

**MINUTES  
4<sup>th</sup> MEETING OF 2012  
THE ANTI-CORRUPTION COMMISSION  
29 MAY, 2012  
CONFERENCE ROOM  
COMMISSIONS SECRETARIAT**

**COMMISSION MEMBERS PRESENT:**

Commissioner of Police David Baines	Chairman
Sir Peter Allen	Member
Leonard Ebanks	Member
Complaints Commissioner Nicola Williams	Member

**APOLOGIES:** Auditor General Alastair Swarbrick Member

**ANTI-CORRUPTION UNIT MEMBERS PRESENT:**

Richard Oliver	Detective Inspector
----------------	---------------------

**SECRETARIAT MEMBERS PRESENT:**

Deborah Bodden	Manager, Commissions Secretariat
----------------	----------------------------------

Also present was Legal Counsel for the Commission as assigned by the Director of Public Prosecutions.

1. **Meeting called to order**  
The meeting was called to order at 10:00am.
2. **Confirmation of previous minutes**  
The minutes of the 25 April, 2012 meeting were confirmed.
3. **Legal Counsel's Report**  
Discussions surrounding various pieces of legal advice which have been given on reports received and investigations. The need for assigned Legal Counsel continues to be of paramount importance.
4. **Matters Arising from Previous Minutes**
  - a. **Update on review of ACC Legislation**  
The review of the ACC legislation continues to occur by the Attorney General and the Legal Draftsman. Legal Counsel was asked to ascertain what the timeframe is for the completion of the review.
  - b. **Electronic Security Needs**  
This matter continues to be looked at and it was agreed that discussions now take place with a subject matter expert to get a list of informed options.
  - c. **Draft Protocols**  
The Draft Protocols have been revised to take into consideration feedback provided by members. They will be tidied up for formal presentation and adoption by the Commission.
  - d. **Online Education Programme**  
The Secretariat is working with D/C Hussey on developing an online education programme to address the details of the Anti-Corruption Commission. The Chairman will approach the

Governor and Deputy Governor to make this session mandatory for all public officials. The programme will consist of two separate components; the second component will include a section on the responsibility of management/supervisors. The programmes will last 15-30 minutes.

**e. Reporting Form**

It was queried whether previously discussed changes will be occurring to the Reporting Form and if so at what junction. Members were asked to review the New South Wales Reporting Form and be prepared to discuss what, if any, changes need to be made to the current ACC form.

**f. Best Practice Manual**

The issue of creating a document was raised in a previous meeting where the ACC discussed the need to create a document in which best practices and trend issues could be documented and presented to Government for use with their personnel, Boards, etc. The Secretariat will work on this draft for the Chairman and D/I Oliver who will lead this project.

**5. Operational Update**

The Commission received an update from D/I Oliver on the seven ongoing investigations being conducted by the ACC Unit. The purpose of these updates is to provide the members with insight into the types of cases being handled by the ACC Unit and as a result the levels of workload they are experiencing and the resources necessary to handle such workloads. Specific details such as names, locations, dates, etc. are included in a separate schedule due to security issues. Information shared with members is done so to ensure they are able to fully act in their capacity as an oversight body.

The Commission was informed that since inception (1<sup>st</sup> Jan. 2010) there have been 47 complaints registered by the ACC, of which:

- a. 20 are 'pending' awaiting further or sufficient information which may make it appropriate to make further investigations;
- b. 17 have been concluded;
- c. 3 have been transferred to other investigative units for action; and
- d. 7 are under current active investigation.

**6. Auditor General's Report**

The Auditor General expressed his apologies for today's meeting and thus there was no report provided. It was however noted that the reports released last week detailing the paving of roads in Cayman Brac being deemed illegal by the Auditor General has been referred to the Attorney General. It is further noted that should the Attorney General not take on this case, the Auditor General has indicated he will refer the matter to the Anti-Corruption Commission.

**7. Any Other Business**

**2011-2012 Draft Annual Report**

The Secretariat indicated an enquiry has been made with the Attorney General and Deputy Governor what are the protocols surrounding the release of the 2011-2012 Annual Report once it has been submitted to them. A discussion took place surrounding the compilation of statistics for the report. The Draft Annual Report will be forwarded to the Chairman by the end of the day for his review and subsequently forwarded to all members for review.

**8. Items to be Discussed at the Next Meeting**

- a. Timescale of review of ACC Legislation;
- b. Electronic Security Needs;
- c. Confirmation of Draft Protocols;
- d. Online Education Programme;
- e. Reporting Form;
- f. Best Practice/Trend Issues Document; and

g. 2011-2012 Annual Report

9. **Action Items**

- a. Legal Counsel to enquire as to the timeframe of completion of the ACC legislation;
- b. D/I Oliver to set up a meeting with the electronic subject matter expert;
- c. Legal Counsel will tidy up the Draft Protocols for presentation and adoption;
- d. Secretariat to work with D/C Hussey to develop an educational programme;
- e. The Commissioner will approach the Governor and Deputy Governor to ensure the online education programme is made mandatory for all public officials which will include Statutory Authorities;
- f. All members are to review the New South Wales Complaints Form that will be forwarded by the Legal Counsel; and
- g. The Secretariat is to work on creating a document detailing best practices and trend issues for presentation to the Chairman and D/I Oliver for their review and input.

10. **Next Meeting**

The next meeting will be an operational update on Tuesday, 26 June, 2012. Operational updates will also take place on Tuesday 31 July, 2012 and a regular meeting on Tuesday, 28 August, 2012 all at 10am.

11. **Adjournment**

The meeting was adjourned at 11:50am.



---

**David Baines**  
**CHAIRMAN**  
**ANTI-CORRUPTION COMMISSION**