



Complaints about the State Librarian and Chief Executive Officer

File number:	815/380/109
Policy number:	CGO-PPL-046-V01
Maintained by:	Director People, Projects and Learning
Review date:	February 2019
Next review date:	February 2021

1 Document control

Version	Approved by	Approval date	Revisions
V 1.0	Library Board of Queensland	4 April 2019	New policy requirement as advised by the Crime and Corruption Commission to comply with section 48A of the <i>Crime and Corruption Act 2001</i> (Qld).

2 Authority

This Policy is applied by the authority of the Library Board of Queensland.

3 Policy statement

The State Librarian and Chief Executive Officer (CEO) is the public official of State Library of Queensland.

The objective of this policy is to set out how State Library will deal with a complaint (also information or matter) that involves or may involve corrupt conduct of the State Librarian and CEO as defined in the *Crime and Corruption Act 2001* (Qld) (CC Act).

4 Purpose

The policy is designed to assist State Library to:

1. Comply with s48A of the *Crime and Corruption Act 2001*
2. Promote public confidence in the way suspected corrupt conduct of the State Librarian and CEO for State Library is dealt with (s34(c) CC Act)
3. Promote accountability, integrity and transparency in the way State Library deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the State Librarian and CEO.

5 Scope

This policy applies:

- if there are grounds to suspect that a complaint may involve corrupt conduct of the State Librarian and CEO of State Library
- to all persons who hold an appointment in, or are employees of, State Library.

For the purpose of this policy a complaint includes information or matter (refer s48A (4) of the CC Act for definition).

6 Definitions

Word	Definition
Crime and Corruption Commission (CCC)	the Commission continued in existence under the <i>Crime and Corruption Act 2001</i>
CC Act	<i>Crime and Corruption Act 2001</i> (Qld)
Complaint	includes information or matter. See definition provided by s48A(4) of the <i>Crime and Corruption Act 2001</i>
Contact details	Chairperson, Library Board of Queensland Telephone – 07 3365 6204 Email – execdean@bel.uq.edu.au Postal address – The University of Queensland Faculty of Business, Economics and Law reception Level 6, room S618 Hartley Teakle building St Lucia, QLD, Australia 4072
Corruption	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Corrupt conduct	see s15 of the <i>Crime and Corruption Act 2001</i>
<i>Corruption in Focus</i>	http://www.ccc.qld.gov.au/corruption/information-for-the-public-sector/corruption-in-focus ; see chapter 2, page 2.5
Deal with	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Nominated person	see item 7 of this policy
Police misconduct	see Schedule 2 (Dictionary) of the <i>Crime and Corruption Act 2001</i>
Public official/CEO	see Schedule 2 (Dictionary) and also s48A of the <i>Crime and Corruption Act 2001</i>

7 Nominated Person

Having regard to s48A(2) and (3) of the CC Act, this policy nominates:

- the Chairperson of the Library Board of Queensland as the nominated person
- to notify the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.

Once State Library nominates a person, the CC Act applies as if a reference about notifying or dealing with the complaint to the State Librarian and CEO is a reference to the nominated person.

8 Complaints about the State Librarian and CEO

If a complaint may involve an allegation of corrupt conduct of the State Librarian and CEO of the Library, the complaint may be reported to:

- the nominated person, or
- a person to whom there is an obligation to report under an Act (this does not include an obligation imposed by ss37, 38 and 39(1) of the CC Act).

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

If the nominated person reasonably suspects the complaint may involve corrupt conduct of the State Librarian and CEO, they are to:

- a) notify the CCC of the complaint, and
- b) deal with the complaint, subject to the CCC's monitoring role, when —
 - o directions issued under s40 apply to the complaint, if any, or
 - o pursuant to s46, the CCC refers the complaint to the Chairperson, Library Board of Queensland to deal with.

If the State Librarian and CEO reasonably suspects that the complaint may involve corrupt conduct on their part, and there is a nominated person, the State Librarian and CEO 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 in consultation with the Chairperson, Library Board of Queensland.

Where there is a nominated person, and if directions issued under s40 apply to the complaint:

- (i) the nominated person is to deal with the complaint, and
- (ii) the State Librarian and CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Chairperson, Library Board of Queensland.

9 Resourcing the nominated person

If pursuant to ss40 or 46, the Chairperson, Library Board of Queensland has responsibility to deal with the complaint:

- (i) State Library will ensure that sufficient resources are available to the Chairperson, Library Board of Queensland to enable them to deal with the complaint appropriately, and
- (ii) the Chairperson, Library Board of Queensland 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:
 - o authorisation under a law of the Commonwealth or the State, or
 - o the consent of the Chairperson, Library Board of Queensland responsible for dealing with the complaint
- (iii) the Chairperson, Library Board of Queensland must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - o purposes of the CC Act
 - o the importance of promoting public confidence in the way suspected corrupt conduct in State Library is dealt with, and
 - o State Library's statutory, policy and procedural framework.

If the Chairperson, Library Board of Queensland has responsibility to deal with the complaint, they:

- are delegated the same authority, functions and powers as the State Librarian and CEO to direct and control staff of State Library as if the nominated person is the State Librarian and CEO of State Library for the purpose of dealing with the complaint only
- are delegated the same authority, functions and powers as the State Librarian and CEO to enter into contracts on behalf of State Library for the purpose of dealing with the complaint
- do not have any authority, function or power that cannot — under the law of the Commonwealth or the State — be delegated by either the Chairperson, Library Board of Queensland or the State Librarian and CEO to the nominated person.

10 Liaising with the Crime and Corruption Commission

The State Librarian and CEO is to keep the CCC and the nominated person/s (if any) informed of:

- the contact details for the public official/CEO and the nominated person/s
- any proposed changes to this policy.

11 Consultation with the Crime and Corruption Commission

The State Librarian and CEO will consult with the CCC when preparing any policy about how State Library will deal with a complaint that involves or may involve corrupt conduct of the public official/CEO.

12 References

Unless otherwise stated, all statutory references are to the *Crime and Corruption Act 2001*.

13 Approval

Approved by resolution of the Library Board of Queensland on 4 April 2019. **RES/2019/25**

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