

## Candidate Information Pack

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**Organisation:** Parliamentary Workplace Standards and Integrity  
Commission

**Position:** Sessional Commissioner

**Consultant:** Emma Alberici

**Date:** September 2025

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## Advertisement

# Victorian Parliamentary Workplace Standards and Integrity Commission

- Sessional Commissioner
- Set high parliamentary standards
- Drive investigations and recommend sanctions

In its first year of operations, Victoria's Independent Parliamentary Workplace Standards and Integrity Commission has provided parliamentarians, their staff and the public with an avenue to take and resolve grievances about any current or former member of the Victorian Parliament, including ministers.

This is a unique opportunity to help create greater accountability and champion a culture of high integrity across the Victorian Parliament. We are seeking an outstanding leader to support the Chair in critical decision making and responding to complaints, including driving formal investigations and recommending or imposing sanctions for misconduct. Sessional Commissioners are respected leaders in their field, with a reputation for discretion, scrupulous independence and integrity, and impeccable problem-solving skills.

A person will not be eligible for appointment as Commissioner if they are or have been at any time in the last 10 years, a member of a registered political party, a member of Parliament in Victoria or within another jurisdiction or a member of a local council across Australia.

The successful candidate will have skills, knowledge and experience in parliamentary settings and/or public sector integrity and ethics.

People with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds, mature age people and people with caring responsibilities are encouraged to apply.

Time commitment of a limited number of days per year, plus the ability to work flexibly to support decision-making during periods of leave or when conflicts of interest arise.

**Closing date: 12 October 11:59pm AEST**

To learn more about the role and how to apply, please go to [www.derwentsearch.com.au](http://www.derwentsearch.com.au) and "Search Jobs". For further enquiries, please email [publicsector@derwentsearch.com.au](mailto:publicsector@derwentsearch.com.au) or call Emma Alberici at Derwent on 0419 683 660



## The Organisation

### Jurisdiction of the Commission

The Parliamentary Workplace Standards and Integrity Commission (Commission) deals with complaints made by any person or body about Victorian members of Parliament (MPs), ministers and parliamentary secretaries in relation to parliamentary misconduct. Complaints can be made anonymously.

The Commission is also able to investigate certain public interest complaints referred to it by the Independent Broad-based Anti-Corruption Commission (IBAC) where these relate to MPs, ministers or parliamentary secretaries.

The Commission is an independent body established by the *Parliamentary Workplace Standards and Integrity Act 2024* (PWSI Act).

### Functions of the Commission

The Commission has the following functions in relation to alleged misconduct:

- receiving and investigating referrals about parliamentary misconduct
- receiving public interest disclosures about current and former MPs, ministers and parliamentary secretaries, referring those disclosures to IBAC and investigating public interest complaints referred to it by IBAC
- facilitating early and confidential resolution of referrals about parliamentary misconduct, where appropriate
- making findings, issuing reports and imposing or recommending sanctions in respect of parliamentary misconduct, improper conduct and detrimental action
- monitoring compliance with sanctions imposed by it and issuing reports in respect of non-compliance
- redirecting referrals about parliamentary misconduct to an appropriate entity
- providing support to persons who make referrals about parliamentary misconduct.

The Commission has functions to promote parliamentary standards and integrity by:

- supporting the Parliamentary Integrity Adviser in providing guidance and training on integrity and ethical issues to current and former MPs, ministers and parliamentary secretaries
- assisting the Parliamentary Ethics Committee in preparing guidance on integrity and ethical issues and reviewing the MP Statement of Values and MP Code of Conduct
- assisting the clerks of each House of Parliament in monitoring the MP Register of Interests
- conducting education and training and issuing guidance for the purpose of preventing parliamentary misconduct.

The Commission has additional functions conferred on it by the PWSI Act and other Acts.

### Guiding principles

The Commission's guiding principles, as described in the PWSI Act, are:

- Integrity
- Independence
- Effectiveness
- Accountability
- Fairness
- Transparency
- Respect and safety.

## Role of the Commissioners

The Commission consists of one Commissioner appointed as Chair, and up to two additional Commissioners as the Minister considers necessary to enable the Commission to perform its functions.

Each Commissioner is an independent officer of the Parliament.

## Sanctions under the PWSI Act

The Commission has the power to impose sanctions on MPs, ministers and parliamentary secretaries if the Commission is satisfied the MP, minister or parliamentary secretary engaged in misconduct that is not serious misconduct.

In relation to serious misconduct, improper conduct or detrimental action, the Commission must make recommendations to the relevant Privileges Committee or the Premier about any sanctions it considers would be appropriate.

## Oversight of the Commission

The Commission is not subject to the direction or control of any minister, MP or government department. The performance of the Commission is monitored by the Integrity and Oversight Committee of the Victorian Parliament and Integrity Oversight Victoria.

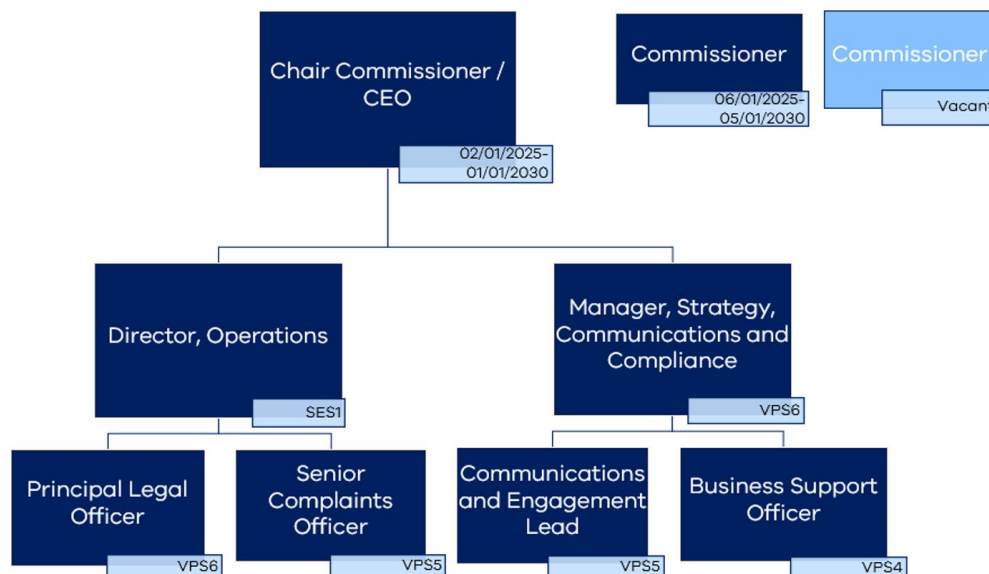
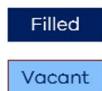
## Relevant Legislation

The PWSI Act establishes the Commission. It outlines the Commission's jurisdiction, powers and functions, and the role of the Commissioners.

Other key pieces of legislation which underpin the parliamentary integrity and standards framework and the Commission's work include:

- *Members of Parliament (Standards) Act 1978* (in relation to the Member's Code of Conduct and Register of Interests)
- *Parliamentary Salaries, Allowances and Superannuation Act 1968* (in relation to the Commission's oversight of parliamentary work-related allowances and separation payments)
- *Parliamentary Committees Act 2003* (in relation to the appointment of Commissioners and the Commission's work with the Parliamentary Ethics Committee).

## Organisational Chart



## Position Description

### Parliamentary Workplace Standards and Integrity Commission – Commissioner

Inviting expressions of interest for a sessional Commissioner with the Parliamentary Workplace Standards and Integrity Commission (Commission).

This sessional Commissioner will primarily assist where current Commissioners are unavailable or unable to deal with matters before the Commission.

The ideal candidate will:

- have a strong understanding of parliamentary settings and/or public sector integrity
- be based in Victoria
- work flexibly to support decision-making during periods of leave or when conflicts of interest arise.

<b>Role title</b>	Commissioner, Parliamentary Workplace Standards and Integrity Commission
<b>Term</b>	Five years, sessional
<b>Salary</b>	\$290,601 to \$419,000 total remuneration package, pro rata
<b>Time requirement</b>	Appointment is on a sessional basis with a limited time requirement
<b>Location</b>	Melbourne/Hybrid

### Parliamentary Workplace Standards and Integrity Commission

The Commission supports the integrity of the Victorian Parliament and promotes a respectful and safe parliamentary workplace.

The Commission was established under the *Parliamentary Workplace Standards and Integrity Act 2024* (Vic) (PWSI Act).

#### What the Commission does

The Commission can accept reports about parliamentary misconduct involving members of parliament (MPs), including ministers and parliamentary secretaries.

The Commission manages reports of parliamentary misconduct involving:

- inappropriate parliamentary workplace behaviour by MPs, including bullying, harassment, discrimination, victimisation, occupational violence and aggression
- breaches of the MP Code of Conduct
- breaches of the MP Register of Interests
- misuse by MPs of parliament of work-related parliamentary allowances or the electorate office and communications budget.

The Commission can also handle public interest complaints about parliamentary misconduct referred to it by the Independent Broad-based Anti-corruption Commission (IBAC).

## How the Commission works

The Commission aims to resolve reports of parliamentary misconduct quickly and fairly.

It does this through dispute resolution, investigation or redirection to other agencies. The Commission:

- maintains confidentiality and allows anonymous reporting
- supports the wellbeing of people who make a report
- follows procedural fairness, allowing the person who is the subject of allegations to respond
- provides guidance, education and training.

The Commission's performance is monitored by the Integrity and Oversight Commitment of Parliament and Integrity Oversight Victoria.

## Promoting parliamentary integrity

The Commission works with the Parliamentary Integrity Adviser and Parliamentary Ethics Committee to promote the integrity of the Victorian Parliament. Together, they achieve this by providing comprehensive guidance, education and training for members of parliament.

The Commission's principles, embedded in legislation, guide all aspects of its work:

**integrity:** support the parliament's integrity to meet community expectations of elected representatives.

**independence:** act free from influence or political bias

**effectiveness:** maintain a robust parliamentary standards and integrity regime

**accountability:** ensure fair and consistent processes for holding representatives accountable

**fairness:** provide procedural fairness and consider all relevant facts impartially

**transparency:** operate with openness and public accountability

**respect and safety:** promote a safe and respectful parliamentary workplace.

## Commissioners

Under the PWSI Act up to three Commissioners can be appointed to collectively oversee the Commission's work.

Two Commissioners were appointed in January 2025 for a five-year term. Mr David Wolf is the Chair of the Commission and acts as Chief Executive Officer. Ms Natasha de Silva is a sessional Commissioner.

The Commissioners are responsible for delivering the functions of the Commission. Commissioners are required to collectively decide actions at key stages of a referral or investigation, drawing on their collective expertise.

The Victorian Government is inviting expressions of interest for a third Commissioner to join the Commission. Commissioners are independent officers of the Parliament appointed by the Governor-in-Council upon the recommendation of the relevant Minister. The Integrity Oversight Committee of Parliament must provide unanimous support before a Commissioner can be recommended for appointment.

Commissioners will be provided with all the requirements for the role, including administrative support and IT support.



## Eligibility to be appointed as Commissioner

A person is eligible for appointment as a Commissioner if they:

- are a person who the responsible Minister considers is of good character and high standing in the community; and
- have extensive or specialist knowledge, expertise or experience in one or more of the following:
  - government;
  - community affairs;
  - industrial relations;
  - law;
  - the dynamics of sexual assault and other gender-based violence;
  - public sector governance or administration;
  - public sector ethics and integrity;
  - any other field that the Minister considers relevant to the functions of the Commission; or
- are or have been qualified for appointment to the High Court, the Federal Court or the Supreme Court of Victoria or another state or a territory.

A person is **not** eligible for appointment as a Commissioner if they:

- are, or have been at any time in the last 10 years, an MP of Victoria, the Commonwealth or any other state;
- are, or have been at any time in the last 10 years, a member of a Victorian Local Council or a local or municipal council of another state or a territory;
- are a candidate for election to the Parliament of Victoria, the Commonwealth, any other state, a Victorian Local Council or municipal council of another state or a territory;
- are, or have been at any time in the last 10 years, a member of a registered political party;
- are, or has been at any time in the last 10 years, registered on the register of lobbyists; or
- are insolvent under administration.

## Key selection criteria

To be successful in this role, the applicant will have:

- **Commitment to improving parliamentary workplace standards and integrity:** a commitment to upholding parliamentary workplace standards and integrity and the Commission's guiding principles. A strong understanding of the importance of remaining independent from the Executive Government, political parties, and other stakeholders.
- **Complex decision making ability:** a demonstrated ability to make complex decisions and exercise sound judgement with impartiality and integrity.
- **Knowledge and experience in Parliament and integrity matters:** a sound understanding of the Victorian parliamentary and integrity systems (or comparable systems) and the critical elements that ensure strong and independent scrutiny. Experience in a leadership role in a parliamentary, integrity or oversight body will be an advantage.
- **Knowledge, expertise or experience in one or more of the fields outlined in the proposed establishing legislation (see Eligibility above).**

## Terms and conditions of appointment and remuneration

Commissioners are appointed by the Governor in Council, on recommendation of the responsible minister and with unanimous support from the Integrity Oversight Committee of Parliament. Commissioners are eligible for re-appointment once.

The terms and conditions of appointment will be set out in the instrument of appointment in line with the Commission's establishing legislation.

Remuneration for sessional Commissioners is set by the Governor in Council, in line with the successful candidate's experience and qualifications, and the expectations of the role.

## Other key information

### Pre-appointment checks

All short-listed candidates will be required to:

- undergo probity checks, including a National Police Record Check, ASIC Banned and Disqualified persons check and National Personal Insolvency Index check.
- undergo reference checks;
- complete a declaration of private interests;
- undergo relevant security applications or clearances for Commonwealth, State and other cross-jurisdictional matters; and
- provide any other evidence of their eligibility to be appointed as Commissioner.

## Diversity and inclusion

The Victorian Government is committed to ensuring that government agencies reflect the rich diversity of the Victorian community. We encourage applications from women, people of all ages, Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds, LGBTIQ+ people, and people living in rural and regional Victoria. We will provide adjustments to the recruitment process upon request.

The Victorian Government's Women on Boards commitment has been in effect since 2015 and is ensuring that all public boards have no less than 50 per cent women. In 2024, 53 per cent of board seats are held by women, compared to 39 per cent nine years ago.

You do not have to disclose any personal information if you do not want to, but it can help us understand how we can support you through the recruitment process and beyond. If you identify as any of the aforementioned, we would welcome the opportunity to contact you and discuss how we can support you through the recruitment process.

## Working location

The Commission's office is located at 3 Treasury Place, Melbourne.

Remote work and remote attendance at Commission meetings can be accommodated, though in-person attendance may be required at times with sufficient notice.

For interstate candidates, costs of travel to Victoria will be covered by the Commission when necessary and in line with the *Victorian Public Service Travel Policy*.

## How to apply

The Department of Premier and Cabinet is overseeing the recruitment process and is partnering with Derwent on this search. Applications are to be submitted **online** by visiting [www.derwentsearch.com.au](http://www.derwentsearch.com.au) and selecting “Search Jobs”.

Please submit your CV (résumé) online (no more than 4 pages) and a concise cover letter (no more than 2 pages), broadly addressing your proposition for the role. Your CV should clearly demonstrate achievements commensurate with the position description.

You are not required to separately address the Key Selection Criteria (KSC) at this time. You may be asked to submit additional materials later, as part of the process.

For more information after reviewing this position description, please contact Emma Alberici on 0419 683 660 or email [publicsector@derwentsearch.com.au](mailto:publicsector@derwentsearch.com.au).

Referees will only be requested and contacted at the time they are required, after initial stages of this process are completed. Candidates may be contacted by email or phone, including voicemail message.

Please note, a search and selection processes may take some time and may include multiple review stages, panel interviews and meetings.

This is a statutory Governor in Council appointment. If you are recommended for consideration of appointment, and you are appointed following consideration by the Integrity and Oversight Committee, Cabinet and authorised by the Governor in Council, you will be formally advised of your appointment details in writing. A decision on the outcome may take some time after you are notified of being recommended for consideration to appointment, as this is different to a standard executive contract/offer process. Probity checks must be completed in full before you can be considered for appointment. There are specific probity requirements for this role, and you may be asked for particular information outside standard details, if this is relevant. Being considered for appointment must remain confidential throughout the period prior to formal endorsement.

Full details of Derwent’s privacy policy may be found online at [www.derwentsearch.com.au](http://www.derwentsearch.com.au).

**Thank you for your interest in the  
Victorian Parliamentary Workplace Standards and Integrity Commission.**