

PROBITY AUDITS AND ADVICE

All procurement that is undertaken within 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, conflicts of interest and other probity risks. We can provide guidance on potential probity issues and advise on how council could address these. 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 provide a 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 is able to tailor Probity services to suit council's individual needs. Our Probity Advisors/Auditors will liaise with council stakeholders to determine the audit scope, criteria and procurement probity requirements.

Councils may choose to receive an unbiased commentary on all stages of a tender process or just those that require specific compliance with legislation, including but not limited to the following:

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

Regional Procurement's Probity team will liaise with nominated council staff throughout the project.

Our Auditors 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, council's own policies and procedures and principles of probity. They will then use professional judgement to determine whether the evidence adequately supports the tender decision based on the pre-determined criteria and provides a clear and auditable trail of the tender process.

At the completion of a project, Regional Procurement can provide a detailed and independent report that summarises observations, areas of potential non-conformance, recommendations and conclusions relating to the tender process observed.

Fees

Regional Procurement Probity Advice and Audits are available at \$250 per hour including GST. A 'one-off' lump sum fee is available for larger projects.

To discuss your council's requirements for Probity Services, please call Regional Procurement, on 02 4978 4046 or email probity@regpro.com.au.