



PROBITY AND ACCOUNTABILITY

A public authority must be able to demonstrate to suppliers and the community that it conducts its procurement activities with high standards of probity and accountability¹.

“Probity” requires that a public authority conduct its procurement activities ethically, honestly and fairly. Elements of a procurement culture that promotes and demonstrates high standards of probity include the following:

- Expected behaviours are articulated and enforced.
- Officers involved are skilled, knowledgeable and experienced.
- Appropriate checks and balances are in place at various stages in the procurement process.
- The concept of conflict of interest is well understood and strategies are in place to identify and manage potential issues.
- Communication with suppliers is consistent and does not disadvantage or advantage one supplier over others.
- Officers are not compromised in their ability to act, or to be seen to act, impartially.
- Confidentiality of supplier information and evaluation processes is secure.

“Accountability” requires that a public authority be able to publicly account for its decisions and take responsibility for the achievement of procurement outcomes. Elements of a procurement culture that promotes and demonstrates a high level of accountability include the following:

- Responsibility for decisions is readily identifiable.
- Adequate records are maintained to enable external scrutiny of decisions.
- Compliance with Government and State Supply Commission policies.
- Contract award details are made public as required.
- Processes are in place to provide feedback to unsuccessful bidders and to manage supplier complaints.

CHAIRMAN
STATE SUPPLY COMMISSION
GAZETTAL DATE: 27 June 2014

¹ As required by Public Sector Commissioner’s Instruction No. 7 – Code of Ethics