

Apparel Purchasing Policy Directive



The following policy is for any staff member involved in an activity in which apparel purchase, design or supply might be relevant at Brisbane State High School.

The intent of this policy is to:

- utilise the P&C's Uniform Shop to its full potential
- support the Masters in Charge
- ensure consistency with our branding
- meet legislative requirements

Utilise the P&C's Uniform Shop to its full potential:

All BSHS apparel purchases are to be arranged through the P&C Uniform Shop. There is no exception to this school policy.

The P&C's Uniform Shop Manager has experience in the retail industry, working with clothing manufacturers and has knowledge of the industry. The Manager is required to have attention to detail, understand the logistics of apparel purchasing and establish strong business relationships with suppliers.

One of the major benefits of all apparel being purchased through the Uniform Shop is the 'buying power' that the Uniform Shop has through the negotiations with suppliers. If all apparel purchases are undertaken through the Uniform Shop, there are significant benefits to the students, our families, and extra-curricular budgets will benefit. This is done without compromising quality.

The more business that we are able to provide to suppliers, the greater the discounts we receive. The Uniform Shop is the P&C's primary revenue source. The revenue that the P&C generates through apparel sales supports school projects therefore we all benefit from the business relationships with suppliers. Due to the volume of our sales, suppliers are extremely keen to establish and maintain strong relationships with this school.

The school has a Uniform Committee which consists of staff and parent representatives. The committee meets each term. Approval for a new line of clothing must be approved by this Committee. If the timing is right and there is a request to introduce a new line of clothing, the Master in Charge (MIC) can consult with the Uniform Shop Manager to discuss timelines, how the end product should look and feel, and/or its purpose.

The Uniform Shop Manager will then forward the request and information pertaining to the new line to the Uniform Committee for consideration prior to the next term's meeting.

Please note the following decisions:

- The Uniform Committee has made the decision that apparel designs for extra-curricular activities will only change every five (5) years. This precludes First and Open teams.
- The P&C Association Executive has made the decision that apparel for extra-curricular activities will only be approved if the value and quantity of the stock on hand is low and meets the five (5) year directive.
- Where possible, and viable, one item of apparel should be considered for several activities thereby minimising the number of different lines that are similar in purpose and look. Personalising items of apparel for an activity may be done with embroidery and/or screen-printing.

Support the Masters in Charge:

The role of the MIC carries many responsibilities and is to be focussed on management and coaching of the activity, not on the purchase of apparel or establishing relationships with suppliers.

MICs, and other staff supporting extra-curricular programs (other staff, managers, assistant coaches, volunteers), are advised that they are not to:

- engage in conversations with suppliers. The Uniform Shop Manager will liaise with MICs / ECSOs, when required

- open accounts in the school's or the P&C's or Sub-Committee's name
- place orders with suppliers verbally

The only person MICs and an activity's support staff are to have a conversation with regarding apparel for an E-C program is the Uniform Shop Manager. *To do otherwise will be seen as a breach of the State Purchasing Policy as well as a breach of a School Policy Directive.*

MICs are to consult the Uniform Shop Manager about their requirements. Once approval from the Uniform Committee has been received, the Uniform Shop Manager will consult with MICs regarding the ordering process. This will be done in a timely manner to ensure adherence to ordering timelines with suppliers, as well to ensure apparel is available at the designated time. If the new item of clothing is not approved by the Uniform Committee, the Uniform Shop Manager will advise the MIC of the decision.

Ensure consistency with our branding:

Logos, colours and designs of clothing are to be consistent on apparel. This ensures the visual identity of the school is consistent and aligned to the marketing and branding of the school's Visual Identity Guidelines. Adherence to the guide enhances our school name and appearance in the community. The management of this will be the responsibility of the Uniform Shop Manager.

Meet legislative requirements:

It is a legislative requirement that all schools report to the Queensland Government's Fair Work Commission to advise with whom we are doing business when purchasing clothing. The school is required to ensure that the suppliers are issued with the correct permissions to use the school logo. There are additional obligations to have clothing companies complete forms to certify that they are not operating a 'sweatshop'. When clothing is purchased, the P&C is required to adhere to the State Purchasing Policy and attach a copy of a Statutory Declaration signed by the supplier stating that the company operates ethically in its employment practices. Under the State Purchasing Policy, selected suppliers are to be provided equal opportunity to tender. These legal obligations are managed by the Uniform Shop Manager.

It is a legislative requirement that no one person is advantaged by dealing with clothing companies. It is also a requirement of the State Purchasing Policy that dealings with clothing companies do not include the provision of free clothing, any materials or products the supplier may offer free of charge to any staff, coaches or volunteers associated with Brisbane State High School unless specified in tender documentation devised by the school's P&C Association. MICs and their support staff are never to participate in, or encourage, this practice.

Offers of sponsorship of extra-curricular activities must, in the first instance, be advised to the Head of Department for Extra-Curricular Activities who will consult with General Manager to ensure compliance with the Department of Education's legislative and policy guidelines.

There is to be no deviation of this policy.

Christine Collins
General Manager

Wade Haynes
Executive Principal

22/11/2018

Reference Documents

- <http://ppr.det.qld.gov.au/corp/finance/procurement/Pages/Purchasing-and-Procurement.aspx>
- https://intranet.qed.qld.gov.au/Services/Procurement_Purchasing/Supplyarrangements/School-uniforms/Pages/default.aspx
- <https://qed.qld.gov.au/publications/policies/purchase-terms>
- <https://qed.qld.gov.au/det-publications/policies/Documents/code-practice-det-suppliers.pdf>
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