

# Probity and Process Deeds

Probity matters include:

1. Probity:
  - a. Requirement to act in good faith
  - b. Avoiding collusive and anti-competitive activity
  - c. Code of conduct
2. Confidentiality:
  - a. General disclosure of project matters
  - b. Public interest disclosure
  - c. FOI obligations
  - d. Need to know (including personal & organisational)
  - e. Need to have adequate information for the role
  - f. Commercial information
  - g. Inappropriate transmission or passing of information
  - h. Intellectual Property ( identify what is IP, ownership, & handling)
3. Conflicts of Interest:
  - a. What is a Col (real, perceived & potential)
  - b. Disclosure
  - c. Avoidance
  - d. Who is affected
  - e. Management
  - f. Related Parties
4. Related Parties:
  - a. Holding Company & Boards
  - b. Parties in other bids
  - c. 'Sister' companies in an organisation
  - d. Require disclosure of all related parties
  - e. No 'person' can be in 2 parties.
  - f. No information conveyed unless related parties & persons are disclosed
  - g. Security of information & material in all parties
  - h. A Deed undertaken by all parties before information provided
  - i. Right to disqualify for breach without compensation.
5. Disclosure:
  - a. By Bidding Parties and Related Parties
  - b. Involvement and interests of:
    - i. Bidding parties in other projects
    - ii. Related parties in other concurrent projects
  - c. All affiliated interests of all related parties
  - d. All personal affiliations of all persons with probity risk exposure in related parties
  - e. Revisit at stages of project as risks increase.
6. Security:
  - a. Physical security for material, & information
  - b. Access security
  - c. Electronic security
  - d. Information security
  - e. Increases during stages

