Purpose

A development tool to assist policy makers and the agency procurement area to develop ‘procurement-related policies’ for implementation into agency procurement plans and strategies.

‘Procurement-related policies’ in this context are whole-of-government policies that influence or impact procurement activities, practices and decisions, usually for the purposes of advancing particular economic, environmental or social outcomes. These can be standalone policies, or may also be represented as targets and commitments in the Queensland Procurement Policy (QPP). For example: the Queensland Government Building and Construction Training Policy or the Queensland Indigenous (Aboriginal and Torres Strait Islander) Procurement Policy.

Queensland Procurement Policy requirement

Clause 5.5 of the QPP mandates that agencies consult with the Office of the Chief Advisor – Procurement as early as possible during the development of whole-of-government procurement-related policies and use guidelines on the development of procurement-related policies.

Guidance and supporting materials are to be developed and maintained by the sponsoring agency. This includes where a sponsoring agency is seeking to include targets and commitments in these QPP.

Principles

The following principles are to underpin the development, implementation and ongoing maintenance of any procurement-related policy:

- ensure consistency with the Queensland Procurement Policy
- ensure value for money outcomes
- take a whole-of-government approach, collaborating across agencies
- show understanding of the needs of, and potential impact on, government agencies, suppliers, and markets
- ensure benefits are managed.

Procurement-related policies must:

- strengthen and support diversity in markets, and not be anticompetitive in nature
- not place unnecessary administrative requirements on procurement officers or suppliers
- take a targeted, planned, and prioritised approach to application
- take into consideration market capability, and government agency capability, in implementing policy objectives.
## Policy development checklist

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<th>Action, role, responsibility</th>
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<td><strong>1</strong></td>
<td><strong>Policy development</strong></td>
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<tr>
<td>☐</td>
<td><strong>Sponsoring agency</strong> identifies the economic, environmental or social priority to be addressed through the procurement.</td>
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| ☐ | **Sponsoring agency** addresses the following key points:  
  – what is the problem that needs to be addressed?  
  – is the outcome to be achieved consistent with the QPP?  
  – is there an established authority (e.g. Cabinet approved action plan)?  
  – what other options are being considered to address the problem?  
  – how will the use of procurement address this problem? Is there an evidence base? |
| ☐ | **Sponsoring agency** engages early with the Office of the Chief Advisor – Procurement (OCA-P). Early engagement with OCA-P is critical to work through the practicality of using procurement to advance the proposed policy outcome and refine the approach to a point for draft policy position development. |
| ☐ | **Sponsoring agency** develops a draft policy position addressing the following:  
  – who is the sponsoring DG?  
  – what is the proposed approach to using procurement?  
  – what are the costs and benefits?  
  – how will value for money and probity be achieved and maintained?  
  – if there are multiple options for using procurement, outline the reasons for the preferred option  
  – how will the initiative be baselined, measured and reported? Identify KPIs and governance body  
  – implementation timeline and plan  
  – develop a timeframe for evaluating whether the policy is achieving what it is supposed to. |
| ☐ | **OCA-P** will work through the draft policy positioning with the **sponsoring agency** to a point where it is ready for consultation. OCA-P will facilitate consultation with governance bodies. |
| ☐ | **Sponsoring agency** consults the draft policy position (including implementation plan, proposed performance measures and reporting arrangements) with the procurement-related governance bodies. This includes:  
  - Category Councils  
  - Heads of Procurement Network and the Procurement Industry Advisory Group (as appropriate)  
  - Queensland Government Procurement Committee (QGPC) |
| ☐ | **Endorsement** is to be sought from the Queensland Government Procurement Committee. |
| ☐ | **Sponsoring agency** incorporates feedback received from governance bodies. |
| ☐ | **Sponsoring agency** finalises the proposed policy and implementation plan including supporting guidance, and progresses through the formal executive government approval process. |
Policy implementation

☐ Once approved by executive government, the **sponsoring agency** is responsible for leading the policy implementation activities. This may include:

- Online publication
- Communication and media channels
- Information sessions and governance body briefings
- Ministerial correspondence

**OCA-P** may assist to facilitate activities where appropriate.

Policy maintenance

☐ **Sponsoring agency** undertakes day-to-day management of the policy. This includes:

- Collating and interpreting data
- Reporting on outcomes realised by the policy

**OCA-P** may assist the **sponsoring agency** with accessing available data.

☐ **Sponsoring agency** conducts periodic reviews and measures the effectiveness of the policy in achieving intended outcomes.

**OCA-P**, together with other relevant stakeholders, should be consulted during this review period. **OCA-P** can provide strategic guidance and support where necessary.

**Summary of role responsibilities**

**Sponsoring agency** is the government agency that is sponsoring the new procurement-related policy or has ownership of an existing procurement-related policy (e.g. Queensland Government Chief Information Office with respect to the ICT SME Participation Scheme).

This agency is responsible for the policy’s development (including stakeholder engagement and delegate approvals), implementation, evaluation and reporting.

**OCA-P** is responsible for aiding the sponsoring agency, ensuring that any proposed policy is practically implementable and complies with the QPP and applicable legislation.