

POLICY:-	
Policy Title:	Corporate Uniform Policy
File Reference:	F10/618-03
Date Policy was adopted by Council initially:	16 December 2004
Resolution Number:	365/04
Other Review Dates:	26 July 2007, 15 April 2010, 2 March 2013, 17 March 2016 and 17 October 2019
Resolution Number:	224/07, 152/10, 67/13, 64/16 and 292/19
Current Policy adopted by Council:	17 November 2022
Resolution Number:	254/22
Next Policy Review Date:	2025

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy developed by:	General Manager
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Director of Finance and Administration

Objective

The Corporate Uniform Policy has the objective of projecting a unified and professional image of Council, by encouraging indoor staff to wear a corporate uniform.

Policy Statement

1. Council has implemented a corporate uniform arrangement available for all “indoor” staff.
2. The General Manager, in consultation with employees, will determine a clothing range of the corporate wardrobe for indoor staff and select suitable corporate wardrobe supplier companies.
3. For staff participating and wearing the corporate uniform an allowance of \$325.00 per full-time employee per annum will be contributed by Council (part-time employees will receive a pro-rata allowance). Allowances not expended within a financial year will not accrue to the next financial year (unless prior arrangements have been made by an application to the General Manager).
4. The purchase of corporate wardrobe items will be funded by Council with sundry debtor provisions made available for staff for repayment of their uniform expenditure over and above the allowance. Repayment of the employees’ portion of costs will be structured so as to ensure that debts will be repaid within six months of purchase or at the time of any termination of employment with Council. Under certain circumstances the General Manager may authorise a special repayment schedule (application must be made to the General Manager by the staff member).
5. Where suitable sizing is not available from suppliers a staff member may apply to the General Manager for approval to purchase from another supplier, with suitable ULSC logo embroidery applied to the uniform garments.
6. The uniform allowance is available to staff once they have completed their probationary period of employment.
7. Uniform allowance for future years will not be available where an employee has outstanding debt from the previous financial year.
8. The cleaning and repair of corporate uniform items is the responsibility of the participating staff member.
9. All corporate uniform orders submitted by staff should be on the appropriate order form. Council Administration Officer will coordinate all corporate uniform purchase orders.

10. Field Staff must read this policy in conjunction with the Protective Clothing and Equipment Policy.
11. It is essential that all staff comply with all WHS safety standards in relation to wearing of Personal Protective Equipment and in particular when visiting a construction site.

Relevant Legislation and Council Policies

The following legislation and Council policies that are relevant to this Policy include:

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Work Health and Safety Act 2011;
- Work Health and Safety Regulations 2017;
- State Records Act 1998;
- Anti-Discrimination Act 1977;
- Council Code of Conduct and Code of Conduct Procedures;
- Council Code of Business Practice;
- Employment and Retention Policy;
- Protective Clothing and Equipment Policy;
- Procurement Policy;
- Recruitment and Selection Policy;
- Work Health and Safety Policy.

Variation

Council reserves the right to vary or revoke this policy.