (Naomi):



Torture and Trauma Survivors Service of the NT Inc.

[REDACTED]

[REDACTED]

[REDACTED]

ITEM NO. 4.1 **Electrical Easement over Section 4192, Archer**

FROM: Director of Technical Services

REPORT NUMBER: 8/0869

MEETING DATE: 9 May 2016

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

Summary:

Power Water Corporation (PWC) is planning to construct a new (replacement) 132kv electrical transmission line from the Palmerston side of Elizabeth River to the Weddell side and continuing for several metres.

The PWC seeks Council consent to access and construct the power line on lot 4192, Archer.

General:

The power line traverses sections 1817 (VCL), 4192 (City of Palmerston), 8403 (railway) and 4259 (VCL). **Attachment A**

Lot 4192 is a 13.26Ha parcel of land with a 276m frontage to Elizabeth River. The parcel is roughly rectangular in shape with a small triangular electrical easement off the eastern boundary. The lot is zoned organised recreation (OR) **Attachment B.**

The PWC seek to establish an easement over lot 4192 approximately 35m wide adjacent to the eastern boundary. Total area of the required easement is approximately 12,500m². **Attachment C.** The PWC requires the easement for overhead services. The ground clearance to the electrical infrastructure required would be 8m.

Financial Implications:

While lot 4192 is currently zoned OR there doesn't appear to be any reason why rezoning to a more commercial zone would not be considered by the Minister for Lands. Locations within the lot, including the proposed easement, could be utilised for maritime uses such as a small marina or ferry terminal, ship repairs, or retail.

The UCV of the lot is \$485,000. Given the location of the property and the potential for other services that may be required to cross Elizabeth River in this area Council may seek to sell the property to PWC.

Legislation / Policy:

Nil

RECOMMENDATION

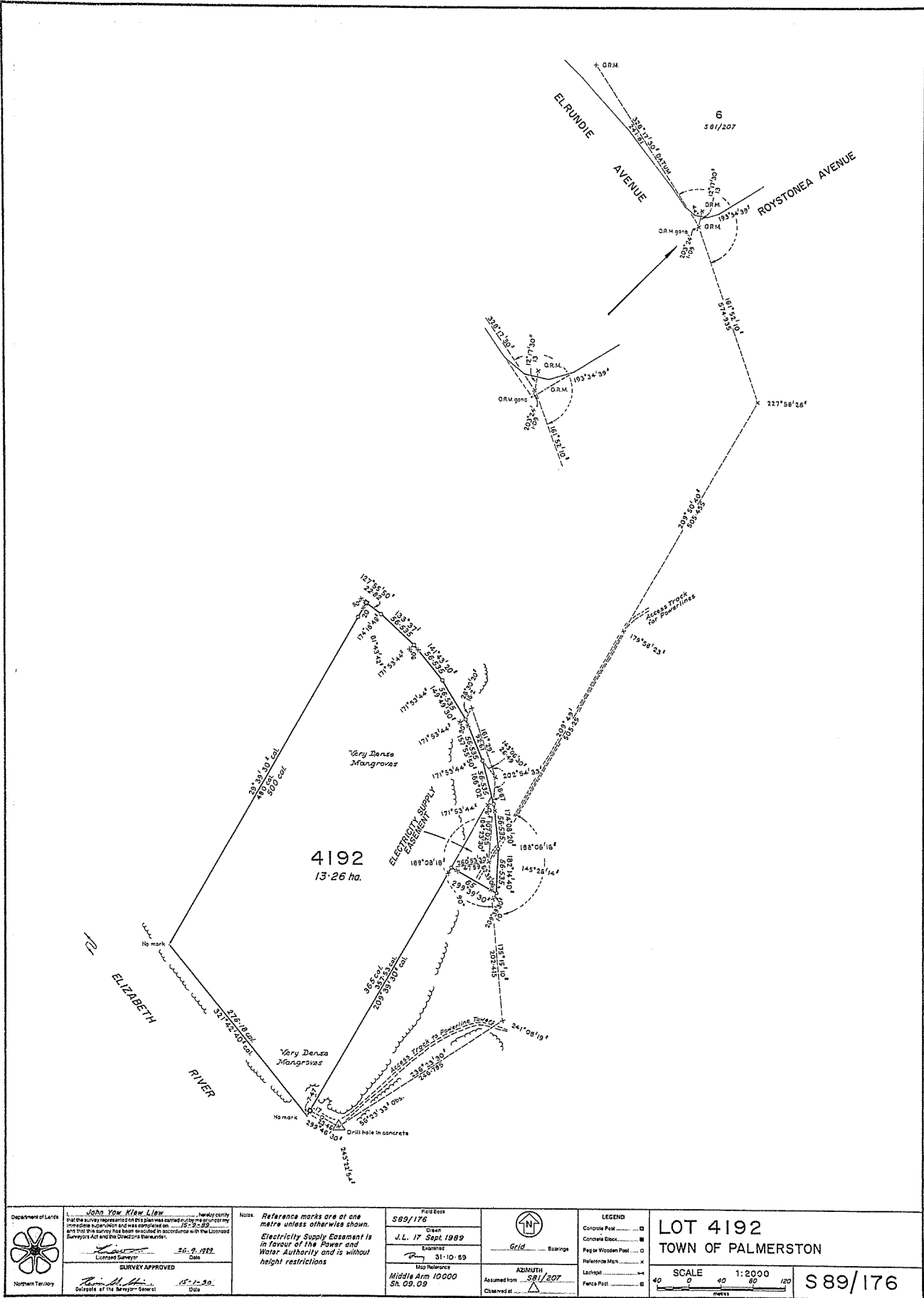
1. THAT Council receive Report Number 8/0869.
2. THAT Council resolve how they would like to attend to the request for consent to access and construct an electrical transmission line over lot 4192 Archer by the Power Water Corporation.

Recommending Officer: Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au.

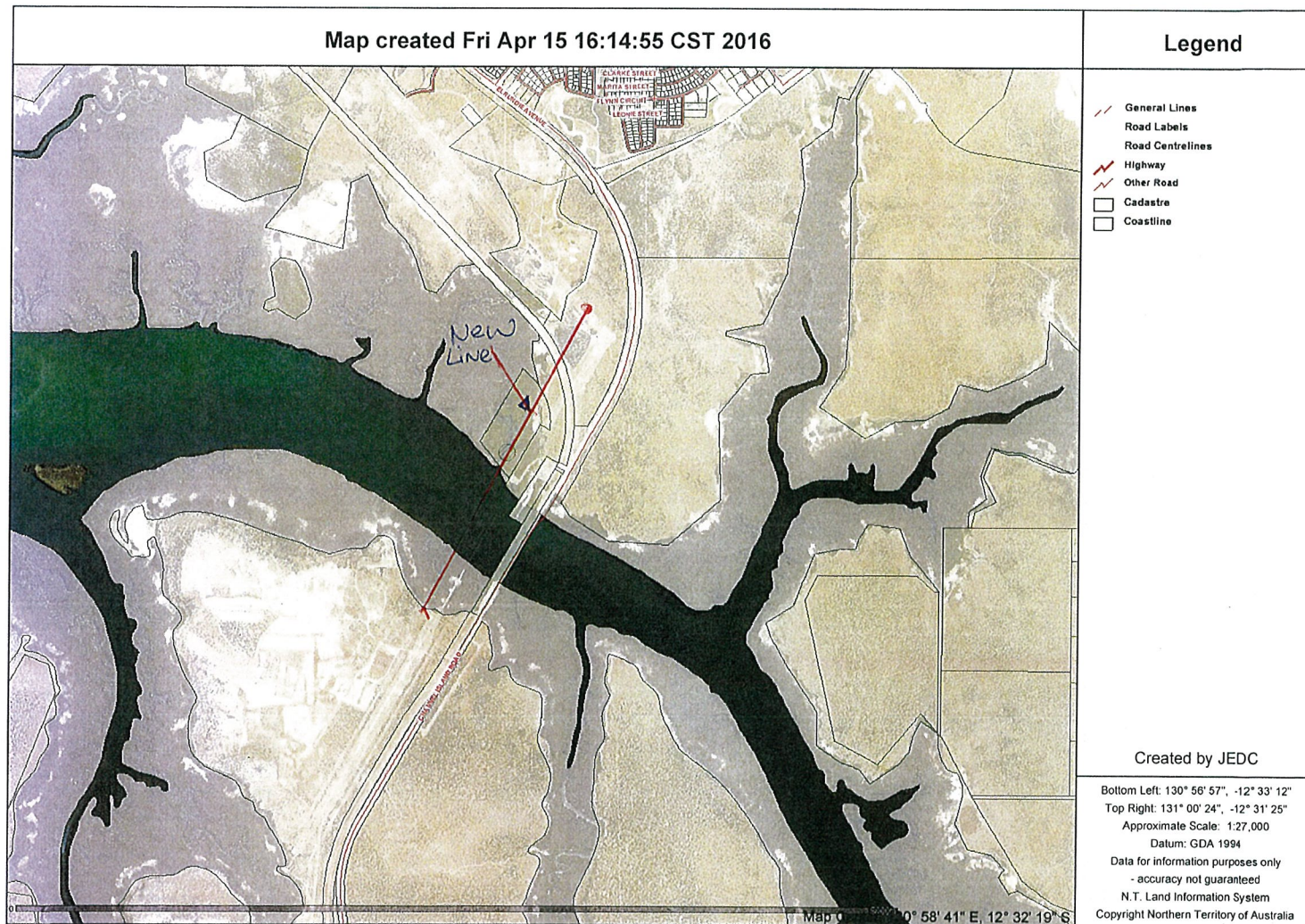
Schedule of Attachments:

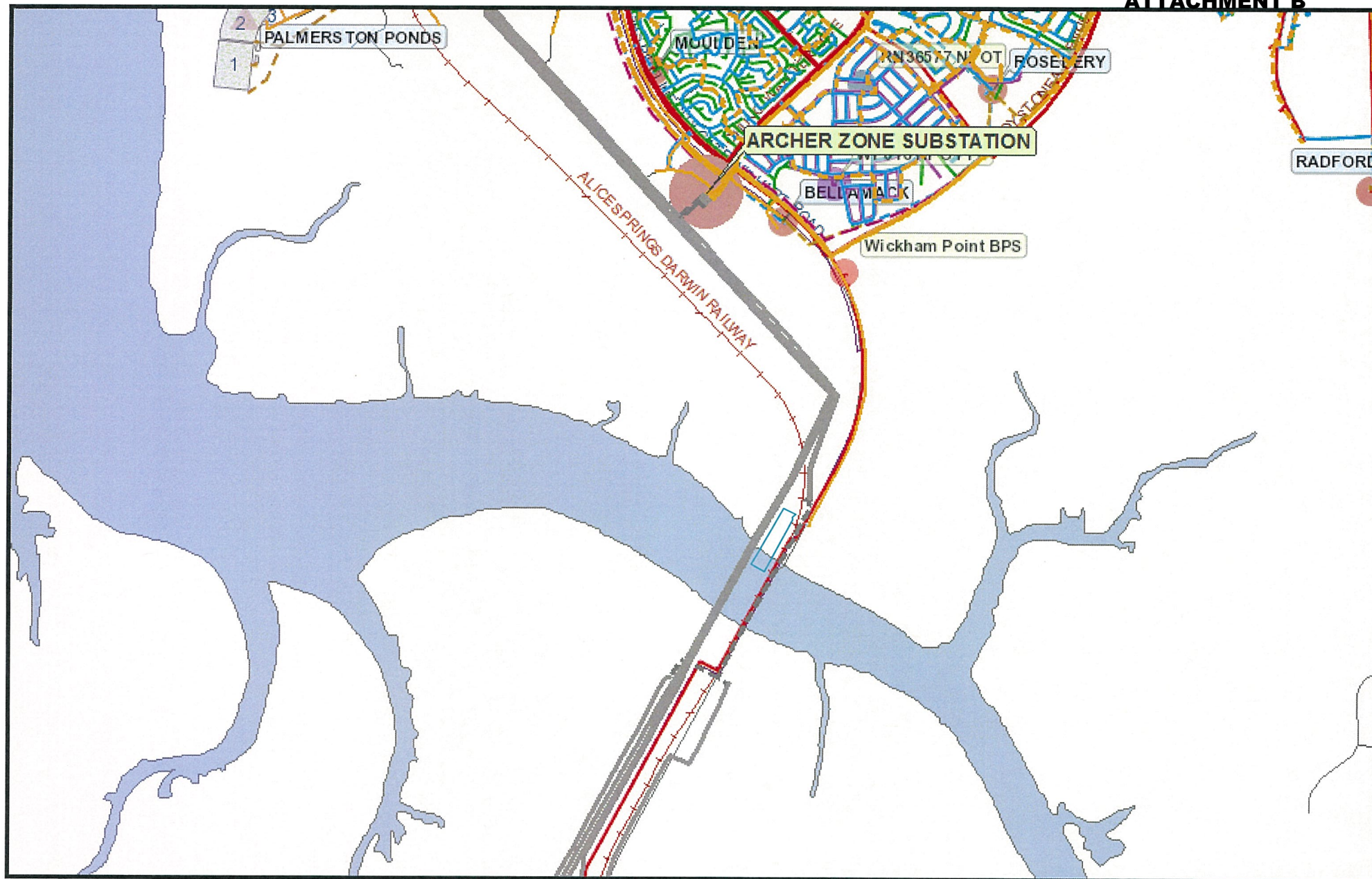
- | | |
|---------------|---|
| Attachment A: | Various documents |
| Attachment B: | Survey Plan Lot 4192 |
| Attachment C: | Aerial photograph showing easement size |



WARNING - Damaged or crossed plan will be rejected.

MICROFILMED 23/1/90





construct, inspect and maintain an asset which stands on private property, and to regulate the activities of others within the easement to ensure the safety of all people and safe and reliable operation of the asset.

6.2 Easements for Overhead Lines

The needs related to overhead lines are:

- ◆ access for construction and inspection
- ◆ cleared space to prevent accidental contact with trees in high winds
- ◆ access for reconstruction or repairs where necessary.

Overhead lines need to be patrolled and inspected, often from Elevating Work Platform (EWP) vehicles. During construction or major repairs such as pole replacement, even larger vehicles, such as crane / borer vehicles, may be used to erect line supports.

The easement width needs to be sufficient to facilitate control of vegetation that is potentially likely to contact conductors. Refer to Network Policy NP 013 *Management of Vegetation Near Overhead Power Lines*.

Current Power and Water policy is based on the following easement widths:

Line Voltage (kV)	Easement Width (metres)
0.400	8.0
11	10.0
22	10.0 to 20.0 (depending
66 (single circuit)	25.0 to 35.0 (on the type
132 (single circuit)	35.0 to 45.0 (of construction
275 (single circuit)	50.0

For 66, 132 and 275kV lines, it is common to establish transmission "corridors" which are designed to take two or more lines in ultimate configuration. Consequently, it is often the case to find that single circuit lines have quite large easements, to cope with future lines.

As well as securing access to the line, Power and Water has the responsibility of keeping trees and other objects far enough from the wires to avoid accidental contact. For this purpose there is a standard buffer zone within which trees will be felled or trimmed as necessary and this is illustrated in Drawing Number S1-4-1-4 (see Appendix A). In addition an area of 2 m radius around supporting guys will be cleared of all vegetation.

6.3 Activities within Overhead Line Easements

Some activities and developments may be carried on within overhead line easements without risk to personal safety or line integrity. These are classified as *Permitted Activities*.

- installation of irrigation equipment provided no part of the equipment exceeds 4.0 m in height and no solid jet of water can come within 3.0 m of line conductors. Water jets must be such that they cannot cause conductor clashing.
- erection of electric fencing up to 2.5 m in height provided it does not pass beneath the line
- installation of other services such as water, telephone etc. provided safe working clearances are maintained and due consideration is given to the risk of induced voltages
- construction of roads provided design clearances are maintained (see Drawings S1-4-1-2 and S1-4-1-3)
- construction of dams and creation of bodies of water
- burning off or lighting of fires
- conduct of sporting and recreational activities which cannot, even by misuse, constitute a hazard to the line or persons

Wherever controlled activities are approved but their implementation is subsequently found to not comply with the terms of the approval, or create a hazard or impediment, action shall be taken to rectify the situation.

6.3.3 Prohibited Activities

The following activities are prohibited in overhead line easements except under the most extreme circumstances.

- camping
- construction of houses, out buildings, pergolas or other substantial structures
- installation of fixed plant or equipment
- storage of flammable materials
- storage or use of explosives
- placing of garbage, refuse or fallen timber
- planting trees which will encroach upon the clearances specified in Drg S1-4-1-4
- excavation within 5 m of any overhead line structure
- placing any obstruction within 5 metres of any part of a structure
- installation of a swimming pool or spa

