



**McARTHUR RIVER MINE
COMMUNITY BENEFITS TRUST**

Date 28th November 2018
Venue Deloitte Board Room, Darwin
Present Paul Henderson (PH) Independent Director (MRM) & Chair
 Jake QUINLIVAN (JQ) N.T. Government Director
 David Harvey (DH) Director Yanuwa
 Graham Friday (GF) MAWA
 Stan Allan (SA) Community Representative
 Allan Baker (AB) Director Gurdanji
 Samuel Evans (SE) Director Mara
 Darrin Hepworth (DH2) MAWA Advisor
 Jim Gleeson (JG) Project Management – Plan C
 Matilda Fairley (MF) Project Management – Plan C
 Rudo Kasteni (Deloitte)

On phone:
 Greg ASHE (GA) Director MRM

Apologies Mike REED (MR) N.T. Government Independent Director & Chair
 Tony Jack (TJ) Director Garawa
 Tracy Jones (TJ2) MRM Ex-Officio Member

#	Agenda Item / Action	Outcome
1	Welcome and Apologies	
	<ul style="list-style-type: none"> Meeting opened at 11.40am by Acting MRM CBT Chair, Paul Henderson Present members and apologies noted as above 	Noted and Endorsed by all attendees
2	Minutes from MRM CBT meeting held on 26th September 2018	
	<p>2.1 Meeting Minutes from the previous meeting 26th September 2018 were circulated as part of previous papers.</p> <p>2.2 Action Items from previous meeting</p> <p>2.2.1 Invite Angela Brannerly out from NT Health to present at the next board meeting - Pamela Wood presentation 28th Nov Board Meeting</p> <p>2.2.2 DH will provide formal feedback to POs on 2017 Annual Review after MAWA meeting – Completed – Next Annual review being presented in Feb 2019 meeting (using audited figures from today’s AGM)</p> <p>2.2.3 Add new category ‘in principal’ to quarterly finance report and add grants in arrears and add annual budget for trust forecast spend</p>	Meeting Minutes were Approved

	<p>2.2.4 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 – completed (updated Delegation Authority)</p> <p>2.2.5 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 20th 2019 Board Meeting– completed</p> <p>2.2.6 Roper Gulf Regional Council: MR to discuss the letter with Mayor Judy 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- completed, October report received from Sharon</p> <p>2.2.7 Borroloola School Council – CCTV and Security System Upgrade - POs ring and advise the application will not be supported – School advised.</p> <p>2.2.8 Borroloola 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 – reporting and acquittal reviewed, draft funding agreement and letter has been prepared.</p> <p>2.2.9 POs to draft a new grant application process and guidelines based on draft presented at meeting and feedback provided by directors. – completed</p> <p>2.2.10 Borroloola 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 acquire lot 455 with solicitor general outlining process to transfer. – Letter for 455 received. Working with Belinda Osborne from the Crown Land Estate unit (DIPL), have commenced the Community Land Grant application.</p> <p>2.2.11 Lot 625 commercial space, offices, accommodation -see Board Paper JQ letter of support being prepared at MAWA AGM in February 2019.</p> <p>2.2.12 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 Borroloola to progress. Speak with Scott Lovett Regional Tourism. – Board paper prepared / deferred to Feb 2019 meeting</p> <p>2.2.13 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 – copy completed</p> <p>2.2.14 POs to boost facebook posts in Borroloola and across territory to get more likes – completed</p> <p>2.2.15 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</p>	
--	---	--

	<p>meeting, defer consideration of Dilligent Boards until directors are able to better use tablets – completed</p> <p>2.2.16 Other Business - 2019 Board Meeting dates accepted, locations to be changed to:</p> <p style="text-align: right;">20th Feb 2019 – MRM 22 May 2019 – Borrooloola School 21 August 2019 – MAWA 20 November 2019 – Darwin</p>	
3	Finances and Operations	
	<p>3.1 Management Reports (September & October 2018) All financial reports accepted</p> <p>3.2 MRM CBT Quarterly Report MRM CBT Quarterly Report accepted</p> <p>Action: PO's to include \$300K to the Trade Training Centre lot 455 in 'in-principal' support category in report</p> <p>Action: Deloitte to increase in the investment allocation occurs within 30 days within the MRM annual trust payment</p> <p>Action: Provide instruction to Deloitte in Feb meeting about next decision of the \$6M on term deposit (maturing 21st Feb 2019)</p>	<p>Moved: SA Seconded: AB</p>
4	Grant / Project Management	
	<p>4.1 Update on extended projects:</p> <p>4.1.1 Kiana School Breakfast Program Action: Put program on hold while JQ follows up on enrolment numbers</p> <p>4.1.2 Garrwa Project Action: PO draft letter to Mike asking him to present what has been produced to date (acquitted against milestone payments to date), and formally advise when he is going to complete or any problems in completing</p> <p>4.1.3 BARC Facilities Upgrade</p> <p>4.1.4 RGRC Basketball/ Youth Centre Update Action: Continue requesting updates from RGRC</p> <p>4.1.5 RGRC Animal Welfare Vet Program Action: Explore opportunity to feature a story on the program on ABC Country Hour</p> <p>4.1.6 Rocky River Bridge Upgrade</p> <p>4.1.7 RGRC Pool Equipment</p> <p>4.2 Current Full Applications</p> <p>4.2.1 Robinson River School - DECLINED</p>	

	<p style="text-align: center;">Action: POs to write back and advise the reasoning being OHS a core responsibility of the Department of Education</p> <p>4.2.2 Storey Players Theatre Action: POs advise that proposal needs to be initially considered by Marlene at Artback NT to seek support from Elders. Thereafter, if support given by Elders contact school council to seek their support.</p> <p>4.2.3 JMF Scholarships 2019</p> <p style="text-align: center;">Action: Commission Deloitte to provide a quote for conducting an audit on expenditure to date, conduct an analysis around the embedded benefits to JMF and the value outcomes/ benefits to the community. Estimate a reasonable fee to keep 4 students in the program for one more year.</p> <p style="text-align: center;">Action: Draft a letter to JMF advising MRM CBT is still considering the application and conducting further assessment. JG has emailed Ros and told her the application is undergoing further assessment (201118) Update to be provided early 2019.</p> <p>4.2.4 Borroloola School Breakfast Program – APPROVED</p> <p>4.3 Emerging Applications/ Expressions of Interest</p> <p>4.3.1 Borroloola Marathon – In Principal support Action: Proceed the stage 2</p> <p>4.3.2 BARC – Masterplan - In Principal Support Action: - Proceed to stage 2 Action: JQ to request NT gov. to bring the water to the boundary and then BARC can apply for the money to get water in. Action: POs to draft a brief on behalf of BARC and get two quotes.</p> <p>4.3.3 Bush Tucker ANFAB (Australian Native Foods and Botanicals) Action: POs to research more about how the trust can support businesses. Action: Explore opportunities to get IBA to come and do a workshop.</p> <p>4.3.4 AFL Northern Territory -Remote Development Manager Action: Proceed to Stage 2 with detail included in application on what AFL is contributing, matched funding, guarantee of minimum 3 year program</p> <p>4.4. Outstanding applications</p> <p>4.4.1 Duwarrawujara 3D Animation and Teaching <p style="text-align: right;">Noted</p></p> <p>4.5 Closed Projects</p> <p>4.5.1 Borroloola School Breakfast Program 2015-18</p>	
--	---	--

	4.5.2 Mungorbaada Sport & Rec. Vehicle and Trailer	Noted
	4.6 New grant applications process and guidelines Action: Include Step 1: Applications relating to culture must seek support from elders and Step 2: Applications relating to education must seek support from School Council prior to submitting applications.	Noted
5	Potential CBT Led Developments – Plan C updates	
	5.1 Community Bus/ Urapunga Bus Application (board paper) 5.2 Tourism Options 5.3 Borroloola Lot 454- 455 5.4 Borroloola Lot 625 5.5 Combined events – Rodeo & Show Action: POs to proceed progressing all above applications and investigations and present at Feb 2019 Board Meeting	
6	Media Activity	
	6.1 One pager - Completed	Noted
7	Social Media	
	7.1 Social Media Account Update – Instagram and Facebook 7.2 Payment of FB boosting	Noted
8	Plan C Quarterly Report	
	8.1 Plan C Quarterly Report	Noted
9	NTG Health Presentation – Pamela Wood (Director of Nursing for Renal, NT Health)	
	9.1 Presentation Action: Request NT Health and Western Health to submit applications for capital cost items (e.g. storage for treatment) Action: Pamela Wood to provide detail on potential programs and costs that could be run in the community	
10	Other Business	
	10.1 Invitation to Sharon Hillen (RGRC) to present at February 2019 meeting, 10.2 Invitation to Mike to present the Garrwa project 10.3 Invitation to Mark Crummy, Tourism NT to Feb 19 meeting to discuss how CBT can best support tourism 10.4 Draft Communications Plan to be presented in Feb 2019	

	10.5 CBT Annual Review to be presented in Feb 2019 10.6 Trust Legal Framework Review update Feb 2019 Action: All presentations to be conducted beginning of the meeting	
11	Summary of Actions arising	
		Noted
13	Summary of Actions arising	
3	13.1 PO's to include \$300K to the Trade Training Centre lot 455 in 'in- principal' support category in report	PO/ Deloitte
3	13.2 Deloitte to ensure the investment allocation occurs within 30 days within the MRM annual trust payment	Deloitte
3	13.3 Provide instruction to Deloitte in Feb meeting about next decision of the \$6M on term deposit (maturing 21st Feb 2019)	Board
4.1.1	13.4 Put program on hold while JQ follows up on enrolment numbers	PO
4.1.2	13.5 PO draft letter to Mike asking him to present what has been produced to date (acquit against milestone payments to date), and formally advise when he is going to complete or any problems in completing	PO
4.1.4	13.6 Continue requesting updates from RGRC	PO
4.2.1	13.7 POs to write back and advise the reasoning being OHS a core responsibility of the Department of Education	PO
4.2.2	13.8 POs advise that proposal needs to be initially forwarded to Marlene at Artback NT to seek support from Elders. Thereafter, if support given by Elders contact school council to seek their support	PO
4.2.3	13.9 Commission Deloitte to provide a quote for conducting an audit on expenditure to date, conduct an analysis around the embedded benefits to JMF and the value outcomes/ benefits to the community. Estimate a reasonable fee to keep 4 students in the program for one more year.	PO
4.2.3	13.10 Draft a letter to JMF advising MRM CBT is still considering the application and conducting further assessment. JG emailed on 291118 Update to be provided early 2019.	PO
4.3.1	13.11 Proceed the stage 2	PO

4.3.2	13.12	Proceed to stage 2	PO
4.3.2	13.13	JQ to request NT gov to bring the water to the boundary and then BARC can apply for the money to get water in.	JQ
4.3.2	13.14	POs to draft a brief on behalf of BARC and get two quotes.	PO
4.3.2	13.15	Proceed to Stage 2 with detail included in application	PO
4.3.3	13.16	POs to research more about how the trust can support businesses.	
4.3.3	13.17	Explore opportunities to get IBA to come and do a workshop.	PO
4.3.4	13.18	Proceed to Stage 2 with detail included in application	PO
4.6	13.19	Include Step 1: Applications relating to culture must seek support from Elders first and Step 2: Applications relating to education must seek support from School Council prior to submitting applications.	PO
5	13.20	POs to proceed progressing all above applications and investigations	PO
9	13.21	Request NT Health and Western Health to submit applications for capital cost items (e.g. storage for treatment)	PO
9	13.22	Pamela Wood to provide detail on potential programs and costs that could be run in the community	Pamela Wood
10	13.23	All presentations to be conducted beginning of the meeting	PO
10.1	13.24	Invitation to Sharon Hillen (RGRC) to present at February 2019 meeting,	PO
10.2	13.25	Invitation to Mike to present the Garrwa project	PO
10.3	13.26	Invitation to Mark Crummy, Tourism NT to Feb 19 meeting to discuss how CBT can best support tourism	PO
Meeting closed at 5.10 pm Next meeting: 21st February 2019, MRM			