



Procedure

HPV COHUNA PROCUREMENT COMPLAINTS

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 Cohuna District Hospital because they help us to improve policies, systems and service delivery.

Procedure:

- a. Procurement complaints should as a minimum:
 - Be made in writing by letter or email;
 - Contain the complainants name and address and the name and ABN of the Supplier or other interested party they represent;
 - Include any supporting information and evidence; and
 - Be lodged marked 'Procurement Complaint' at the following;
Post: Chief Procurement Officer
Cohuna District Hospital
PO Box 317
Cohuna, Victoria 3568.
Email: info@cdh.vic.gov.au
- b. All procurement complaints should be acknowledged by Cohuna District Hospital 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 Cohuna District Hospital.

Referring a complaint to the Health Purchasing Victoria (HPV) Board for review:

- a. A complainant can refer a complaint to the HPV Board for review if not satisfied with the findings and actions of Cohuna District Hospital. This could be related to the management of the complaint or the application of the Health Purchasing Policies.
- b. Complaints submitted to the HPV Board must be lodged by letter, email or fax within 10 working days of the receipt of the findings by Cohuna District Hospital to:
 - The Chair
 - HPV Board
 - Health Purchasing Victoria
 - Level 34, 2 Lonsdale Street
 - Melbourne Victoria 3000
- 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 Cohuna District Hospital complaints management procedures were not applied correctly;
 - 3. A copy of all relevant correspondence between the complainant and Cohuna District Hospital in relation to the nature of the complaint;
 - 4. Any additional material requested by the HPV Board to assist it in its findings.

AUTHOR / CONTRIBUTORS

Position	Initiated	Reviewed	Next Review
Chief Executive Officer	May 2016	May 2019	May 2022
Chief Procurement Officer			
Corporate Services Manager			

ACCREDITATION / FRAMEWORK

NSQHS 2	1.7
AACQA	8.2

Committee Approval / Endorsement

NAME OF COMMITTEE	DATE OF ENDORSEMENT
Board of Management	26/06/2019