



**McARTHUR RIVER MINE  
COMMUNITY BENEFITS TRUST**

**Date** 26<sup>th</sup> September 2018  
**Venue** MRM Board Room  
**Present** Mike REED (MR) N.T. Government Independent Director & Chair  
 Jake QUINLIVAN (JQ) N.T. Government Director  
 David Harvey (DH) Director Yanuwa  
 Graham Friday (GF) MAWA  
 Stan Allan (SA) Community Representative  
 Tracy Jones (TJ2) MRM Ex-Officio Member  
 Darrin Hepworth (DH2) MAWA Advisor  
 Jim Gleeson (JG) Project Management – Plan C  
 Matilda Fairley (MF) Project Management – Plan C

On phone:  
 Paul Henderson (PH) Independent Director (MRM)  
 Birdy Bird (BB) Project Management – Plan C  
 Suzanne Archbold (Deloitte)  
 Rudo Kastani (Deliotte)

**Apologies** Samuel Evans (SE) Director Mara  
 Tony Jack (TJ) Director Garawa  
 Greg ASHE (GA) Director MRM  
 Allan Baker (AB) Director Gurdanji  
 Sam Bush (SB) Chairman Northern Land Council (NLC)

#	Agenda Item / Action	Outcome
1	<b>Welcome and Apologies</b>	
	<ul style="list-style-type: none"> <li>Meeting opened at 10.09am by MRM CBT Chair, Mike Reed</li> <li>Present members and apologies noted as above</li> </ul>	<b>Noted and Endorsed by all attendees</b>
2	<b>Minutes from MRM CBT meeting held on 23<sup>rd</sup> May 2018</b>	
	<p><b>2.1 Meeting Minutes from the previous meeting 23<sup>rd</sup> May 2018 were circulated as part of previous papers.</b></p> <p><b>2.2 Action Items from previous meeting</b></p> <p>2.2.1 Deloitte were advised that Board has accepted the use of MRM CBT Quarterly Report</p> <p>2.2.2 Draft and send letter to Nangala advising funding will cease at June 30, 2018 for Indi Kindi and JMF</p>	Meeting Minutes were Approved

	<p><b>Actioned: The Nangala Project were advised verbally over the phone and via email from Plan C that funding for Indi Kindi and JMF will end 30<sup>th</sup> June 2018 and will not be extended</b></p> <p>2.2.3 Project Management to work with Mabunji Aboriginal Corporation to facilitate a clearer scope for the Dialysis/ Renal Centre and Aged Care <b>Action: Invite Angela Brannerly out from NT Health to present at the next board meeting to get a better perspective of current status</b></p> <p>2.2.4 Project Management to proceed discussions with applicant of Duwarrawujarra 3D Animation and Teaching project <b>Actioned</b></p> <p>2.2.5 Feedback from local MAWA Directors on the Trust Annual Review 2017 <b>Action: DH2 will provide formal feedback to POs after MAWA meeting on 27 Sept 18</b></p> <p>2.2.6 Include a style guide in the Draft Licensing Agreement for use of Partner Logo <b>Actioned</b></p> <p>2.2.7 Letter sent to NLC Chairman inviting an ex-officio member on the CBT Board <b>Actioned</b></p> <p>2.2.8 Financial Delegation Rights document to be finalised and sent to Deloitte <b>Actioned</b></p>	
<b>3</b>	<b>Finances and Operations</b>	
	<p><b>3.1 MRM CBT Quarterly Report</b> <b>MRM CBT Quarterly Report accepted</b> <b>Actions: new category 'in principal' added to quarterly report and add grants in arrears and add annual budget for trust forecast spend</b></p> <p><b>3.2 Management Reports (April, May, June, July, August 2018)</b> <b>All financial reports accepted</b></p> <p><b>3.3 Legacy Fund – Draft Policies and Guidelines developed by BT Investments</b> <b>Not discussed</b></p> <p><b>3.4 Audit by TDH Auditors</b> <b>Noted</b></p> <p><b>3.5 ASIC Regulatory Portal</b> <b>Noted</b></p> <p><b>3.6 Board Paper- Funds on Term Deposit submitted by Suzanne Archbold (Deloitte)</b> <b>Action: Board agreed to deposit \$6million in a three-month term deposit after the current term deposit matured as per Deloitte advice</b> <b>Action: Accept Deloitte Recommendations 1- 3 in memo with item 1. Term Deposit Policy Deloitte lead, Plan C advise</b> <b>Action: Plan C to add the Term Deposit Delegate to the delegation Authority</b></p>	<p><b>Moved: JQ</b> <b>Seconded: DH</b></p> <p><b>Moved:SA</b> <b>Seconded:JQ</b></p> <p><b>Moved:PH</b> <b>Seconded:JQ</b></p> <p><b>Moved: SA</b> <b>Seconded: DH</b></p>
<b>4</b>	<b>Grant / Project Management</b>	
	<b>4.1 Update on extended projects:</b>	

<p>4.1.1 Garrwa Project  <b>Action: Await update due in February 2019, POs draft a formal letter advising the project is overdue, ask Mike from Garrwa to present findings at February 20th 2019 Board Meeting</b></p> <p>4.1.2 RGRC Basketball/ Youth Centre Update  RGRC has shared the latest drawings from engineering consultant. DIPL has approved the project. PO's to form a Project Management Committee working with DIPL. Survey of proposed new property boundary commenced.</p> <p>4.1.3 RGRC Animal Welfare Vet Program  Vet visit 1 completed. Vet visit 2 dates to be confirmed.</p> <p>4.1.4 Rocky River Bridge Upgrade  First meeting of the Project Management Working Group has been held. Working Group includes DIPL, DCM and RGRC reps. Consulting engineers, Jacobs, have provided a Fee Proposal for the design and documentation of the Bridge/ Causeway Upgrade. RGRC meeting with DIPL 27<sup>th</sup> Sept 2018 to provide comments on the Proposal.</p> <p>4.1.5 RGRC Pool Equipment  Shade structure has been installed. Acquittal of grant commenced.</p> <p><b>All Above: Action: MR to discuss the letter with Mayor McFarlane RGRC ahead of issuing the letter. Invite a representative from RGRC to attend each board meeting at an appropriate time to update on CBT funded projects. Continue request for monthly update</b></p> <p><b>4.2 Emerging Applications</b></p> <p>4.2.1 Borroloola School Council – CCTV and Security System Upgrade  School will look at applying for sponsorship from MRM to obtain quote. Once quote has been completed school will apply for funding through the CBT.  <b>Action: POs ring and advise the application will not be supported</b></p> <p>4.2.2 Borroloola School Council – Breakfast Program  Application has been received on 13<sup>th</sup> September 2018 to continue the Breakfast Program. The school is aware applications are currently not open.  <b>Approved in principal</b>  <b>Action: POs advise accordingly and require the acquittal and reporting from previous/current grant is required prior to the release of funding. POs to draft a letter to be signed by MR with an accompanying draft media release</b></p> <p>4.2.3 Mungoorbada Aboriginal Corporation  <b>Action: Previously advised Mungoorbaada to guarantee tenure on land prior to any capital works funding. Board will wait to see the detail of the application, would be expecting some co-funding</b></p> <p><b>4.3 Outstanding Applications</b></p> <p>4.3.1 Duwarrawujara 3D Animation and Teaching  Advise given to applicant based on Board Meeting discussions on 23<sup>rd</sup> May 2018.  <b>Noted</b></p> <p><b>4.4. Closed Projects</b></p> <p>4.4.1 The Nangala Project – Indi Kindi and JMF</p>	<p><b>Moved: JQ</b>  <b>Seconded: SA</b></p> <p><b>Moved: SA</b>  <b>Seconded: JQ</b></p>
--	---

	<p>The Nangala Project were advised verbally over the phone and via email from Plan C that funding for Indi Kindi and JMF will end 30<sup>th</sup> June 2018 and will not be extended</p> <p style="text-align: right;"><b>Noted</b></p> <p>4.4.2 Mabunji Aboriginal Corporation – iSwim Pool Lift</p> <p style="text-align: right;"><b>Noted</b></p> <p>4.4.3 The Smith Family – Li-ardubirri Playgroup</p> <p style="text-align: right;"><b>Noted</b></p> <p><b>4.5 Draft grant applications process and guidelines discussion</b>  <b>Action: POs to draft a new grant application process and guidelines based on draft presented at meeting and feedback provided by directors. Present at November meeting</b></p> <p><b>4.6 Opening of new applications – set date</b>  <b>Action: no longer on hold – just for May meeting while new POs get established</b></p>	
5	<b>Trust Legal Framework Review</b>	
	<p><b>5.1 Board Paper Submitted by Jo Pafumi – progress report and PO request</b></p> <p style="text-align: right;"><b>Noted, in progress</b></p>	
6	<b>Potential CBT Led Developments – Plan C updates</b>	
	<p><b>6.1 Borroloola Lot 454- 455</b>  <b>Actions: MAWA to draft a letter supporting the transfer of LOT 454 and Lot 625 to CBT for community benefit. On Receipt of these letters, POs draft letter to Jamie Chalker NTG requesting the transfer or land to the CBT. Proceed to acquire lot 455 with solicitor general outlining process to transfer.</b></p> <p><b>6.2 Tourism Strategy</b>  <b>Action: POs to map ‘Layers and Players’ and Gaps in Tourism and update CBT board on possible areas of support. When this is completed consider hosting a tourism forum in Borroloola to progress. Speak with Scott Lovett Regional Tourism.</b></p> <p><b>6.3 Lot 625 commercial space, offices, accommodation</b>  <b>Action: Apply to have lot 625 transferred to CBT with MAWA support letter</b></p> <p><b>6.4 Combined events- Malandarri Festival, Borroloola Show and the Rodeo</b>  <b>Action: not supported short term, community/committee led initiatives to lead process</b></p>	<p>Moved: PH          Seconded: DH</p>
7	<b>Media Activity</b>	
	<p><b>7.1 Roper Gulf Rocky Creek Bridge joint media release</b>  <b>Action: re-release when there is an announceble e.g. tender let</b>  <b>Action: POs to work with MRM using existing copy and collateral to develop a glossy brochure to distribute to key stakeholders. Use MRM designers in Darwin, present draft collateral at November meeting</b></p>	
8	<b>Social Media</b>	
	<b>8.1 Social Media Accounts – Instagram and Facebook</b>	

	<p><b>Resolution: accept the use of CBT social media accounts on Instagram and Facebook</b></p> <p><b>Action: POs to boost Facebook posts in Borroloola and across territory</b></p> <p><b>8.2 Draft Social Media Policy</b></p> <p style="text-align: right;"><b>Noted</b></p>	
9	<b>Diligent Boards and I-pads / tablets</b>	
	<p><b>9.1 Presentation</b></p> <p><b>9.2 Board Paper</b></p> <p><b>Action: Trust to purchase cheap tablets held at MRM and loaded up with pdfs of board papers at the next board meeting, defer consideration of Dilligent Boards until directors are able to better use tablets</b></p>	
10	<b>CBT Annual Review</b>	
	<p><b>Project Management team preparing the 2018 Review. Waiting for Trust Annual Review 2017 to be endorsed before presenting 2019 Review to the Board.</b></p> <p><b>Action: POs to present an update on progress at the November meeting</b></p>	
11	<b>Plan C Quarterly Report</b>	
	<p><b>Project officers provided an update on activities during Q2 and Q3.</b></p> <p><b>Actions: CBT Board happy with Plan C report, continue to draft and produce quarterly and for annual reporting combine and add executive summary outlining yearly activity</b></p>	
12	<b>Other Business</b>	
	<p><b>12.1 Deputy Chair Position</b></p> <p style="text-align: right;"><b>Not discussed</b></p> <p><b>12.2 2019 Board Meeting dates for acceptance</b></p> <p style="text-align: center;"><b>2019 Board Meeting dates accepted, Locations changed to:</b></p> <p style="text-align: center;"><b>20<sup>th</sup> Feb 2019 – MRM</b></p> <p style="text-align: center;"><b>22 May 2019 – Borroloola School</b></p> <p style="text-align: center;"><b>21 August 2019 – MAWA</b></p> <p style="text-align: center;"><b>20 November 2019 – Darwin</b></p> <p><b>12.4 Sitting fees update</b></p> <p style="text-align: center;"><b>Discussed, will not be resolved until completion of Trust Legal Review</b></p> <p><b>12.5 Draft Letter to RGRC</b></p> <p style="text-align: center;"><b>Drafted, to be amended and issued by MR</b></p> <p><b>12.6 Draft Communications Plan for presentation at February 2019 meeting</b></p> <p style="text-align: right;"><b>Noted</b></p>	
13	<b>Summary of Actions arising</b>	
2.2.3	Invite Angela Brannerly out from NT health to present at the next board meeting	PO

2.2.5	DH will provide formal feedback to POs on 2017 Annual Review after MAWA meeting	DH
3.1	Add new category 'in principal' to quarterly finance report and add grants in arrears and add annual budget for trust forecast spend	Deloitte
3.6	Board agreed to deposit \$6million in a three-month term deposit after the current term deposit matured as per Deloitte advice - Accept Deloitte Recommendations 1- 3 in memo with item 1. Term Deposit Policy Deloitte lead, Plan C advise - Plan C to add the Term Deposit Delegate to the delegation Authority	Deloitte & PO  PO
4.1.1	Garrwa Project - Await update due in February, POs draft a formal letter advising the project is overdue, ask Mike from Garrwa to present findings at February 20 <sup>th</sup> 2019 Board Meeting	PO
4.1.2	Roper Gulf Regional Council All Above: MR to discuss the letter with Mayor Judy	MR
4.1.5	RGRC ahead of issuing the letter. Invite a representative from RGRC to attend each board meeting at an appropriate time to update on CBT funded projects. Continue request for monthly update	
4.2.1	Borrooloola School Council – CCTV and Security System Upgrade - POs ring and advise the application will not be supported	PO
4.2.2	Borrooloola School Council – Breakfast Program Approved in principal. Advise accordingly and require the acquittal and reporting from previous/current grant is required prior to the release of funding. POs to draft a letter to be signed by MR with an accompanying draft media release	PO
4.5	POs to draft a new grant application process and guidelines based on draft presented at meeting and feedback provided by directors.	PO
6.1	Borrooloola Lot 454- 455: MAWA to draft a letter supporting the transfer of LOT 454 and Lot 625 to CBT for community benefit. On Receipt of these letters, POs draft letter to Jamie Chalker NTG requesting the transfer or land to the CBT. Proceed to aquire lot 455 with solicitor general outlining process to transfer.	DH2 & PO
6.2	Tourism Strategy: POs to map Layers and Player and Gaps in Tourism and update CBT board on possible areas of support. When this is completed consider hosting a tourism forum in Borrooloola to progress. Speak with Scott Lovett Regional Tourism.	PO
6.3	Lot 625 commercial space, offices, accommodation -Apply to have lot 625 transferred to CBT with MAWA support letter	DH2 & PO

7.1	POs to work with MRM using existing copy and collateral to develop a glossy brochure to distribute to key stakeholders. Use MRM designers in Darwin, present draft collateral at November meeting	PO
8.1	POs to boost facebook posts in Borroloola and across territory to get more likes	PO
9.	Diligent Boards and I-pads / tablets: Trust to purchase cheap tablets held at MRM and loaded up with pdfs of board papers at the next board meeting, defer consideration of Dilligent Boards until directors are able to better use tablets	PO
12.	<p>Other Business - 2019 Board Meeting dates accepted, locations to be changed to:</p> <p style="text-align: right;">20<sup>th</sup> Feb 2019 – MRM  22 May 2019 – Borroloola School  21 August 2019 – MAWA  20 November 2019 – Darwin</p>	PO
<p><b>Meeting closed at 4.20 pm</b>  <b>Next meeting: Wednesday 28 November 2018 Darwin</b></p>		