

CODE OF CONDUCT REVIEWERS

Expression Of Interest Information

Expressions of Interest are being sought for suitably qualified applicants to act as Code of Conduct Reviewers for the Coonamble Shire Council.

The Coonamble Shire Council are establishing a panel of independent service providers to assess, investigate and report on allegations of breaches of the Code of Conduct by the Mayor, Councillors, General Manager and staff.

Conduct Reviewers- services required

Conduct Reviewers may be required to do preliminary assessments, sole investigations or participate in a three member Conduct Review Committee investigation.

Conduct reviewers are required to meet the eligibility and selection criteria specified in Part 3 of the **Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW**. These criteria are designed to ensure that conduct reviewers are independent of the Council that appointed them and have the necessary skills, knowledge and experience to undertake their role effectively and appropriately.

Expressions of Interest will be assessed at a minimum against the following **essential requirements**:

- ◆ Demonstrated experience with, and understanding of, the operations and conduct of Local Government
- ◆ Knowledge of investigative processes including, but not limited to, procedural fairness requirements and the requirements of the Public Interest Disclosures Act 1994.
- ◆ An understanding of the Model Code of Conduct for Local Councils in NSW 2018 and Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2018 and other relevantly applicable legislation including, but not limited to, the Local Government Act 1993.
- ◆ Knowledge and experience of one or more of the following: law, investigations, public administration, public sector ethics, or alternative dispute resolution.

Further consideration will be given to service providers with the following additional requirements:

- ◆ The ability to prepare a report for Council on the investigations, findings and recommendations.
- ◆ The ability to provide the service at a high standard, which reflects value for money.
- ◆ The ability to travel to Coonamble to attend to matters associated with reviews.

Term of Appointment

The term of appointment will be up to four years, subject to satisfactory performance according to the Procedures for the Model Code. However, Council may terminate the panel or panel members at any time.

It is expected that a number of service providers will be appointed, and Council will select the panel member they believe is best able to undertake a review on a case by case basis. Therefore, it should be noted there is no assurance that appointment to the Panel guarantees selection by Council for Code of Conduct matters. There is no certainty as to the quantity of work which will be provided.

Two main tasks are expected to be undertaken by the conduct reviewer:

- ◆ Preliminary assessments of complains, and
- ◆ Investigations of complaints.

Application Process

Applicants must provide the following information:

1. A statement responding to the core and additional requirements set out above;
2. Hourly rates for each of preliminary assessment and investigation services (please provide two rates);
3. A resume and two referees of the specific service provider and/or professional business profile.
4. Business status, ABN and Professional Indemnity Insurance
5. A statement of any Conflict of Interest you may have in dealing with the Coonamble Shire Council.

Expressions of Interest marked “CSC Code of Conduct Panel” should be emailed to council@coonambleshire.nsw.gov.au or submitted by post, PO Box 249, Coonamble NSW 2829. Applications need to be received no later than 5:00pm 24th February 2020.

For further information and queries contact:

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