

QIC PURCHASE ORDER TERMS AND CONDITIONS



- 1. (Order Process): A Purchase Order is placed with the Supplier on the condition that the Supplier complies with the terms and conditions of the contract agreed with QIC prior to the acceptance of a Purchase Order. If a contract has not been agreed with QIC, by commencing or continuing to perform any activity connected with the Goods, Services or Work, the Supplier agrees to be bound by the following terms and conditions:
- (Supply) You agree to supply, and QIC will acquire and pay for, the Goods, Services and Work (Supply) in accordance with this Purchase Order. You agree that you have read, understand and comply with QIC's Supplier Code of Conduct which is found on our website at https://www.gic.com.au/about-gic/corporate-information/corporate-
- (Performance) You must, as an independent contractor, provide all things including all equipment, tools, materials and anything else necessary (other than power and water) to provide the Supply under this Purchase Order, and must commence the Supply on the Commencement Date.

governance/procurement-at-gic, and the Ethical Supplier Threshold.

- 4. (Trustee) You agree that if we enter into this Purchase Order as trustee of a trust in entering this Purchase Order (Trust), you can only sue us in our capacity as trustee of the Trust. Our obligations in connection with this Purchase Order are limited to the extent we are indemnified out of Trust assets, except to the extent that our indemnification does not apply as a result of our fraud, gross negligence or breach of trust.
- (Your Capacity) Where you enter this Purchase Order as a trustee of a trust or agent for another party, you will be personally bound by this Purchase Order (whether or not the trust or agency is disclosed).
- (Site Induction) Before you commence any activity on our Sites you
 must complete and pass such site induction as we require in our
 discretion (Site Induction), including complying with any additional
 documents we provide you in connection with those Site Induction
 requirements, and which will form part of this Purchase Order
 (Additional Documents).
- 7. (Invoices) You must, after Completion of all of the Supply, submit a tax invoice to the QIC Contact which states your entity, ABN number, purchase order number, description of Supply provided, the amount claimed (being no more than the Price) and such other details as we reasonably require to the address and entity nominated in the Purchase Order under "Invoice To" or such other entity and address as we advise. Tax invoice has the meaning in the GST Act.
- 8. **(Payment)** Subject to this Purchase Order, within 20 calendar days after we receive your correctly rendered and valid tax invoice under clause 7, we will pay you the Price set out in the Purchase Order. For the avoidance of doubt:
 - (a) where QIC, acting reasonably, considers that you have provided incomplete or defective Supply, then:
 - QIC must provide you with written notice setting out the grounds on which QIC has made this assessment; and
 - (ii) within 5 Business Days of receipt of the written notice provided under clause 8(a)(i):
 - A. you may notify QIC in writing that it will seek to remedy the incomplete or defective Supply within a time period as agreed between the parties; or
 - you may (acting reasonably) object to the grounds on which QIC has made this assessment, providing detailed reasons

for the objection.

- (b) Where QIC, acting reasonably, continues to consider that you have provided incomplete or defective services (notwithstanding the objection provided under clause 8(a)(ii)(B), or considers that you have failed to remedy the incomplete or defective Supply within the time period as agreed within the parties, QIC may reduce the amount due by the value of any incomplete and defective services and by amounts QIC is entitled to claim from you under this Purchase Order
- 9. (Completion and Delays) Completion of the Supply occurs when you have fully completed the Supply and satisfied all other matters which this Purchase Order requires to be firstly satisfied (Completion). We will excuse you for delays which you notify us of promptly and which are beyond your and your subcontractors' reasonable control.
- 10. (Continuing Obligations) Your obligations under this Purchase Order will continue and not be prejudiced by the delivery or completion of the whole or any part of the Supply, or any payment made by us for or in connection with the Supply.
- 11. (Goods) If the Supply relates to Goods, you agree:
 - (a) to deliver the Goods to the Delivery Address on or before the Delivery Date;
 - to warrant that the Goods are fit for their purpose, are of merchantable quality and free, are not dumped goods and are clear of all encumbrances;
 - (c) to pass full unencumbered title in the Goods to us upon the earlier of payment for the Goods or delivery, but agree that risk in the Goods remains with you until Completion;
 - (d) to transfer the manufacturer's warranty applicable to the Goods to us at no cost;
 - (e) that we may return the Goods at your cost and risk if the Goods are in a used condition or are not new (if we have not otherwise agreed), are dumped goods or otherwise are not in accordance with this Purchase Order; and
 - (f) that Completion of the Supply will only be achieved when we, acting reasonably, notify you the Goods are acceptable or we put the Goods to use (other than for testing).
- 12. **(Work)** If the Supply is for the carrying out of Work:
 - (a) you must commence the Supply on the Commencement Date and achieve Completion by the Completion Date:
 - (b) you warrant that the Work will be carried out in a proper and workmanlike manner and incorporate only new materials or plant which are of merchantable quality and fit for that purpose; and
 - (c) Completion of the Supply will only be achieved when you have completed all the Work in accordance with this

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Purchase Order.

- 13. (Services) If the Supply is for the performance of Services:
 - you must commence the Supply on the Commencement Date and achieve Completion by the Completion Date;
 - (b) you must use reasonable skill and care in providing the Services, and you warrant that the Services will be fit for their purpose; and
 - (c) Completion of the Supply will only be achieved when you have completed all the Services in accordance with this Purchase Order.
- 14. (Subcontracting). You must not subcontract the Supply under this Purchase Order without our prior written consent, which must not be unreasonably withheld. You are responsible for any acts, negligence, default or omissions of your subcontractors regardless of our consent. All Services must be performed in Australia unless we otherwise approve in writing in advance.
- 15. (Assignment) The parties agree that we have selected you due to, in part, your specialisation and capability to provide the Supply and that you have complied with our procurement requirements including, without limitation, safety, modern slavery and ethical supplier requirements. You must not assign any right or obligation under this Agreement without the Principal's prior written consent.
- 16. (Our Assignment) We may, by notice to you:
 - (a) assign some or all of our rights under this Purchase
 Order to a proposed transferee, without your consent;
 and/or
 - transfer some or all of the our obligations under this Purchase Order to a proposed transferee, and you consent to such transfer,

provided that, in each case, the proposed transferee is either:

- (c) a Related Body Corporate (as defined in the Corporations Act 2001 (Cth)); or
- (d) an entity is an acquirer of all or part of a Relevant Asset and is capable of performing those of our obligations under this Purchase Order that are transferred to it.

and you must sign any documents and do anything necessary to effect such assignment, novation or transfer.

- (e) For the purposes of clause 15(d), a "Relevant Asset" means any asset owned or controlled by us (or any of our Related Bodies Corporate) and utilised by us in connection with this Purchase Order.
- 17. (Intellectual Property) You grant us an irrevocable and royalty-free licence to use any intellectual property connected with the Supply for our own purposes and indemnify us against any loss or liability arising from third party claims in connection with the intellectual property.
- 18. Legal Requirements) You warrant to us that you and your subcontractors shall comply with all applicable laws and approvals (including the *Privacy Act 1988* (Cth) (*Privacy Act*), Modern Slavery legislation and those relating to bribery, corruption, money laundering, fraud or similar activities).
- (Work Health and Safety) To the extent the Supply is for the carrying out of Work, you agree that:
 - (a) you are "principal contractor" relating to health or safety in the location of the Site (*WHS Law*) in respect of all areas where work relating to the provision of the Supply are being carried out at any time;
 - (b) where any area for which you are appointed principal contractor is controlled or owned by an entity other than us, we also appoint and authorise you to be "principal"

- contractor" for that area on behalf of the entity;
- (c) despite anything else in this Purchase Order, we authorise you to assume full and effective management and control of those areas for which you have been appointed as "principal contractor" for the purposes of discharging your obligations under WHS Law and this clause:
- (d) your appointment as "principal contractor" under this clause only ends, for any area, when:
 - (i) you have completed all your activities in that area and you cease to have any access to it; or
 - (ii) we notify you in writing that you are no longer the "principal contractor" in respect of that
- (e) you warrant that you are capable of complying with your obligations as "principal contractor", including having in place an adequate work health and safety management system; and
- (f) you are responsible for ensuring that you discharge the obligations imposed on a "principal contractor" under WHS Law even if your appointment as "principal contractor" under WHS Law is not (or cannot be) effective for any reason (including because the nature or extent of activities to which your obligations relate do not allow the appointment of a "principal contractor" under WHS Law).
- 20. (Your General Obligations) You are responsible for complying with and ensuring that your officers, employees, agents, subcontractors or subcontractors' agents comply with all requirements under or in connection with WHS Law, whether or not we are also obliged to comply with or discharge any of the duties.
- 21. (Reinstatement of Supply) You will (at your cost) reinstate the Supply if it is damaged or destroyed by any cause prior to Completion except to the extent that the damage or destruction is caused by us or our agents, officers or employees.
- 22. (Defects) You must promptly rectify any defects in the Supply at your cost of which we, acting reasonably, notify you at any time prior to the date 12 months after Completion, or in relation to rectification works, 12 months after completion of the relevant rectification works. This clause does not apply to any defects which are caused by us or our agents, officers or employees, or by any other third parties after Completion.
- 23. (People, Property, Environment) You must take all reasonable steps to protect people from death or injury and protect the Supply, the environment and any property belonging to us or others from loss or damage arising from or in connection with you providing the Supply. We may by notice in writing immediately suspend you undertaking any activities in connection with the Supply where you breach this clause and until you have satisfied us that the breach has been

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remedied and will not reoccur.

(Indemnity) You indemnify us and our agents, officers and employees against any claims, damages, losses, costs, expenses or other liabilities arising from any of property loss or damage, personal injury or death (including to your employees), or environmental damage which either arises from, arises in connection with or is contributed to by, any of the following - your negligence, your act or omission, the carrying out of the Supply or your breach,

<u>except</u> to the extent our, or our agents', officers' or employees' breach or negligence has caused the loss, damage, injury or death.

- 24. (Insurance) Unless we agree otherwise in writing, on and from the Commencement Date, you must have the following insurances (and provide evidence to us upon request):
 - (a) (Public Liability) while you continue to have obligations regarding the Supply, public liability insurance in the amount of \$20 million per occurrence which names us as an insured party;
 - (b) (Professional Indemnity) where you provide any design, specification or other professional services in connection with the Supply, professional indemnity insurance in the amount of \$20 million per claim;
 - (c) (Motor Vehicle) while you have any obligations to supply Goods, or perform works or Services which involve the use of a motor vehicle, third party motor vehicle insurance in the amount of \$20 million per occurrence;
 - (d) (Workers Compensation) workers compensation insurance as required by law;
 - (e) (Works Insurance) where you are carrying out work in the Supply, for the duration of the time carrying out the works, contract works insurance for at least 110% of the total value of the work included in the Supply which names us as an insured party; and
 - (f) (Plant, Material and Goods (including Transit insurance)) insurance in respect of any plant, equipment, material or goods included in or in connection with the Supply during transit to and unloading at the Delivery Address and while in storage off-site for at least the amount of the value of the plant, equipment, material or goods.

25. (Changes of Requirements)

- (a) From time to time, QIC may, on reasonable grounds and acting reasonably, request that you:
 - accelerate or delay the progress of, change the sequence or suspend the Supply or any part of it; or
 - change the extent, character or quality of the Supply (including by adding or omitting any part of the Supply or changing methods of Supply),

(Change Request)

- (b) In addition to detailing the change required, a Change Request must also set out:
 - (i) the grounds on which the change is required;
 - the date on which the change will become effective which as reasonably determined by QIC having regarding to the Change Request; and
 - (iii) any adjustment to the Price as we reasonably determine having regard to the Change Request. No Price adjustment will be required where the Change Request is required due to the your act, omission or

default and you shall have no claim for any additional costs or extension of time) or from a Change Request that requires a suspension for a matter beyond our control.

If you don't agree with changes proposed in the Change Request or with any proposed change to the Price, you may, within 20 Business Days of the date of the Change Request, commence a dispute under clause 40.

- 26. (Site Access and Use) You may only access and use the Site:
 - (a) to provide the Supply;
 - (b) in accordance with our reasonable directions;
 - (c) subject to our right to require prompt removal of any person at any time;
 - (d) via the routes which ensure minimum disturbance and inconvenience to us and the public and as we approve from time to time:
 - doing all things necessary to avoid nuisance to or interference with us or any person at or near the Site;
 - informing yourself of and complying with any rules relevant to the Site or areas adjoining the Site;
 - (g) not during excluded work hours or days as we may specify from time to time;
 - (h) only after completing (and ensuring any subcontractor completes) the Site Induction;
 - not allowing delivery of plant or materials to the Site before they are reasonably required in connection with the Supply;
 - keeping the Site safe, clean, tidy and free of rubbish and surplus material;
 - (k) cleaning up the Site and any area affected by the Supply (including by removing tools, materials, plant, temporary works and other things) to our satisfaction, prior to and as a precondition of Completion;
 - ensuring the Supply is carried out in a safe and secure manner; and
 - ensuring utilities are not disconnected or disrupted at any time (without our prior written consent)
- 27. (Your Responsibility) Except to the extent provided in this Purchase Order, you must satisfy yourself as to all conditions and characteristics of the Site and all risks (including safety, delay and cost risks) which may arise in connection with the Supply.
- 28. (Privacy Act Compliance) In relation to any "personal information" (as defined in the Privacy Act) provided or to be provided by you in connection with the Supply, you warrant to us that:
 - (a) you have obtained the consent of each individual about which "sensitive information" (as defined in the Privacy Act) is provided; and
 - (b) you have or will within the time



required by the Privacy Act ensure that each individual about whom any Personal Information is provided has received a written statement complying with the matters required by Australian Privacy Principles 5.1 and 5.2.

- (Anti-competitive Arrangements) You warrant to us that you have not entered into any improper or anti-competitive arrangement or understanding with any other party in connection with the Supply.
- 30. (**Confidentiality**) You must not disclose to third parties or use for any purpose (other than carrying out the Supply, or to the extent we specifically authorises in writing) any:
 - (a) (Confidential Information) information of a confidential nature, including information about the party's or the party's Related Bodies Corporate, business, operations, strategy, administration, technology, affairs, clients, customers, employees, contractors or suppliers, but does not include any information which is in the public domain other than through a breach of confidence, independently developed by the recipient, or already known, or rightfully received by the recipient other than through a breach of confidence (Confidential Information); or
 - (b) (Other Information) information relating directly or indirectly to us, our business or this Purchase Order (including without limitation any financial, technical, economic, market and other information, reports, policies, plans, drawings, specifications, designs, data or ideas),

that is disclosed to, communicated to or otherwise created, ascertained or discovered by you directly or indirectly in the course of or in connection with your provision of the Supply whether before or after the date of this Purchase Order.

31. (Disclosure)

- (a) Except for disclosure by us to any Related Bodies Corporate, and use of the confidential information by such third parties in connection with this Purchase Order, we must not disclose to third parties (other than to the extent that you specifically authorise in writing) or use for any purpose (other than for the purpose for which it was disclosed in connection with the Purchase Order) any confidential information of yours that is disclosed to, communicated to or otherwise created, ascertained or discovered by us directly or indirectly in the course of or in connection with this Purchase Order.
- (b) Nothing in this clause 37 prevents a party from disclosing confidential information if disclosure of that Confidential Information is required to be made by law.

32. (Modern Slavery)

- a) In this clause, modern slavery includes any conduct which constitutes modern slavery under any law, including without limitation slavery, human trafficking, servitude, forced labour and forced marriage.
- (b) You warrant and agree that:
 - you have not, and will not engage in any modern slavery practices;
 - (ii) you have taken all steps reasonably necessary to satisfy yourself that your supply chains do not involve modern slavery practices or modern slavery risks;
 - (iii) you will comply with all laws relating to

- modern slavery;
- (iv) you will keep all records that properly and accurately record all transactions, in order to provide confirmation that you are not engaging with people or entities that may involve modern slavery risks; and
- (v) neither you, nor any of your related entities, agents or employees, have been convicted of, or pleaded guilty to, an offence involving modern slavery.

(c) You must:

- (i) establish and maintain procedures, training, policies and precautions to ensure your compliance with this clause:
- (ii) ensure your subcontractors comply with this clause;
- (iii) give prompt notice and all applicable documentary evidence in writing to us if at any time:
 - A. you (or any of your related entities, agents or employees) or any subcontractor breaches this clause:
 - B. you become aware of any actual or potential modern slavery risk within any part of your supply chains; or
 - C. you become aware of, or have reasonable grounds to believe that an actual or potential breach of this clause has occurred:
- (iv) do all things necessary to immediately rectify or avoid any modern slavery risk, and provide written notice to us of such rectification or avoidance, including supporting documentary evidence as reasonably required by us;
- (v) provide all information as may be reasonably required by us to comply with any law or legal requirement to provide a public compliance statement in relation to modern slavery;
- (vi) without limiting any other provision of this clause, provide to us, within 3 days of a request from us, all details (in a form reasonably required by us) in relation to potential modern slavery risks, including without limitation details in relation to:
 - A. your structure, operations and supply chains;
 - B. the risk of modern slavery practices in your structure (including in respect of entities

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- controlled by you) and supply chains;
- C. actions taken by you to assess and address any modern slavery risks, including due diligence and remediation processes, and details of your effectiveness of such actions;
- D. policies, codes of conduct and training in relation to modern slavery:
- E. details of consultation with entities owned or controlled by you; and
- F. any other matters relating to modern slavery risks as may be reasonably required by us for the purposes of our compliance statement; and
- (vii) do anything else otherwise reasonably required by us in relation to compliance with all laws and legal requirements relating to modern slavery.
- If you commit a breach of any obligation in relation to modern slavery, including without limitation the obligations referred to in this clause, then, despite any other provision of this Purchase Order and without prejudice to any of our other rights under or in connection with the Purchase Order, we may, without giving notice under clause 35(a), exercise our rights under clause 35(c).
- 33. (GST and Other Taxes) If the Price is exclusive of GST, we will pay you the GST that applies to the Supply after you provide us with a valid tax invoice. You must pay all taxes and charges payable in connection with the Supply. Where we incur GST on any supply we are required to make to you, you must pay us that GST.
- (Withholding) We may withhold from payment to you any amount which we reasonably consider we are or may be required by law to withhold, including PAYG and the foreign entity withholding tax.
- 35. (**Termination**) We may terminate this Purchase Order at any time by no less than 5 business days prior notice to you in writing if there is a material change in circumstances relating to any project or projects in respect of which this Purchase Order was issued. If this Purchase Order is terminated under this clause, we will pay you for the value of the Supply completed to the date of termination and the amount we reasonably determine for costs reasonably incurred by you and which you cannot reasonably avoid or recover. We will not otherwise be liable to you for any cost, expense, loss or damage (including loss of profit). Clauses relating to intellectual property, confidentiality and privacy, liability, insurance, governing law and definitions continue to apply regardless of termination and how it was effected.
- 36. (Post Termination Obligations) Within 2 business days after termination or expiry of this Purchase Order, you must deliver the following to us - a written report on request on the current Supply under this Purchase Order; all plant, equipment, materials, property (including keys), documentation, information, records (including data) or other items of ours which we provided to you in connection with this Purchase Order; and any materials or other items which under this Purchase Order have become our property.
 - (Breach or Insolvency)
 - Without limiting our rights against you, if:
 - you are in breach of any obligation under this Purchase (i) Order and fail to rectify the breach:
 - where it involves a breach of your obligations regarding safety, protection of people, property or the environment, within 1 business day; or
 - otherwise, within 5 business days, after we notify you to rectify the breach; or

subject to sections 415D, 434J and 451E of

Corporations Act 2001 (Cth), you become insolvent,

we may:

- terminate this Purchase Order (in whole or (iii) in part) immediately;
- carry out ourselves or have others carry out your obligations at your cost without any liability to you; or
- suspend payment of any further amount under this Purchase Order while the breach continues
- You may terminate this Purchase Order with immediate effect upon written notice to us if:
 - we breach any obligation under this Purchase Order which is incapable of remedy or which is capable of remedy, but is not remedied within a reasonable time as specified by you (which shall not be longer than 14 days) of receipt of a notice from you specifying the breach and requiring it to be remedied; or
 - (ii) we become insolvent.
- (Conflict of Interest) You warrant to us that the Supply will not place you in a position of conflict of interest (including any of your personnel, employees, agents and subcontractors). You must fully disclose to us any such conflict or possible conflict immediately upon becoming aware of it. If we believe that the conflict may adversely affect our interests, we may terminate this Purchase Order and we will pay you for any Supply provided to us as at that date.
- (Contract Terms) Despite any other provision, (a) subject to paragraph (b) below, the terms of this Purchase Order:
 - operate to the exclusion of all other terms (i) (including in any document, standard terms and conditions, material or communication issued by you at any time (whether before or after your receipt of this Purchase Order));
 - only include documents referred to in the Supply Description in the Purchase Order Particulars to the extent those documents describe the Supply (including without limitation its performance characteristics) and not for any other purpose (including without limitation terms or conditions proposed by you for the Supply); and
 - will include documents we reasonably consider to be necessary in connection with the Supply and expressed to form part of this Purchase Order that are not known to you until after this Purchase Order is issued (including Additional Documents). We will notify you of any such documents, which apply only from the time they are made known to



- you. You will be taken to have accepted those documents when you continue with the performance of any activity connected with the Supply after that time. If you don't accept those documents, you may, within 20 Business Days of the date of receipt of those documents, commence a dispute under clause 40;
- (b) where a formal agreement prepared by us and signed by you prior to or after the issue of this Purchase Order covers the Supply, the terms and conditions of that agreement shall apply to the Supply in place of this Purchase Order; and
- (c) no waiver of a breach of any provision of this Purchase Order shall constitute a waiver of any other breach of such provision or any other provision.
- 40. (Severability) If any term of this Purchase Order is legally unenforceable, it must be severed or read down, but only so as to maintain the original intention of the terms of this Purchase Order.
- 41. (Dispute Resolution and Governing Law) A party must notify the other party in writing if there is any dispute or difference (Dispute) between the parties relating to this Purchase Order. Within 7 days of such notification, a senior representative from each party must meet and use all reasonable endeavours to resolve the Dispute by joint discussions. Each party must continue to perform this Purchase Order in the meantime. A party may not start court proceedings until it has done this, unless the party seeks injunctive or other interlocutory relief. This Purchase Order is governed by and disputes will be heard under the law and in the courts of Queensland, Australia.
- 42. (**Definitions**) The following definitions apply to this Purchase Order.
 - (a) "Commencement Date" means the commencement date specified in the Purchase Order, or if not specified, upon your acceptance of this Purchase Order or such later date as QIC advises.
 - (b) "Completion Date" means the completion date specified in the Purchase Order, or where no date is specified, the date advised by QIC.
 - (c) "Defective" means any Goods or Services which are not in accordance with the Purchase Order or are damaged or deficient in any way.
 - (d) "Delivery Address" means the address for delivery of the Goods or performance of the Services as specified in the Purchase Order, or as otherwise advised to you by QIC.
 - (e) "Delivery Date" means the date for delivery of the Goods or Services nominated on the Purchase Order, or where no date for delivery is specified, the date advised by QIC.
- (f) "Ethical Supplier Threshold" means the Ethical Supplier Threshold described in paragraph 2.3 of the Queensland Procurement Policy.
- (g) "Goods" means the goods, if any, described on the Purchase Order.
- (h) "GST" has the meaning given to that term under the A New Tax System (Goods and Services Tax) Act 1999 (Cth).
- (i) "GST Act" means the A New Tax System (Goods and Services Tax) Act 1999 (Cth).
- (j) "Price" means the order total set out in the Purchase Order which is exclusive of GST.
- (k) "Purchase Order" means the purchase order for Goods and/or Services issued by QIC to the Supplier from time to time containing, amongst other things, a description of the Goods and/or Services or Work.
- (I) "QIC" means QIC Limited ABN 95 942 373 762 or such other entity listed as the purchaser under "Invoice To" on the Purchase

- Order (QIC, we, our, us).
- (m) "QIC Contact" means the person identified as the QIC Contact on the Purchase Order.
- (n) "Queensland Procurement Policy" means the Queensland Procurement Policy as published by the Queensland Government from time to time.
- (o) "Services" means the services, if any, described on the Purchase Order.
- (p) "Site" means the site identified (if any) in the Purchase Order, or otherwise advised to you by QIC.
- (q) "Supplier" means the party identified as the supplier in the Purchase Order (Supplier, you, your).
- (r) "Work" means the work, if any described on the Purchase Order.

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