

Treasurer's Instruction No	1219
Title	Procurement Complaints: building and construction/roads and bridges
Effective date	1 January 2009
Objective and Background	Provides instruction and guidance on the establishment and operation of a procurement complaints process within agencies for building and construction and roads and bridges procurement.
Version Number	3
Last Reviewed Date	November 2008

Black letter (or bold) items within these Instructions are mandatory and other plain font items are instructional or for the purpose of providing guidance only.

- (1) **This instruction applies only to the procurement of building and construction and roads and bridges and is to be read in conjunction with other Instructions relating to such procurements which are contained in the 1200 series of the Treasurer's Instructions.**

Further information on building and construction procurement, including a definition of "building and construction" and "roads and bridges" and information on the types of services that fall under these categories is located at www.purchasing.tas.gov.au>Buying for Government.

For information in relation to procurement of goods and non-construction related services, refer to the 1100 series of the Treasurer's Instructions.

- (2) **All agencies must establish a procurement complaints process.**

The procurement complaints process may be the same process that agencies have established for goods and services procurement pursuant to Instruction 1117.

- (3) **As part of this process, agencies must:**

- (a) **deal with complaints in a timely and impartial manner;**
- (b) **nominate a procurement complaints officer and advise details to the Department of Treasury and Finance, for placement on the Winning Government Business section of the Purchasing website. Agencies must ensure that Treasury is advised of any changes as they occur;**
- (c) **document the agency procurement complaints process in a policy and procedures manual;**
- (d) **ensure that all quotation and tender documentation refers to the agency's procurement complaints process;**

- (e) provide information on the complaints process to suppliers, on request; and**

This should include a copy of the supplier's guide, *Got a complaint*, a copy of which can be located at www.purchasing.tas.gov.au>Winning Government Business>Resources.

- (f) establish a database to record information on all written complaints and the outcomes. The information recorded must include:**

- (i) the date the complaint was made;**
- (ii) the complainant's details (eg business name, contact details);**
- (iii) a brief description of the complaint;**
- (iv) action in progress (including dates action taken);**
- (v) the outcome (including whether the complaint was resolved or whether it was referred to another body for further review); and**
- (vi) the response time.**

- (4) Agencies must provide a report containing the complaints information to the Department of Treasury and Finance, in respect of all procurement complaints received during the financial year, within 30 days of the end of the financial year.**

The building and construction and roads and bridges procurement complaints report should be compiled together with the goods and services report (refer to Instruction 1117) and forwarded to the Department of Treasury and Finance as one.

Further information on the procurement complaints process can be located at www.purchasing.tas.gov.au>Buying for Government>Purchasing Framework>Purchasing Policies.