



GEELONGPORT PURCHASE ORDER TERMS & CONDITIONS

1. Contract

- 1.1 The Contract shall be constituted by the Purchase Order attached to these Terms and Conditions, these Terms and Conditions (**Conditions**) and any other documents attached to the Purchase Order or which GeelongPort Pty Limited ACN 003 996 594 (**GeelongPort**) acknowledges forms part of the Purchase Order.
- 1.2 These Conditions shall take precedence over any terms or conditions contained in any documentation provided by the Supplier or any documentation which forms part of the Contract, except if the Purchase Order is issued pursuant to the terms of a separate contract entered into between GeelongPort and the Supplier and duly executed by both parties, in which case the terms of that contract take precedence over these Conditions in the event of any inconsistency. For convenience, the Contract shall be described in these Conditions as "**this Order**".
- 1.3 In accepting this Order (either by notice in writing to GeelongPort or by supplying the Goods or Services) the Supplier agrees to all its terms and conditions. This Order, when properly authorised by GeelongPort (**Purchaser**), is the only document which will be recognised by the Purchaser as the basis for the Supplier having the right to invoice the Purchaser for the Goods or Services under this Order, except if the Purchase Order is issued pursuant to the terms of a separate contract entered into between GeelongPort and the Supplier and duly executed by both parties, in which case the Supplier may invoice GeelongPort in accordance with that contract.
- 1.4 This Order supersedes all previous oral or written quotations, communication and negotiations not attached to or referred to in this Order (including any terms and conditions implied by the course of previous dealings between the Purchaser and the Supplier), except to the extent that any such quotations, communications or negotiations may be included in this Order by virtue of the provisions of any relevant or applicable statute.

2. Quality of Goods

The Goods shall be free from defects, of merchantable quality and fit for their intended purpose.

3. Inspection and Rejection of Goods

- 3.1 The Purchaser shall be entitled to inspect any of the Goods at any stage prior to or upon delivery.
- 3.2 The Purchaser may (without prejudice to any of its other rights) reject any of the Goods which are defective or which otherwise do not comply with the requirements of this Order (including any Goods which are not delivered by the time specified in this Order). If requested by the Purchaser, any of the Goods rejected must, be collected from the Purchaser (if delivered) and be rectified or replaced by the Supplier as its own cost.
- 3.3 The Purchaser at its discretion may accept any of the Goods which it has rejected, at a price agreed between the Supplier and the Purchaser.
- 3.4 Any inspection by the Purchaser shall not relieve the Supplier of any of its obligations under this Order. The Purchaser shall not be liable for any of the Supplier's costs in connection with inspection of the Goods or any work related to the Goods.
- 3.5 Any amount paid for any of the Goods which are

subsequently rejected shall be a debt due from the Supplier to the Purchaser which is payable immediately.

4. Quality of Services

- 4.1 The Services must be supplied by the Supplier to the Purchaser:
- diligently, faithfully and conscientiously.
 - with the same or higher level of care and skill as would reasonably be expected of a person qualified and experienced in the supply of the same or similar Services; and
 - in good faith, in the best interests of the Purchaser and in a manner which is consistent with the maintenance of the business and goodwill of the Purchaser.

5. Safety of Goods

- 5.1 The Supplier must ensure the Goods supplied to the Purchaser are:
- safe, free from risk to health and safety, and compliant with all relevant laws and any applicable Australian standards; and
 - clearly and durably labelled identifying the Goods and providing any information in relation to use, maintenance and storage.
- 5.2 The Supplier agrees to supply the Goods with all relevant information pertaining to the use, storage and maintenance of the Goods and any relevant technical information, including health and safety information.
- 5.3 If the Goods supplied are hazardous substances or materials, radiation substances or biological substances, the Supplier agrees to supply the Goods with clear and durable labelling and copies of all relevant technical information sheets including safety data sheets (**SDS**), radiation safety data sheets and information data sheets (respectively). This information must be supplied either on or before the delivery of the Goods.
- 5.4 If the Goods supplied are electrical equipment the Supplier is responsible for the initial electrical safety of the new equipment and the Goods should be provided tagged as tested.

6. Safety of Services

- 6.1 The Supplier must ensure the Services are carried out at the relevant Purchaser site (or other location nominated by the Purchaser) in compliance with relevant laws, any applicable Australian standards and in a manner which does not pose a risk to the health and safety of others.
- 6.2 The Supplier of Services warrants it is (and any persons engaged by the Supplier are) qualified to provide the Services to the Purchaser and will provide evidence of such qualification if requested by the Purchaser.
- 6.3 The Supplier of Services agrees to abide by:
- policies and procedures which are in force at the time it accepts this Order and apply at the Purchaser sites/sites nominated by the Purchaser in the Purchase Order; and
 - any reasonable direction(s) of the Purchaser from time to time.
- 6.4 The Supplier of Services agrees to supply all relevant written safety documentation for the Services to be



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provided including safe work method statements (**SWMS**), job safety analysis (**JSA**), work assessments and/ or worker training, where applicable.

- 6.5** The Supplier of Services agrees that the Purchaser has a right to direct the suspension of Services which are provided in an unsafe manner.

7. Warranties

The Supplier warrants that it has good and complete title to the Goods and that the Goods are free from all liens and encumbrances, do not infringe any patent, trademark, copyright or other intellectual property and comply with all applicable laws and regulations.

8. Confidentiality

Any information or data furnished to the Supplier by the Purchaser for the purpose of this Order is confidential and shall not be disclosed to any third party without prior written consent of the Purchaser, unless otherwise required by law.

9. Delivery

The Supplier shall ensure that the Goods are delivered undamaged to the address nominated on the Purchase Order, on the date for delivery advised by the Purchaser (unless otherwise notified in writing by the Purchaser) and in accordance with any other instruction by the Purchaser regarding transportation.

10. Title and Risk

The Goods shall be at the sole risk of the Supplier until delivery at which time title to and risk in the Goods shall pass to the Purchaser regardless of whether the Purchaser has paid the Supplier for the Goods, except that title to and risk in goods rejected by the Purchaser in accordance with clause 3.2 shall remain with the Supplier.

11. Indemnity

The Supplier shall indemnify and keep indemnified the Purchaser and all related bodies corporate (as that term is defined in the *Corporations Act 2001*), employees, agents and subcontractors of the Purchaser (**Associates**) and hold them harmless from and against any loss or damage that the Purchaser or its Associates may suffer, incur or sustain and all liability in respect of any action or claim or proceeding which may be taken, made or filed against the Purchaser or any of its Associates by any person in connection with any breach of this Order or any wilful, deliberate or negligent act or omission of the Supplier or any of the Supplier's related bodies corporate (as that term is defined in the *Corporations Act 2001*), employees, agents or subcontractors, related to this Order.

12. Invoices

- 12.1** The Supplier must provide the Purchaser with a tax invoice ("**Tax Invoice**") for the Goods delivered or Services provided and accepted under this Order, which must show the Order number, date and address nominated on the Order and fully itemise the Goods and/or Services delivered or provided, including any amounts of tax payable on those Goods or Services.

- 12.2** The Purchaser will not process any Tax Invoice for payment unless it references the Purchase Order number provided to the Supplier.

- 12.3** The words and expressions used in clause 12 which

are defined in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) have the same meaning.

- 12.4** If any supply made under this Order is subject to GST, the invoice rendered by the Supplier in clause 12.1 must be a valid tax invoice.

13. Prices and Payments

- 13.1** Price adjustments for any variations notified by the Purchaser shall be at the prices or rates included in this Order or, if there are no applicable prices or rates, they shall be agreed between the Supplier and the Purchaser.

- 13.2** Subject to clause 17 and to the receipt of a properly rendered Tax Invoice, the Purchaser shall pay the value of the Goods or Services supplied by reference to the price set out in this Order or as otherwise agreed under clause 3.3 within 45 days from the last day of the month in which the invoice was received by the Purchaser.

14. Subcontracting and Assignment

- 14.1** The Supplier shall not, without the prior written consent of the Purchaser, subcontract the delivery or provision of any of the Goods or Services. Any such consent shall not relieve the Supplier of any of its obligations under this Order.

- 14.2** The Supplier shall not, without the prior written consent of the Purchaser, assign, charge, or encumber this Order or any rights under this Order or any part of this Order or any Goods.

- 14.3** The Purchaser may withhold or specify conditions in relation to its consent requested by the Purchaser under this clause 14 in its absolute discretion.

15. Default

- 15.1** If the Supplier:

- c) is in breach of any warranty or material term or condition of this Order;
- d) becomes insolvent or is unable to pay its debts when they fall due;
- e) is the subject of an event described in section 459C (2)(b) or section 585 of the *Corporations Act 2001*;
- f) has imposed on it any arrangement for the benefit of its creditors;
- g) or any part of its property or undertaking has a receiver, receiver and manager, agent for a mortgagee, administrator, controller or provisional liquidator appointed,

the Purchaser may, without prejudice to any other rights it may have, cancel this Order, cease payments and recover as a debt due any sums paid for undelivered Goods and for Services not provided and any extra costs, losses, expenses or damages it may suffer or incur in purchasing similar goods or services from alternative suppliers.

- 15.2** If the Purchaser:

- a) fails to pay an invoice within the period set out in clause 13.2 and does not pay the invoice within 45 days of the receipt of a written notice from the Supplier specifying the failure to pay and requiring the Purchaser to pay;



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- b) becomes insolvent or is unable to pay its debts when they fall due;
- c) is the subject of an event described in section 459C (2)(b) of the *Corporations Act 2001*;
- d) has imposed on it any arrangement for the benefits of its creditors;
- e) or any part of its property or undertaking has a receiver, receiver and manager, agent for a mortgagee, administrator, controller or provisional liquidator appointed,

the Supplier may recover any sums it has incurred in supplying the Goods and Services up to the date of termination.

- 15.3** No waiver of a breach of any provision of this Order by either Party shall constitute a waiver of any breach or any other provision.

16. Termination for Convenience

- 16.1** The Purchaser may terminate this Order at any time by notice in writing to the Supplier for any reason regardless of whether the Supplier is in default. In the event that the Supplier is not in default, the Supplier shall, in full settlement of any claim in respect of the termination, be entitled to payment of:

- a) the amount which, but for the termination, would have been payable for the Goods delivered or the Services provided and accepted up to the date of termination (after taking into account any previous payments, and moneys due to the Purchaser);
- b) the cost of materials, goods or services reasonably ordered and which the Supplier is legally liable to accept, provided the materials, goods or services become the property of the Purchaser upon payment; and
- c) any other costs reasonably incurred by the Supplier in expectation of completing the supply of the whole of the Goods or Services, provided that the sum of payments under this clause 16.1, plus any previous payments shall not exceed the total price of this Order.

- 16.2** The Supplier must use its best endeavours to use any materials, goods or services ordered in relation to this Order but no longer required due to termination of this Order in accordance with clause 16.1, in relation to another order or part of its business, and otherwise mitigate any costs it may incur in accordance with clause 16.1(b) and (c).

17. Recovery of Moneys

Any debt due from or moneys payable by the Supplier to the Purchaser, whether under this Order or otherwise, may be deducted by the Purchaser from any moneys due or to become due to the Supplier under this Order. The Purchaser shall be entitled to recover from the Supplier any balance that remains owing after deduction.

18. Dispute

Without affecting the rights of the Purchaser or of the Supplier at law or under any relevant or applicable statute, any dispute or difference in connection with this Order shall be resolved by mediation by a person and process agreed upon by the Supplier and the Purchaser or, failing such agreement or resolution by or through that process, shall be submitted to arbitration in accordance with and

subject to the Institute of Arbitrators and Mediators Australia's Rules for the Conduct of Commercial Arbitrations. Nothing in this clause 18 will prejudice any right a Party may have to seek urgent interlocutory relief from a court in respect of a dispute.

19. Law

The terms and conditions of this Order shall be governed by the laws in Victoria, Australia.

20. Interpretation

In this Order, reference to a person includes a corporation or other entity, the singular includes the plural and vice versa and, if more than one, the persons comprising the Supplier shall be jointly and severally bound by the terms and conditions of this Order.

21. No Limitations or Statutory Rights and Severance

Nothing in this Order shall have the effect of or be taken to have the effect of excluding, restricting or modifying the provisions of any relevant or applicable statute. If it is determined that a word, phrase, sentence, paragraph or clause is unenforceable, illegal or void then it shall be severed and the other provisions of this Order shall remain operative.

22. Anti Bribery & Corruption

The Supplier warrants and undertakes to the Purchaser that:

- a) it has not offered, promised, given or agreed to give and shall not during the term of this Order offer, promise, give or agree to give to any person any bribe on behalf of the Purchaser or otherwise with the object of obtaining a business advantage for the Purchaser or otherwise;
- b) it will not engage in any activity or practice which would constitute an offence under any applicable anti-bribery and corruption laws, and that it shall take all reasonable steps notified by the Purchaser to it in order to not cause the Purchaser to be in breach of any of the applicable Anti-bribery and corruption laws, including but not limited to the United States Foreign Corrupt Practices Act of 1977, the United Kingdom's Bribery Act 2010 and Canada's Corruption of Foreign Public Officials Act;
- c) it has and during the term of this Order will maintain in place its own policies and procedures to ensure compliance with any applicable anti-bribery and corruption laws;
- d) it will ensure that any person who performs or has performed services for or on its behalf (**Associated Persons**) in connection with this Order complies with this clause 22;
- e) it will not enter into any agreement with any Associated Person in connection with this Order, unless such agreement contains undertakings on the same terms as contained in this clause 22;
- f) it has and will maintain in place effective accounting procedures and internal controls necessary to record all expenditures in connection with this Order;
- g) from time to time during the term of this Order, at the reasonable request of the Purchaser, it will confirm in writing that it has complied with its undertakings under this clause 22 and will provide



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- any information reasonably requested by the Purchaser to demonstrate such compliance;
- e) The Supplier shall ensure the Purchaser has these rights with the Supplier's employees, agents, assigns, successors and subcontractors, and the obligations of these rights shall be explicitly included in any subcontracts or agreements formed between the Supplier and any subcontractors to the extent that those subcontracts or agreements relate to fulfilment of the Supplier's obligations to the Purchaser.
- h) it will report to the Purchaser's Hotline (1800 961 549) or website geelongport.ethicspoint.com as soon as practicable after any request or demand for any improper payments or other improper advantage of any kind is received by the Supplier from the Purchaser or any other person in connection with the performance of this Order; and
- i) it will notify the Purchaser as soon as practicable of any breach of any of the undertakings contained in this clause 22 of which it becomes aware.

This clause 22 survives the expiry or termination of this Order.

23. Right to Audit

- a) In connection with this Order, the Supplier shall establish and maintain a reasonable accounting system that enables the Supplier to readily identify the Supplier's assets, expenses, costs of goods, and use of funds. The Purchaser and its authorised representatives shall have the right to audit, to examine, and to make copies of or extracts from all financial and related records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to this Order kept by or under the control of the Supplier, including, but not limited to those kept by the Supplier, its employees, agents, assigns, successors, and subcontractors. Such records shall include, but not be limited to, accounting records, written policies and procedures; subcontract files; all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices; ledgers; cancelled checks; deposit slips; bank statements; journals; original estimates; estimating work sheets; contract amendments and change order files; backcharge logs and supporting documentation; insurance documents; payroll documents; timesheets; memoranda; and correspondence.
- b) The Supplier shall, at all times during the term of this Order and for a period of 24 months after the completion of this Order, maintain such records, together with such supporting or underlying documents and materials. The Purchaser may, at any time before the date that is 24 months after the completion of this Order, request that the Supplier, at the Supplier's own expense, make such records available for inspection and audit (including copies and extracts of records as required) by the Purchaser.
- c) Such records shall be made available by the Supplier to the Purchaser during normal business hours at the Supplier's office or place of business upon three (3) days written notice. This clause 23 does not apply to documents the subjects of legal professional privilege or commercial in confidence in nature.
- d) In the event that no such location is available, then the financial records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location that is convenient for the Purchaser.