

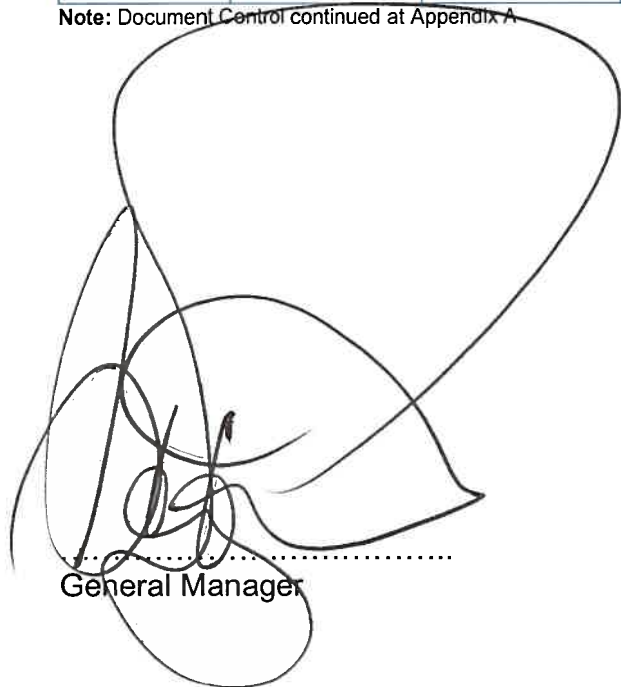


Corporate Uniform Policy

DOCUMENT AUTHORISATION

RESPONSIBLE OFFICER:		MANAGER OF ADMINISTRATION AND HUMAN RESOURCES			
REVIEWED BY:		MANEX			
DATE ADOPTED:		25 February 2021			
ADOPTED BY:		Glen Innes Severn Council			
RESOLUTION NO:		22.02/21			
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PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
5	25/09/2014	13.09/14	Increase in Council's contribution amount. Changes to the Applicability section to reflect changes to organisation structure. Inclusion of new Implementation / Communication section.	MAHR	Council

Note: Document Control continued at Appendix A



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General Manager

11/3/21
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Date

PURPOSE

The purpose of this policy is to:

- Encourage a sense of identity, oneness and corporate pride amongst members of Council's indoor staff;
- Promote a unified professional corporate image across all business functions that will allow employees wearing the corporate uniform to be identified as members of the same organisation;
- Provide indoor employees with financial assistance towards the purchase and maintenance of their work clothes, including the ability to claim uniform costs as a legitimate tax deduction.

APPLICABILITY

This policy applies in full to:

- all permanent indoor employees and temporary indoor employees with fixed term employment contracts greater than one year.

Casual employees and those employees with employment terms of one year or less may still purchase the uniform and, where practicable, repay uniform costs via pay deductions; however, such employees shall not be entitled to a financial contribution from Council. *

For the purposes of this Policy, eligible indoor staff shall be defined as those employees engaged in the functions of administration, finance, children and family services, Life Choices – Support Services, library and tourism, with the exception of those employees that work within these functions but are provided with a complete work uniform at Council's cost under another policy or agreement of Council.

** Note: Pay deductions for casual or short-term employees are subject to approval by Council's Director of Corporate and Community Services or other appropriate finance officer.*

OUTCOMES

Council will maintain a professional corporate image across its business undertakings by encouraging its indoor employees to wear a corporate uniform and by assisting with the purchase and replacement of the uniform.

ROLES AND RESPONSIBILITIES

Employees who purchase a corporate uniform through Council are responsible for repaying the balance owing to Council within 12 months or on cessation of employment, whichever is the sooner.

POLICY STATEMENT

Authorised Corporate Uniform

Council's authorised corporate uniform shall be the NNT Local Government Corporate Collection, approved by the Australian Taxation Office as a registered work uniform (Approval Registration Number CW64).

Employees will be encouraged to purchase and wear the corporate uniform; however, wearing of the uniform shall not be compulsory.

Council Contribution

Council shall contribute towards the cost of the uniform, to a maximum amount of \$166.90 per employee per financial year. This amount shall increase on 1 July each year in line with the All Groups Consumer Price Index (CPI) increase for the preceding financial year. In the year of an employee's initial uniform purchase, Council shall contribute a maximum of three times the standard annual contribution applicable at the time of purchase.

Council shall pay the cost of uniforms up front and employees shall be allowed to repay the balance owing via payroll deductions, provided that balances are repaid within 12 months and that employees consent in writing to having any balance outstanding on cessation of employment deducted in full from their final pay.

Sun Protection and Work Health and Safety (WHS)

Nothing in this Policy is to be taken as to remove or lessen employees' obligations under Council's Sun Smart and Personal Protective Equipment Policy. Employees purchasing and wearing the corporate uniform must ensure that they comply with the Sun Smart and Personal Protective Equipment Policy at all times when working outdoors.

Implementation and Communication

This Policy will be communicated to all new staff as part of their induction. Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by Human Resources staff. New versions that only contain minor or inconsequential changes will be distributed to managers for highlighting at team meetings.

LEGISLATION AND SUPPORTING DOCUMENTS

Relevant Council Policies and Procedures include:

- Sun Safe and Personal Protective Equipment Policy

VARIATION AND REVIEW

The Corporate Uniform Policy shall be reviewed every three years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.
