

Bonlac Supply Company



Farmers representing farmers



Dairy for life

Supplier Forum Guidelines / Handbook

The role, structure and responsibilities of the Supplier Forum

Supplier Forum Ambition:

Through representation, our farmers have the most enviable
partnership with their processor

WELCOME TO THE SUPPLIER FORUM

Linking the needs of Fonterra's farmers to the wants of the end customers is essential to the growth and profitability of both Fonterra and farmer suppliers. To ensure we can deliver on this commitment, we partner together in building each other's businesses.

The focus of this partnership is in three key areas:

- Leveraging Fonterra's global strength for Australian farmer benefit
- Maximising farmer profitability
- Partnering with farmers to grow and develop their farm assets.

To achieve these goals the Supplier Forum has the agreed purpose to:

Drive the best outcomes for our farmers and Fonterra through open and honest communication.

Bonlac Supply Company:

Bonlac Supply Company (BSC) acts as the agent for milk supply to Fonterra Australia and BSC therefore represent the interests of all suppliers in Victoria and Tasmania with a collective independent voice.

Acting on co-operative principles BSC have partnered with Fonterra to develop a "modern day co-op" to deliver significant benefits and opportunities to all Fonterra Suppliers.

Benefits to suppliers:

Farmers working collectively for farmers.

Supply arrangements that are in the best interests of all dairy farmers supplying Fonterra Australia

A benchmarked milk price return (until 2019) that is regularly monitored.

Strong and active representation of supplier's interests at industry and government level.

What we do:

Negotiate with Fonterra Australia, on behalf of our suppliers, on conditions of milk supply.

Develop the next generation of dairy industry leaders through the BSC Leadership Program.

Oversee the operation of BSC / Fonterra Supplier Forum which provides direct farmer feedback to the BSC Board and Fonterra Australia.

Represent supplier's interests with Fonterra Australia and work with Fonterra to develop initiatives to support farmers.

Actively participate in supplier meetings, field days, industry conferences, industry forums etc.

Our relationship with Fonterra Australia

BSC have a formal, constitutional agreement with Fonterra.

The agreement includes the rights of all BSC suppliers to have their milk collected, the monitoring of Fonterra's benchmark milk price return and the negotiation and contribution to the development of the milk pricing structure and associated initiatives.

Fonterra Co-Operative Group Limited:

Fonterra Australia is wholly owned by Fonterra Co-operative Group Limited ("Fonterra") which is based in New Zealand and is owned by around 10,500 New Zealand farmer shareholders.

Fonterra Australia is Fonterra's largest milk pool outside of New Zealand. A strategically important market, the business operates 10 manufacturing sites and employs around 1,800 people.

Fonterra Australia collects over 2 billion litres of milk annually from over 1,300 farmer suppliers in Victoria and Tasmania. This represents approximately 20 per cent of Australia's total milk production.

THE FORUM'S OBJECTIVES

These guidelines provide a guide to the structure, the aims and the function of the Supplier Forum.

The establishment of the Supplier Forum in 2009 furthers both BSC's and Fonterra Australia's commitment to our farmer suppliers.

Bonlac Supply Company and Fonterra Australia believe that having a sustainable, committed and viable supplier base is an essential part of building a strong company.

Supplier Forum Ambition: Through representation, our farmers have the most enviable partnership with their processor

Supplier Forum Purpose: Drive the best outcomes for our farmers and Fonterra through open and honest communication

How does the Forum achieve its ambition and purpose?

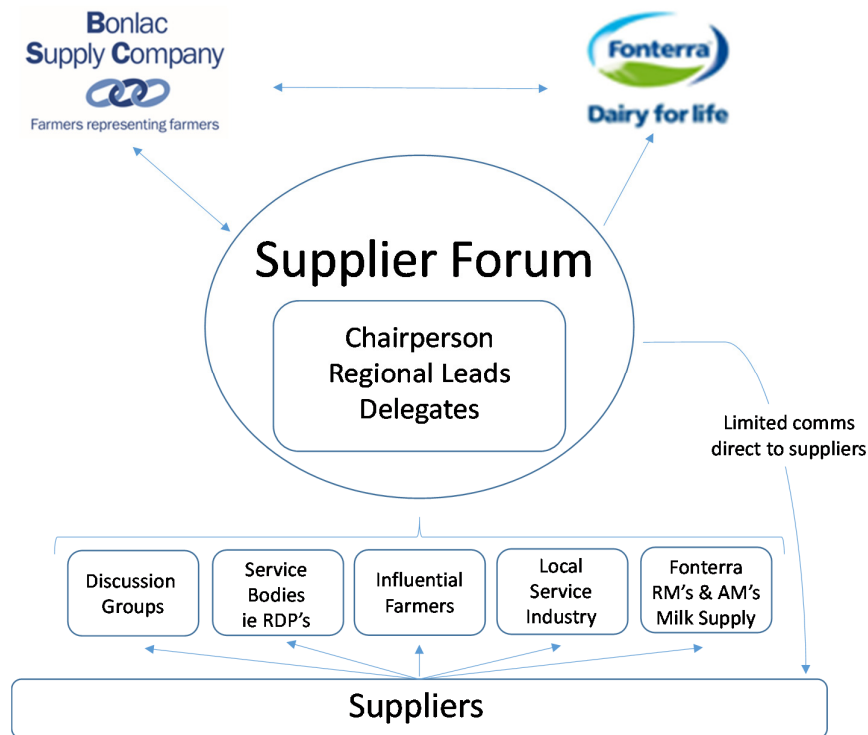
The Forum's structure is designed to

- Facilitate the inclusion of suppliers from all regions.
- Provide two-way consultation between BSC, Fonterra Australia and its milk suppliers.
- Provide input to BSC and Fonterra on wider business and industry issues.
- Provide leadership in contributing to an industry-leading value proposition for farmers.

This to be carried out by;

- Providing communication between our supplier base and both BSC and Fonterra.
- Improving the responsiveness and understanding of company management.
- Fostering a level of understanding between all our farmer suppliers and the company.
- Providing leadership in increasing the loyalty and commitment of suppliers.

SUPPLIER FORUM STRUCTURE AND INTERACTIONS



POSITION DESCRIPTIONS

The Supplier Forum is made up of Delegates who will concentrate on milk supply and supplier issues. As a reference group representing the views and opinions of Fonterra suppliers, they will play a vital part in helping Bonlac Supply Company and Fonterra Australia's management, staff and suppliers grow in their understanding of themselves and the business with which they are involved.

The key role of all Forum members is open and honest engagement and communication. This communication is intended to be upwards communication (to the Forum Chair, to BSC Directors and to Fonterra management). It is not intended that the Forum will be a regular or formal communication medium back to suppliers (unless specifically requested) – that is the role of BSC and Fonterra management.

Through their involvement, Delegates will develop their own industry knowledge and leadership skills. These learnings are intended to not only assist delegates with their immediate roles on the Forum, but to also be developmental and to help them with future roles in the broader Dairy Industry and the wider community.

The Supplier Forum will not be involved in price negotiations or operational life issues that sit with Fonterra (and BSC). It will also not be a platform for special interest groups.

The Supplier Forum will be an important part of the Bonlac Supply Company's and Fonterra Australia's constant two-way communication with its entire supplier base in Australia.

Supplier Forum Delegate - Position Description

Title and reporting relationships

Position title: Supplier Forum Delegate (including specific Regional Lead roles)

Role purpose

To drive the best outcomes for our farmers and Fonterra through open and honest communication

- To actively contribute to the Forum to ensure it delivers value to suppliers, BSC and Fonterra
- To represent the views of the region and all relevant contributors (see structure diagram) to the Forum
- To provide a critical communication channel from the farm milk supply base to BSC & Fonterra
- To develop and foster the Forum's relationship with BSC, Fonterra and suppliers
- To represent the Forum at both BSC / Fonterra and industry functions and events
- To build understanding of the commercial environment beyond the farm gate and align with the needs of sustainable farming businesses
- To understand Bonlac Supply Company's representation role

Regional Leads – in addition to the above

- To lead and to ensure a co-ordinated Forum approach to activities in your region.
- To proactively have more regular contact and communication to Forum Chair
- To assist other Forum members in the region to address any regional issues at the local level

Role accountabilities

- To participate in committees and/or project teams as and when required
 - To undertake regular and open communications with suppliers – meetings, phone calls, emails
 - To keep suppliers apprised of Forum, Bonlac Supply Company and Fonterra activities and policies
 - To be informed on matters of Fonterra policy and be able to communicate to the broader industry
 - To establish and maintain a positive working relationship with the local Milk Supply Group teams
 - To prepare for, attend and participate in Supplier Forum meetings
 - To be a committed and active Forum team player
 - To assist with the organisation and content of local meetings,
 - To be acutely aware of your confidentiality requirements and the Forum's media / social media policy
- Regional Leads – in addition to the above**
- To be the key contributor of regional communication to the Supplier Forum Chair throughout the year
 - To be the key liaison point into the regional Fonterra Regional Manager and regional BSC Director

Key Action Requirements

- **Supplier Connection** – Maintain strong network of connection with local suppliers and provide feedback to the Forum Chair, BSC and Fonterra on opportunities and challenges with the supply base.
- **Group Field Day** – Coordinate a farm group discussion/focus farm/field day that is focussed on farm profitability outcomes, leveraging industry resources, tools and support.
- **Cluster Meetings** – Attend cluster meetings and support market messaging with lead in discussion on what this means for cost of production, farm management, etc.
- **Field Days** – Attend regional field days and supplier meetings to liaise and network with suppliers, including management of key issues and introductions to management
- **Working Group** – Participate in working group hook-ups, video-link and workshops including reviewing material, as required
- **Communications** – Contribute to BSC / Fonterra communications such as articles, case studies, photos, photo shoots to increase Forum profile and connection.

Regional Leads (in addition to the above)

- Assist Supplier Forum Chair with any additional regional co-ordination requirements
- Fill in gaps as required to support other Forum members and the Forum Chair

Key role capabilities

Partner of Fonterra as an owner, share-farmer or employee on a Fonterra supplying farm

Excellent business understanding with an ability to learn

- Understands the farm business, the dairy industry and the Fonterra operating environment
- Focuses on and expresses key business issues affecting the suppliers
- Understand the reasons behind key policies, practices and procedures

Communication and interpersonal skills

- Has strong relationship building skills and develops appropriate networks including the industry and suppliers
- Is approachable, listens to people, shows leadership and is willing to be a sounding board
- Can manage conflict and resolve it appropriately
- Communicates complex issues and relevant points of view in a clear and concise manner
- Admits mistakes and fronts up to them
- Appropriately adapts their own style to a situation

Key role capabilities (cont)

Representation and advocacy

- Is honest and ethical, widely trusted, and seen as a person of integrity who will make sure that farmers' views are represented
- Understands and respects the role and boundaries of the Supplier Forum, and adheres to the Forum protocols and procedures
- Acknowledges and faces tough challenges and will take an unpopular stand if necessary to encourage direct and tough debate around key issues
- Can critically evaluate information, recognises gaps and identifies issues and opportunities

Teamwork

- Promotes the values and role of the Supplier Forum within industry and the suppliers
- Get things done and focuses on areas of priority
- Is willing to debate issues and appropriately provide feedback on behalf of suppliers
- Confidentiality

Key relationships

Suppliers	Other Forum members
Regional Milk Supply Group	Industry organisations
Regional BSC Director	Rural professionals

Supplier Forum Delegate Chair - Position Description

Title and reporting relationships	
Position title:	Supplier Forum Delegate Chair

Role purpose
<p>To lead the Supplier Forum</p> <p>Formulate an agenda for each meeting in consultation with Fonterra management, Regional Forum leads and Bonlac Supply Company</p> <p>To actively contribute to the Forum to ensure it delivers value to suppliers and Fonterra</p> <p>To represent the views of the region or BSC to the Forum and conversely the views of the Forum to suppliers</p> <p>To lead the development and fostering of the Forum's relationship with Fonterra and suppliers</p> <p>To represent the Forum at Fonterra and industry functions and events</p> <p>To build understanding of the commercial environment beyond the farm gate and align with the needs of sustainable farming businesses</p>

Role accountabilities
<p>To participate in committees and/or project teams as and when required</p> <p>To work with the Supplier Forum Co-ordinator to prepare an Annual Calendar of Supplier Forum meetings</p> <p>To oversee induction of new Forum delegates (with assistance from Regional delegates as appropriate)</p> <p>To undertake regular and open, two way communication with suppliers and Fonterra – meetings, phone calls, emails</p> <p>To keep suppliers apprised of Forum and Fonterra activities and policies</p> <p>To be informed on matters of Fonterra policy and be able to communicate</p> <p>To establish and maintain a positive working relationship with the local Milk Supply Group teams</p> <p>To prepare for, attend and participate in Supplier Forum meetings</p> <p>To be a committed and active Forum team player</p>

Key role capabilities
<p>Partner of Fonterra as an owner, share-farmer or employee on a Fonterra supplying farm</p>
<p>Ideally will have served one term (2 years) as a Forum Delegate</p> <p>Excellent business understanding with an ability to learn</p> <ul style="list-style-type: none">- Understands the farm business, the dairy industry and the Fonterra operating environment- Focuses on and expresses key business issues affecting the suppliers- Understand the reasons behind key policies, practices and procedures

Key role capabilities (cont)

Communication and interpersonal skills

- Has strong relationship building skills and develops appropriate networks including the industry and suppliers
- Is approachable, listens to people, shows leadership and is willing to be a sounding board
- Can manage conflict and resolve it appropriately
- Communicates complex issues and relevant points of view in a clear and concise manner
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- Acknowledges and faces tough challenges and will take an unpopular stand if necessary to encourage direct and tough debate around key issues
- Can critically evaluate information, recognises gaps and identifies issues and opportunities

Teamwork

- Promotes the values and role of the Supplier Forum within industry and the suppliers
- Get things done and focuses on areas of priority
- Is willing to debate issues and appropriately provide feedback on behalf of suppliers
- Confidentiality

Key relationships

Suppliers	Forum regional leads and other Forum members
Milk Supply Group – Regional and Head Office	Industry organisations
BSC Directors	Rural professionals
Supplier Forum co-ordinator	Local government
Fonterra management	

CONDUCT & PROTOCOL overview

Delegate Group Code of Conduct:

The Fonterra Australia team operates with a clear set of core values that underpin our behaviour as individuals and as a Company. These are:

- Co-operative Spirit
- Challenge Boundaries
- Do What's Right
- Make it Happen

These core values drive Fonterra Australia principles and daily practices and provide a framework for the responsibilities of Delegates.

Responsibilities:

- Accurately represent views of suppliers and information
- Sincerity, honesty and integrity
- Team work
- Constructive and professional in attitude
- Availability and accessibility
- Identifying and building Forum delegate succession planning

Behaviour Code:

- Treat fellow Delegates, Management, staff and suppliers as you would like to be treated.
- This applies during the meeting situation and/or discussions.
 - One person speaks at a time - others listen
 - Don't talk for too long
 - Everyone has equal opportunity to speak
 - Represent the view of your suppliers, not solely your own
 - Indicate when you wish to speak
 - Respect other people's opinions
 - No personal attacks

Confidentiality:

From time to time, BSC or Fonterra disclose certain Confidential Information to the Forum Delegates, in order to enable the Delegates to evaluate and assess the Confidential Information for the purpose of improving, developing, and enhancing the supply arrangements between the parties.

In the course of any discussions, or such dealings between the parties, Delegates may be exposed to, provided with, or have access to commercially sensitive or Confidential Information of Fonterra.

In order to acknowledge the Commercial in Confidence Information, Delegates are required to sign a Confidentiality Agreement with Acknowledgement with Fonterra Australia. A copy of the agreement is available to all potential delegates, and all appointed delegates will be required to sign this document.

Media Communications policy

Supplier Forum delegates are not permitted to speak directly to the media on specific Fonterra or BSC issues. It is very easy for things to be said or communicated to Media outlets (even with the best of intentions) that can damage the reputation of Fonterra, BSC and or the Forum itself.

For the purposes of this document;

The Media includes anyone either known or reasonably suspected to be from the Media, or any person reasonably expected as having the potential to pass on your commentary to a person from the Media.

Media includes all traditional forms of media – print, radio, television, as well as all new forms of media – including bloggers, and all other forms of electronic communication, such as, but not limited to Facebook, Twitter or Instagram.

Public Commentary includes a discussion with any person or group of persons, whether formal or informal, planned or impromptu.

Commentary principles - Media

Only the Chairman is permitted to talk to the media on any matters concerning the Forum.

The Chairman may however give permission for other Forum Members to talk to the media, but only in the following circumstances;

- It is not practical for the Chairman to do so, and
- The Chairman agrees in writing (eg via email), and
- The Chairman has been briefed on the proposed topics, and pre-prepared answers reviewed, and
- The Forum Member will not disclose any confidential information.

In all other circumstances the Forum Member must not talk to any Media, and they are to direct the Media to the Chairman for comment if Supplier Forum specific (or to the Fonterra Communications team as appropriate for Fonterra specific questions / content, or to the BSC Chair).

Commentary principles – All other commentary

Forum Members may talk to those that are not defined as part of the 'Media' as defined here – eg farmers, the general public etc

As part of any conversations, the Forum Member must immediately cease the conversation if a reasonable person may assume that their comments may be relayed to any Media.

Even if there is no likelihood of the media being involved, the Forum Member must still understand and apply their agreed duties on confidential information.

Should someone from the media contact you by email or telephone, or arrive at your home or place of work, please follow these simple steps:

1. Ask for their name, the name of the media organisation they represent and what their visit/call is regarding.
2. If they press you for information, respond with the following; "I'm not in a position to answer your enquiry but I will put you in contact with our Forum Chair who will be able to help you. Let me make a quick call and I'll arrange someone to call you back as soon as possible."
3. Immediately contact the Chair. The Chair will either ask for the person's phone details and will call them directly, or will provide you with instructions of what to do next.

Most importantly, don't feel pressured or obligated in any way to comment. The Chair is equipped to respond to all sorts of media enquiries

The Forum Chair may speak to the media (on Forum specific topics), but only after consultation with the Corporate Communications team and the General Manager Milk Supply.

If a Delegate is not fulfilling his/her responsibilities appropriately, the Chairperson and/or Supplier Forum Chair will discuss the matter with the Delegate. If there is no improvement, there will be further discussion with the Chairperson and the Supplier Forum Coordinator and a warning may be given. Ultimately the Delegate may be asked to stand down.

TIME COMMITMENT

Meetings will be scheduled by the Supplier Forum Chair and Supplier Form Coordinator, at the start of each year. A calendar of events will be developed at the same time and distributed to all Delegates, which will include planned events, meetings and Field Days, where a presence of Forum Delegates provides supportive actions for the aims of the Supplier Forum as a representative group.

Delegates will be required to hold at least four meetings in the regions during the calendar year, along with retaining awareness for non-core activities to promote recruitment of milk supply, as required. It is the requirement of each Supplier Delegate to attend all Supplier Forum meetings during their term.

Inactive Delegates failing to adhere to the requirements above may be contacted by the Supplier Forum Chairperson and, if no reasonable cause for inactivity is found, asked to stand down.

Annual Supplier Forum Delegate activities <i>(approximate)</i>	No. Of Days
EXPECTED COMMITTED DAYS	
2 x Major Forum 2-Day Meetings	4
4 x Regional Delegates meetings	2
PREFERRED ADDITIONAL DAYS	
Attendance to Supplier meetings	2
Attendance at Field Days/stalls	1
Present at Company Cluster meetings	2
Presence at local/ regional/ industry group meetings, eg., Discussions Groups, RDPs	2
WORKING GROUP DAYS	
Participation in Working Group activities, eg., conference calls, planning, field work	1
Total	14

REGIONAL MEETINGS

Dates for the Regional Delegate Meetings will be determined by each region in consultation with the Regional Manager Milk Supply.

Each Region is to appoint a “Regional Lead” delegate during March each year to co-ordinate Regional Forum activities in consultation with the Fonterra Regional Manager.

Other attendees may be invited, such as management personnel or industry representatives.

The main emphasis will be on supplier matters with information provided and discussed regarding company supply issues and opportunities.

Delegates are encouraged to table agenda items for inclusion in both regional and full forum meetings via their Regional Manager or the Forum Chair.

NOMINATIONS, ELECTIONS & VACANCIES

Election and appointment of Chair:

The Chair of the Supplier Forum will be appointed by the Board of BSC. The appointment of the chair is on-going, until replaced by the BSC Board

Election and appointment of Delegates:

Delegates must exclusively be a supplier of milk to Fonterra Australia with appropriate trading arrangements. This includes sharefarmers, family members, or farm managers endorsed by the farm owners.

Nominations, applications, elections & selection criteria:

Delegates (excluding the chairperson) are appointed for a two-year term and are eligible to serve a maximum of two consecutive terms. As any two-year term concludes, a notice calling for nominations will be sent to suppliers within the region.

Delegates concluding their two-year term and seeking re-election are required to re-apply. Delegates may apply for a maximum of two terms.

Interviews will be conducted by a panel consisting of the Supplier Forum Chair, a BSC Director and / or an appropriately skilled or qualified external person, at the discretion of the BSC Board.

Selection criteria to be used include:

- Ability to capture and represent views of suppliers
- Focus on the future
- Team player
- Leadership capabilities and potential
- Qualifications and experience
- Industry involvement and understanding
- Fundamental knowledge of farm profitability

Resignation of Delegate:

In the event of an appointed Delegate deciding to resign midterm, notification to the Supplier Forum Coordinator will be required in writing, in order to complete proper termination of the agreement held with the Delegate.

Following this, the vacancy will be advertised, nominations called for and the appointment process put in train. If a resignation occurs later than Sept 30 in a given year, the process will be held following the normal time frame.

FORUM OPERATING PROTOCOLS

Delegate Induction & Training:

New Delegates will undertake an induction program that provides them with underpinning knowledge required to carry out the role, including:

- Supplier Forum structure
- Administration procedures
- Fonterra Australia business and strategy
- Bonlac Supply Co structure and links
- Regional milk supply and processing
- Update on current supplier issues

From mid 2018 it is also intended that delegates will attend a professional development program run by Fonterra in Auckland. This trip will be funded by BSC and Fonterra.

CONDUCT & PROTOCOL

Delegate Group Code of Conduct:

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- Challenge Boundaries
- Make it Happen

These core values drive Fonterra Australia principles and daily practices and provide a framework for the responsibilities of Delegates.

Responsibilities:

- Accurately represent views of suppliers and information
- Sincerity, honesty and integrity
- Team work
- Constructive and professional in attitude
- Availability and accessibility
- Identifying and building Forum delegate succession planning

Behaviour Code:

- Represent the view of your suppliers, not solely your own
- Treat fellow Delegates, Management, staff and suppliers as you would like to be treated.
- This applies during the meeting situation and/or discussions.
- One person speaks at a time - others listen
- Don't talk for too long and ensure everyone has equal opportunity to speak
- Respect other people's opinions
- No personal attacks

Confidentiality:

From time to time, BSC and Fonterra may disclose certain Confidential Information to the Forum Delegates, in order to enable the Delegates to evaluate and assess the Confidential Information for the purpose of improving, developing, and enhancing the supply arrangements between the parties. In the course of any discussions, or such dealings between the parties, Delegates may be exposed to, provided with, or have access to commercially sensitive or Confidential Information of Fonterra.

In order to acknowledge the Commercial in Confidence Information, Delegates are required to sign a Confidentiality Agreement with Acknowledgement with Fonterra Australia. A copy of the agreement is attached as an appendix to this document.

Delegates wishing to speak to the media should review and abide by the attached Media and Communications Policy

If a Delegate is not fulfilling his/her responsibilities appropriately, the Forum Chairperson will discuss the matter with the Delegate. If there is no improvement, there will be further discussion with the Chairperson and a warning may be given. Ultimately the Delegate may be asked to stand down.

Protocol:

There is no requirement for a Delegate to stand aside from their position when nominating as an BSC Director or applying for a position of employment with Fonterra Australia.

Should a Delegate be successful in obtaining an employed position with Fonterra Australia, he/she will be required to resign the position as a Delegate immediately.

ADMINISTRATIVE MATTERS

Co-Ordination and Support:

Bonlac Supply Company, The Forum Chairperson and the Forum co-ordinator are responsible for the overall running of the Supplier Forum, in conjunction with the Supplier Forum co-ordinator.

All administrative support (travel and accommodation arrangements, function co-ordination, meeting bookings, Forum member fees and all invoice payments, including purchase order creation) is provided by Fonterra Australia Milk Supply.

REMUNERATION

Delegates receive an annual retainer of \$5,000 per year (plus GST). Regional Leads will receive \$7,000 (plus GST). This covers time spent at meetings, travelling and attending events as required. It also covers all car travel undertaken to attend meetings and events.

In the instance of BSC Directors the retainer is included in their Director's fee.

Recipient Created Tax Invoices (GST Inclusive) will be prepared and submitted for payment on behalf of the delegates, to facilitate their quarterly payments.

To facilitate the payment process, and to provide limited cover while travelling, Delegates are required to sign an agreement with Fonterra Australia for the provision of services. A copy of the agreement is attached as an appendix to this document.

DELEGATE'S UNDERTAKINGS

DELEGATE PERSONAL DETAILS FORM

Delegate Name: _____

Region: _____

	Allow information to be circulated to Forum?		Include information on business card?			
Preferred Name: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Preferred Title: Mr / Mrs / Miss / Dr / Other _____						
Physical Address: _____ _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Postal Address: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Email Address: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Home Phone Number: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Business Phone Number: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Mobile Phone Number: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Fax Number: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Partner's Name: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
Emergency Contact: _____ Name/Phone/Address _____						
Medical Conditions: _____						
Special dietary needs: _____						
Bank Account Details: _____						
Please attach bank deposit slip _____						
Clothing Size (for Vests, Shirts, Jackets, if required)	S <input type="checkbox"/>	M <input type="checkbox"/>	L <input type="checkbox"/>	XL <input type="checkbox"/>	XXL <input type="checkbox"/>	XXXL <input type="checkbox"/>

Men's size equivalent; _____

I agree to this information being used as indicated above.

Signature: _____ Date: _____

INSURANCE AND LIABILITY

Fonterra Australia Pty Ltd shall maintain Personal Accident and Travel Insurance on the Delegate's behalf as nominated in Appendix 1 of the Contractors Agreement. Description of Cover and Schedule of Benefits are attached as appendices to this document.

BUSINESS TRAVEL INSURANCE QUOTATION

Description Of Cover

Insured(s):	Fonterra (Supplier delegates)
Insured Person(s) /Categories:	1. All suppliers & delegates of the Insured
Scope Of Cover:	1. Cover under this Policy applies whilst an Insured Person is engaged in a Journey (as defined) undertaken on the Insureds business, including any Incidental Private Travel.
Journey Definition:	1. Journey means any trip which is less than 180 days commenced during the Period of Insurance and involves business travel undertaken on Your behalf, and authorised by You and begun either in or outside Australia inclusive of associated or incidental holiday or non business travel (where applicable). A Journey commences at the time the Insured Person leaves their normal place of residence or place of work, whichever occurs last. A Journey includes all travel involving accommodation or travelling a distance greater than 25 km from either the normal place of residence or normal place of work unless otherwise described in the Schedule but excludes daily commuting to and from Your normal place of work.

Appendix 1 – Contractors Agreement

(to be enclosed for Completion for new Delegates)

Appendix 2 - Confidentiality Agreement

(to be enclosed for new Delegates to complete)