



Purpose of this form

This form is for the provision of information to make a complaint about the Office's procurement processes should you believe a process has not been compliant with the Commonwealth Procurement Rules (CPRs).

The *Government Procurement (Judicial Review) Act 2018* (GPJR Act) sets out a mechanism for suppliers and/or potential suppliers to lodge a formal complaint if they believe that the Office has breached, or will breach, the relevant CPRs relating to a covered procurement; and that this will affect their interests.

Under the GPJR Act, a covered procurement is defined as:

- A procurement where both Division 1 and 2 of the CPRs apply
- Usually an Open or Limited tender using the Conditions for Limited Tender outlined in part 10.3 of the CPRs
- Where the procurement value is at or above the following thresholds:
 - o \$80,000 (including GST) for procurements other than construction services
 - o \$7.5 million (including GST) for procurements of construction services
- Not otherwise exempt from compliance with Division 1 and/or Division 2 of the CPRs.

Privacy Collection Notice

Providing the requested information is not mandatory, however providing it will enable us to deal with your complaint in accordance with our obligations under the GPJR Act. If you choose not to provide this information, it may mean we cannot adequately deal with your complaint.

The Office will not provide your information to any other entities outside the Office without your consent except to relevant parties in accordance with the requirements of the GPJR Act, or if we are required or authorised to do so by law.

The Office's Privacy Policy details how we handle and protect the information you provide to us. The Privacy Policy also details how you can request access to or correct the personal information we hold about you, and provides information on how to make an enquiry or complaint. If you wish to obtain a copy of the Privacy Policy, you can access it on the Governor-General's website (www.gg.gov.au/privacy) or can request a copy by emailing privacy@gg.gov.au.

Declaration and authorisation

I declare to the best of my knowledge and belief, the information that I have supplied in or attached to this application is accurate and true, and that all relevant information has been included.

I authorise the Office of the Official Secretary to the Governor-General to collect, use and disclose information held about me by the Office and by other entities for the purpose of processing this application.

Please tick this box to acknowledge that you have read the Privacy Collection Notice. We cannot consider your complaint without this confirmation.

Date



Additional information

Responding to your complaint

The Office will acknowledge receipt of your complaint as soon as is practicable. We will assess whether your complaint demonstrates that a breach has occurred, or will occur, in accordance with section 18(1) of the GPJR Act.

If your complaint is deemed to be valid, we will immediately suspend the procurement activity, unless a Public Interest Certificate is already in force. We will advise you if this is the case.

If your complaint is legitimate, we will work with you to find a solution within 7 working days, however more time may be required to resolve more complex complaints. Should we require an extension, we will advise you before the expiry of the initial 7 days.

We will seek your written confirmation that the complaint has been resolved, which we will request that you provide to us within 5 working days. If you do not respond in this time, we will assume the matter has been resolved and no further action will be taken.

Upon finalisation of the matter, we will provide you with a written report informing you of the outcome of the investigation.

Returning your form

Return this form (including any supporting documentation) to:

Chief Financial Officer
Office of the Official Secretary to the Governor-General
Government House
Dunrossil Drive
YARRALUMLA ACT 2600

Or send via email to: financestaff@gg.gov.au

Section 1: Personal details

Title:	<input type="text"/>	Surname:	<input type="text"/>		
Given names:	<input type="text"/>				
Business name:	<input type="text"/>				
Email address:	<input type="text"/>				
Address (optional):	<input type="text"/>				
Suburb:	<input type="text"/>	State:	<input type="text"/>	Postcode:	<input type="text"/>
Country (if not Australia):	<input type="text"/>				
Phone (home):	<input type="text"/>	Phone (work):	<input type="text"/>	Phone (mobile):	<input type="text"/>



Section 2: Details of the complaint

Please attach additional pages if required.

Please provide the Office of the Official Secretary to the Governor-General procurement activity that you are complaining about

Explain how your interests have been or will be affected by the alleged contraventions of the CPRs

List the relevant paragraph(s) of the CPRs you believe have or will be breached in this procurement activity

Provide options on how to resolve this issue

If there are any other relevant details you wish to add to your complaint, please add these here