

Draft Terms of Reference for an ad hoc Working Group Inquiry into the Halden Burns Consultancy

Any feedback relating to these Draft Terms of Reference should be sent to hbwg@efa.org.au prior to the 2014 Special General Meeting, to be held on 10th June 2014.

- 1) All members of the working group (HBWG hereafter) should be neutral parties to the issue, and as such, cannot consist of members of the previous three boards (2010-2011, 2011-2012, 2012-2013).
- 2) The Board will appoint the Convenor who will be responsible for managing the working group and arranging a final written report. The Convenor must be a current newly elected Board member or EFA Standing Committee member, not a member of the previous Board.
- 3) The HBWG will consist of three members (including the Convenor). HBWG members may be current Board members (subject to the exception in point 1) or current EFA non-Board members.
- 4) The HBWG may contact any current or past board members and other relevant parties to the Halden Burns issue.
- 5) The HBWG must document findings with meeting minutes, email, any other documents produced in relation to the consultancy, and written or oral testimony from involved parties.
- 6) The HBWG must investigate the following issues:
 - a) The process by which the need for the consultancy was planned for by the then-Board and the quality of the record of that process:
 - i) Proposed need and desired outcomes
 - ii) Proposed budget considerations
 - iii) Proposed deliverables
 - iv) Proposed timeline
 - v) Proposed criteria for consultants
 - vi) Proposed method for choosing consultants.
 - b) The process by which the consultant was chosen and the quality of the record of that process:
 - i) How consultants were approached or advertised for
 - ii) How many consultants were approached
 - iii) The process for consultants to bid for or otherwise attempt to secure the consultancy
 - iv) The process for deciding on the chosen consultant, Halden Burns.
 - c) The terms of the arrangement regarding Halden Burns and the quality of the record of that process:
 - i) Agreed-upon fee

- ii) Agreed-upon deliverables
 - iii) Agreed-upon timeline timeline.
- d) The state of the deliverables provided by Halden Burns as a result of the terms and the quality of the record of that process:
 - i) What was provided
 - ii) When were deliverables provided
 - iii) How were deliverables provided
 - iv) When was the fee paid
 - v) How did the board respond to the deliverables in terms of proposals (4.1) versus hiring process (4.2) and deliverables (4.3)
 - vi) How were/are the deliverables used/being used.
- 7) The HBWG must provide a report that includes:
 - a) Findings of fact that provide an accurate record for future inspection of the Halden Burns consultancy process
 - b) Recommendations for improvements to the consultancy hiring process and the quality of the record of that process.
- 8) These Terms of Reference will be presented to the membership either at a Special General Meeting or via an email to the membership noted by the Secretary.
- 9) The HBWG should conclude and present its report to the Board by six weeks from the date of formal presentation of the Terms of Reference to the membership. An extension may be provided only by majority vote of the board.
- 10) A summarised report from the HBWG will be presented to the members within six weeks of the Board receiving the full report.