

## Call for Applications

### Independent Person/s – Code of Conduct Complaints Panel

The City of Joondalup is seeking applications from suitably qualified and experienced individuals to perform the functions of the Council under clauses 12 and 13 of the *Code of Conduct for Council Members, Committee Members and Candidates*, for the purpose of dealing with or dismissing a complaint and making a finding in relation to an alleged breach.

#### **About the Role**

At the Council meeting held on 24 March 2026 (CJ062-03/26), Council authorised the use of contractors listed under the Common Use Agreement CUAHRS2021 – Human Resource and Investigation Services (Category 1) for the purpose of dealing with complaints and investigating alleged breaches.

At the Council meeting held on 26 May 2026 (CJ113-05/26), Council authorised the Chief Executive Officer to seek public Expressions of Interest to appoint independent person/s to perform the functions of Council under clauses 12 and 13 of the Code of Conduct.

This role requires the independent person/s to review investigation reports relating to complaints of a behavioural nature made under the Code of Conduct for Council Members, Committee Members and Candidates.

Behavioural breaches relate to matters including:

- Personal integrity and use of social media
- Relationships with others
- Behaviour at Council or committee meetings

Upon receipt of a behavioural breach complaint, the City's Chief Executive Officer will appoint an investigator, in accordance with Council's resolution of 24 March 2026, to undertake an investigation and provide a report with recommendations.

The independent person/s will:

- Review the investigator's report and recommendations
- Make a finding in relation to the alleged breach

Engagement will be on an as-needed basis and the role will be performed remotely.

The position attracts a remuneration fee of **\$466 per report reviewed**.

The successful applicant/s will be engaged as independent contractors and must hold their own **ABN and appropriate insurances**.

### **Eligibility**

The independent person must not be a current elected member of any local government.

Authority to appoint an independent person/s is subject to Council resolution. Council must be satisfied that the person:

- Is suitably qualified and experienced to perform the function
- Is impartial
- Has no close association with any Council member or employee of the local government

In accordance with clause 14B(3) of the Local Government (Model Code of Conduct) Regulations 2021, the following persons are not eligible to perform this role:

- A member of a council of any local government
- A member of the governing body of any regional subsidiary
- An employee of any local government or regional subsidiary
- An employee of WALGA or Local Government Professionals Australia (WA)
- A member of the governing body of, or an employee of, a body corporate that advocates for or acts on behalf of local governments, council members or local government employees

### **Selection Criteria**

Applicants should demonstrate:

- Experience in dealing with complaints
- Experience in an equivalent or similar role
- A strong understanding of probity, ethics and procedural fairness
- Familiarity with the public sector and/or local government environment
- Availability to review investigation reports as required
- Relevant professional qualifications in human resources, business, governance or law

### **How to Apply**

Applicants should provide a brief Expression of Interest (maximum three pages) addressing the selection criteria, including:

- Relevant experience in complaints handling practices
- Personal attributes supporting effective and impartial decision-making
- Details of any known or perceived conflicts of interest

Applications should be submitted with the subject line:

**“Independent Person/s Code of Conduct Complaints Panel”**

✉ Email: [info@joondalup.wa.gov.au](mailto:info@joondalup.wa.gov.au)

✉ Attention: Director Governance & Strategy

Applications close at **5.00pm on Tuesday 23 June 2026**.

Enquiries regarding the role can be made via [info@joondalup.wa.gov.au](mailto:info@joondalup.wa.gov.au).

Following the Expression of Interest process, an appointment will be recommended to Council.