

Minister for Economic Development Queensland  
(MEDQ) and the EDQ Employing Office

# **Complaints about the Chief Executive Officer, Executive Officer or Economic Development Board Chair Policy**

Version: 1.1 | Version effective: 7 August 2025

## 1. Policy statement

The Chief Executive Officer (CEO) is the public official of the Minister for Economic Development Queensland (MEDQ) for the purposes of the *Crime and Corruption Act 2001* (CC Act). The Executive Officer (EO) is the public official of the Economic Development Queensland Employing Office (EDQ Employing Office). The Economic Development Board Chairperson (the Board Chair) is the public official of the Economic Development Board (the Board).

The objective of this policy is to set out how MEDQ, the EDQ Employing Office and the Board will deal with a complaint (or information or matter) that involves or may involve corrupt conduct, as defined in the CC Act, by the CEO, the EO and/or the Board Chair.

## 2. Rationale

This policy is designed to assist MEDQ, the EDQ Employing Office and the Board to:

- comply with section 48A of the CC Act.
- promote public confidence in the way suspected corrupt conduct by the CEO of MEDQ, the EO of the EDQ Employing Office, and/or the Board is dealt with (section 34(c) of the CC Act).
- promote accountability, integrity, and transparency in the way MEDQ, the EDQ Employing Office and the Board deal with a complaint that is reasonably suspected to involve, or may involve, corrupt conduct by the CEO, EO and/or the Board Chair.

## 3. Applicability

This policy applies:

- if there are grounds to suspect that a complaint may involve corrupt conduct by the CEO of MEDQ, the EO of the EDQ Employing Office and/or the Board Chair; and
- to all persons who hold an appointment in, or are Officers of, MEDQ, the EDQ Employing Office or the Board.

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

## 4. Nominated person

Having regard to section 48A(2) and (3) of the CC Act, this policy nominates:

- the Board Chair as the nominated person (in relation to the CEO and/or EO)
- the CEO as the nominated person (in relation to the Board Chair)

to notify the Crime and Corruption Commission (CCC) of the complaint and to deal with the complaint under the CC Act.

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The provisions of the CC Act that regulate how the CEO as the public official of MEDQ, the EO as the public official of the EDQ Employing Office and/or the Board Chair as the public official of the Board is to notify or deal with a complaint also apply to the nominated persons.

## 5. Complaints about the CEO, EO and/or the Board Chair

If a complaint may involve an allegation of corrupt conduct by the CEO of MEDQ, the EO of the EDQ Employing Office and/or the Board Chair, the complaint may be reported to:

- the nominated person; or
- the CCC directly, via this [form](#) on the CCC's website; or
- a person to whom there is an obligation to report under an Act (this does not include an obligation imposed by sections 38 or 39(1) of the CC Act).

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

### Complaints received by the nominated person

If the nominated person reasonably suspects that a complaint involves or may involve corrupt conduct by the CEO, the EO and/or the Board Chair, they are to:

- notify the CCC of the complaint;
- deal with the complaint, subject to the CCC's monitoring role, when pursuant to section 46 of the CC Act, the CCC refers the complaint to the nominated person to deal with;
- notify the Minister of the complaint as soon as possible and report to the Minister on progress related to the complaint;
- in the case of complaints involving the CEO and the EO, where legally permissible, notify the Board; and
- in the case of complaints involving the Board Chair, notify the Board Deputy Chair of the complaint (who will, where legally permissible, notify the Board).

### Complaints received by the CEO, the EO and/or the Board Chair

If the CEO, EO and/or Board Chair receives a complaint that may involve corrupt conduct on their part, they must:

- report the complaint to the nominated person 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.

## 6. Recordkeeping requirements

Should the nominated person decide that a complaint, or information or matter, about alleged corrupt conduct by the CEO, EO and/or Board Chair is not required to be notified to the CCC

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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.

## 7. Resourcing the nominated person

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

- MEDQ, the EDQ Employing Office and/or the Board Chair will ensure that sufficient resources are available to the nominated person to enable them to deal with the complaint appropriately
- the nominated person is to ensure that any consultations 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
- 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;
  - importance of promoting public confidence in the way suspected corrupt conduct in MEDQ, the EDQ Employing Office and the Board is dealt with; and
  - MEDQ, the EDQ Employing Office and/or the Board'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 CEO, the EO and/or the Board Chair to direct and control staff of MEDQ, the EDQ Employing Office and/or the Board as if the nominated person is the CEO, EO or the Board Chair for the purpose of dealing with the complaint only.

## 8. Liaising with the CCC

The CEO, EO and the Board Chair are to keep the CCC and the nominated person informed of:

- the contact details for the CEO, EO, Board Chair and the nominated person; and
- any proposed changes to this policy.

## 9. Consultation with the CCC

The CEO, EO and Board Chair will consult with the CCC when preparing any policy about how MEDQ, the EDQ Employing Office or the Board will deal with a complaint that involves or may involve corrupt conduct by the CEO, the EO or the Board Chair.

## 10. Definitions

The key terms referred to are as follows:

Term	Definition
<b>Board</b>	The Economic Development Board as defined in the <i>Economic Development Act 2012</i> (Schedule 1 – Dictionary).
<b>Board Chair</b>	The person appointed to the role of Chairperson for the Economic Development Board.
<b>Board Deputy Chair</b>	The person appointed to the role of Deputy Chairperson for the Economic Development Board.
<b>CC Act</b>	<i>Crime and Corruption Act 2001</i> .
<b>CEO</b>	The Chief Executive Officer (CEO) as defined in the <i>Economic Development Act 2012</i> (Section 32Q (1)).
<b>Complaint</b>	Includes information or matter: see the definition in s. 48A(4) of the CC Act.
<b>Contact details for Nominated person</b>	<p>In relation to the CEO and/or EO:            Brendan O'Farrell            Chairperson, Economic Development Board            E: <a href="mailto:boardchair@edq.qld.gov.au">boardchair@edq.qld.gov.au</a>            P: 0410 524 384</p> <p>In relation to the Board Chair:            Julian Simmonds            Acting Chief Executive Officer, Economic Development Queensland            E: <a href="mailto:ceo@edq.qld.gov.au">ceo@edq.qld.gov.au</a>            P: (07) 3035 0192</p>
<b>Corrupt conduct</b>	See s. 15 of the CC Act.
<b>Corruption in Focus</b>	<a href="http://www.ccc.qld.gov.au/publications/corruption-focus">www.ccc.qld.gov.au/publications/corruption-focus</a> ; see chapter 2, page 26.
<b>Crime and Corruption Commission (CCC)</b>	The Commission continued in existence under the CC Act.
<b>Deal with</b>	See Schedule 2 (Dictionary) of the CC Act.
<b>ED Act</b>	<i>Economic Development Act 2012</i> .
<b>EDQ Employing Office</b>	The Economic Development Queensland employing office is a statutory body as defined in the <i>Economic Development Act 2012</i> (Part 9, Division 1).
<b>MEDQ</b>	A corporation sole constituted by the Minister established under the name Minister for Economic Development Queensland as defined in the <i>Economic Development Act 2012</i> (Section 8 (1)).
<b>Nominated person</b>	See item 4 of this policy.
<b>Public official</b>	See s. 48A & Schedule 2 (Dictionary) of the CC Act.
<b>Unit of public administration (UPA)</b>	See s. 20 of the CC Act.

## 11. References

### Legislation / subordinate legislation

- [Crime and Corruption Act 2001](#)
- [Economic Development Act 2012](#)
- [Public Interest Disclosure Act 2010](#)
- [Public Records Act 2023](#)
- [Public Sector Ethics Act 1994](#)

### Other documents or processes

- [Code of Conduct for the Queensland Public Service](#)

## 12. Policy approval

This policy will be reviewed by the Board biennially. All major policy changes must be approved by the Board. The Director, Governance is authorised to approve minor policy amendments. Minor policy amendments are those that do not change the overall intent of the policy. A register of amendments will be maintained and reported annually to the Board.

## 13. Document control

Document owner		Director, Governance Governance and Legal			
Major review (biennially)		August 2027			
Version	Issue date	Reason	Author	Approver	Approval date
1.0	July 2024	New policy	Chief Executive Officer	Board	29/07/2024
1.1	August 2025	Amended to include ED Board as a UPA	Director, Governance	Board	07/08/2025