

# MINUTES

## McArthur River Mine Community Benefits Trust

**Date** 17 August 2017  
**Venue** Samuel Strohmayrs Office, McArthur River Mine, Borroloola

**Present**

Greg Ashe	(GA)	Director MRM – via phone
Mike Reed	(MR)	Director NTG Independent- Acting Chair
Jake Quinlivan	(JQ)	Director NT Government
Samuel Evans	(SE)	Director Mara
Tony Jack	(TJ)	Director Garawa
Alan Baker	(AB)	Director Gurdanji
Stan Allen	(SA)	Director Community Representative
Tracy Jones	(TJ)	MRM ex officio board member
Wendy Moulds	(WM)	ie Projects
Jason Elsegood	(JE)	Project Management - ie Projects
Nadia Reid	(NR)	Secretariat

**Apologies**

David Harvey	(DH)	Director Yanyuwa
Paul Henderson	(PH)	Director MRM Independent
Darrin Hepworth	(DH)	MAWA Advisor

#	Agenda Item / Action	Outcome
<b>1</b>	<b>Welcome and Apologies</b>	
	<ul style="list-style-type: none"> <li>Meeting opened by MRM CBT Acting Chair, Mike Reed</li> <li>Present members and apologies noted as above.</li> </ul>	<b>Noted and Endorsed by all attendees</b>
<b>2</b>	<b>Minutes from MRM CBT meeting held on 25 May 2017</b>	
	<p>2.1 The minutes from MRM CBT meeting held on 25 May 2017 (not formal meeting as quorum was not reached) were circulated as part of the meeting papers. Secretariat advised that as a quorum was not reached all actions and decisions listed would need to be ratified at this meeting. Chair ran through all items listed in minutes. Members agreed to action or decision listed for each item.</p> <p style="text-align: right;"><b>Minutes of meeting were approved</b></p>	<b>Moved: SA Seconded: SE</b>
<b>3</b>	<b>Finances</b>	
	<p>3.1 Financial report tabled for approval.</p> <p>Secretariat noted MRM CBT financial management report for period end 31 July provided by Deloitte and circulated as papers for meeting. Page one shows total liability's ad equity at \$8,324,785, noting that around \$500k is committed funds for current grants and \$4mil is notionally set aside for investment in infrastructure projects and</p> <p>Secretariat advised that annual financial audit report is currently being complied. This work is being undertaken by EY who undertook this work last financial year. Early feedback is there are no matters for concern and finances are compliant.</p> <p>Secretariat also advised that Deloitte's have provided an updated end of</p>	

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	<p>year financial report that is now in line with all legal reporting requirements</p> <p><u>Outcome:</u> End of year financial reports will be circulated to members.</p> <p><b>Accept current finial report provided by Deloitte .</b></p>	<p><b>Moved: SA</b> <b>Second: AB</b></p>
	<p>3.2 Payment of reimbursement for Travel (for Directors).</p> <p>A paper was tabled recognising that the Board had agreed approved travel reimbursement arrangements for local Broad members however no process for making payments had been enacted. The paper set out a table for members to provide back account details, statement of KM travelled and signature of attendance at each meeting. This would then be submitted to Deloitte for direct payment.</p> <p><u>Outcome:</u> Board discussed travel reimbursement fees, agreeing to existing approved arrangements, noting that the constitution does not set out sitting fees. In order for this to be enacted the Board would have to update the constitution.</p> <p>Project officer to contact Deloitte and set up payment details for each local board member. Project officer to collect signed form at each meting and submit to Deloitte for travel reimburse after each meeting</p> <p><b>Accept paper, approve reimbursement process, and payments back to original date of board approval (Meeting 1 December 2016).</b></p>	<p><b>Moved: SE</b> <b>Seconded: SA</b></p>
	<p>3.3 Engagement of MRM CBT Project Management / Officer.</p> <p>Chair asked current project officer to leave the room for this agenda item.</p> <p>Paper submitted by Board Chair Greg Asche and distributed prior to meeting for board consideration re proposed EOI for procurement of project management services. Board thanked MRM for preparation of the EOI and were happy with content and approach. Discussion and suggested edits to Draft EOI included; that the contract be for a two year period and that there should be a greater level of background information to be included around the MRM CBT.</p> <p>Acting chair queried the EOI review and recommendation process, suggesting that this should have strong representation and advice from the Board, given that the appointed firm will be working on behalf of the Board.</p> <p><u>Outcomes:</u> Board approved EOI to procure Project Management services for the MRM CBT, noting that the Board would like to be an integral part of the review and selection process.</p> <p><b>Approve EOI (subject to minor updates) and release to market. All compliant submissions to be reviewed at the next Board meeting - 25 October 2017</b></p>	<p><b>Moved: TJ</b> <b>Seconded: JQ</b></p>
<b>4</b>	<b>Grant / Project Management</b>	
	<p>4.1 Grant and Project status report (I.E. Projects)</p> <p>Paper circulated at meeting. I.E Projects provided a verbal report on their project development activities and current grant projects status and sough feedback on new format for reporting. Two grants that were identified as Milestone in danger of not being met or delayed.</p> <p><u>Outcome:</u> Board endorsed the new format with an amendment to provide additional detail for those projects that are not on tack including; grant application history, actions taken to mitigate and recommendations to resolve (Set a time for project to be completed and clear process to address issues).</p> <p>Board discussed MAWA Robinson River Historical Project and strategies to</p>	

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	<p>address, noting that weather / access has been an unavoidable impact on completion date.</p> <p>Board also discussed sighting of completion report and tabling of products for all grants. Noting that this is rarely done and they would be keen to see what the trust investments have produced.</p> <p style="text-align: right;"><b>1. Accept report.</b></p> <p><b>2. Request that PO on behalf of the Board write to MAWA (Robinson River Historical Project) to confirm completion date, request a status report, a copy of any draft or final material produced and advice on what steps will be taken to address any risk to meeting completion date.</b></p> <p><b>3. Board request that PO and MRM Ex Officio gather all grant completion reports and products produced from grants and a library be set up at to store hard copies .</b></p>	<p style="text-align: center;"><b>Moved: SE</b> <b>Seconded: AB</b></p>
	<p>4.2 New Project Applications</p> <p>Seven applications were listed for consideration by the Board. Papers provided.</p> <p><u>Outcome:</u></p> <p>4.2.1. Borroloola Government Resource Centre – Roper Gulf Shire Council (RGSC) seeking \$300,000 grant for contribution to construction of (\$3mil) centre. <b>NOT APPROVED</b></p> <p>All members present did not support this application on the basis that a clear demonstrated need for CBT investment was not made and that the project will proceed without this grant.</p> <p>4.2.2. Borroloola Pool Equipment and Facilities Upgrade – RGSC seeking \$60,000 grant for pool equipment and amenities). <b>APPROVED</b></p> <p>All members present supported full grant. (vacuum, shade &amp; chairs</p> <p>4.2.3. Borroloola Show Grounds Grand Stand – RGSC seeking \$1 mil for new grandstand and facilities. <b>NOT APPROVED</b></p> <p>Members did not support this application – on the basis that the need for the scale of facilities was not clearly evidenced or appropriate costing (including ongoing maintenance) provided.</p> <p>4.2.4. Borroloola Multi-Purpose Sport &amp; Recreation Courts – RGSC seeking \$1 mil for two new multi-purpose covered courts. <b>APPROVED (In Principle)</b></p> <p>All members supported this application in principle. Board agreed to meet with RGSC to explore opportunities to leverage the investment to seek local trainee, employment, contractor outcomes. Board noted that this type of facility is of high need in the community and would consider additional investment required to ensure its full completion in a timely manner. More detailed costings, plans and permits would be required, once received documents and final requested amount would be circulated out of session for final grant approval.</p> <p>4.2.5. John Moriarty Football Scholarship - The Nangala Project seeking \$185,202 grant for 11 participants in the scholarship program. <b>APPROVED</b></p> <p>Members supported the grant to the JMF Sydney scholarship. One member noted that there was some conflict with the attendance and participation approaches utilised by the school, however it was important to not hold back on opportunities for young people in the region.</p>	<p style="text-align: center;"><b>Moved: MR</b> <b>Seconded: SA</b></p> <p style="text-align: center;"><b>Moved: SA</b> <b>Seconded: JQ</b></p> <p style="text-align: center;"><b>Moved: SE</b> <b>Seconded: SA</b></p> <p style="text-align: center;"><b>Moved: SE</b> <b>Seconded: SA</b></p> <p style="text-align: center;"><b>Moved: SA</b> <b>Seconded: TJ</b></p>

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	<p>4.2.6. Robinson River Community Sport and Recreation Vehicle and Trailer – Mungoorbada seeking \$86,046.87 grant for a Hilux and custom made trailer to hold sport and rec equipment. <b>APPROVED</b> Members supported the grant and noting that a troop carrier may be a more appropriated vehicle. Board also noted that the equipment need to be made easily accessible to community.</p> <p>4.2.6. Robinson River Fuel System Upgrade – Mungoorbada seeking \$76,897 grant for new (self-serve 24/7) fuel pump system. <b>APPROVED</b> Members supported the grant noting that the cost of repair is untenable for the organisation and that this investment will support the community as well as tourism.</p>	<p><b>Moved: SA</b> <b>Seconded: SE</b></p> <p><b>Moved: JQ</b> <b>Seconded: SE</b></p>
<b>5</b>	<b>Project Presentation</b>	
	<p>5.1 Grant recipient presentation – NANGALA Project (John Moriarty) NB this item was held in-between items 4.1 and 4.2 Representative from the NANGALA Project attended the meeting to present of two project that have received a grant for MRM CBT. <i>Indikindi program</i> – have been supported by the MRM CBT for several years with the current grant over three years 2016/17 – 2018/19. The grant supports the program to provide an early years program that incorporates nutrition, socialisation and learning for child and family. <i>Football Scholarship Program</i> – received \$37k in June to support five existing scholarship recipients to remain in school until the end of the year, this was due to a shortfall in budget / funds raised by Nangala. NB they are seeking \$185,202 in this grant round for 2018 scholarship recipients. <u>Outcome:</u> Board appreciated the time taken to present, were impressed with information provided and were interested to continue support. Some members noted that the figures and outcomes may be exaggerated and that the board should not that there are other early years projects currently being delivered in the region. Board also noted that the implementation of these programs has caused some conflict in the community that may have been based on competing objectives and personalities. This will need to be continued to be monitored so that the board is note put in a compromised position within the community.</p> <p style="text-align: right;"><b>No action required</b></p>	<p style="text-align: center;"><b>Noted</b></p>
<b>6</b>	<b>Infrastructure Program</b>	
	<p>6.1 Status report and proposed implementation Pilot I.E. Projects noted that no action had been taken from previous meeting in relation to the EOI, NB this was secretariat role to develop for board approval and had not been actioned, so had developed a pilot to demonstrate how such an integrated approach (investment in infrastructure and skills and training program) could be delivered. Paper provided and circulated. <u>Outcome:</u> Board discussed support for investing in a program that will deliver more than just infrastructure and recognised that this needed to be delivered differently however were unsure as to how and what would be the cost. Ex</p>	

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	<p>Official offered to coordinate the development of a more detailed paper to go out to EOI.  <b>Tracy to contract consultant. Board agreed to allocate up to \$20,000 to write up an options paper and EOI.</b></p>	
<b>7</b>	<b>Membership and focus of CBT</b>	
	<p>4.4 Infrastructure Grant Program            Mapping of board meetings and attendance circulated. Secretariat noted that additional meetings will need to be scheduled in order to meet the required four meetings (with Quorum) per year. There have only been two including this meeting this year.            Also noted was member attendance and interest to have additional members. If new members are to be explored through amendments to constitution then attendance should also be review and aligned with standard practice – generally if members do not attend for three consecutive meeting they forfeit their board position.            Outcome: Acting Chair Mike Red to discuss MRM and NTG representation membership. <b>Board discussed a review</b> of constitution to be undertaken with options to clarify membership appointment, length and attendance as well as options to have additional members. Report to be tabled for AGM  <b>Board approved review of constitution. Allocation of up to \$20,000 for consultant to undertake this work. Secretariat to get two quotes and action.</b></p>	<p><b>Moved: MR            Seconded: TJ</b></p>
<b>8</b>	<b>Work Plan</b>	
	<p>8.1 Logo and Website            Board discussed and queried the need for a strategic work plan. Agreed to investigate what documentation and reports need to be developed to comply with legal and financial reporting requirements and satisfy constitution.            Outcome: Current draft Work Plan not utilised or required.  <b>Secretariat, Ex Officio and Project Officer to prepare papers for AGM.</b></p>	<p><b>Noted</b></p>
<b>9</b>	<b>Logo / Communication / Ten year Anniversary</b>	
	<p>9.1 Logo and Website            Board paper prepared and circulated. Paper outlined detail and story behind the images used for the logo, approval by artist and layout for website.            Board acknowledged and thanked Alan for his contribution of the image for the logo. Board discussed the need to promote the brand and requested signage or stickers for funded projects to be produced.  <b>Logo and website and allocation of up to \$7,000 be allocated for promotional material (Tracy to action) approved</b></p>	<p><b>Moved: MR            Seconded: SE</b></p>
<b>10</b>	<b>Other Business</b>	
	<p>10.1 Board member sitting fees            Board Member Stand Allan raised the item of sitting fees for community members as follow on from Agenda item 3.2.  <b>It was agreed that this would be looked at as part of updating of the constitution and tabled for the 2017 Annual General Meeting.</b></p> <p>10.2 Board member shirts            Board Members raised the interest in having MRM CBT shirts as a mechanism to promote the Trust and identify board members.  <b>All members agreed to purchase of shirts. Tracy to coordinate options and</b></p>	<p><b>Noted</b></p>

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	<p><b>quotes for review and approval at the next board meeting.</b></p> <p>10.3 Board correspondence            Board Member Mike Reed raised a query in relation to communication on behalf of the board, noting that they do not sight any prior or post distribution. Suggested that a simple process be adopted to give board great awareness and opportunity to provide input.            Outcome: Letters written on behalf of board (not general grant management emails) be circulated as draft via email to all members with a timeframe set for editing, comments received to be incorporated (disputes resolved by chair), if no feedback correspondence will be sent by noted date.  <b>Members agreed to this process.</b></p> <p>10.4 Project and Community Visits            Board Members discussed the need and interest to visit projects and communities to talk about what the trust does and opportunities for the future.  <b>Members agreed to progress with developing a visit schedule to be aligned with a board meeting around May 2018.</b></p>	<p><b>Noted</b></p> <p><b>Moved: MR            Seconded: SE</b></p> <p><b>Noted</b></p>
	<p><b>Meeting Closed at 4.00pm</b></p>	<p><b>Next Meetings 25 October 2017</b></p>