

Policy and Procedure Register updates – Summary of changes to:

Complaints involving the ‘public official’ (Director-General) procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
The procedure has been reviewed as part of the continued roll out of the department’s Long-Term Integrity Plan. Additionally, the procedure was last reviewed in 2017.		
2. Summary of changes		
The format and content of the procedure has been updated to align with the department’s Policy Management Framework. The process of reporting complaints against the Director-General has not changed. However, the procedure now includes the reporting of complaints of misconduct against the Director-General, as well as corrupt conduct. This inclusion will ensure that a procedure exists for the reporting and management of all allegations against the Director-General.		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Managers, principals and supervisors	The responsibilities of managers, principals and supervisors with regard to reporting corrupt conduct by the Director-General previously existed, however were not documented in the previous procedure. The inclusion of reporting allegations of misconduct against the Director-General has added to the responsibilities within this procedure, however will have no material change in the application of existing responsibilities.	2
Safety and Integrity (Integrity)	The responsibilities of the Integrity portfolio with regard to reporting corrupt conduct by the Director-General previously existed, however were not documented in the previous procedure. The inclusion of reporting allegations of misconduct against the Director-General has added to the responsibilities within this procedure, however will have no material change in the application of existing responsibilities.	2
Director, Intake and Assessment	The responsibilities of the Director, Intake and Assessment, with regard to reporting corrupt conduct by the Director-General previously existed, however were not documented in the previous procedure.	2

	The inclusion of reporting allegations of misconduct against the Director-General has added to the responsibilities within this procedure, however will have no material change in the application of existing responsibilities.	
4. Communication and support for implementation		
<ul style="list-style-type: none">• Mandatory all staff training (MAST) content updated for release 2023• Management Foundations content updated for release 2023• Integrity in Practice – Conflict of Interest training content updated• Integrity and Capability will partner with the Queensland Integrity Commissioner (QIC) and QLD Ombudsman to broker training for identified roles and strengthen communication with all employees.		
For further assistance, please contact: <ul style="list-style-type: none">• Procedure contact: Intake and Assessment team, telephone: 1800 INTAKE (468 253), email: intake@ged.qld.gov.au		