

The background features a decorative graphic consisting of three concentric circles in shades of blue, positioned in the upper right and lower right corners. Two thin, light blue diagonal lines cross the page, one from the top left to the bottom right, and another from the top right to the bottom left, intersecting near the center.

DFAT Corporate Statement of Principles

November 2014

Corporate Statement of Principles

The Department of Foreign Affairs and Trade (the department) provides foreign, trade and development advice to the government and works with other government agencies to ensure that Australia's pursuit of its global, regional and bilateral interests is coordinated effectively. In doing so, the department enters into contracts with a wide range of contractors for goods and services.

The department is governed by Commonwealth legislation that focuses on value for money, probity, due process and accountability. The department engages contractors to achieve results on behalf of the Australian Government in a manner consistent with these principles.

This Corporate Statement of Principles articulates the context in which the department endeavours to implement contracts and outlines the department's expectations of contractors and what contractors can expect from the department, in addition to specific terms and conditions detailed in the contract. It is separate from, and is not intended to affect, the legal rights of either party.

A separate DFAT Aid Statement of Principles was published in June 2014, and is accessible at <http://aid.dfat.gov.au/Publications/Documents/dfat-aid-statement-of-principles.docx>.

DFAT's Expectations of Contractors

DFAT expects contractors to:

- Competently deliver goods and/or services that meet specifications by the due date;
- Comply with contract terms and conditions and provide accurate documentation and information, including financial records and reports;
- Focus on quality in the delivery of goods and/or services, including in a manner that is accountable, demonstrates probity, procedural fairness and value for money;
- Use their experience and judgement to identify substantive problems in contract delivery in advance and then approach the department with well-considered, fully costed options and recommendations; and
- Maintain productive relationships with department staff and/or relevant stakeholders in the delivery of goods and/or services and promote high standards of personal conduct and behaviour to staff and subcontractors.

What Contractors Can Expect from DFAT

In dealings with contractors, DFAT and DFAT staff will:

- Be professional and outcomes-oriented;
- Respond promptly and constructively where significant issues and/or problems are raised by contractors during the life of a contract;
- Adhere to the Commonwealth Procurement Rules and abide by the Australian Public Service Code of Conduct;
- Respect Commercial in Confidence information supplied by Contractors, subject to the duties of disclosure that arise from its status as a department of the Commonwealth Government;
- Advise contractors within 30 days of receiving goods / completion of services (including milestones or other payment triggers under a contract) if it has concerns about the work of a contractor which would delay payment; and
- Ensure accurate payment of invoices for goods and/or services, in accordance with the contract.