



# Ipswich City Council **SUPPLIER'S GUIDE**



# TABLE OF CONTENTS

Introduction .....	3
Information About Ipswich.....	3
Council’s Mission .....	3
Ipswich Community Plan I2031.....	4
Ipswich City Council Organisation Chart.....	5
Procurement Policy .....	6
Tenders And Quotations .....	6
Lg Tenderbox.....	7
Vendor Panel Market Place .....	8
Workplace Health And Safety .....	9
Purchasing And Invoicing Requirements.....	10
Purchase Order Requirements .....	10
Delivery Requirements.....	10
Procedure For Delivery To Riverview Store .....	10
Invoicing Requirements .....	11
Payments Details .....	11
Australian Made Goods.....	11
Key Contacts .....	12
Appendix 1 .....	13
Workplace Health and Safety Forms .....	14
Appendix 2 .....	16
Sample Purchase Order.....	17
Standard Terms and Conditions .....	18

## INTRODUCTION

In order to assist and inform suppliers Ipswich City Council has developed this Guide for our Suppliers. The guide aims to answer frequently asked questions and the following key topics are covered:

- About Ipswich
- Ipswich City Council Organisation Structure
- Ipswich City Council Procurement Policy
- Workplace Health and Safety Information
- Supply Requirements
- Key Contacts

Ipswich City Council is also committed to ensuring all of its policies, procedures and practices relating to procurement are consistent with best practice and conform to the highest standards of ethical conduct.

Ipswich City Council has released a 'Statement of Business Ethics – Procurement', which outlines the integrity and ethical standards expected by Ipswich City Council of both employees and suppliers when doing business. The "Statement of Business Ethics – Procurement" can be found on the Council website.

## ABOUT IPSWICH

Ipswich is strategically located in South East Queensland (SEQ), which has a population of 190,000 and is located one hour from the Port of Brisbane. Ipswich is the oldest provincial city in Queensland, and this is reflected by the grace and magnitude of more than 6,000 heritage listed sites.

The Ipswich region will be one of the catalysts for the future growth and changes in SEQ. Located 40 km west of Brisbane, Ipswich is one of the fastest growing sub-regions of SEQ. It is expected that the current population will grow to 465,000 by 2031. This growth will clearly provide Council with both challenges as well as opportunities. It will provide Council with the opportunity to plan for this growth and to create the community that its citizen's desire. But it also creates the challenge of managing this growth to achieve acceptable outcomes.

## COUNCIL'S MISSION

Ipswich City Council will:

- create sustainable communities as reflected in the *Advance Ipswich 2015 Plan*;
- facilitate development and delivery of the strategic vision and associated plans for the City;
- deliver high quality, affordable services and infrastructure;
- promote responsible communities and behaviour;
- lobby other bodies on behalf of residents to improve our quality of life; and
- ensure Council operates on a sustainable basis over the long term.

# ADVANCE IPSWICH PLAN

## What is the Advance Ipswich Plan?

The Advance Ipswich Plan is a shared vision for future generations to come, shining a light on where we are going, and how we get there.

The Plan was created following extensive community consultation through the Our Future, Your Say survey and builds on the programs and strategies in the previous i2020 and i2031 Community Plans. It is a strategic framework that responds to the current and future changes in the city and the related opportunities and challenges.

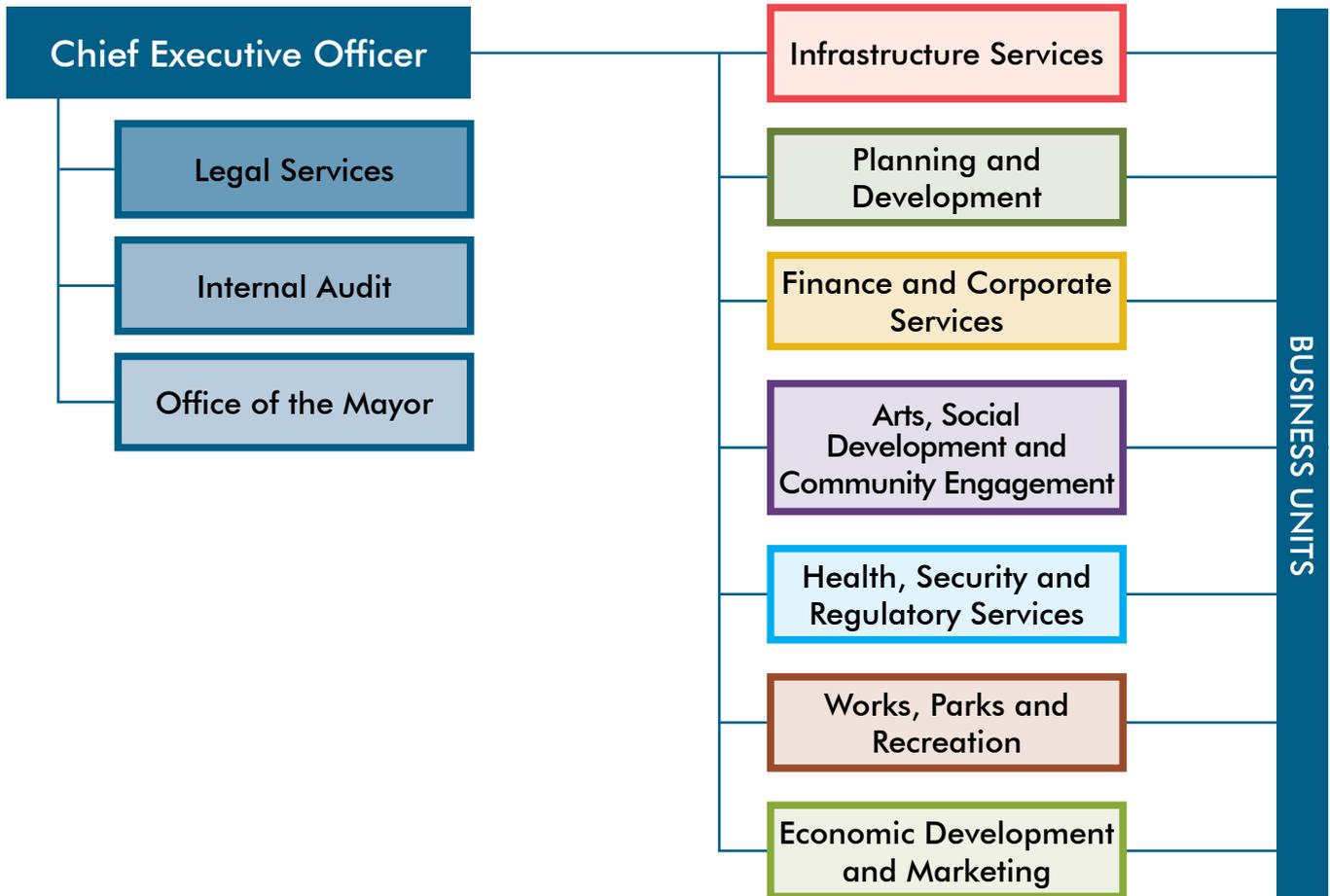
It will be a reference point for all future planning undertaken by Council and can be utilised by local community groups, the development industry, business groups, government agencies, and other external stakeholders to align their development and growth programs with Council.

The Plan is structured under five themes:

- Strengthening our Local Economy and Building Prosperity (Jobs)
- Managing Growth and Delivering Key Infrastructure
- Caring for our Community
- Caring for our Environment
- Listening, Leading and Financial Management



# COUNCIL ORGANISATION CHART



## PROCUREMENT POLICY

The goal of Ipswich City Council purchasing is to ensure that expenditure of public funds results in the best value for money. Potential suppliers will be given fair and equitable consideration for each tender or quotation submitted.

All purchases of goods and services must be carried out in compliance with the *Local Government Act 2009*, and in particular, Chapter 4 of the Local Government (Finance, Plans and Reporting) Regulation 2012.

The methods, practices and procedures for obtaining goods and services will be practical prudent and beyond reproach.

All Council officers, when purchasing goods and services will advance the interests of the Council, attain a high level of professionalism and credibility with suppliers, and act with integrity and fairness.

Councils Procurement Platform set out the procedures for the procurement of goods and services in the following situations:-

- Goods and services less than \$15,000
- Goods and services between \$15,000 and \$200,000
- Goods and services over \$200,000.

## TENDERS AND QUOTATIONS

- (a) Public tenders may be invited for the supply of all goods and services involving a cost of more than \$200,000 or for a lower cost where it is deemed appropriate.

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- (b) Public tenders shall be invited in accordance with the provisions of the *Local Government Act 2009*.

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- (c) Quotations are invited for the supply of all goods and services involving a cost of more than \$1,000 up to \$200,000.

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- (d) Council will evaluate tenders and quotations in accordance with the principles governing the making of contracts as listed in the *Local Government Act 2009*.

# LG TENDERBOX

Council has implemented Local Buy's e-tendering solution, LG Tender Box. Local Buy is a commercial entity wholly owned by the Local Government association of Queensland (LGAQ), which provides procurement services to Local Governments throughout Queensland. Council has implemented a full e-tendering solution and suppliers are able to upload tender responses rather than producing and delivering hard copies.

LG Tender Box is accessed via the website **Lgtenderbox.com.au**. This website provides an online interface for businesses and Queensland Councils. Businesses are able to view tender opportunities and download documents at **no charge**. The system is also capable of lodging electronic submissions for any of ICC tenders.

In order for a supplier to download documents they first need to register their company details on the website. As part of this process, suppliers are able to register their interest against various products and services categories and the region they operate in. This registration enables the supplier to be sent automatic notifications of any new tenders lodged against these categories from any of the participating councils. Councils can then search for suppliers who are registered

against the categories. This on-line supplier registration facility will provide a valuable resource to Council when sourcing quotations.

The site provides a full audit trail of suppliers who have downloaded documents, and in the case of addendums needing to be issued, this will allow Council to send to all suppliers at once via email and loaded onto the website. A forum is available for potential suppliers to clarify any requirements of the tender, and remain anonymous, with responses being available to all who have downloaded the document.

As part of the service offered, Local Buy provides support to users of the site through downloadable user guides, a help desk number and email address. These details are:

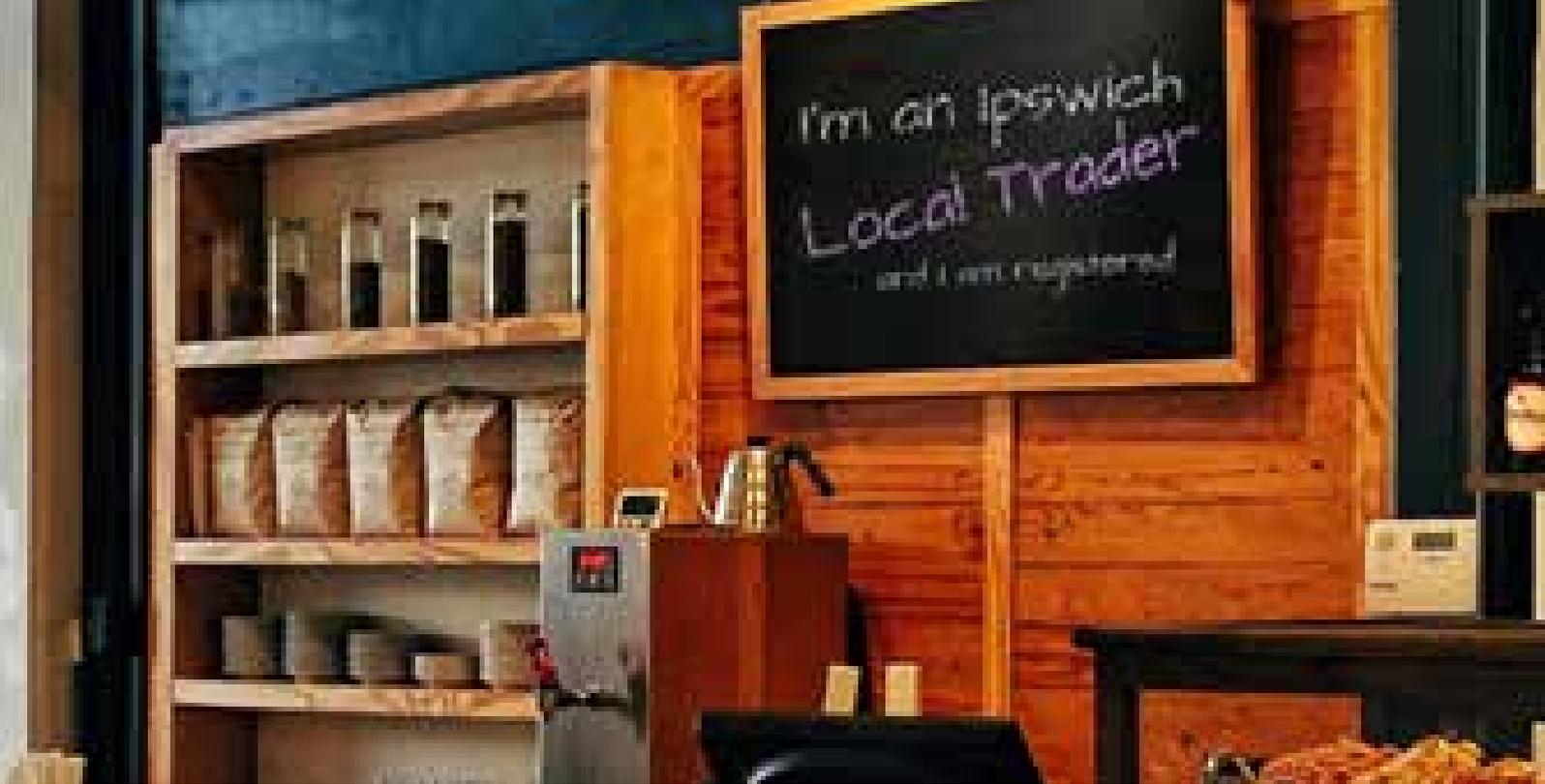
## **LG Tender Box Help Desk**

**Free call 1800 779 027**

**Email: [helpdesk@localbuy.net.au](mailto:helpdesk@localbuy.net.au)**

In the event that suppliers are unable to access any part of the LG Tender Box website (i.e. registering, downloading documentation, submitting proposals etc.) they should contact the LG Tender Box Help Desk on the number above.





## VENDOR PANEL MARKET PLACE

In the procuring of goods and services, Council's supports local owned business wherever possible.

Council utilises Marketplace which is an online gateway for Vendors to register and promote themselves to council. This portal offers an easier, faster and more targeted way of helping you get in front of those Council Business Units that are looking for the services and expertise you offer.

VendorPanel Marketplace is used by Council employees when there is no preferred supplier list or agreement in place for values up to \$200k. At the heart of this solution, Ipswich City Council is trying to make it easier to engage with local suppliers, give Small medium Enterprises (SMEs) better access to Council opportunities and increase governance and transparency in the quotation process.

All suppliers registered in VendorPanel Marketplace will be available to Council staff to invite to quote for required goods and services. It is an easy to navigate system and is **free** for suppliers, with no fees for signing up, receiving notifications or submitting quotes.

Local suppliers can register on VendorPanel Marketplace by completing the following simple steps:

- (a) Go to the VendorPanel Marketplace registration page:  
<http://marketplace.vendorpanel.com/>
- (b) Choose the relevant business category and enter your name and email. You will then be sent an invitation to join VendorPanel Marketplace.
- (c) Complete your business profile (once registered, suppliers are visible to purchasing staff)
- (d) Create Corporate logo branding and business description – use this opportunity to sell your business as this description is viewable to Council procurement staff.

Once your business is registered:

- Council staff may send a request for quote to suppliers when relevant products/services are required.
- Suppliers can accept and submit a quote.
- Council assess quotations and awards work to selected suppliers.

# WORKPLACE HEALTH AND SAFETY

Ipswich City Council is committed to ensuring the health and safety of its workers and that other persons are not affected by the conduct of its business or undertaking.

As a supplier of goods or services to Council, you must comply with the relevant **Queensland Legislation** and meet standards for ensuring health and safety. All contractors and sub-contractors engaged to perform work on Ipswich City Council premises are required as part of their contract to comply with relevant legislation and standards as well as workplace health and safety policies and procedures of the Council. Failure to meet these standards or observe a direction in relation to health and safety will be dealt with in accordance with the terms of your contract.

Note that under the Queensland “*Work Health and Safety Act 2011*”, a worker or anyone else at a workplace has the following Duties –

- The *Work Health and Safety Act 2011* describes in Division 2, Section 19 the primary duty of care of a Person Conducting a Business or Undertaking (PCBU). This states that the duties of the PCBU to the person, employees and any other person. (Further the duties apply whether conducting a business or undertaking as an employer, self-employed person or otherwise.)
- Additionally, Division 3, Section 20 describes the ‘Duties of a PCBU’ involving Management or Control of a Workplace.
- Under these definitions Council has determined that persons contracted to conduct/provide services (regardless of cost) on Council’s premises or on behalf of Council in any venue, are conducting a business or undertaking and have duties under the *Work*

*Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*.

- Council has a requirement that all PCBU must demonstrate compliance to the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*. Such demonstration includes, but is not limited to, providing Safe Work Method Statements, risk assessments and minimisation procedures, and incident reporting procedures.
- All new suppliers who are approached for quotations/tenders must complete a *Work Health and Safety Questionnaire* (Refer Appendix 1). Where quotations are sought under a supply contract, suppliers who are already contracted to Council will not have to provide the WHS documentation as it will have been provided during the tender process.
- For tenders over \$250,000 Council may elect to engage the PCBU as Principal Contractor and assign the duties associated with the role under the *Work Health and Safety Regulation 2011*. This needs to be clearly identified in the request for tender documents.
- For tenders/quotations under \$250,000 Council may assign management and control of the workplace to the PCBU. This needs to be clearly identified in the request for tender and/or request for quote documents and accepted by the Contractor in writing. If a Contractor is engaged under an Operational contract and quotes are not obtained, and the Contractor is to be assigned management and control of the work site, the Contractor must accept, in writing, the duties of the PCBU before commencing work.
- An authorisation form is included on Council’s WH&S intranet site.

# PURCHASING AND INVOICING REQUIREMENTS

## Purchase Order Requirements

Orders are required for all Ipswich City Council purchases, except credit card transactions.

A sample of an Ipswich City Council purchase order form is attached in Appendix 2.

Purchase orders will contain the following information:

- Purchase order number
- Date
- Description of goods and services
- Quantity and unit of measure
- Price
- Delivery Date
- Delivery Address
- Contract Number (if required)

**Tip:** Do NOT accept any requests for goods or services without a valid **Purchase Order**, unless it is being paid for with Council Purchase Card.

## Delivery Requirements

Suppliers should ensure that goods for delivery are labelled correctly to assist with goods receipting and payment. Labels should identify the delivered goods clearly, providing a basis for tracing deliveries. A delivery docket should accompany goods and contain:

- Ipswich City Council purchase order number
- Delivery Address
- Meaningful description of the goods
- Unit of measure as shown on the purchase order
- Ipswich City Council Stock Code (if applicable)

## Procedure for delivery to Riverview Store

- Use the intercom button to speak to the stores staff – they will open the gate
- Follow the yellow road markings to the store building
- Present relevant paperwork to store staff and deliver goods
- Follow signs to exit gate – this gate will automatically open
- Deliveries will only be accepted during the following hours:  
Tuesday – Friday 6.45 am – 3.45 pm  
There are **NO deliveries** accepted on Mondays.

## Invoicing Requirements

Suppliers should send all invoices directly to the Payment Services Team.

Council's preferred method of receiving invoices (with a valid purchase order) is **electronically** via email to - [invoices@ipswich.qld.gov.au](mailto:invoices@ipswich.qld.gov.au)

Alternatively they can be posted to:  
Ipswich City Council  
Attention: Payment Services Team  
PO Box 191  
IPSWICH QLD 4305

Invoices must contain:

- A valid "Purchase Order Number"
- Delivery Address
- Ipswich City Council item number (if applicable)
- Correct unit of measure as quoted on the delivery docket and order
- Correct extension of quantity
- Correct extension of price
- Gross price including freight, levies, tax, government charges
- Supplier name, address and ABN
- Supplier item code
- Delivery docket number as supplied with the goods

Before payment will be made, the order, delivery docket and invoice must be matched and reconciled by Ipswich City Council staff.

Where the reconciliation and validation process identified a mismatch, delayed payment may result until the discrepancies can be rectified.

Delayed payments are often caused by quantity and/or price differences between the order, delivery documentation and invoice. Delays are also encountered when the "purchase order number" is not annotated on the invoice.



## Payments Details

Ipswich City Council standard payment terms are 30 days from the date of receipt of the invoice. Electronic invoices will only be accepted directly from the supplier and not from a Council Officer – Suppliers must ensure invoices are forwarded only to the Payment Services Team, electronically to [invoices@ipswich.qld.gov.au](mailto:invoices@ipswich.qld.gov.au) or by mail.

Ipswich City Council will process correctly rendered invoices as required by the terms and condition of purchase using:

- EFT runs performed once a weekly
- Credit Card payments

## Australian Made Goods

Council is committed to the principle of buying "Australian Made" while still complying with the principles governing the making of contracts in the *Local Government Act 2009*.



## KEY CONTACTS

Normal office hours for the Procurement Branch are as follows:

**Corporate Procurement**

8.00 am to 4.30 pm

Monday to Friday

**Riverview Store**

7.00 am to 4.00 pm

Monday to Friday

Kenneth Street

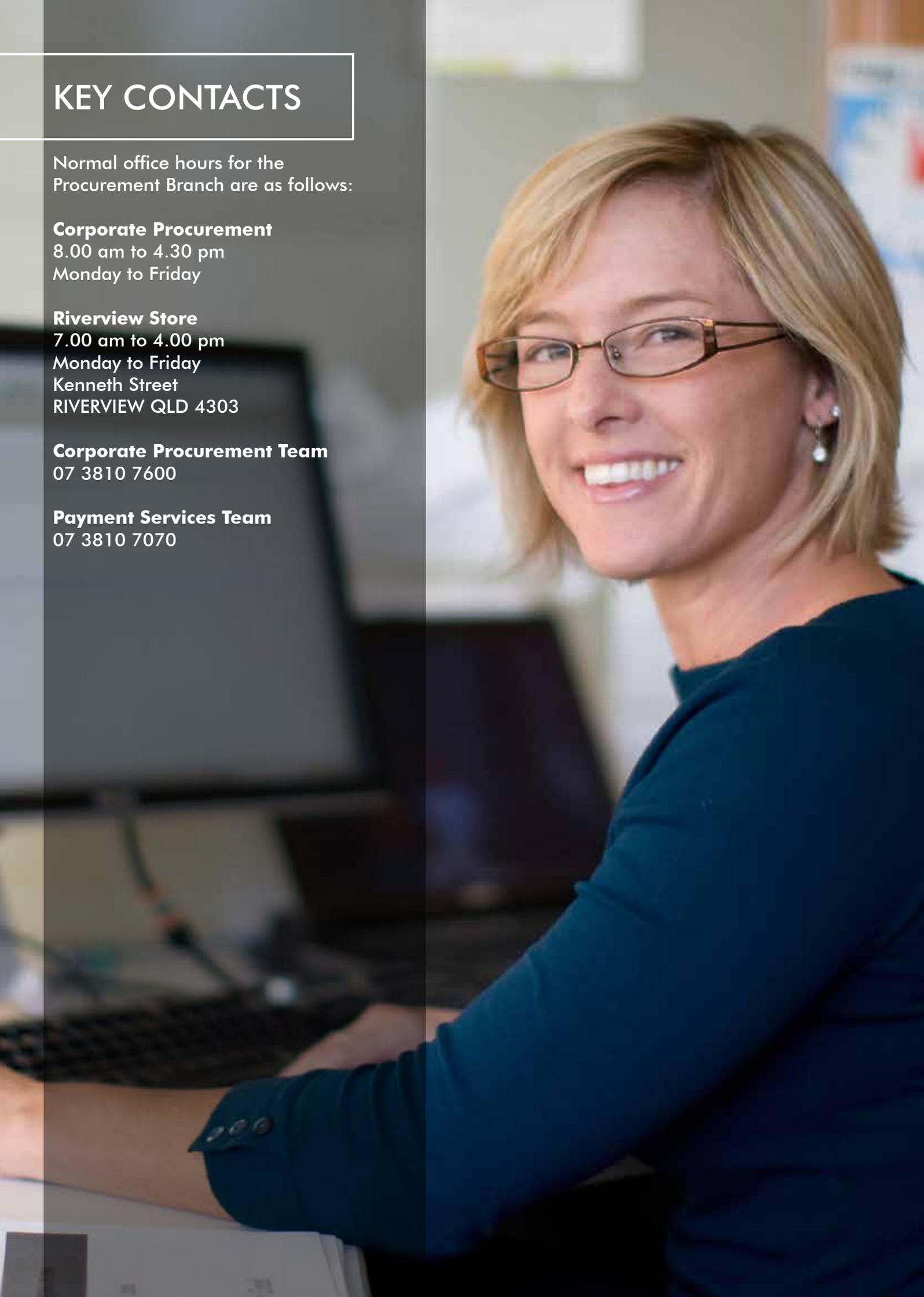
RIVERVIEW QLD 4303

**Corporate Procurement Team**

07 3810 7600

**Payment Services Team**

07 3810 7070



# APPENDIX 1

Ipswich City Council

## 1. Workplace Health and Safety Forms

## WORKPLACE HEALTH & SAFETY FORM

### 1. WORK HEALTH AND SAFETY

In accordance with clause 10 of the General Conditions of Contract (Services) Council may not be able to engage suppliers that cannot demonstrate compliance with *Queensland Work Health and Safety Act 2011* and Regulations 2011. Details of, and your duties with regards to, the *Work Health and Safety Act 2011* and Regulations 2011 may be obtained via <http://www.deir.qld.gov.au/workplace/>.

Please complete questions 5.1 – 5.4 for all Goods and/or Services			
1.1	<b>Does the PCBU have a work health and safety policy?</b> • If Yes – attach a copy and mark it as “5.1”.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.2	<b>Does the PCBU have a work health and safety management system or plan?</b> • If Yes – attach a copy of the contents page and mark it as “5.2”.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.3	<b>Are work health and safety duties clearly identified for the PCBU’s Personnel at all levels?</b> • If Yes – attach a copy or an outline of how these responsibilities and accountabilities are identified and mark the attachment as “5.3”.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.4	<b>Does the PCBU have a documented work health and safety incident reporting and investigation procedure?</b> • If Yes – attach a copy of the incident report form and mark the attachment as “5.4”.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please complete questions 5.5 – 5.12 for construction type Services only.

1.5	Does the PCBU have in place safe work procedures, work method statements or other specific work health and safety instructions relevant to the PCBU's operations? • If Yes – attach a summary listing and mark the attachment as "5.5".	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.6	Does the PCBU have in place procedures for maintaining, inspecting and assessing the hazards of plant owned or operated by the PCBU? • If Yes – attach details and mark the attachment as "5.6".	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.7	Are regular health and safety inspections conducted at worksites?	Yes <input type="checkbox"/> If yes, how often	No <input type="checkbox"/>
1.8	Does the PCBU document workplace inspections and corrective actions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.9	Has the PCBU been issued with an improvement or prohibition notice or been convicted of a workplace health and safety offence? • If Yes – attach details, including the date and the offence and any penalty imposed, and mark the attachment as "5.9".	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.10	Does the PCBU hold a certificate of competency or licence for workers intended to be involved in the supply of the Goods and/or Services? • If Yes – attach copies and mark the attachment as "5.10".	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.11	Provide details of the work health and safety training conducted by the PCBU		
1.12	When required, does the Offeror accept the duties of a PCBU involving management or control of a workplace under Part 2, Division 3, section 20 of the <i>Work Health and Safety Act 2011</i> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Delete if not applicable

Does the Tenderer accept the duties of a PCBU involving management or control of a workplace under Part 2, Division 3, section 20 of the <i>Work Health and Safety Act 2011</i> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of Tenderer		
Print full name of Tenderer		
Insert date of signing		

## APPENDIX 2

Ipswich City Council

### 2. Sample Purchase Order



# STANDARD TERMS AND CONDITIONS

1. These terms and conditions apply to, and are taken to be incorporated in, any Purchase Order (Council's official document for ordering goods and services) referring to these terms and conditions.
2. Council is not responsible for goods or services supplied without a Purchase Order.
3. The order number appearing on a Purchase Order must be quoted on all invoices, delivery docket, parcels and correspondence relating to the Purchase Order or the goods or services ordered under it.
4. These terms and conditions apply subject to any written contract between Council and the person (Supplier) to whom a Purchase Order is issued. However, these terms and conditions are to be given effect to fullest extent that they can be, consistently with any such contract. A Supplier is taken to have accepted these terms and conditions if Council issues a Purchase Order to the Supplier and the Supplier:
  - (a) makes or purports to make a supply of goods or services under the Purchase Order; or
  - (b) otherwise signifies the Supplier's agreement to supply the goods or services ordered in the Purchase Order or to these terms and conditions.
5. No variation of these terms and conditions (or of a Purchase Order) binds Council unless the variation is in writing and signed or issued by an authorised Council delegate.
6. The Supplier must supply the goods or services under the Purchase Order to Council:
  - (a) at any time, within any period or by any due date specified in the Purchase Order; or
  - (b) promptly if no time, period or date is specified.
7. If the Purchase Order is an order for goods:
  - (a) the Supplier must deliver the goods to Council at the place or places specified in the Purchase Order or that Council otherwise notifies to the Supplier.
  - (b) the goods must be in a new and unused condition and of recent origin unless the Purchase Order says otherwise;
  - (c) the goods must be fit for any purpose stated in the Purchase Order or for which those or similar goods could reasonably be expected to be required;
  - (d) the goods must be packaged and labeled in accordance with all relevant legal requirements; and
  - (e) the goods must be in accordance with any relevant Australian Standard (or relevant International Standard if there is no relevant Australian Standard) unless the Purchase Order states otherwise.
8. If the Purchase Order is an order for goods or include a hazardous chemical (as defined by the Work Health and Safety Regulation 2011) or lead, the Supplier must:
  - (a) prepare an SDS (as defined by and complying with that Regulation) and give a copy of the SDS when first supplying the goods to Council;
  - (b) ensure that the goods are marked with international danger symbols and display the name of the hazardous chemicals or lead in English and accompanied by emergency material in English in the form of written instructions, labels or warnings; and
  - (c) otherwise comply with the legal duties of the Supplier as the supplier of the hazardous chemicals or lead under the *Work Health and Safety Act 2011* and Regulation 2011.
9. If the Purchase Order is an order for goods which are dangerous goods under the Australian Dangerous Goods Code, the Supplier must ensure that the goods are marked in accordance with that Code and accompanied by emergency material in English in the form of written instructions, labels or warnings.
10. The Supplier must immediately communicate to Council all information held by or reasonably available to the Supplier regarding any potential hazards or special requirement in the transport, packaging, storage, handling or use of any goods ordered in the Purchase Order.
11. The Supplier must ensure that all goods ordered in the Purchase Order are properly packed to avoid being damaged during delivery, loading and unloading. All packages are to be clearly marked with the Purchase Order number and location of delivery.
12. If the law or Council requires it, the Supplier must give Council all necessary certificates of conformance, certificates of analysis and test certificates for goods ordered in the Purchase Order.
13. Receipt of the goods by Council will not of itself constitute acceptance of goods ordered in the Purchase Order. Council will be taken to have accepted the goods on the earlier of giving notice to the Supplier of the acceptance of the goods or the expiry of the defects period in the next condition if Council retains the goods and does not give the Supplier notice of the rejection of the goods.
14. If goods received by Council are defective:
  - (a) Council may within 10 business days after receipt of the goods give the Supplier notice of the rejection of the goods and in that case Council will not be responsible for the care or custody of the rejected goods from then onwards; and
  - (b) Council may specify in the notice that Council requires the Supplier to remove the rejected goods and refund to Council any payment made by Council for the rejected goods or replace or rectify the rejected goods within a time stated in the notice, in which case the Supplier must comply with the notice.
15. The goods ordered in the Purchase Order will be at the Supplier's risk until they are delivered to Council. Title to the goods passes to Council when Council pays for (or, by way of set-off, gives credit for) the goods but reverts to the Supplier if Council gives the Supplier notice of the rejection of the goods and the Supplier refunds to Council any payment made by Council for the rejected goods.
16. The Supplier must ensure that all services ordered in the Purchase Order are, and warrants that those services will be, supplied:
  - (a) promptly and with due care, skill, competence and diligence and in accordance with any relevant Standard; and
  - (b) in accordance with all of Council's reasonable requirements and directions concerning the services.
17. The Supplier warrants that it has the necessary skills and expertise to be able to competently supply any services ordered in the Purchase Order and must supply all personnel, premises, plant and equipment necessary for the proper supply of the services.

18. If Council reasonably decides that services supplied by the Supplier are defective, Council may give the Supplier notice telling the Supplier that the services were defective and requiring the Supplier to again supply the services (or the part of the services which was defective) or rectify the defects in the services. The Supplier must promptly comply with the notice.
19. Council is not obliged to pay the Supplier unless and until the Supplier has supplied the ordered goods or services in accordance with these terms and conditions and issued to Council an invoice which:
  - a) is a tax invoice under *A New Tax System (Goods and Services Tax) Act 1999*;
  - (b) identifies the goods or services for which payment is being invoiced;
  - (c) is in an amount specified or calculated as provided by the Purchase Order;
  - (d) specifies a correct Purchase Order number; and
  - (e) is issued in any form notified by Council to the Supplier from time to time and to any person, section or address within Council as notified by Council to the Supplier from time to time.
20. If Council asks the Supplier to give Council additional information or documentary evidence concerning an invoice, the Supplier must promptly give Council that information or evidence.
21. Council will pay the invoice within 30 days after it is given to Council and the Supplier has given Council any additional information or evidence Council has requested.
22. Council is not required to pay interest on the amount of an invoice, even if Council does not pay the invoice on time.
23. Council may deduct from, and set-off against, any money due by Council to the Supplier a debt or other liquidated amount due by the Supplier to Council and any unliquidated amount due by the Supplier to Council. Council is not compelled to exercise that right of deduction and set-off and does not have to give notice to the Supplier before exercising the right.
24. The Supplier must not, and must ensure that its employees and agents do not, use or disclose Council's confidential information except if and to the extent that Council consents to the use or disclosure, the use or disclosure is required by law, the use or disclosure is required in order for the Supplier to fulfil the Purchase Order or the confidential information is disclosed by the Supplier to any of its employees and agents who need to know the confidential information in order to fulfil their duties to the Supplier in connection with fulfilling the Purchase Order. The Supplier must, on Council's written demand made at any time, give to Council any documents or other media in its possession, power or control containing any of Council's confidential information. Council's information is deemed confidential unless it is already lawfully in the public domain.
25. The Supplier acknowledges that Council may be required to disclose information concerning the Supplier in order to comply with (or to enhance compliance with) legal requirements, including those arising under the *Right to Information Act 2009* and the *Local Government Act 2009*. The Supplier agrees not to make any claim against Council in connection with any such disclosure.
26. All intellectual property rights developed by the Supplier in fulfilling the Purchase Order will vest in Council on the creation of the material in which those rights subsist. No intellectual property rights held by Council vest in or are licensed to the Supplier.
27. The Supplier will be liable for the acts, omissions and conduct of the Supplier's employees and agents as if they were the personal acts, omissions or conduct of the Supplier.
28. The Supplier indemnifies Council against any claim brought or claimed by a third party against Council or the Supplier or both Council and the Supplier in connection with any negligent act, omission or conduct by the Supplier or any of its employees or agents, breach of these terms and conditions by the Supplier or breach of a legal requirement by the Supplier or any of its employees or agents, except to the extent that the claim is due to any negligent or unlawful act, omission or conduct by Council or its employees or agents. The Supplier cannot bring such a claim against Council.
29. The Supplier must hold and maintain adequate workers' compensation, public liability and (if relevant) product liability and professional indemnity insurances.
30. The Supplier must comply with all applicable rules, policies, standards, codes of conduct, directions and procedures notified by Council whenever, in the course of fulfilling the Purchase Order, the Supplier enters on Council's premises, uses Council's facilities, equipment or resources, deals with Council's employees or other suppliers or deals with members of the public.
31. The Supplier must hold, maintain, keep current and comply with all conditions of all licenses, consents, approvals and permits which the Supplier needs by law in connection with fulfilling the Purchase Order.
32. The Supplier must comply with all legal requirements in connection with the supply of the Deliverables. The Supplier must comply with all duties under the *Work Health and Safety Act 2011* and Regulation 2011.
33. If the Supplier breaches these terms and conditions, Council may cancel the Purchase Order without liability to the Supplier in addition to exercising any other rights and remedies arising from the breach.
34. Ipswich City Council is collecting your personal information in accordance with the *Local Government Act 2009* and the *Local Government (Finance, Plans and Reporting) Regulation 2012* so that we can assess and award contracts and make payments as required. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent.
35. Council is obliged by law to disclose details of contracts awarded over the value of \$100,000 on its website.
36. By completing the quotation form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.

