

<b>POLICY:-</b>	
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, 17 October 2019 and 17 November 2022
Resolution Number:	224/07, 152/10, 67/13, 64/16 292/19 and 254/22
Current Policy adopted by Council:	18 October 2025
Resolution Number:	187/25
Next Policy Review Date:	2028

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

<b>RESPONSIBILITY:-</b>	
Draft Policy developed by:	Manager Human Resources
Committee/s (if any) consulted in the development of this Policy:	Consultative Committee; Work Health and Safety Committee
Responsibility for implementation:	Chief Executive Officer
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 Chief Executive Officer, in consultation with employees, will determine a range of clothing for indoor staff and will 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 Chief Executive Officer).
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 to ensure that debts will be repaid within six months of purchase or at the time of termination of employment with Council. Under certain circumstances, the Chief Executive Officer may authorise a special repayment schedule (application must be made to the Chief Executive Officer by the staff member).
5. Where suitable sizing is not available from the preferred supplier, a staff member may apply to the Chief Executive Officer 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. Operational/outdoor Staff must read this policy in conjunction with the Protective Clothing and Equipment Procedure.
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:

- Work Health and Safety Act 2011;
- Work Health and Safety Regulations 2017;
- Council Code of Conduct;
- Code of Conduct Procedure;
- Employment and Retention Policy;
- Personal Protective Equipment Procedure;
- Procurement Policy;
- Recruitment and Selection Policy;
- Work Health and Safety Policy.

### **Variation**

Council reserves the right to vary or revoke this policy.