

Policy and Procedure Register updates – Summary of changes to:

Reporting contact with lobbyists 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 2018.		
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 contact with lobbyists has not changed. However, the procedure now includes stronger linkages to reporting conflicts of interest.		
Procedure		
<ul style="list-style-type: none"> • Language change and simplification to 'permitted' and 'prohibited' lobbying and how to determine what each means. • Expansion of existing steps to ensure clarity of process. • Increased linkages to identifying, declaring and managing conflicts of interest. 		
Form		
<ul style="list-style-type: none"> • Allows for use to report both permitted and prohibited lobbying, not just permitted. This will allow better reporting to the Queensland Integrity Commissioner, to support the functions and powers of their office. • The form also now contains a checklist of the responsibilities of lobbyists to declare information under the Lobbyist Code of Conduct, as failure to meet these obligations should be reported to the Integrity Commissioner, through the Integrity team. 		
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 #
Employees who have contact with lobbyists	Where there is a conflict of interest with a lobbyist, the lobbying entity, or the third-party organisation, the employee is required to complete a conflict of interest declaration form, and work with their manager to develop a conflict of interest management plan.	3
DG, Associate DG, DDGs and ADGs who certify declaration of contact with lobbyist forms	Positions included in the Responsibilities section of the procedure to outline existing responsibilities. Where there is a conflict of interest with a lobbyist, the lobbying entity, and/or the third-party organisation, the DG, Associate DG, DDG or ADG is required to complete a conflict of interest declaration form, and work with their manager to develop a conflict of interest management plan. Alternatively, Associate	3

	DGs, DDGs and ADGs may refer the declaration of contact with lobbyist form to the DG or their DDG respectively to certify.	
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4. Communication and support for implementation

- 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) to broker training for identified roles and strengthen communication with Infrastructure Services Branch and Executive Management Board (EMB) members.
- The QIC to build capacity and competency across the public sector with respect to the integrity in public administration by continuing education, training and professional development activities – training to be developed and available June 2023.

For further assistance, please contact:

- Policy/procedure contact: Integrity unit, email: integrity@qed.qld.gov.au