

Purchase Order Terms & Conditions

1. DEFINITIONS

In this agreement:

- 1.1 **Confidential Information** means any documentation or information of a confidential nature supplied by either party to the other in connection with this agreement, but excludes any information which has been previously published or otherwise disclosed to the general public or is required to be disclosed by law.
- 1.2 **Intellectual Property** means all rights conferred by statute, common law or equity in relation to patents, inventions, registered and unregistered designs, registered and unregistered trade marks, trade names, logos and get up, confidential information, copyright and moral rights and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 1.3 **Purchase Order** means the form of order from the District Council for the provision of the Goods or Services which incorporates these Conditions.
- 1.4 **Terms and Conditions** mean these Terms and Conditions.
- 1.5 **Works** means any works and services specified in the Purchase Order together with any additional works necessary for the performance of this agreement.
- 1.6 Expressions used in the Purchase Order have the same meaning as in these Terms and Conditions.

2. INTERPRETATION

In this document, unless the context otherwise requires:

- 2.1 A reference to this **agreement** means the Purchase Order and Terms and Conditions;
- 2.2 A reference to a party includes its executors, administrators, successors and permitted assigns;
- 2.3 an agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;
- 2.4 an agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;
- 2.5 a reference to legislation includes any amendment to it, any legislation substituted for it, and any subordinate legislation made under it;
- 2.6 a provision is not construed against a party only because that party drafted it;
- 2.7 an unenforceable provision or part of a provision may be severed, and the remainder or this agreement continues in force, unless this would materially change the intended effect of this agreement;
- 2.8 the meaning of general words is not limited by specific example as introduced by 'including', 'for example' or similar expressions.

3. APPLICATION

This agreement:

- 3.1 applies to all Goods supplied by the Supplier &/or Works performed by the Contractor to the Council and the Supplier/Contractor is deemed to have read and agreed to this agreement prior to filling any order for the Goods/Works; and
- 3.2 prevails over the Supplier's/Contractor's terms and conditions of sale or any other documents provided by the Supplier/Contractor.

4. SUPPLY

The Supplier/Contractor agrees to supply the Goods/Works and the Council agrees to purchase the Goods/Works on the terms of this agreement.

5. DELIVERY OF GOODS

- 5.1 The Supplier must deliver the Goods on or before the Delivery Date.
- 5.2 Unless otherwise specified in this agreement, '**delivery**' occurs as soon as the Goods are:
 - 5.1.1 off-loaded at the delivery address specified in the Purchase Order; and
 - 5.1.2 inspected by the Council and accepted as being in accordance with this agreement.
- 5.3 Title to and property in the Goods passes to the Council on delivery of the Goods.
- 5.4 Risk in the Goods passes on delivery of the Goods.
- 5.5 No liability to pay for any Goods arises until delivery.

6. PAYMENT

Unless otherwise specified in the Payment Terms, the Council must pay the price specified in the Purchase Order by cheque or electronic funds transfer within 30 days of the end of the month in which the invoice is issued by the Supplier/Contractor. The invoice cannot be issued until after delivery of the Goods or until the Works have been completed by the Contractor.

7. SERVICE STANDARDS

The Contractor must:

- 7.1 perform the Works in a professional and competent manner with due care, skill and diligence and within the time specified in the Purchase Order;
- 7.2 comply fully and promptly at its own cost with all laws, applicable standards, codes of practice, by laws, orders and regulations at present or in the future relating to the performance of the Works and with all requirements, notices or orders in respect of anything affected by the Works;
- 7.3 provide at its own cost all supervision, labour, materials, plant, tools and equipment, transport and temporary works required for the performance of the Works;
- 7.4 be responsible for the care of the Works from the date of commencement until completion, including the care, storage and protection of unfixed items and items provided by the Council (if any); and
- 7.5 provide, erect and maintain all barricades, fences, signs, lighting and temporary works necessary for the protection of the Works, other property and for the safety and convenience of the public.

8. WARRANTIES BY SUPPLIER

- 8.1 The Supplier warrants that the Goods will:
- 8.1.1 be of good merchantable quality and fit for their purpose;
 - 8.1.2 be new, unless otherwise notified in writing by the Supplier;
 - 8.1.3 conform with the description and the Specifications in the Purchase Order;
 - 8.1.4 throughout the Warranty Period, operate in accordance with the Specifications, and otherwise in accordance with the operation of similar products.
- 8.2 If any Goods are found to be defective or do not comply with clause 8.1.1 to 8.1.4 and the Council notifies the Supplier of the defect during the Warranty Period, the Supplier must, at its own cost, promptly replace the Products and deliver them to the Council.
- 8.3 Failing rectification by the Supplier, the Council may rectify defects at the cost to the Supplier.

9. WARRANTIES BY CONTRACTOR

- 9.1 The Contractor warrants that the Works will:
- 9.1.1 be of good merchantable quality and fit for their purpose;
 - 9.1.2 be performed using new materials, unless otherwise notified in writing by the Contractor;
 - 9.1.3 conform with the description and the Specifications in the Purchase Order; and
 - 9.1.4 throughout the Warranty Period, operate in accordance with the Specifications, and otherwise in accordance with the operation of similar products.
- 9.2 If any Works are found to be defective or do not comply with clause 9.1.1 to 9.1.4 and the Council notifies the Contractor of the defect during the Warranty Period, the Contractor must, at its own cost, promptly rectify any defects in the Works within the Warranty Response Time.
- 9.3 Failing rectification by the Contractor during the Warranty Response Time, the Council may rectify defects at the cost of the Contractor.

10. INSURANCE

- 10.1 The Supplier/Contractor must maintain insurance coverage at all relevant times sufficient to cover any loss or costs that may be incurred and for which the Supplier/Contractor is liable in connection with the provision of Goods/Works.
- 10.2 The Supplier must maintain the Supplier's Insurances for at least 12 months following delivery of the Products unless otherwise specified in the Purchase Order.
- 10.3 The Contractor must maintain the Contractor's Insurances for at least 6 years following completion of the Works unless otherwise specified in the Purchase Order.
- 10.4 The Supplier/Contractor must provide certificates of currency in respect of the Supplier's/Contractor's Insurances when reasonably requested by the Council.
- 10.5 The Supplier must comply with the *Work Health and Safety Act 2012* and all associated regulations, including those adopted by the Council.

11. WORK HEALTH AND SAFETY

- 11.1 The Contractor shall comply with the provisions of the Work Health & Safety Act, 2012 and all associated regulations and will ensure that its employees comply with all regulations, improvement notices, prohibition notices and codes of practice issued thereunder and having application to this contract.
- 11.2 The Contractor acknowledges that both itself and the Council have duties as PCBU's and commit to consult and manage identified risks.
- 11.3 The Contractor shall comply with all reasonable directions and procedures relating to security and work health and safety as required by the Council when the works are to be undertaken at premises or facilities of the Council.
- 11.4 The Contractor agrees to immediately notify the Council of any incident or accident arising from the undertaking of the contract including those involving the public.

12. RETURN TO WORK

Where applicable:

- 12.1 The Contractor must ensure that it is registered with Return To Work SA as an employer or Self Insured under the Return To Work Act, 2014 and that it pays all levies due thereunder in respect of its employees engaged in or about the works.
- 12.2 The Contractor agrees to indemnify the Principal in respect of any action, claim, demand, suit or proceedings made by an employee of the Contractor brought in connection with the Return To Work Act, 2014.
- 12.3 The Contractor shall have or take out and keep current a personal accident and sickness insurance policy for a period from the commencement of the works extending until the completion date of this contract.

13. SUPPLIER INDEMNITIES

The Supplier must indemnify the Council against all actions, proceedings, claims, demands, charges, penalties, expenses and all other liabilities arising from or in relation to the performance or non-performance of any of the Supplier's obligations under this agreement.

14. CONTRACTOR INDEMNITIES

The Contractor indemnifies the Council against all actions, proceedings, claims, demands, charges, penalties, expenses and all other liabilities arising from or in relation to the performance or non-performance of any of the Contractor's obligations under this agreement.

15. INTELLECTUAL PROPERTY

- 15.1 Other than any drawings or specifications provided by the Council to the Contractor, the Contractor warrants that the Works will not infringe the Intellectual Property of any third party.
- 15.2 The ownership of Intellectual Property produced as a result of this agreement vests solely in the Council immediately on its creation.
- 15.3 The Contractor is granted a royalty free non-transferable non-exclusive licence to use any Intellectual Property:
 - 15.3.1 produced as a result of this agreement; or
 - 15.3.2 relating to the drawings and specifications or the Confidential Information provided by the Council to the Contractor;

solely for the purpose of completing the Works and for no other purpose.

16. FORCE MAJEURE

No party is liable for any failure to perform or delay in performing its obligations under this agreement if that failure or delay is due to anything beyond that party's reasonable control. If that failure or delay exceeds 60 days, the Council may terminate this agreement with immediate effect by giving notice to the other party.

17. TERMINATION

17.1 The Council may immediately terminate this agreement by giving notice to the Supplier/Contractor if the Supplier/Contractor:

17.1.1 ceases to carry on business or becomes otherwise unable to perform its obligations under this agreement;

17.1.2 breaches a material provision of this agreement and fails to remedy the breach within a specified reasonable time after receiving notice requiring it to do so;

17.1.3 becomes an externally-administered body corporate or an insolvent under administration or becomes insolvent (each within the meaning of the *Corporation Act 2001*).

17.2 Termination of this agreement under this clause does not affect any accrued rights or remedies of either party.

18. CONFIDENTIAL INFORMATION AND FREEDOM OF INFORMATION

18.1 Each party agrees that it will not use any Confidential Information of the other or allow any Confidential Information of the other party to be used for any purpose, except for the purposes contemplated by this agreement, and agrees that it will:

18.1.1 keep confidential; and

18.1.2 not use or reproduce in any form;

any Confidential Information belonging to the other party. A party may depart from its obligations under this clause only with the written consent of the other party or as required by law or the terms of this agreement.

18.2 The Contractor consents to any disclosures made as a result of the Council complying with its obligations under the *Freedom of Information Act 1991 (SA)* (FOI), subject to any legally required consultation.

18.3 Subject to clause 15.1, for the purposes of the FOI Act, the terms specified confidential in the Purchase Order are confidential (**confidential sections**).

18.4 Unauthorised disclosure of the confidential sections and their subject matter is a breach of this agreement.

19. AUDIT/AUDIT OF SERVICES

The Supplier/Contractor must keep Council fully and regularly informed as to all matters relating to the Goods/Works and must provide to the Council any information reasonable requested by the Council for the purposes of monitoring the performance of the Supplier's/Contractor's obligations under this agreement.

20. DISPUTES

All disputes or differences between the Council and the Supplier/Contractor must be referred to an arbitrator, agreed by the parties or in the absence of agreement appointed by the President of the Local Government Association of South Australia.

21. RELATIONSHIP

This agreement does not create a relationship of employment, agency or partnership between the parties.

22. MISCELLANEOUS

22.1 Special Conditions

If there is an inconsistency between a special condition set out in the Purchase Order and the rest of this agreement, the special condition governs to the extent of the inconsistency.

22.2 Alteration

This agreement may be altered only in writing signed by each party.

22.3 Assignment

The Supplier/Contractor must not assign this agreement or any right under it without the prior written consent of the Council.

22.4 Entire agreement

This agreement:

- 22.4.1 constitutes the entire agreement between the parties about its subject matter; and
- 22.4.2 superseded any prior understanding, agreement, condition, warranty, indemnity or representation about its subject matter.

22.5 Waiver

A waiver of a provision of or right under this agreement:

- 22.5.1 must be in writing signed by the party giving the waiver;
- 22.5.2 is effective only to the extent set out in the written waiver.

22.6 Exercise of power

- 22.6.1 The failure, delay, relaxation or indulgence by a party in exercising a power or right under this agreement is not a waiver of that power or right.
- 22.6.2 An exercise of power or right under this agreement does not preclude a further exercise of it or the exercise of another right or power.

22.7 Survival

Each indemnity, obligation of confidence and other term capable of taking effect after the expiration or termination of this agreement, remains in force after the expiration or termination of this agreement.

22.8 Governing law

- 22.8.1 This agreement is governed by the law in South Australia.
- 22.8.2 The parties irrevocably submit to the exclusive jurisdiction of the courts in South Australia.

22.9 Ombudsman/ICAC

The Supplier/Contractor acknowledges that the *Ombudsman Act 1972 (SA)* empowers the Ombudsman to investigate matters in the public interest. The Supplier/Contractor must ensure compliance with all obligations arising under that Act and all other applicable laws.

The Contractor acknowledges that by entering into this agreement with the Council the Contractor will be considered to be a public officer for the purposes of the Independent Commissioner Against Corruption Act 2012 (SA) (ICAC Act). The Contractor acknowledges that it is required to comply with the ICAC Act and any Directions and Guidelines issued pursuant to the ICAC Act.

23. GST

- 23.1 The total amounts payable under this agreement are inclusive of GST, if applicable.
- 23.2 Notwithstanding any other provision of this agreement, the Council need not make any payment for a taxable supply made by the Supplier/Contractor under this agreement until the Supplier/Contractor has given the Council a tax invoice in respect of that taxable supply.

24. NOTICES

- 24.1 A notice, demand, consent, approval or communication under the agreement (**Notice**) must be:
 - 24.1.1 In writing, in English and signed by a person authorised by the sender; and
 - 24.1.2 Hand delivered or sent by pre paid post or facsimile or electronic communication to the recipient's address or facsimile number specified in the Purchase Order, as varied by any Notice given by the recipient to the sender.
- 24.2 A Notice is deemed to be received:
 - 24.2.1 If sent by prepaid post, two business days after posting;
 - 24.2.2 If sent by facsimile, at the time and on the day shown in the sender's transmission report, if it show that the entire Notice was sent to the recipient's facsimile number last Notified by the recipient to the sender;
 - 24.2.3 If sent by electronic communication, at the time deemed to be at the time of receipt under the *Electronic Transactions Act 1999* (Cth) if the notice was being given under a law of the Commonwealth of Australia.