

## PROBITY AUDITS AND ADVICE

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Procurement in Local Government must be able to withstand public scrutiny and instil confidence. All potential suppliers should consistently receive fair and equitable treatment. To achieve integrity and transparency, councils must demonstrate an open and accountable procurement process that offers value for money.

While council officers understand the necessity for conducting tendering processes in a fair, impartial and transparent manner it can be challenging to ensure an independent internal review of processes is undertaken.

Regional Procurement's Probity Services offer councils an entirely independent review of procurement processes by reviewing compliance with relevant legislation, tendering guidelines and council's own tender documentation.

As an organisation that has specialised in Local Government tendering since 2004, Regional Procurement is well placed to offer specialised and independent Probity Advice and Probity Audit Services.

### Regional Procurement Probity Advice

As probity advisors, Regional Procurement can monitor processes and practices in place and check for potential bias and conflicts of interest. We can provide guidance on potential probity issues and advice on how council could address these issues. This may include commentary on matters and issues of probity accountability and transparency in the tendering process, how probity risk issues are being managed and how strategies set out in the probity plan are being applied.

### Regional Procurement Probity Audits

Regional Procurement can provide either a series of quality-checks throughout the tender process or a full comprehensive review of the complete tender process and tender outcomes after tenders have been evaluated. Either way, Regional Procurement Probity Audits can help to assure stakeholders that council is adhering to required processes and legislative requirements and that all parties are being treated fairly.

Probity  
Integrity  
Transparency  
Honesty  
Consistency  
Fairness  
Confidentiality  
Security

## Tailored Probity Solutions

Regional Procurement will tailor Probity Advice Services to suit council's individual needs. Our auditors will liaise with council stakeholders to determine the audit scope, criteria and procurement probity requirements.

Councils may choose, for example, to receive an unbiased commentary on stages that require specific compliance with legislation, including but not limited to the following:

- Distribution of identical tender information to potential tenderers
- Tender advertising
- Evaluation
- Culling of non-compliant tenderers
- Recommendation of successful tenderer/s
- Provision of feedback to unsuccessful tenderers

During the audit, the Regional Procurement Probity Auditor will liaise with nominated council staff and review sufficient and appropriate facts and documentary evidence relating to the audit scope and criteria.

The auditor will review procedures, tender documentation and evidence of tendering practices. They will objectively examine and evaluate information and processes and report on potential probity issues associated with the tender process, in accordance with council's own probity plan.

They will measure the procurement process against relevant sections of the Local Government Act, Local Government (General) Regulation and council's own policies and procedures.

The Probity Auditor will then use professional judgement to determine whether the evidence adequately supports the tender decision based on the pre-determined criteria and provide a clear and auditable trail of the tender process.

At the completion of the probity audit, Regional Procurement will provide a detailed and independent audit report that summarises observations, auditor recommendations, any areas of potential non-conformance and the Probity Auditor's determination on whether the tender process has met probity requirements.

## Fees

Regional Procurement Probity Advice and Audits are available at \$165 per hour including GST. A 'one-off' lump sum fee is available for larger audit projects.

To discuss your council's requirements for Probity Services, please call Peter Salafia, Manager - Regional Procurement, on 02 4978 4044 or email [peters@regpro.com.au](mailto:peters@regpro.com.au).