

Minute

File No. _____ Date 9 December 2016
Subject ~~Procurement Complaints process~~
For Chief Executive Officer *NJ Neem*
Cc: Chief Finance Office *Approved*
Required By 19 December 2016

Purpose

1. To advise on and seek endorsement of proposed Guidance on Procurement Complaints.

Background

2. The draft Guidance was developed as a result of recommendations tabled in the Internal Audit Report June 2015.

Issues

3. The audit report recommended the implementation of a complaints process for all procurement activity, the nomination of an independent officer to receive complaints and an escalation process.
4. All ACIAR personnel conduct procurement activity, so an independent officer may be difficult to identify.
5. ACIAR has not received any complaints about procurement processes in the past three years.

Proposal

6. That:
 - a. the Guidance, refer Attachment A, be added to the ACIAR Procurement intranet site and the ACIAR internet site, so to be accessible to all potential complainants;
 - b. that the Manager Procurement and Contracting Support be noted as the Complaints Officer on the basis that the position does not routinely undertake procurement activity, has a sound understanding of Probity and Confidentiality requirements inherent to any complaints process and has a strong understanding on both ACIAR and Commonwealth procurement processes; and
 - c. that information sessions be conducted with ACIAR personnel who conduct procurement activity to advise on the new guidance.

UNCLASSIFIED

Action

7. It is requested that you:

Endorsed
Approved
Approved
AK

- a. endorse the draft guidance document; and
- b. approve the notification to all procuring personnel of the new guidance; and
- c. approve the posting of the guidance to the ACIAR Intranet and Internet.



Parnell Kennon
Manager Procurement and Contracting Support

encl:
A Draft Guidance – Procurement Complaints