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1. Statement

The appearance of employees reflects the image of our Council and has a significant impact on the way we are viewed by our customers and community. Ipswich City Council (ICC) aims to provide employees with comfortable and professional uniforms that project a professional image and comply with health and safety guidelines.

2. Purpose and Principles

The purpose of this Administrative Directive is to provide clarity on the provision of compulsory and non-compulsory corporate uniforms, and council name badges, for Council employees.

Council is committed to:

- Ensuring employees who are required to wear the compulsory corporate uniform are provided with comfortable and professional uniforms
- Ensuring employees who are not required to wear the compulsory corporate uniform are provided with a variety of corporate clothing options that are comfortable, of good quality and able to be subsidised
- Ensuring uniforms comply with health and safety guidelines as relevant to the work being performed

3. Strategic Plan Links

This Directive aligns with the following iFuture 2021-2026 Corporate Plan theme:

- A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Regulation 2012 (Qld)

Division 34 of the Income Tax Assessment Act 1997 – Volume 1

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this Directive. When applying this Directive, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This Directive applies to:

- Employees covered by the:
 - ICC Officers Certified Agreement 2021
 - ICC Civic Centre Certified Agreement 2021
- Contract employees
- Mayor and Councillors in accordance with the Councillor Expenses Reimbursement and Administrative Support Policy.
- Volunteers (as relevant to the provision of Council Name Badges)

This directive does not apply to employees covered by the:

- ICC Local Government Employees Certified Agreement 2021
- ICC Resource Recovery Drivers Certified Agreement 2021

7. Roles and Responsibilities

Chief Executive Officer

- approves and issues this Administrative Directive to all employees

Branch Managers

- determines roles that require a compulsory uniform or council name badges
- ensures that the design of compulsory uniforms complies with health and safety guidelines relevant to the work being performed, including the Sun Smart Procedure and Personal Protective Equipment (PPE) Procedure
- ensure the branch budget covers the full cost of compulsory uniforms, council name badges, PPE and the subsidy of non-compulsory uniforms

People and Culture

- maintains the non-compulsory uniform catalogue in partnership with the contracted suppliers

Procurement

- maintains the arrangements for contracted suppliers for the provision of corporate uniforms

Finance Branch

- Advises of the AusIndustry requirements for non-compulsory uniforms to be eligible for tax deductions under the legislation.
- Maintains the non-compulsory uniforms register with AusIndustry.

8. Key Stakeholders

All Council employees will receive notification if there are any amendments to this Directive.

The Procurement Branch will also be impacted and consulted, as expenditure of public funds needs to be carried out in a transparent manner, particularly in regard to subsidies being approved.

The following stakeholders will be consulted during the review process:

- People and Culture Branch
- General Managers
- Branch Managers
- Procurement Branch
- Finance Branch
- Executive Services Branch
- Marketing Branch

9. Compulsory Uniforms

It is the responsibility of branches within Council to determine if compulsory uniforms are required. As compulsory uniforms are provided at full cost to Council, the following requirement must be met:

- Role has direct contact with customer or community on a regular or event basis
- Ease of being clearly identifiable as a Council employee is important
- The full costs of the compulsory uniforms and embroidery of the council logo will be paid for by the relevant branch

Branch Managers must ensure that:

- the design of compulsory uniforms is consistent with Council's style guide and health and safety obligations, including the Sun Smart Procedure and Personal Protective Equipment (PPE) Procedure
- Council's contracted suppliers are engaged for all corporate uniform purchases and all items are embroidered with Council's logo
- Branch guidelines are developed covering:
 - the initial provision of compulsory uniforms for full-time, part-time and casual employees (i.e. how many shirts are provided at commencement)
 - the top-up provisions for full-time, part-time and casual employees (i.e. seasonal requirements or replaced due to wear and tear)
 - the inclusion of relevant ordering forms from the uniform supplier

10. Non-Compulsory Uniforms

Employees who are not required to wear a compulsory uniform may purchase uniform items from the Non-Compulsory Uniform Catalogue, noting:

- Council will subsidise 50% of the uniform payment for permanent employees or fixed term employees who are employed for 12 months or greater.
- Fixed term employees having served employment with Council for less than twelve (12) months and casual employees (non-eligible employees) may purchase Council's corporate uniform without subsidy entitlement

11. Council Name Badges

Council will provide Council name badges to all employees who are required to work in customer service areas, and/or as determined by a General Manager.

Council expects employees, contractors and volunteers who work in customer facing roles to always wear Council name badges, as we are committed to providing a work environment that promotes council's excellence in service delivery and provides a high quality of service to our community.

12. Personal Protective Equipment (PPE)

Office based employees who require regular or occasional use of personal protective equipment such as high-visibility shirts, steel-capped boots, wide-brimmed hats, or other specific PPE items should refer to the [Personal Protective Equipment Procedure](#). It is the responsibility of managers and supervisors to ensure that staff under their control wear the required PPE for their role, and to determine the appropriate annual supply of PPE.

It is the responsibility of each branch that requires PPE to have branch guidelines covering:

- The initial provisions of PPE for full-time, part-time and casual employees (i.e. how many shirts are provided at commencement)
- The top-up provisions for full-time, part-time and casual employees (i.e. seasonal requirements or due to wear and tear)

The full costs of PPE will be paid for by the relevant branch.

13. Monitoring and Evaluation

The number of purchases vs number of subsidies report can be prepared by the Procurement Branch on request to determine the uptake figure.

- This Directive shall be reviewed every four (4) years, or as determined.

14. Definitions

Eligible employees: permanent employees or fixed term employees who are employed for 12 months or greater.

Non-eligible employees: Fixed term employees having served employment with Council for less than twelve (12) months and casual employees

15. Related Documents

[Local Government Regulation 2012 \(Qld\)](#)

[Division 34 of the Income Tax Assessment Act 1997 – Volume 1](#)

[Non-compulsory Uniform Catalogue](#)

[Councillor Expenses Reimbursement and Administrative Support Policy](#)

[Personal Protective Equipment Procedure](#)

[ICC Corporate Style Guide](#)

[Council Corporate Uniform Procedure](#)

[Uniform Branch Guidelines Template](#)

[PPE Branch Guidelines Template](#)

16. Administrative Directive Owner

The General Manager (Corporate Services) is the Administrative Directive owner and the Manager, People and Culture is responsible for authoring and reviewing this administrative directive.