



Version Control and Objective ID	Version No: 2	Objective ID: A9681549
Name of parent policy/administrative directive	Corporate Uniform Administrative Directive	
Approved by General Manager on	29 November 2023	
Date of Review	29 November 2027	

1. Background

Council's Corporate Uniform Procedure provides clarity on the provision of compulsory corporate uniforms, non-compulsory corporate uniforms, and personal protective equipment for employees covered by the:

- ICC Officers Certified Agreement 2021
- ICC Civic Centre Certified Agreement 2021

The Corporate Uniform Procedure also applies to contract employees, Mayor and Councillors, and provides clarity on the provision of council name badges for all employees, contractors and volunteers.

2. Purpose

This procedure outlines the process for purchasing and provision of compulsory corporate uniforms, the purchasing of non-compulsory uniforms and the provision of personal protective equipment and council name badges.

3. 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

4. Human Rights Commitment

Council has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this procedure. When applying this procedure, 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.

5. Roles and Responsibilities

General Manager, Corporate Services

- approves and issues this procedure to relevant employees

Branch Managers

- ensures that employees provided with a compulsory uniform and council name badge wear it as required
- ensures that employees are provided with personal protective equipment (PPE) as required for their role
- ensure the branch budget covers the full cost of compulsory uniforms, PPE, council name badges and the subsidy of non-compulsory uniforms
- Determine roles that are required to wear a council name badge

People and Culture

- reimburse eligible employees 50% of the cost of non-compulsory uniforms through Payroll

Finance Branch

- provides advice as necessary to the responsible areas regarding the tax implications of providing uniforms and PPE
- registers the non-compulsory uniform styles/colours with AusIndustry
- assesses uniform and PPE purchase transactions in relation to fringe benefits tax legislation

Marketing Branch

- Ensure orders submitted through a Marketing Request for council name badges and compulsory uniforms meet Council Style Guide requirements

Employees

- wear the compulsory uniform and council name badge when required
- purchase and initial payment of the non-compulsory uniforms, and for applying for reimbursement of the uniform subsidy (50%)
- seek independent taxation advice regarding any tax deductions applicable to their personal circumstances regarding the purchased non-compulsory uniforms
- ensuring their own compliance with this procedure

6. Key Stakeholders

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

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

7. Education and Training Requirements

The provision of corporate uniforms will be advised to new employees at Corporate Induction, and relevant information will be available on the Wire.

8. Uniform Suppliers

Council has entered into arrangements with contracted suppliers for the provision of corporate uniforms (compulsory and non-compulsory) and personal protective equipment, and all uniform orders must be provided to contracted suppliers.

9. Purchasing Compulsory Uniforms

Where a branch manager has determined that a compulsory uniform is required, the uniforms can be ordered from the contracted suppliers, noting the following:

- It is the responsibility of any branch ordering compulsory corporate uniforms to ensure that any council branding complies with the Council Style Guide
- If the order is over \$2,000 a CES procurement request must be raised, with Marketing approval attached to ensure consistency with Corporate branding.
- If the order is under \$2,000 it can be purchased on corporate credit card, ensuring compliance with the Council Style Guide

10. Provision of Compulsory Uniforms

Compulsory uniforms are provided for employees who provide direct customer contact on a regular or event basis. When provided with a compulsory uniform, the employee must:

- wear the uniform when required, as a condition of employment
- wear all aspects of the uniform
- launder and maintain the uniform to an acceptable standard
- not alter the uniform in such a manner that it does not meet the acceptable standards
- return laundered uniforms and all PPE and equipment to council when leaving the employment of Ipswich City Council

The relevant Branch Guideline will outline the provision of compulsory corporate uniforms and will contain the relevant uniform ordering form to enable the employee to ensure the correct uniforms are provided by the uniform supplier. Employees are to ensure that they advise the uniform supplier that they are an Ipswich City Council employee and provide the complete uniform order form once they have determined appropriate sizing.

Employees may purchase additional compulsory uniform items outside of the annual allocation however this will be at the employee's own expense (100%).

Provision of the compulsory uniforms does not affect employees' access to Council's non-compulsory uniforms.

11. Purchasing Non-Compulsory Uniforms

For employees who wish to purchase from the range of non-compulsory uniforms:

- Employees may choose any style/colour from the Non-Compulsory Uniform Catalogue range
- Employees must advise the uniform supplier they are from Ipswich City Council and complete their order on the TWW Ladies or Men Non-Compulsory Uniform Order Form (refer related documents)
- All non-compulsory uniforms ordered must have the ICC logo embroidered (this will be completed by the uniform supplier)

For eligible employees who wish to claim the uniform subsidy:

- Once the uniforms are ordered and paid in full, employees send the receipt to Payroll, and will receive 50% of the cost reimbursed in their next pay
- The subsidy is costed to the employees' area through the cost centre and goes to the employee allowance expense account.
- During the first twelve (12) months, the 50% subsidy will be recovered by Council if the new employee resigns or ceases to be an employee.

Fixed term employees having served employment with Council for less than twelve (12) months and casual employees (non-eligible employees) may purchase Council's non-compulsory uniform without subsidy entitlement.

12. Provision of Council Name Badges

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

The following provisions will be applicable:

- All Council name badges are to show the Council logo and the words 'City of Ipswich';
- In the absence of a request from an individual for the use of a first name only, the full name of each employee is to be shown on all Council name badges;
- Unless otherwise requested by an employee, the position title is to be included only on Council name badges provided to managers.

Name badges are ordered in MyCouncil by raising a Marketing Request by the relevant business area.

13. Provision of Personal Protective Equipment (PPE)

For office-based employees who require regular or occasional use of PPE:

- Refer to the relevant Branch Guidelines that outlines the provision of PPE relevant to the role type and responsibility to ensure adherence to the agreed provision amounts:
 - Attend Council's Store at Riverview Depot to select the PPE required; or
 - Complete a Stores requisition through iProcurement
- The full costs of PPE is charged to the employees' area through the cost centre
- The [Personal Protective Equipment Procedure](#) details the responsibilities and requirements for all employees as it relates to the use of PPE.

14. Monitoring and review

This procedure will be reviewed in accordance with Council's four (4) year review cycle or sooner if required.

15. Related documents

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

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

[Council Corporate Uniform Administrative Directive](#)

[Personal Protective Equipment Procedure](#)

[ICC Corporate Style Guide](#)

[Council Non-Compulsory Uniform Catalogue](#)

[Council Non-Compulsory Uniform Order Form \(Ladies\)](#)

[Council Non-Compulsory Uniform Order Form \(Mens\)](#)

[Uniform Branch Guidelines Template](#)

[PPE \(Uniform\) Branch Guidelines Template](#)

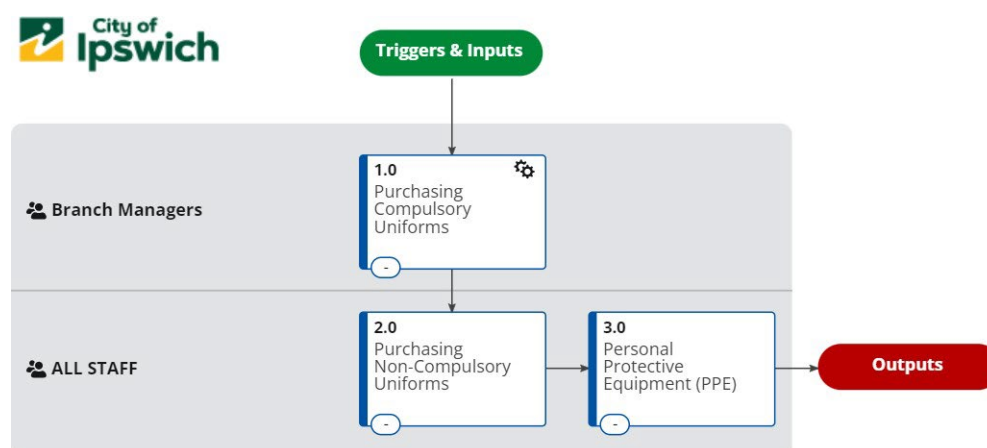
[iProcurement Work Instructions](#)

16. 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

17. Process Model



[Corporate Uniform Procedure](#)

18. Procedure Owner

The General Manager Corporate Services is the procedure owner and the Manager, People and Culture is responsible for authoring and reviewing this procedure.