

Goulburn Mulwaree Council Purchase Order - Standard Terms and Conditions

1. General

These conditions apply to any Purchase Order for goods and/or services ("Goods/Services") placed by Goulburn Mulwaree Council ("GMC") and must be read in conjunction with any contract specified in an individual Purchase Order. If there is any inconsistency between these conditions and those of the contract, the contract terms and conditions will prevail.

2. Quality and Delivery

The Supplier must, as specified in the Purchase Order:

- (a) provide Goods/Services safely, and packaged appropriately, to protect it from damage; and
- (b) deliver the Goods/Services:
 - (i) by the date;
 - (ii) to the place; and
 - (iii) in the quantity, as stipulated.

3. Ownership and Risk

- (a) Title in the Goods/Services will pass to GMC on delivery.
- (b) The Supplier assumes all risk in the Goods/Services until it is accepted by GMC.

4. Warranties

- (a) In addition to any warranties implied by law, the Supplier warrants that:
 - (i) the Goods/Services are free from defects in material and workmanship and are of merchantable quality;
 - (ii) it has a right to provide the Goods/Services;
 - (iii) the Goods/Services are free from any charge or encumbrance in favour of any third party not declared or known to GMC before or at the time the Purchase Order is made;
 - (iv) the Goods/Services are of the description and quality specified in the Purchase Order;
 - (v) the Goods/Services are fit for purpose;
 - (vi) the Goods/Services comply with all applicable Australian standards and legislation; and
 - (vii) the Goods/Services do not infringe any patent, registered design, trademark or name, copyright or any other protected right.
- (b) The Supplier will ensure that any warranty offered by a manufacturer of the Goods/Services is enforceable by GMC.
- (c) For the avoidance of doubt GMC may treat any breach of the warranties in this clause 4 by the Supplier as a repudiation of the Purchase Order giving rise to the remedies specified in clause 5.
- (d) By agreeing to provide goods and/or services in accordance with this Purchase Order the Supplier warrants that it complies with the Fair Trading Act 1987 (NSW) and the Competition and Consumer Act 2010 (Cth).

5. Acceptance and Rejection

- (a) GMC may, at any time before acceptance, reject the Goods/Services if GMC believes the Goods/Services are defective, do not comply with the warranties specified in clause 4 above or do not meet the Purchase Order. GMC prior to rejection may unpack, inspect and test the Goods/Services for this purpose.
- (b) GMC may, at any time after acceptance, reject the Goods/Services if GMC believes the Goods/Services are defective, do not comply with the warranties specified in clause 4 above or does not meet the Purchase Order, provided that the defect could not have been discovered prior to acceptance.
- (c) If GMC rejects the Goods/Services (or any part of the Goods/Services) the Supplier must comply with a requirement of GMC to:
 - (i) collect the defective Goods/Services and replace it at the Supplier's expense; or
 - (ii) refund GMC any amount paid for the defective Goods/Services.
- (d) The parties expressly agree that the rights of GMC pursuant to paragraph (c) above apply notwithstanding that the matters in clause 4 are described as warranties.

6. Cancellation

- (a) If the Supplier is unable to supply the Goods/Services as specified, it must promptly notify GMC, and if the Goods/Services are completely unavailable, the Supplier may offer another Good/Service as a substitution. GMC may accept or reject the substitute Goods/Services in its absolute discretion.

- (b) The substitution of the Goods/Services must be approved by both parties in writing.
- (c) GMC may (at any time before delivery), cancel or change the Purchase Order. If this occurs, and:
 - (i) the change causes an increase or decrease in the cost of the Goods/Services, or time required to deliver the Goods/Services, an equitable adjustment will be made appropriate to the circumstances;
 - (ii) The Supplier has already incurred any reasonable expense in satisfying the Purchase Order, GMC will pay those expenses.

7. Price, Payment Terms, GST

- (a) The Supplier must have an Australian Business Number (ABN). GMC requires the Supplier to issue a tax invoice for the Goods/Services within seven days from the date of delivery. The Supplier's tax invoice(s) ("Invoice") are to show all the details required by A New Tax System (Goods and Services Tax) Act 1999.
- (b) Each Invoice must identify the relevant Purchase Order number (PO). Invoices without a relevant PO will typically be returned without payment.
- (c) Each invoice must also include the ABN and the Supplier name that is recorded in the Australian Business Register for that ABN. Otherwise, PAYG Withholding (No ABN) law requires GMC to withhold an amount from the payment and send it to the Australian Taxation Office.
- (d) If the Supplier is not registered for GST and is not required to be registered for GST, GMC requires the Supplier to provide a completed 'Statement by a supplier' to accounts@goulburn.nsw.gov.au, prior to, or accompanying the first invoice. The Supplier is to issue an invoice for the Goods/Services within seven days from the date of delivery.
- (e) All invoices are to be submitted to accounts@goulburn.nsw.gov.au
- (f) GMC will pay the Supplier within the agreed terms of payment with the Supplier.

8. Indemnity

The Supplier indemnifies GMC against any and all claims by a third party and any loss, personal injury, death or damage arising out of or in connection with an act or omission of the Supplier in supplying the Goods/Services or any and all obligations or warranties under these conditions.

9. General

- (a) The Supplier must not assign the benefit of the Purchase Order without GMC's prior written approval.
- (b) No variation of the Purchase Order will be binding on GMC unless in writing and signed by a duly authorised representative of GMC.
- (c) GMC's failure or delay to enforce a condition, or to exercise a right or remedy for breach, is not a waiver of any other breach.
- (d) These conditions will be governed by the law of New South Wales and the parties submit to the jurisdiction in that State.

10. Insurance

The Supplier must maintain the following policies of insurances (and provide evidence on request):

- (a) Public Liability: Amount per occurrence will not be less than \$5,000,000 (AUD)
- (b) Professional Indemnity (where applicable): Amount per occurrence will not be less than \$2,000,000 (AUD). The policy must include the provision for one automatic reinstatement of the sum insured.
- (c) Motor vehicle insurance for any vehicles used to provide the goods/services.
- (d) Workers Compensation, or personal injury not a registered company;

11. WH&S and Work Cover regulations

All suppliers and contractors must comply with current WHS legislation, and all relevant WHS requirements of GMC.

12. Alcohol and other Drugs Compliance

All suppliers and contractors must not be under the influence of alcohol or other drugs and must submit to potential screening as per the GMC Alcohol and Other Drugs policy.

13. Statement of Business Ethics

All business will be conducted in good faith and in accordance with the GMC Statement of Business Ethics which is available at:

<https://www.goulburn.nsw.gov.au/Council/Tenders-Expressions-of-Interest-Contract-Register#section-4>