



Supplier Complaints Procedure

Suppliers and other interested parties are encouraged to complain if they are dissatisfied or feel aggrieved by a procurement practice, process or outcome.

All complaints will be handled with principles of fairness, accessibility, responsiveness and efficiency.

Complaints are treated confidentially and there will be no adverse repercussions for a complainant.

There is no financial charge for making a procurement complaint.

Complaints are valued by Boort District Health because they assist to improve its policies, systems and service delivery.

Procedure:

A. Supplier complaints should as a minimum:

1. Be made in writing by letter or email;
2. Contain the complainants name and address and the name and ABN of the Supplier or other interested party they represent;
3. Include any supporting information and evidence; and
4. Be lodged marked 'Procurement Complaint' at the following;

Post: Chief Procurement Officer
Boort District Health
31 Kiniry Street
Boort Victoria 3537
Email: Donna.Doyle@bdh.vic.gov.au

B. All supplier complaints should be acknowledged by BDH in writing within 5 working days from the receipt of the complaint.

C. Complaints will be investigated in a time frame that reflects the urgency of the complaint. In general, non-urgent complaints shall be investigated within 20 business days from receipt of the complaint. This time frame may vary depending on the complexity of the complaint and the availability of investigative resources. Urgent complaints will have an investigation commenced within five business days from receipt of the complaint at BDH.

Referring a complaint to HealthShare Victoria for review:

A. A complainant can refer a complaint to HSV for review if not satisfied with the findings and actions of BDH. This could be related to the management of the complaint or the application of the Health Purchasing Policies.

- B. Complaints submitted to HSV must be lodged by letter or email within 10 working days of receipt of the findings by BDH to:

Chief Executive
HealthShare Victoria
Level 11/50 Lonsdale Street
Melbourne Victoria 3000
Electronically to: complaints@healthsharevic.org.au

- C. The complainant must provide the following material:
1. Evidence that the mandated health service did not correctly apply Health Purchasing Policies in relation to a procurement activity;
 2. Evidence that BDH complaints management procedures were not applied correctly;
 3. A copy of all relevant correspondence between the complainant and BDH in relation to the nature of the complaint;
 4. Any additional material requested by HSV to assist it in its findings.