

## Policy and Procedure Register updates – Summary of changes to:

1. *Complaints and grievances policy*
2. *Allegations against employees in the area of student protection procedure*
3. *Complaints involving the 'public official' (Director-General) procedure*
4. *Individual employee grievances procedure*
5. *Reporting fraud and corruption procedure*
6. *Making and managing a public interest disclosure procedure*
7. *Information privacy breach and privacy complaints procedure*
8. *Customer complaints management procedure*

### 1. Reason for new/updated policy or procedure (select all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Change of policy/procedure requirements      | <input type="checkbox"/> Audit/review recommendation                   |
| <input checked="" type="checkbox"/> Change to legislation/delegations | <input type="checkbox"/> Due for review <input type="checkbox"/> Other |

The *Victims' Commissioner and Sexual Violence Review Board Act 2024* (the Act) allows a person to make a complaint if they believe their rights under the Charter of Victims' Rights have not been respected. The Act requires the department to:

- provide a complainant with information about the process that will be used to resolve their complaint, and take all reasonable steps to resolve the complaint as soon as reasonably practicable; and
- include information in the department's Annual Report about all Charter right complaints received, including which Charter right the complaint is about, how each complaint was dealt with, and if any complaints were referred to other agencies.

These requirements commenced in September 2024 and the review of, and updates to, the Complaints and grievance policy and related procedures are needed in order to provide guidance to employees on how to implement requirements.

### 2. Summary of changes

The policy has been updated to outline the Charter of Victims' Rights requirements and need to consider the Charter as part of every complaint process.

All the procedures have been updated to embed information about considering the Charter as part of dealing with a complaint, and noting reporting requirements, where relevant. Some of the procedures have also been updated to align with the *Human Rights Act 2019* (Qld). This alignment is embedded within the responsibilities and processes outlined in each procedure, ensuring both human rights and the rights of victims of violent crime are considered throughout.

References to supporting resources have also been added, including a new Victims of Crime Complaints Guideline to provide further guidance and support for implementing the updated procedures.

These changes reinforce the government's commitment to upholding the rights of victims.

### 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 |
|--|---|-----------------------------|

If yes, select the type of change: (select all that apply)

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Revised responsibilities | <input checked="" type="checkbox"/> New/additional responsibilities | <input type="checkbox"/> Removed responsibilities |
|--|---|---|

Position title	Summary of change	Page #
Complaints and grievances policy		
n/a	n/a	n/a
Allegations against employee in the area of student protection procedure		
Principals/Managers/Supervisors	Additions have been made to include consideration of human rights and Charter of Victims' Rights	5
Regional/Institute/Statutory Authority Directors		6
Director, Intake, Referrals and Partnerships		7
Manager, Intake Referrals and Partnerships		
Director, Investigations, Delegated Decision-Maker		
Complaints involving the 'public official' (Director-General) procedure		
Integrity and Employee Relations	An addition has been made to include the consideration of human rights	2
Integrity and Employee Relations	An addition has been made to include the consideration of the Charter of Victims' Rights	3
Director, Intake, Referrals and Partnerships		
Deputy Director-General, People, Information and Communication Services		
Individual employee grievances procedure		
Managers, Principals and Supervisors	An addition has been made to include the consideration of the Charter of Victims' Rights	3
Reporting fraud and corruption procedure		
Integrity and Employee Relations	Additions have been made to include consideration of human rights and Charter of Victims' Rights	2
Making and managing a public interest disclosure procedure		
Integrity and Employee Relations	Additions have been made to include consideration of human rights and Charter of Victims' Rights	2
Information privacy breach and privacy complaints procedure		
Managers, principals, directors and above	Additions have been made to include consideration of human rights and Charter of Victims' Rights	2
Privacy and Safer Technologies (Privacy team)	Additions have been made to include consideration of human rights and Charter of Victims' Rights	3

Privacy and Safer Technologies (Privacy team)	An addition has been made to include the provision quarterly and annual privacy complaints, human rights, and Charter of Victims' Rights complaint reporting	3
<b>Customer complaints management procedure</b>		
All staff involved in managing customer complaints (complaints officers)	An addition has been made to include the consideration of the Charter of Victims' Rights	2
Customer complaints coordinators, Strategy and Performance	An addition has been made to include the provision quarterly and annual Charter of Victims' Rights complaint reporting	3
<b>4. Communication and support for implementation</b>		
<ul style="list-style-type: none"> <li>Information sessions will be provided following publication of updated policies and procedures. A Guideline: Charter of Victims' Rights Complaints will also be published on OnePortal.</li> </ul>		
<b>For further assistance, please contact:</b> Governance and Complaints, Governance, Strategy and Planning or customercomplaintsGS@qed.qld.gov.au		