



## MANILDRA GROUP

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MANILDRA MEAT COMPANY PTY LTD - SHOALHAVEN MILLING COMPANY - MANILDRA MILLS PTY. LTD - MANILDRA STARCHES PTY. LTD. - MANILDRA SUGARS - SHOALHAVEN STARCHES PTY. LTD. - TASMAN STARCHES PTY. LTD. - MANILDRA STOCKFEEDS PTY. LIMITED NAMOI FLOUR MILLS PTY LIMITED - HOOKERS MILK PRODUCTS PTY. LTD. - MANILDRA MILLING CORPORATION U.S

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## Statement for the Supply of Goods and Services

No goods and services are to be supplied without a Manildra Group Purchase Order **prior** to supply.

All Contractors are to have in their possession a current Purchase Order Number before work is commenced on site, which is to be produced when requested to do so by either a Manildra Group Manager or Work Cover. No Purchase Order will be issued after supply.

Failure to follow this procedure will result in action being taken by the Company to remove the offending Contractor from the site and the preferred supplier list immediately.

All Managers and Supervisors must follow the above procedures at all times. A copy of the Manildra Group Terms and Conditions for the Supply of Goods and Services is attached.

Len Jones  
CEO  
Manildra Meat Company Pty Ltd



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## TERMS AND CONDITIONS FOR THE SUPPLY OF GOODS AND SERVICES

### 1.0 Safety Conditions

1.1 All Contractors and Sub-Contractors MUST attend a Site Safety Induction and G.M.P. Induction BEFORE commencing work and be in possession of the current induction card at all times whilst on site which must be renewed every 12 months.

- a. All Personnel working in designated construction zones MUST be in possession of a current Work Cover WH&S General Induction Card.
- b. All Safe Work Permits and Work Clearances that are necessary for the work must be obtained BEFORE commencement of work.
- c. Personal Protection Equipment necessary for the specified work MUST be provided by the Contractor.
- d. All work is to be carried out in accordance with the standards listed herein, and in accordance with any local Statutory Regulations, laws or codes:
  - i. SAA and other approved codes.
  - ii. AS3000 SAA wiring code.
  - iii. Manufacturers' instructions, recommendations and drawings.
  - iv. NSW Work Health and Safety Legislation Regulations and NSW Rail Safety Act
  - v. 2001.
  - vi. All Manildra Group site Policies and Procedures
- e. All accidents/incidents shall be recorded on the Client's Accident/Incident Report and be brought to the attention of the Coordinator and/or Safety Officer immediately.

### 2.0 Quality of Work Conditions

2.1 The Contractor must provide evidence of commitment to recognised Quality, Environmental & WHS Management Systems Standards.

2.2 The client will not tolerate sub-standard work or material and should this occur, the sole cost for replacement or modifications will be the responsibility of the Contractor, under no circumstances will the client pay for these replacements or modifications.



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### 3.0 G.M.P Food Safety

All Contractors must work according to Manildra's Food Safety & G.M.P. (Good Manufacturing Practices) Policies whilst on site. Failure to do so may result in removal from the site.

### 4.0 Environmental Conditions

4.1 Manildra Meat Company Pty Ltd operates under an Environment Protection Authority (EPA) Licence. All goods, equipment and services supplied to the client and work carried out for the client must be in accordance with the Manildra Meat Company Environment Protection Licence No 3889 and relevant environmental legislation including the Protection of the Environment Operation's Act 1997 (POEO Act 1997).

4.2 All environmental incidents, such as spills or escape of product must be immediately reported to the Environmental Manager and the Departmental Manager and be recorded on the Manildra Incident Report form. The Pollution Incident Response Management Plan is available on our website: [http://www.manildrameat.com.au/environmental-monitoring-data/?drawer=environmental\\*Pollution%20Incident%20Response%20Management%20Plan](http://www.manildrameat.com.au/environmental-monitoring-data/?drawer=environmental*Pollution%20Incident%20Response%20Management%20Plan)

### 5.0 Working Conditions

5.1 All Contractors and Subcontractors agree to ensure that all of its Employees engaged in performance of this contract, whether actual Employees or Contractors, are remunerated in accordance with the conditions set out in the relevant industrial instrument, modern award or industrial legislation.

5.2 The Contractor and Subcontractor agrees to provide Manildra with a statement to that upon request.

### 6.0 Suppliers Invoices

6.1 A Supplier must be in receipt of a Purchase Order Number before goods, equipment, services or labour are to be supplied to the client to satisfy WH & S and Work Cover, Environmental Regulations, Food Safety Legislation and Manildra Policies and Licences.

6.2 Where the invoice value exceeds the Purchase Order value an additional Purchase Order Number is required to cover the amount. Both Purchase Order Numbers are to be printed on this invoice prior to mailing.



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6.3 Invoices presented for payment without a Purchase Order Number or an incorrect Purchase Order Number will be returned to the Supplier. Invoices presented for payment to the Manildra Group must specify the date/s of the purchase and/or service and clearly identify the cost of labour (hours and hourly rate), materials and any other incidentals applicable. Invoices not providing adequate information will also be returned to the Supplier.

6.4 All invoices are to have attached a copy of the Delivery Docket or Job Sign-off Sheet signed and name printed by an authorised Manildra Group Employee.

6.5 Invoices must be mailed to:

Engineering Procurement Officer PO Box 63, Cootamundra NSW 2590 or emailed to [manildrameat.engineering@manildra.com.au](mailto:manildrameat.engineering@manildra.com.au) after receipt of an authorised Manildra Group Purchase Order and must quote the correct Manildra Group Purchase Order Number.

6.6 Invoices must be received by the 5<sup>th</sup> day of the month following the service or supply. All Manildra suppliers will be placed on **End of month 30 day payment terms.**

6.7 Strict compliance to the abovementioned work practices, standards, policies and Licences are required of the Contractor's on-site workforce, otherwise they will not be permitted on the client's premises.

**7.0 No Manildra group purchase order number will be issued after goods, equipment, services or labour is supplied to the client.**

**Issued by Manildra Meat Company Pty Limited  
ABN 79 000 214 273**