

TERMS OF REFERENCE

TITLE:	Business Process Review Committee		
DIVISION:	Quality and Governance		
ADOPTED BY:	Council		
DATE OF ADOPTION:	29 September 2022	DATE OF REVIEW:	29 December 2022
MOTION NUMBER:	OC 176/22		
POLICY NUMBER:	N/A		
AUTHORISED:	Quality and Governance Officer		

PREAMBLE

The Barkly Regional Council Business Process Review Committee (the Committee) was established by resolution of a Confidential Special Meeting of Council held on 10 August 2022.

LEGISLATION

The Committee has been established in accordance with section 83(4) of the *Local Government Act 2019*.

OBJECTIVES

The Committee is established by the Council to lead the engagement of an independent consultant who is to conduct a business review process within council.

MEMBERSHIP

The Committee consists of seven Elected Members

- Cr Derek Walker
- Cr Greg Marlow
- Cr Russel O'Donnell
- Cr Lenny Barton
- Cr Hal Ruger
- Cr Noel Hayes
- Cr Heather Wilson

Members were appointed via a council resolution at the Confidential Special Council Meeting held in the Council Chambers at 41 Peko Road, Tennant Creek on 10 August 2022.

The committee may invite any other person to attend a Committee meeting including:

- a delegated representative of the CEO or senior staff member; or
- a delegated representative of the Local Government Unit from the Department of the Chief Minister and Cabinet; or

- any other person invited by the Committee.

When in session, the Committee is given the discretion to request any person in attendance at a Committee meeting to leave the meeting room if agreed to by the majority of members present at the meeting.

CALLING OF MEETINGS

The Chair, or the Chair's delegate may call a meeting by giving 72 hours written notice to members of the committee which includes details of the business to be transacted at the meeting. The Committee may also decide when a meeting is to be held.

A meeting may be rescheduled in circumstances where it would be inappropriate to conduct a meeting, or when there is prior knowledge that a quorum will not be achieved on the meeting date. The Chair of the Committee will approve a change of the meeting date after consultation with a majority of the Committee's members.

CHAIRPERSON

The Committee's Elected Members have elected Councillor Hayes as the Chair for the duration of each meeting.

QUORUM

A quorum for the Committee is four (4) members. The Chair may appoint another member of the Committee to act as the Chair in their absence. If the Chair is absent and does not appoint an acting Chair the members of the Committee may appoint an acting Chair for the meeting.

AUTHORITY

The Committee has delegated authority from council to:

- review and approve the Terms of Reference for the Business Process Review to be conducted by an independent consultant
- approve expenditure up to the value of \$35,000 (inc. GST) for the purposes of engaging an independent consultant to carry out the review and provide the reports and recommendations as specified in the Terms of Reference for the Business Process Review.
- decide how an independent consultant will be selected, and contract the independent consultant (via a procurement arrangement) to conduct the Business Process Review
- review and approve any and all reports prepared by the independent consultant in satisfaction of the Terms of Reference for the Business Process Review
- consider the findings and recommendations detailed in the report prepared by the independent consultant and provide advice to the Council in relation to the findings of the report and all recommended actions that can be taken by the Council and/or the Council CEO to remedy any identified shortcomings.

The Chair of the Committee has the delegated authority to formally appoint the independent consultant and is to be the key contact for the review.

ADMINISTRATIVE SUPPORT

The Quality and Governance Officer will provide administrative support to the Committee.

REPORTING

Following each meeting of the committee, the meeting minutes will be presented to the Council providing information on the meeting and its outcomes and recommendations.

Committee minutes will be designated confidential.

CONFLICT OF INTEREST

In accordance with s115(1) of the *Local Government Act*, Committee members will be required to disclose conflicts of interest at the commencement of each meeting.

Where members or invitees at Committee meetings are deemed to have a conflict of interest, they will be excused from Committee discussions on the issue where a conflict of interest exists.

The Chief Executive Officer Emma Bradbury has declared a conflict of interest in all matters pertaining to this committee.

MEETING SITTING FEE

The Committee's members are entitled to receive an extra meeting allowance in accordance with the provisions of Council's Extra Meeting Allowance Policy (CP11) adopted in July 2021 via motion number OC98/21.

TENURE OF COMMITTEE

The Committee's tenure will end once the independent consultant's report has been approved and the recommendations therein implemented to the satisfaction of the Committee.