

**COMPLAINTS ABOUT THE CHIEF EXECUTIVE OFFICER POLICY**

<b>Policy Number</b>	7	<b>Doc. ID</b>	
<b>Policy Type:</b>	Governance		
<b>Head of Power:</b>	<i>Crime and Corruption Act, Section 48A</i>		
<b>Approval Authority</b>	Council		
<b>Responsible Directorate</b>	Corporate Services		
<b>Approval Date</b>	31 May 2024		
<b>Policy Version Number</b>	5		
<b>Resolution</b>	Minute No. 2024.05.31-OM-22		
<b>Last Reviewed:</b>	September 2022		
<b>Review:</b>	May 2026		

**1. INTENT**

The purpose of this policy is to set out how Council will deal with a complaint (also information or matter) that involves or may involve corrupt conduct of its Chief Executive Officer as defined in the CC Act.

**2. SCOPE**

This policy applies to:

- all complaints against the Chief Executive Officer (CEO) of Diamantina Shire Council (DSC); and
- to all persons who hold an appointment in or are Staff of the DSC

**3. DEFINITIONS**

<b>WORD/TERM</b>	<b>DEFINITIONS</b>
<b>CC Act</b>	Means the Crime and Corruption Act 2001
<b>Complaint</b>	includes information or matter as defined in section 48A(4) of the CC Act.
<b>Contact details</b>	refer to clause 2 of this Policy.
<b>Corrupt conduct</b>	means corrupt conduct as defined in section 15 of the CC Act.
<b>Crime and Corruption Commission (CCC)</b>	means the Commission in existence under the CC Act.
<b>Deal with</b>	means deal with in Schedule 2 (Dictionary) of the CC Act.

<b>Employee</b>	means a local government employee as defined pursuant to the Local Government Act 2009.
<b>Nominated person</b>	means the Mayor, Diamantina Shire Council.

## 4. POLICY STATEMENT

### 4.1 DESIGN:

This policy is designed to:

- comply with section 48A of the CC Act;
- assist Council to promote public confidence in the way suspected corrupt conduct of the Chief Executive Officer for Council is dealt with; and
- promote accountability, integrity and transparency in the way Council deals with a complaint that is reasonably suspected to involve, or may involve, corrupt conduct of the Chief Executive Officer.

This policy applies if there are grounds to suspect that a complaint may involve corrupt conduct of the Chief Executive Officer of Council.

For the purpose of this policy a complaint includes information or matter.

Human rights protected under the *Human Rights Act 2019* (Qld) will be considered when applying this policy.

### 4.2 NOMINATED PERSON:

This policy nominates the Mayor of Diamantina Shire Council as the nominated person to notify the CCC of a complaint and to deal with the complaint under the CC Act.

Once Council nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the Chief Executive Officer is a reference to the nominated person.

Complaints may be made to the Mayor by email to [francis.murray@diamantinacouncil.qld.gov.au](mailto:francis.murray@diamantinacouncil.qld.gov.au).

### 4.3 COMPLAINTS ABOUT THE CHIEF EXECUTIVE OFFICER:

If a complaint involves an allegation of corrupt conduct of the Chief Executive Officer, the complaint may be reported to the nominated person.

If there is uncertainty about whether or not a complaint should be reported, it is best to report it to the nominated person.

#### 4.3.1 COMPLAINTS RECEIVED BY THE NOMINATED PERSON

If the nominated person reasonably suspects the complaint involves or may involve corrupt conduct of the Chief Executive Officer, they are to:

- a. notify the CCC of the complaint; and
- b. deal with the complaint, subject to the CCC's monitoring role, when:
  - issued under section 40 of the CC Act apply to the complaint; or
  - pursuant to section 46 of the CC Act, the CCC refers the complaint to the nominated person to deal with.

#### 4.3.2 COMPLAINTS RECEIVED BY THE CHIEF EXECUTIVE OFFICER

If the Chief Executive Officer receives a complaint that may involve corrupt conduct on their part, the Chief Executive Officer must:

- (i) report the complaint to the nominated person as soon as practicable and may also notify the CCC; and
- (ii) take no further action to deal with the complaint unless requested to do so by the nominated person.

#### 4.4 RECORDKEEPING REQUIREMENTS:

Should the nominated person decide that a complaint, or information or matter, about alleged corrupt conduct by the Chief Executive Officer is not required to be notified to the CCC under section 38 of the CC Act, the nominated person must make a record of the decision that complies with section 40A of the CC Act.

#### 4.5 RESOURCING THE NOMINATED PERSON:

If pursuant to sections 40 or 46 of the CC Act, the nominated person has responsibility to deal with the complaint:

- (i) Council will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately; and
- (ii) The nominated person is to ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:
  - authorisation under a law of the Commonwealth or the State; or
  - the consent of the nominated person responsible for dealing with the complaint.
- (iii) the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
  - purposes of the CC Act;
  - the importance of promoting public confidence in the way suspected corrupt conduct in the Council is dealt with; and
  - Council's statutory, policy and procedural framework.

If the nominated person has responsibility to deal with the complaint, they are delegated the same authority, functions and powers as the Chief Executive Officer to direct and control employees of Council as if the nominated person is the Chief Executive Officer of Council for the purpose of dealing with the complaint only.

#### 4.6 LIAISING WITH THE CCC:

The Chief Executive Officer is to keep the CCC and the nominated person informed of:

- the contact details for the Chief Executive Officer and the nominated person; and
- any proposed changes to this policy.

#### 4.7 CONSULTATION WITH THE CCC:

The Chief Executive Officer will consult with the CCC when preparing any policy about how Council will deal with a complaint that involves or may involve corrupt conduct of the Chief Executive Officer.

### 5. ASSOCIATED DOCUMENTS

Corruption in Focus - A guide to dealing with corrupt conduct in the Queensland public sector.

## 6. DOCUMENT CONTROLS

Council will review this policy biennially or in response to changes in legislation or best practice.

## 7. POLICY OWNER

Director Corporate Services, Diamantina Shire Council.

### 7.1 VERSION CONTROL:

PREVIOUS VERSION NUMBER	ADOPTED/APPROVED DATE
Version 1 (Original)	Minute No. 2014.10.20-OM-15
2	Minute No. 2017.10.23-OM-18
3	Minute No. 2018.08.20-OM-9
4	Minute No. 2020.09.21-OM-12
5	Minute No. 2024.05.31-OM-22