

Uniform Purchasing Policy



The following policy is for any staff member involved in an activity in which uniform 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 clothing 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 uniform purchasing and has established strong business relationships with suppliers.

One of the major benefits of all uniforms being purchased through the Uniform Shop is the 'buying power' that the Uniform Shop Manager has through the negotiations with suppliers. If all uniform purchases are undertaken through the Uniform Shop, there are significant benefits to the students, our families and your 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 main revenue source. The more revenue the P&C is able to generate, the more benefits the students and staff of this school receive. We will all benefit from the Uniform Shop Manager's relationships with suppliers. The suppliers are extremely keen to establish and maintain strong relationships with this school.

The school operates a Uniform Committee which consists of staff and parent representatives. Approval for a new line of clothing must be approved by this Committee. If there is a wish to introduce a new line of clothing, the MIC can consult with the Uniform Shop Manager to discuss the logistics, i.e. timelines, how the end product should look, 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 meeting. Approval will be based on current stock on hand, alignment to the school's Visual Identity Guide and viability.

Support the Masters in Charge (MIC)

The role of the MIC is a large one and is to be focussed on management of the activity. MICs are not to spend time in any aspect of the uniform process other than 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 re the ordering process. This will be done in a timely manner to ensure adherence to ordering timelines with suppliers. If the new item of clothing is not approved, the Uniform Shop Manager will advise the MIC of the reason.

Ensure Consistency with Our Branding

It has been noted that there are numerous versions of logos, colours and designs of clothing around the school. We need to address this to ensure that the visual identity of the school is consistent and in line with the marketing and branding of the school's Visual Identity Guide. Adherence to the guide enhances our school's name and appearance in the community.

Meet Legislative Requirements

There are a myriad of policy requirements which are best managed by one expert. It is a legislative requirement that all schools report to the Queensland Government's Fair Work Commission advising with whom we are doing business when purchasing clothing. We are also required to ensure that the companies are issued with the correct permissions to use the school logo. We have additional obligations to have clothing companies' complete forms to certify that they are not operating a 'sweatshop'. When we purchase clothing, it is a requirement of the State Purchasing Policy that we attach a copy of a Statutory Declaration that has been signed by the Supplier who states that the company is operating ethically in its employment practices. It is also important to note that all suppliers are to be provided equal opportunity to tender under the Trade Practices Act. These legal obligations will be managed by the Uniform Shop Manager.

It is also a legislative requirement that no one person is advantaged by dealing with companies, i.e. receiving free clothing, etc. It is also a requirement of the State Purchasing Policy that dealings with clothing companies do not include the provision of free clothing to any staff or coaches unless this is specified in the tender document devised by the school's P&C Association. Staff are not to participate in 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 our Marketing Manager and General Manager to ensure compliance with the Department of Education and Training legislative and policy guidelines.

There is to be no deviation of this policy.

Link to the website: <https://brisbaneshs.eq.edu.au/Ourcommunity/PandC/Pages/default.aspx>

Reference Documents

- <http://ppr.det.qld.gov.au/corp/finance/procurement/Pages/Purchasing-and-Procurement.aspx>.
- <http://ppr.det.qld.gov.au/corp/finance/procurement/Procedure%20Attachments/Purchasing%20and%20Procurement/instructions.PDF>
- https://oneportal.deta.qld.gov.au/Services/Procurement_Purchasing/supplyarrangements/school-uniforms/Pages/default.aspx
- https://oneportal.deta.qld.gov.au/Services/Procurement_Purchasing/supplyarrangements/school-uniforms/Pages/default.aspx#guidelines
- https://oneportal.deta.qld.gov.au/Services/Procurement_Purchasing/purchasingandprocurementinstructions/textileclothingandfootwear/Pages/default.aspx
- <https://oneportal.deta.qld.gov.au/Services/facilities/Forms/Documents/DET-gifts-incentives-free-items-guide-for-purchasers.pdf>
- https://oneportal.deta.qld.gov.au/Services/Procurement_Purchasing/Pages/Default.aspx
- <http://ppr.det.qld.gov.au/corp/finance/procurement/Pages/Purchasing-and-Procurement.aspx>
- <https://www.forgov.qld.gov.au/procurement-policy>
- <https://www.fwc.gov.au/>