

- to all persons who hold an appointment as members of the Prostitution Licensing Authority and to all staff of the Office of the Prostitution Licensing Authority.

For the purpose of this policy a complaint includes information or matter.²

5 Nominated person

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

- The Executive Director of the Office of the Prostitution Licensing Authority ('Executive Director') as the nominated person³ to notify⁴ the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.⁵

The CC Act applies as if a reference about notifying or dealing with the complaint to the public official/CEO is a reference to the nominated person⁶.

6 Complaints about the Chairperson

If a complaint may involve an allegation of corrupt conduct of the Chairperson of the Prostitution Licensing Authority, the complaint may be reported to:

- the Executive Director, or
- a person to whom there is an obligation to report under an Act⁷ (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 Chairperson, they are to:

- notify the CCC of the complaint⁸, and
- deal with the complaint, subject to the CCC's monitoring role, when —
 - pursuant to s46, the CCC refers the complaint to the Executive Director to deal with⁹.

If the Chairperson reasonably suspects that the complaint may involve corrupt conduct on their part, the Chairperson must:

- report the complaint to the Executive Director as soon as practicable and may also notify the CCC, and
- take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Minister for Police.

7 Resourcing the Executive Director

If pursuant to s46, the Executive Director has responsibility to deal with the complaint¹⁰:

- the Prostitution Licensing Authority will ensure that sufficient resources are available to the Executive Director to enable them to deal with the complaint appropriately¹¹, and

2 See s48(4) CC of the CC Act

3 See footnote 2 'Suggested outline of policy'

4 Under ss37 or 38 of the CC Act

5 Under Chapter 2, Part 3, Division 4, Subdivisions 1 & 2 of the CC Act

6 See s48A(3) CC Act

7 See s39(2) of the CC Act

8 Under ss37 or 38, subject to s40 of the CC Act

9 Under ss41 and 42 and/or ss43 and 44 of the CC Act

10 Under ss41 and 42 and/or ss43 and 44 of the CC Act

- (ii) the Executive Director 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 Executive Director
- (iii) the Executive Director must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
 - purposes of the CC Act¹²
 - the importance of promoting public confidence in the way suspected corrupt conduct in the Prostitution Licensing Authority is dealt with¹³, and
 - the Prostitution Licensing Authority's statutory, policy and procedural framework.

If the Executive Director has responsibility to deal with the complaint, they:

- are delegated the same authority, functions and powers as the Chairperson to enter into contracts on behalf of the Prostitution Licensing Authority 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 Minister for Police or the Chairperson, to the Executive Director.

8 Liaising with the CCC

The Chairperson is to keep the CCC and the Executive Director informed of:

- the contact details for the Chairperson and the Executive Director
- any proposed changes to this policy.

9 Consultation with the CCC

The Chairperson will consult with the CCC when preparing any policy about how the Prostitution Licensing Authority will deal with a complaint that involves or may involve corrupt conduct of the Chairperson.¹⁴

10 Statutory references

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

11 Approval

This policy is approved by:

➤ Chairperson of the Prostitution Licensing Authority

Date

24th April 2020

Review date

Caroline Jutt

11 See the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 and the Prostitution Licensing Authority's relevant statutory, policy and procedural framework which help inform decision making about the appropriate way to deal with the complaint

12 See ss57 and the CCC's corruption purposes and function set out in ss4(1)(b), 33, 34, 35 of the CC Act

13 See s34(c) CC Act

14 Section 48A of the CC Act