

# LIBRARY

Department of Biodiversity,  
Conservation and Attractions

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## We hope you enjoy your new fit for purpose work wear.

### Please take note of the guidance below:

- Your new uniform can be worn during work hours, travelling to and from work or when representing the department on official business or at the direction of your manager.
- Staff who wear a uniform are visible to colleagues and the public, including visitors, customers, stakeholders and project partners, so please maintain a professional appearance that is consistent with our shared values and standards.
- This means, wherever practicable, your uniform is neat and tidy.
- Your new, approved uniform should not be worn with any outdated or old departmental uniforms (CALM/DEC/DPaW/PWS) or mixed and matched with your personal attire.
- All upper body wear with old branding should be handed in to your regional or district office within two weeks of you receiving your new uniform – please check with your manager for local collection details.
- Your uniform consignment from Adelphi Apparel includes an itemised packing slip that is consistent with the items ordered and dispatched using the order form you signed at the time of your fitting, and which was subsequently approved by your district and/or regional manager. Please note only those items dispatched to you will appear on the packing slip. Information on any back-ordered item(s) will be in the invoice sent to your cost centre or with Adelphi Apparel.
- If you have any concerns about the uniform items that have been delivered to you, please contact the Adelphi customer service team as soon as possible within 14 days on **9249 2477** or email **mimi@adelphiapparel.com.au**
- The Adelphi customer service team can assist you with all future ordering requirements, including retrieving your previously ordered sizing and style choices. Please note each future order placed will require your confirmation of the size and style of items you are ordering, as well as the subsequent approval of your district and/or regional manager.
- Please follow the care instructions on your new clothing.

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