



### 1. Background

The Environment and Sustainability Branch provides compulsory uniforms for a number of roles that provide direct customer contact. 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.

### 2. Requirements

Where a compulsory uniform is provided to an employee for the purpose of fulfilling their role or a prescribed part of that role, the uniform must be worn. This guideline is in addition to uniforms required as PPE to fulfill the role, such as hi vis for depot-based employees or sun protection shirts for field work.

The uniform provision should reflect the need relative to consecutive hours per day/week that the uniform is required to be worn.

Initial provision is made for new starter employees, with one seasonal top up provided. Each year following, staff will be provided with seasonal top-ups twice a year, as per the tables below.

The uniform provided will be done in consultation with the employee and section manager, in accordance with this guideline, and approved by the branch manager. Shirts will be either a polo shirt or suitable outdoor style, as determined suitable for the role by the section manager.

Additional shirts purchased outside of the annual allocations will be at employee's own expense. Embroidery of the relevant logo(s) / wording will be paid for by Environment and Sustainability branch, in negotiation with the section manager beforehand on the style and type of shirt to be purchased.

Each employee will be required, as a condition of employment, to wear the clothing issued in accordance with these guidelines.

### 3. Natural Environment and Land Use Management

Those working in an outdoor setting such as natural areas, waterways, community environment / planting events and conservation partnerships are eligible for long pants as part of the uniform provision.

The shirts may be embroidered with the Enviroplan icon and / or the word ENVIRONMENT, as well as the ICC Corporate logo.

	<b>New starter initial provision</b>	<b>Seasonal Top up provision - Summer (Aug/Sept)</b>	<b>Seasonal Top up provision - Winter (Feb/Mar)</b>
<b>Permanent full time</b>	Up to 3 shirts 2 pants 1 Jumper or Jacket or Vest	2 shirts if required	1 item shirt or jacket or vest if required
<b>Permanent part time</b>	Up to 2 shirts 1 pants	1 shirt if required	1 item shirt or jacket or vest if required
<b>Casual / Contingent</b> (At the discretion of the Branch Manager - Dependant on average weekly hours)	Up to 2 shirts 1 pants	By application	By application
<b>Casual working irregular hours</b>	1 shirt	By application	By application
<b>Volunteers</b> (At the discretion of the Branch Manager - Dependant on average weekly hours)	Up to 2 shirts	By application	

#### 4. Emergency Management and Sustainability

Emergency Management Officers that work within the Local Disaster Coordination Centre (LDCC); Emergency Management and Sustainability Officers undertaking field deployment, or regular community education will be eligible for the following uniforms.

The shirts may be embroidered with the Get Ready icon and / or the words SUSTAINABILITY or EMERGENCY/DISASTER MANAGEMENT, as well as the ICC Corporate logo.

	<b>New starter initial provision</b>	<b>Seasonal Top up provision - Summer (Aug/Sept)</b>	<b>Seasonal Top up provision - Winter (Feb/Mar)</b>
<b>Permanent full time</b>	Up to 2 shirts 1 Jumper or Jacket or Vest	1 shirt if required	1 item shirt or jacket or vest if required
<b>Permanent part time</b>	Up to 2 shirts 1 Jumper or Jacket or Vest	1 shirt if required	1 item shirt or jacket or vest if required
<b>Casual / Contingent</b> (At the discretion of the Branch Manager - Dependant on average weekly hours)	Up to 2 shirts	By application	By application
<b>Casual working irregular hours</b>	1 shirt	By application	By application
<b>Volunteers</b> (At the discretion of the Branch Manager - Dependant on average weekly hours)	Up to 2 shirts	By application	By application

## 5. Resource Recovery

Resource Recovery Officers that provide face to face services to domestic and commercial customers, undertake field / site visits, represent Council at industry events, and deliver regular community education activities and events will be eligible for the following uniforms.

The shirts may be embroidered with the IWS (Ipswich Waste Services) logo, as well as the ICC Corporate logo.

	<b>New starter initial provision</b>	<b>Seasonal Top up provision - Summer (Aug/Sept)</b>	<b>Seasonal Top up provision - Winter (Feb/Mar)</b>
<b>Permanent full time</b>	Up to 3 shirts 1 Jumper or Jacket or Vest	2 shirts if required	1 item shirt or jacket or vest if required
<b>Permanent part time</b>	Up to 2 shirts 1 Jumper or Jacket or Vest	1 shirt if required	1 item shirt or jacket or vest if required
<b>Casual / Contingent</b> (At the discretion of the Branch Manager - Dependant on average weekly hours)	Up to 2 shirts	By application	By application
<b>Casual working irregular hours</b>	1 shirt	By application	By application

The relevant uniform order form (refer related documents) must be provided to the uniform supplier when ordering uniforms.

## 6. Related documents

[Council Corporate Uniform Administrative Directive](#)

[Council Corporate Uniform Procedure](#)

[TWW Ipswich City Council Volunteer Polo Shirt Order Form](#)

[TWW Ipswich City Council Volunteer Uniform Order Form](#)

[TWW Ipswich Waste Services Compulsory Uniform Order Form](#)

## 7. Guidelines Owner

The Manager Environment and Sustainability is the guideline owner and the Resource Recovery Manager, Emergency Management and Sustainability Manager and Natural Environment and Land Manager are responsible for authoring and reviewing this guideline.