



EXPRESSION OF INTEREST

NSROC Code of Conduct Panel

Expressions of Interest marked 'NSROC Code of Conduct Panel' should be emailed to pcoulton@lanecove.nsw.gov.au or submitted via Tenderlink or submitted by post to NSROC, PO Box 20, Lane Cove NSW 1595. Applications need to be received no later than 5.00pm on Friday 29th September 2017.

The Northern Sydney Regional Organisation of Councils (NSROC) is an association of six councils in Northern Sydney including: Hunter's Hill, Ku-ring-gai, Lane Cove, North Sydney, Ryde and Willoughby.

NSROC intends to establish a panel of independent service providers to be available to review NSW local government Code of Conduct matters for the NSROC member councils. Organisations appointed to the Panel will then be selected and contracted by individual NSROC councils as a "conduct reviewer" as required for specific conduct complaint assessments and investigations.

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

Conduct Reviewer - Services Required

Expressions of interest will be assessed against the following **core requirements**:

- A sound understanding 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,
- Knowledge and experience in one or more of the following; investigations, law, public administration, public sector ethics or alternative conflict resolution/mediation experience,
- A sound understanding of the publication "*Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*" published by Premier and Cabinet, Division of Local Government, March 2013.

Applicants must also not be precluded from eligibility as a "conduct reviewer" under Clause 3.6 of the *Procedures for Administration of the Model Code of Conduct for Local Councils in NSW 2013*.

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

- Independence and freedom from contractual arrangements in relation to local councils in the NSROC region.
- The ability to prepare a report to Councils on the investigations findings and recommendations.
- The ability to provide the service at a high standard and at a reasonable rate that reflects value for money
- The ability to communicate effectively and work in partnership with officers of Council.
- The ability to provide flexibility and availability of time whenever as assessment or investigation as required.
- The ability to travel throughout the NSROC region, the Councils of Hunter's Hill, Ku-ring-gai, Lane Cove, North Sydney, Ryde and Willoughby being the constituent Councils of NSROC.

The term of the appointment will be up to four years commencing 1 November 2017, subject to satisfactory performance according to the Procedures for the Model Code. It is expected that a number of service providers will be appointed.

Two main tasks are expected to be undertaken by the "conduct reviewer": preliminary assessments of complaints; and, investigations of substantial complaints. It should be noted there is no assurance that appointment to the Panel guarantees selection by member Councils for Code of Conduct matters. There is also no certainty as to the quantum of work which will be provided but it is anticipated that Code of Conduct investigation matters might arise approximately 30 - 60 times per annum within the region based on previous years.

Applications must provide the following information:

1. a statement responding to the core and the additional requirements set out above;
2. **hourly rates for each of preliminary assessment and investigation services** (please provide two rates);
3. a Resume of the specific service provider and two referees;
4. Business status, ABN and Professional Indemnity Insurance.

For further information and queries contact:

Peter Coulton, NSROC Executive Director,
pcoulton@lanecove.nsw.gov.au

Ph 02 9911 3660