

Annual Client Complaints Report

2023-2024



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Data for this report was extracted from the Resolve Complaints Management System on **10 July 2024**. Any changes to data after this date will not be reflected in this report. Results may vary from those in previous or subsequent reports.



Introduction

Queensland Corrective Services (QCS) is committed to delivering high quality services that respond to the needs of prisoners, offenders, stakeholders and the community.

QCS values the benefits of effective complaint handling and believes that our clients should be able to provide feedback about our services and the way we provide them.

QCS considers all complaints constructively and aims to improve service delivery through the investigation of individual complaints and the regular assessment of complaints data.

Effective complaints management is about accountability, access and business improvement and is a critical part of our client service.

What is a complaint?

The *Public Sector Act 2022* (PSA), section 264¹ requires all public sector agencies to maintain a complaints management system for their customers.

Under the Queensland Human Rights Act 2019 (HRA), it is a requirement that public sector agencies also incorporate human rights considerations into complaints management.

The QCS complaint management process is guided by the Client Complaints Management Policy, which defines two complaint categories: 'standard (customer) complaint' and 'human rights complaint'.

A standard complaint is defined under the PSA, section 264 (4) as a customer complaint:

- (a) means a complaint about the service or action of a public sector entity, or its staff, by a person who is apparently directly affected by the service or action; and
- (b) includes, for example, a complaint about any of the following:
 - a decision made, or a failure to make a decision, by a public sector employee of the public sector entity
 - an act, or failure to act, of the public sector entity
 - the formulation of a proposal or intention by the public sector entity
 - the making of a recommendation by the public sector entity
 - the customer service provided by a public sector employee of the public sector entity.

¹ The *Public Sector Act 2022* replaced the *Public Service Act 2008* on 1 March 2023. Section 219A of the 2008 Act was replaced with section 264 of the 2022 Act. The requirements of public sector entities to maintain a complaints management system remain unchanged.



A human rights complaint is defined under the HRA, section 63 as:

A complaint about an alleged contravention of section 58(1) by a public entity in relation to an act or decision of the public entity.

Section 58 (1) of the HRA states:

- (1) It is unlawful for a public entity—
 - (a) to act or make a decision in a way that is not compatible with human rights; or
 - (b) in making a decision, to fail to give proper consideration to a human right relevant to the decision.
- (2) Subsection (1) does not apply to a public entity if the entity could not reasonably have acted differently or made a different decision because of a statutory provision, a law of the Commonwealth or another State or otherwise under law.

Under the HRA, individuals can lodge a complaint with QCS if they believe the agency has limited their human rights. Under the Act, individuals are required to lodge such complaints with QCS in the first instance before they can raise the complaint with the Queensland Human Rights Commission (QHRC).

This document reports on the outcomes of human rights complaints made or referred to QCS. If an individual subsequently lodges the same complaint with the QHRC, then any subsequent outcome or resolution of the complaint would be reported by the QHRC in their Annual Report pursuant to section 91 of the HRA.

For QCS, complaints may be received from prisoners, offenders, their families and friends, non-government service providers, other visitors to correctional centres or members of the public who may have had contact with the department. It may also include complaints received anonymously and those received via ministerial or Commissioner correspondence.

Complaints Reporting

QCS uses Resolve as its complaint management system to log all complaints which have been assessed as meeting the criteria for being either a standard complaint or a human rights complaint.

Each correctional centre, community corrections location and central office business unit is required to identify and assess complaints and record them through Resolve.

Complaints pertaining to allegations of fraud, corruption or official misconduct are referred to the Professional Standards and Governance Command and are not recorded through this process. Similarly, complaints considered to be employee specific grievances are not recorded on Resolve. Matters which are subject to statutory rights of review are excluded from the complaint management process during the period of the review.



A complaint can have elements of both a standard complaint and a human rights complaint depending on the issue/s raised by the complainant. In order to separate these two types of complaints within Resolve, a case category must be assigned to each complaint.

This case category then determines the minimum number of case issues which must be recorded under the complaint and the timeframe for responding to the complaint. Each case issue recorded under a complaint must also be recorded to indicate whether it includes a human rights element.

Case Category	Minimum number of complaint issues required	Must the complaint issue have a human rights element?	Timeframe for resolution
Standard Complaint	1	No	30 business days
Human Rights Complaint & Standard Complaint	2	Yes & No (minimum one of each)	45 business days
Human Rights Complaint	1	Yes	45 business days

Annual Reporting

Section 264(3) of the PSA requires that by 30 September after each financial year, the chief executive of the department must publish the following information for the financial year on the department's website:

- the number of customer complaints received by the department in the year
- the number of those complaints resulting in further action and
- the number of those complaints resulting in no further action.

Under the HRA, agencies are also required to specifically report on human rights complaints annually. Pursuant to section 97 of the Act, agencies are required to report on:

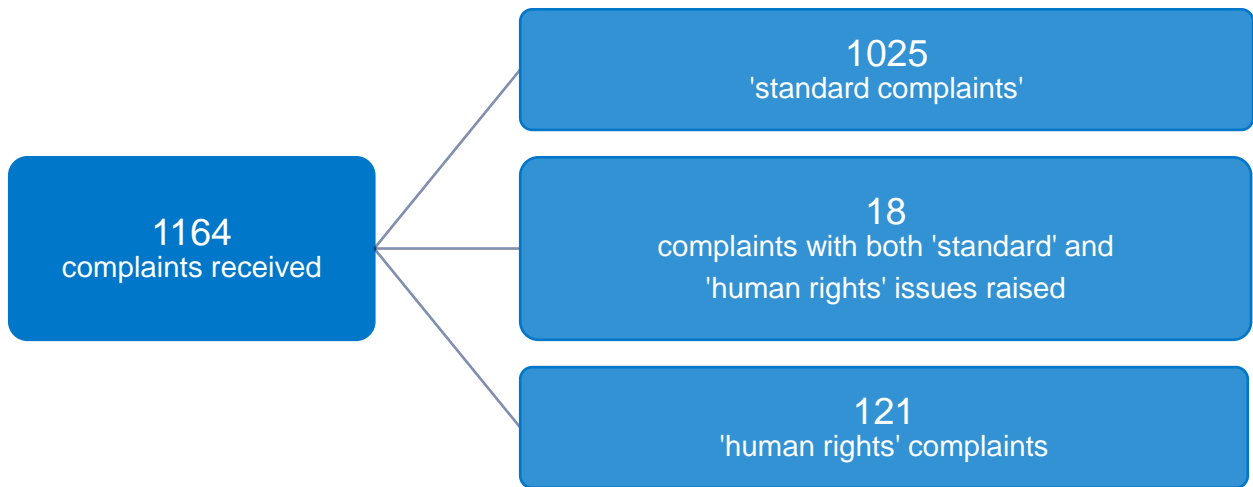
- details of any actions taken to further the objectives of the Act
- the number of human rights complaints received
- the outcome of those complaints and
- details of any reviews of policies, programs, procedures, practices or services undertaken in relation to their compatibility with human rights.

This report satisfies these requirements.

The QHRC also publishes an annual report separate to this document, which may include information on the number of complaints received about QCS and the outcome of their involvement in the management of those complaints.



Number of complaints received during 2023-24



During 2023-24, QCS received 1164 complaints, including 139 complaints which raised a human rights issue.

During this period, QCS received an average of 97 complaints per month.

Figure 1 – Number of complaints received by month

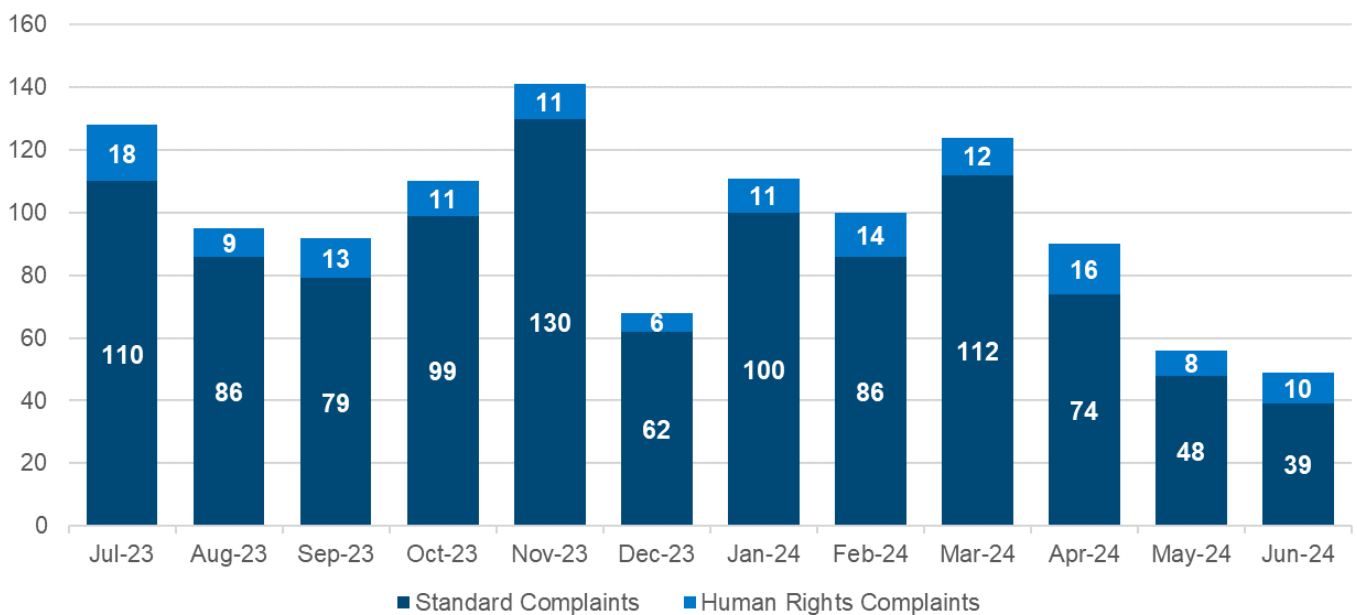


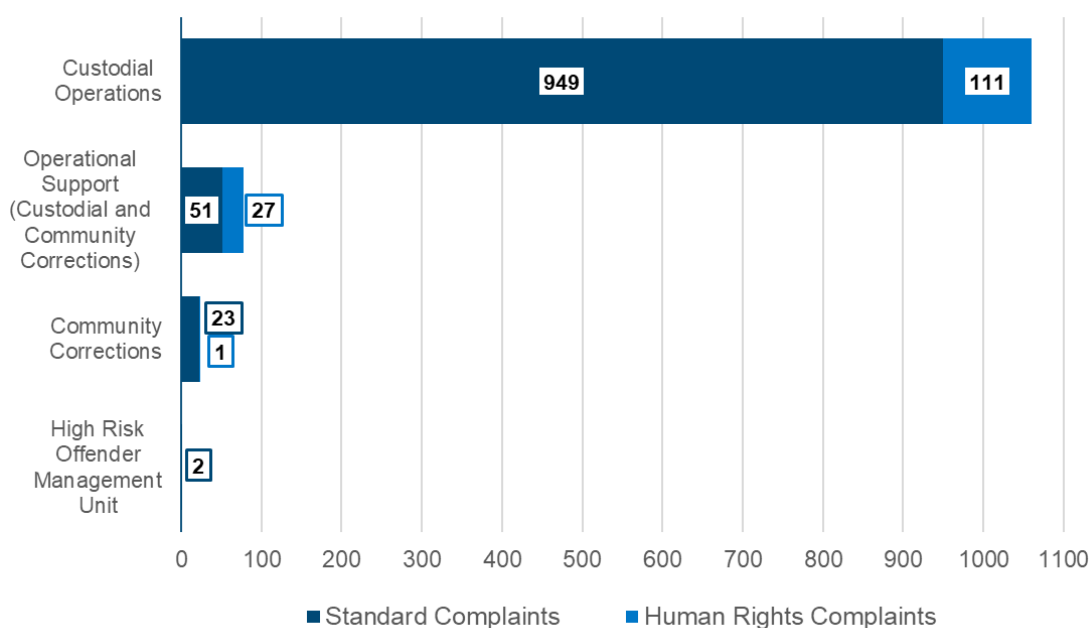
Table 1 – Number of complaints received during 2023-24

Location	Total complaints received		Complaints with a human rights component ¹	
	No.	%	No.	%
Operational Support (Custodial & Community)	78	6.7%	27	19.4%
High Risk Offender Management Unit	2	0.2%	0	0.0%
Custodial Operations	1060	91.1%	111	79.9%
Community Corrections	24	2.1%	1	0.7%
Specialist Operations	0	0.0%	0	0.0%
Office of the Commissioner	0	0.0%	0	0.0%
Organisational Capability	0	0.0%	0	0.0%
Parole Board Secretariat	0	0.0%	0	0.0%
TOTAL	1164	100.0%	139	100.0%

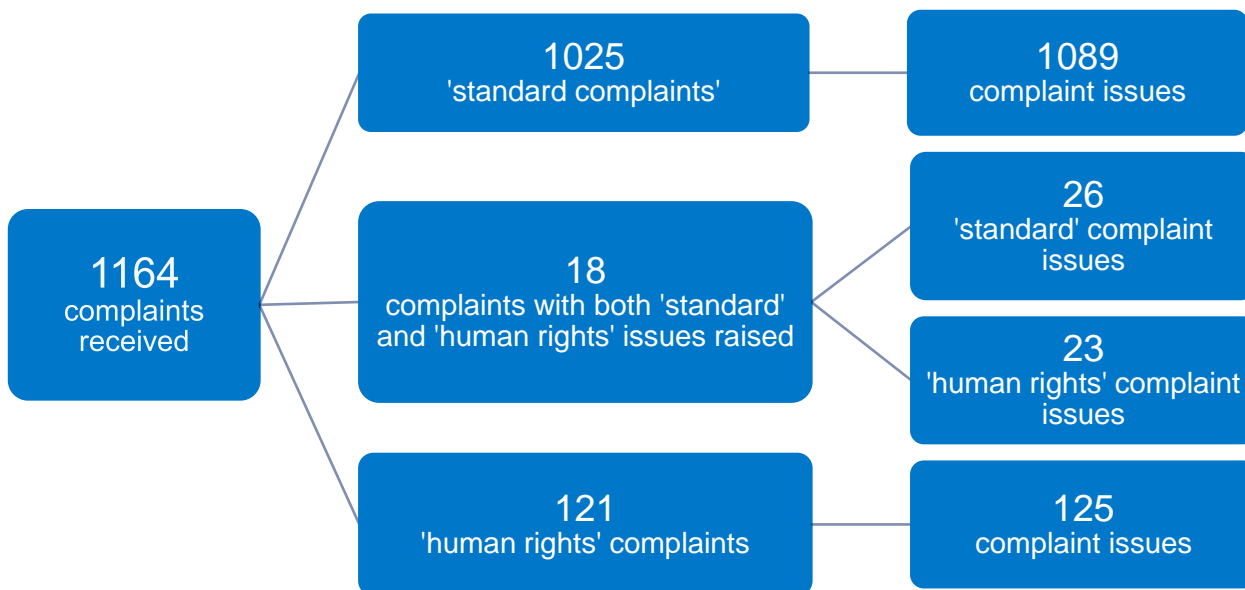
Notes:

1. Complaints with a human rights component are also included in the column on total complaints received.

Figure 2 – Distribution of complaints received 2023-24



Complaint issues



There was a total of 1263 complaint issues identified in the 1164 complaints received during 2023-24. A complaint can have more than one complaint issue identified.

The majority of complaints received during the last 12 months relate to offender management issues (718 complaint issues or 57 per cent).

Of the 1263 complaint issues reported during the financial year, 148 were identified as involving a human right under the HRA, equating to 12 per cent of all complaint issues received by QCS.

Table 2 – Number of complaints received by issue during 2023-24

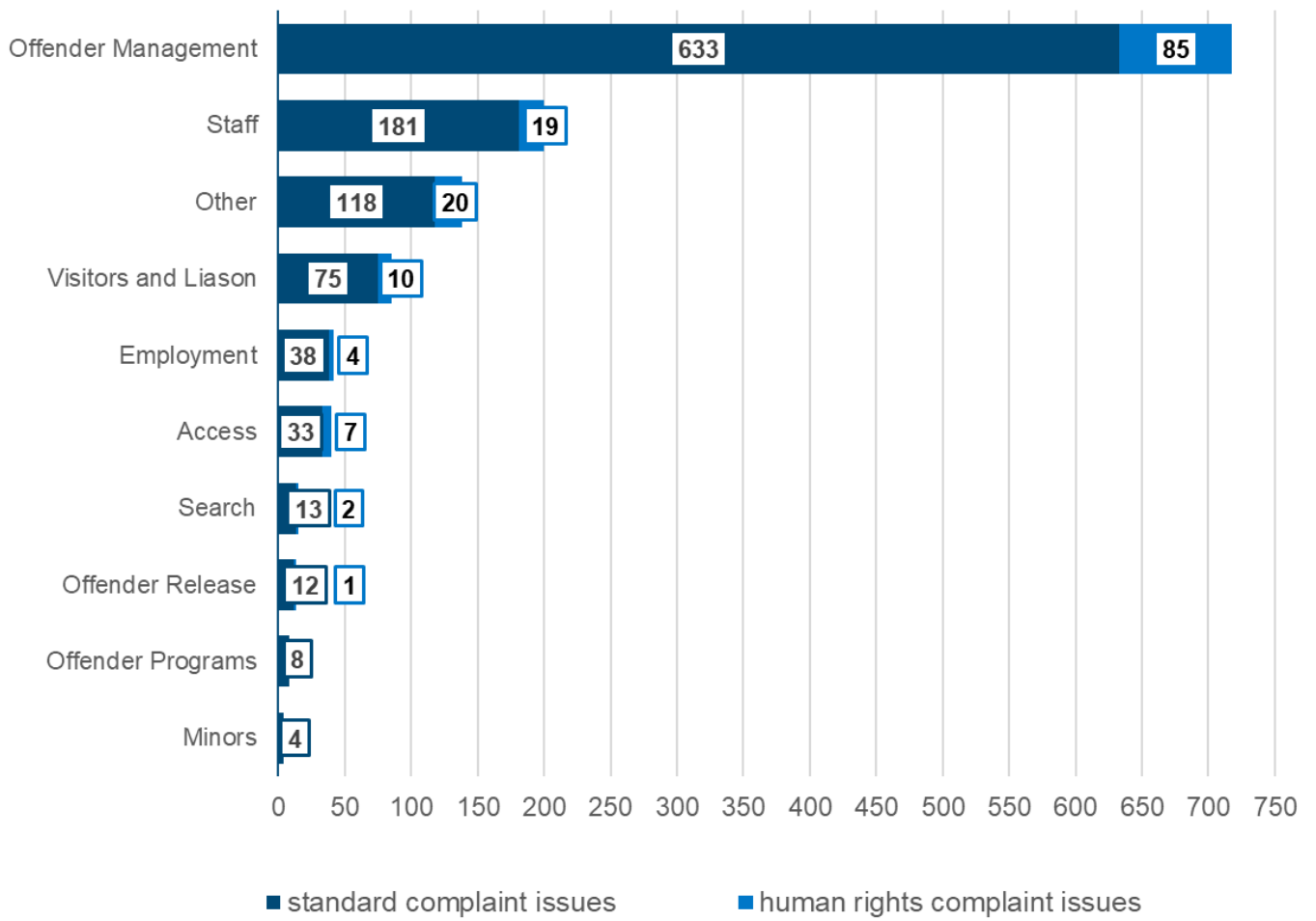
Complaint Issue	Total complaints received		Complaints with a human rights component ¹	
	No.	%	No.	%
Access	40	3.2%	7	4.7%
Employment	42	3.3%	4	2.7%
Minors	4	0.3%	0	0.0%
Offender Management	718	56.8%	85	57.4%
Offender Programs	8	0.6%	0	0.0%
Offender Release	13	1.0%	1	0.7%
Search	15	1.2%	2	1.4%
Staff	200	15.8%	19	12.8%
Visitors and Liaison	85	6.7%	10	6.8%
Other	138	10.9%	20	13.5%
TOTAL²	1263	100.0%	148	100.0%

Notes:

1. Complaints with a human rights component are also included in the column on total complaints received.
2. A complaint can have more than one complaint issue recorded against it. The totals in Table 2 will not equal the totals in Table 1



Figure 3 – Complaint Issues for 2023-24



Complaint outcomes

Of the complaints received during the financial year, 78 (or seven per cent) remain open/unresolved as at 10 July 2024.

Of the 1086 complaints finalised during the financial year, 67 per cent were not substantiated and 19 per cent were either substantiated or partially substantiated.

Complaint outcome		Total complaints received		Complaints with a human rights component ^{1,2}	
		No.	%	No.	%
Further Action	Complaint substantiated	116	10.7%	6	4.9%
	Complaint partially substantiated	91	8.4%	5	4.1%
	Conciliation/mediation	10	0.9%	0	0.0%
	Referred or made to another Agency	57	5.2%	9	7.4%
	Other	55	5.1%	2	1.6%
No Further Action	Complainant unable to be contacted	13	1.2%	0	0.0%
	Complaint not substantiated	729	67.1%	98	80.3%
	Frivolous/vexatious	2	0.2%	0	0.0%
	Insufficient information provided	9	0.8%	1	0.8%
	Withdrawn by complainant	4	0.4%	1	0.8%
Complaints still open/ongoing ³		78	-	17	-
TOTAL COMPLAINTS		1164	100%	139	100%
TOTAL FINALISED COMPLAINTS		1086	-	122	-
Complaints results in further action		329	30.3%		
Complaints resulting in no further action		757	69.7%		

Notes:

A complaint may be received in one month and closed in another month. A complaint outcome is not known until the complaint is finalised. The percentages reported are based on the proportion of finalised complaints, not total complaints. Outcomes are recorded against each case issue. A complaint with more than one complaint issue recorded can have more than one outcome type. **The above table only records one outcome per complaint.**

1. Complaints with a human rights component are also included in the column on total complaints received.
2. The outcome recorded against human rights complaints refer to the outcome of QCS' handling of the complaint. The complainant may subsequently refer the same complaint to the QHRC if they consider their complaint to be unresolved. The outcome of any complaints accepted by the QHRC would be reported by the QHRC.
3. Refers to complaints which have not been finalised at the time of reporting (complaints with an 'open' status). An outcome remains unknown until the complaint is closed. A complaint which may have an outcome recorded on Resolve, but which remains 'open' are reported under this category until the complaint is closed.

Section 97(2) of the *Human Rights Act 2019* – reporting on other actions and reviews undertaken during 2023-24

QCS is committed to the humane containment, supervision and rehabilitation of prisoners and offenders. This includes providing safe and responsive correctional services and treating prisoners and offenders with dignity and respect.

QCS continues to implement the HRA by incorporating human rights considerations in day-to-day operations to keep Queenslanders safe.

To further the objectives of the HRA during this reporting period, QCS has continued to:

- ensure human rights are central to the development of new and updated policies and procedures as part of business-as-usual activities
- support officers to access and undertake mandatory online training developed by the Queensland Human Rights Commission
- raise human rights awareness throughout the agency and support officers in applying human rights considerations in day-to-day operations through the relevant rights, authorisation, proportionality and purpose, individual and impartial and document or RAPID decision-making tool and human rights intranet microsite on the QCS intranet
- consider human rights in the development of relevant contracts and procurement processes, and legislative proposals, including, where required through the preparation of statements of compatibility, human rights certificates and human rights impact assessment, and
- improve internal processes to effectively monitor, record and proactively respond to human rights complaints and record outcomes in line with obligations in the HRA.

