



YOUNG SHIRE COUNCIL

# **STAFF – CORPORATE UNIFORM POLICY**

**NO 75**

**DATE ADOPTED: 21/8/13**

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## **1 BACKGROUND**

The following policy defines the standard conditions for the provision of staff uniforms. It clearly identifies Councils commitment to maintaining compliance with Work Health and Safety Best Practice.

## **2 PURPOSE/OBJECTIVES**

A corporate uniform projects and enhances a professional and corporate image of Council and encourages and promotes unity within the organisation. In addition to a Corporate Uniform, Council's Dress Code provides employees with guidelines on acceptable and appropriate standards of dress.

## **3 POLICY**

- 3.1 The Human Resources Officer will coordinate uniform orders. The General Manager will determine the style and colour of the corporate wardrobe.
- 3.2 Council's Corporate Uniform will be promoted as the preferred dress standard. It is compulsory that all workers obtain a Corporate Wardrobe.
- 3.3 Any permanent, temporary or casual workers who maintain significant face to face public contact during normal working hours will be issued with and expected to wear the approved compulsory corporate wardrobe.
- 3.4 Non public contact temporary and casual staff shall be considered on an individual basis subject to positional requirements and duration of employment, at the discretion of the General Manager or delegate.
- 3.5 All workers issued with uniforms under this category are to wear shoes appropriate to the uniform.
- 3.6 Any items issued will only be replaced as necessary (eg. when no longer presentable). Additional items may be ordered at the worker's expense.
- 3.7 Payroll deductions will be made available to workers to reimburse the cost of additional corporate uniforms over a period of not more than twelve (12) months. Workers leaving Council's employ will be required to finalise any amounts outstanding to Council in respect of clothing prior to ceasing employment.
- 3.8 The guidelines from the Australian Taxation Office state that the corporate wardrobe must be worn in its entirety, or set, rather than as individual pieces.
- 3.9 Workers will be responsible for:
  - a) Any alterations to the uniform and cost of these alterations
  - b) Laundry and/or dry cleaning costs
  - c) Providing accurate information regarding sizes, styles and individual measurements
  - d) Returning or exchanging clothing
  - e) Ascertaining their individual taxation position in respect of uniform costs

3.10 Personal Protective Equipment is in addition to and not part of the corporate uniform and dress code contribution.

3.11 It is essential that Administration staff comply with all WH&S safety standards in relation to wearing of Personal Protective Equipment and in particular when visiting a construction site.

#### **4 IDENTIFICATION**

Council will provide employees with a name badge and identity cards to be worn during normal working hours and when representing Council. Any person employed by Council who enters private property as part of their duties must carry an identification card issued by Council.

#### **5 DRESS CODE**

5.1 All Council issued clothing shall be readily identifiable as a Council uniform by the attachment of the Young Shire Council Corporate Logo or by the initials Y.S.C in a location on the item of clothing which is easily viewed under normal circumstances.

5.2 Where an employee fails to comply with the dress standard as determined by the appropriate supervisor, the employee may be asked to return home in his/her own time and return to work appropriately dressed. Continued breaches of the dress standard will result in disciplinary action in accordance with Council's agreed disciplinary procedures

#### **6 EXEMPTIONS**

4.1 Where genuine personal religious beliefs or medical reasons dictate a different standard or dress, a specific exemption can be sought through the General Manager.

4.2 Casual wear may be worn on approved days by the General Manager on the basis that they are neat, tidy and appropriate.

#### **Full Issue**

Male	Female
Four shirts	Four tops
Three trousers	Three bottoms
One jacket as Managerial Staff	One jacket as appropriate
One jumper	One jumper or equal
One tie	

## Part Issue

Male	Female
One shirt One trousers One jumper as appropriate	One top One bottom One jumper or cardigan as appropriate

## 7 ORDERING CORPORATE WARDROBE

- 5.1 All corporate wardrobe orders submitted by workers on the appropriate order form authorised by the Director and are to be lodged with the HR Officer who will provide a Council order.
- 5.2 The supplier may provide workers with a sample of clothing. The responsibility for determining and marking the correct garment style, colour, size and any special requirements on the order form shall rest with the worker.
- 5.3 After the Council closing date for the order has passed, the order will be binding on the worker. Workers shall not be eligible to cancel and/or obtain a refund for orders or part orders after the closing date has elapsed.
- 5.4 Workers are advised to retain a copy of the order form for their records.

## 8. FIELD STAFF

- 6.1 The following items of clothing shall be issued to all field staff on commencement of employment and replaced on a “wear and tear “ basis as authorised by storeman and by returning the old item of clothing in exchange for new issue.
- 6.2 Only Council issued clothing is to be worn at all times whilst undertaking Council work.

### Full Issue

Male	Female
Four long sleeve shirts ( high visibility) Three trousers / overalls or long shorts One jacket (high visibility) One jumper ( high visibility) One broad brimmed hat One pair steel capped safety boots	Four long sleeve shirts ( high visibility) Three trousers or overalls One jacket (high visibility) One jumper ( high visibility) One broad brimmed hat One pair steel capped safety boots

**Part Issue**

<b>Male</b>	<b>Female</b>
One long sleeve shirts ( high visibility) One trousers / overalls or long shorts One jacket (high visibility) as appropriate One jumper ( high visibility) as appropriate One broad brimmed hat One pair steel capped safety boots	One long sleeve shirts ( high visibility) One trousers / overalls or long shorts One jacket (high visibility) as appropriate One jumper ( high visibility) as appropriate One broad brimmed hat One pair steel capped safety boots

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