



1. Background

The Compliance Branch provides compulsory uniforms for several roles with direct customer contact and/or have a requirement to attend field locations and suitable sun smart clothing is required. The initial and ongoing provision of uniforms for these roles is outlined below.

These guidelines should be read in conjunction with the Corporate Uniform Administrative Directive and Procedure (link when finalised)

2. Requirements

Where a compulsory uniform is provided to an employee for the purpose of fulfilling their role, the uniform must be worn.

3. Uniform Provision

Animal Management & Biosecurity, Building, Local Laws, Littering & Dumping, Parking, Plumbing Teams and Principal Officer (Projects).

	Shirt	Trousers	Jacket/Jumper/vest	Belt
Permanent full time	5 Long sleeve shirts	3 Trousers	1 Vest 1 Jacket or Jumper. May be replaced after 2 years or when damaged.	1 item May be replaced after 3 years
Permanent part time	3 Long sleeve shirts	2 Trousers	1 Vest 1 Jacket or Jumper. May be replaced after 2 years or when damaged.	1 item May be replaced after 5 years
Casual / Contingent	5 Long sleeve shirts	3 Trousers	Upon request as required on seasonal basis	1 item May be replaced after 3 years

Program Officer (Regulated Pools), Senior Project Officer & Project Officer (Compliance), Operational Support Officer, Coordinator (Investigations & Compliance Projects) and Investigations Officer

	Shirt	Trousers	Jacket/Jumper/vest
Permanent full time	2 long sleeve shirts	2 Trousers	1 Vest 1 Jacket or Jumper. May be replaced after 2 years or when damaged.
Permanent part time	1 long sleeve shirts	1 Trousers	1 Vest 1 Jacket or Jumper. May be replaced after 2 years or when damaged.
Casual / Contingent	2 long sleeve shirts	2 Trousers	Upon request as required on seasonal basis

The relevant uniform order form **TWW Compliance Branch** must be provided to the uniform supplier when ordering uniforms.

Personal Protective Equipment (PPE) is available from the Riverview Depot Store and will be issued in accordance with the Personal Protective Equipment Procedure and Guideline.

Unless specifically noted replacement is on a fair wear and tear basis and upon approval by the relevant supervisor or section manager.

4. Related documents

[Link to Corporate Uniform Administrative Directive](#)

[Link to Corporate Uniform Procedure](#)

[Link to Personal Protective Equipment Procedure](#)

[Link to Provision of Personal Protective Equipment Compliance Branch](#)

(Add TWW order forms)

5. Guidelines Owner

The Manager, Compliance Branch is the guideline owner and the Compliance Branch Administration Co-ordinator is responsible for authoring and reviewing this guideline.