




Corporate Uniform Policy

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	CORPRATE UNIFORM POLICY	Doc No: D24.94719	
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Contents

Purpose / Objectives.....	3
Exclusions.....	3
Policy.....	3
Dress Code	4
Acceptable Attire	5
Unacceptable Attire	5
Allocation	6
Return of Uniforms upon Resignation/ Termination of employment.....	6
Presentation.....	6
Wearing of Corporate Uniform/ Exemptions	7
Special Interest and/or fundraising days	7
Identification.....	7
Exemptions	7
Wearing Uniform after Business Hours	7
Ordering Corporate Wardrobe	7
Status of the Policy	8

Purpose / Objectives

A corporate uniform projects and enhances a professional and corporate image of Council and encourages and promotes unity within the organisation. Additionally, Council's dress code provides employees with guidelines on acceptable and appropriate standards of dress.

This policy applies to employees of Council primarily engaged in indoor/office duties and/or field/inspectoral roles, where it is not mandatory to wear high visibility, safety specific apparel or those that require specialist function clothing.

Exclusions

This policy does not apply to:

- volunteers;
- the 'outdoor' workforce where it is mandatory to wear specific personal protective equipment apparel (high visibility work shirts, etc.);
- contractors/consultants; or
- short term temporary employees (i.e. less than 6 months).

N.B. All persons working for Council in the capacity of volunteers, contractors, consultants or short- term temporary employees, must maintain an appropriate standard of corporate attire in keeping with the intent of this policy regarding displaying a professional image.

Policy

- 1) The General Manager will, in consultation with employees, determine the clothing range of the corporate wardrobe.
- 2) The Finance Officer will coordinate uniform orders.
- 3) Council's corporate uniform is compulsory for permanent indoor employees (full & part time) and must be worn when undertaking Council activities.
- 4) Any temporary or casual indoor employees 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.
- 5) Neat and Trim is Council's preferred supplier of the Local Government Corporate Collection.

Uniforms can be from any style/range from NNT:

- Female staff - cobalt blue tops and charcoal bottoms and outerwear;
 - Male staff - mid blue chambray long sleeve shirt. Trousers will be approved as appropriate by the General Manager.
- 6) Council will provide a uniform allowance valued up to \$800 upon employee commencement or completion of appointment probationary period (pro rata for part time employees).
 - 7) An annual uniform allowance of up to \$250 will be available to permanent full-time employees (pro rata for part-time employees) wishing to update or replace their uniform.

- 8) One corporate branded polo shirt (navy blue, light blue or white) will be provided to every employee upon commencement for community or council events, casual dress days and training/workshops. The polo shirt is not part of the corporate uniform.
- 9) All employees issued with uniforms are to wear shoes appropriate to the uniform and WH&S considerations.
- 10) Additional items may be ordered at the employee's expense.
- 11) Payroll deductions will be made available to employees to reimburse the cost of additional corporate uniforms over a period of not more than six (6) months. Employees leaving Council's employ will be required to finalize any amounts outstanding to Council in respect of clothing prior to ceasing employment.
- 12) Employees will be responsible for:
 - Any alterations to the uniform and cost of these alterations;
 - Laundry and/or dry-cleaning costs;
 - Providing accurate information regarding sizes, styles and individual measurements;
 - Returning or exchanging clothing;
 - Ascertaining their individual taxation position in respect of uniform costs.
- 13) Personal Protective Equipment is in addition to and not part of the corporate uniform and dress code contribution.
- 14) It is essential that all employees comply with all WH&S standards in relation to wearing of Personal Protective Equipment when visiting a construction site, including the depots.

Dress Code

All Council issued clothing shall be readily identifiable as a Council uniform by the attachment of the Balranald Shire Council Logo or by the initials BSC in a location on the item of clothing which is easily viewed under normal circumstances.

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 may result in disciplinary action in accordance with the Local Government (State) Award disciplinary procedures.

Acceptable Attire

Acceptable attire at Balranald Shire Council is as follows:

Men

Approved range – trousers	Approved
range - shirts	Approved
range – cardigan, pullover or vest	Approved
range - casual Friday polo shoes (appropriate to workplace and corporate image – not provided)	Dress

Women

Approved range – skirt	Approved
range – trousers	Approved
range - shirt/blouse	Approved
range – dress	Approved
range - cardigan, pullover or vest	Approved
range - casual Friday polo shoes (appropriate to workplace and corporate image – not provided)	Dress

Clothing and garments worn to comply with religious or cultural requirements are acceptable if they do not pose a foreseeable hazard having the potential to harm Health or Safety. If in doubt about if fit for the workplace check with the General Manager.

Unacceptable Attire

The following is a guide to attire that is unacceptable in the workplace. It is not an exhaustive list.

A workplace participant that presents for work wearing unacceptable attire, as a consistent non-compliance with this policy, will be directed to go home and change before resuming work.

Examples are:

- Sports shoes,
- Stiletto shoes,
- Thongs,
- Shorts.

Note: Clothing and shoes on Casual Friday and other special interest and/or fundraising days, must still be appropriate for the workplace and in keeping with Council's corporate image. Any shoes must also comply with the above restrictions, as well as Workplace Health and Safety "Key health and safety tips for clerical and administrative workers" which states that employers must encourage employees to wear non-slip, supportive footwear.

Allocation

Employees are entitled to the following uniform allocation, at Council's cost, upon commencement of employment.

Full Time / Full Time Temporary (more than six months) / Permanent Part Time (working 25+ hours per week).

- Four (4) Shirts or Dresses
- One (1) casual Friday polo shirt
- Two (2) Bottoms (trousers, skirts)
- One (1) Cardigan, Pullover or Vest

Part-Time, Casual employees

- Two (2) Shirts or Dresses
- Two (2) Bottoms (trousers, skirts)
- One (1) Cardigan, Pullover or Vest

Second year and thereafter

Full Time / Full Time Temporary (more than six months).

- Four (4) shirts, dresses, trousers, or skirts out of the approved range
- All other items on fair wear and tear only

Part-Time, Casual employees

- Two (2) shirts, dresses, trousers, or skirts out of the approved range
- All other items on fair wear and tear only.

Note: Cardigans, Pullovers and Vests are only replaced on fair wear and tear. This replacement will be at the discretion of the General Manager.

Return of Uniforms upon Resignation/ Termination of employment

Employees are required to return uniforms which are branded with Council's logo to the Human Resources Officer on termination/resignation. This is to maintain the integrity of Council's corporate image by minimizing the risk of Council being misrepresented in the future.

Presentation

In accordance with Council's Code of Conduct for Employees, a high standard of personal presentation is always required from staff whilst on duty and representing Council in an official capacity. Uniforms are to be clean, neatly pressed and maintained in good order at the employee's cost. The manufacturer's care and washing instructions are to be followed. Laundry and dry- cleaning costs for corporate uniform items are tax deductible.

Wearing of Corporate Uniform/ Exemptions

Wearing of the corporate uniform is considered compulsory at Balranald Shire Council. Where it is practical to do so, staff may wear the corporate uniform whilst representing Council in an official capacity including attending training, meetings, conferences etc. Exemptions apply where specific dress codes apply (e.g. formal dress code), or where activities dictate (e.g. sporting activity).

Special Interest and/or fundraising days

When a special interest and/or fundraising day is held, it is accepted that employees may dress in appropriate themed attire, whilst adhering to the guidelines of WH&S.

Identification

Council will provide employees with a name badge and, for delegated staff, an Authorized Officer Identification Card 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 Authorized Officer Identification Card issued by Council.

Exemptions

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

Casual wear, including the Balranald Shire Council Polo Shirt, may be worn on days approved by the General Manager, on the basis that they are neat, tidy, and appropriate.

Wearing Uniform after Business Hours

Staff are not to enter licensed premises while dressed in the Council Corporate uniform. Officers who are attending a Corporate or Community function and representing Council are permitted to wear the Council uniform. Staff who disregard this Policy may face disciplinary procedures as per the Local Government (State) Award.

Ordering Corporate Wardrobe

All corporate wardrobe orders submitted by employees should be on the appropriate order form and lodged with the Finance Manager who will provide a Council order.

The supplier may provide employees with a sample of clothing. The responsibility for determining and marking the correct garment style, color, size and any special requirements on the order form shall rest with the employee.

After the Council closing date for the order has passed, the order will be binding on the employee. Employees shall not be eligible to cancel and/or obtain a refund for orders or part orders after the closing date has passed.

Employees are advised to retain a copy of the order form for their records.

Amendments to this policy can be made by the General Manager when required and is subject to any Australian Taxation Office guidelines relating to Fringe Benefits Tax (FBT) and PAYE taxable deductions.

Status of the Policy

Version	Date	Changes/Amendments
Version 1	21 May 2024	Development of Document – Draft document submitted to 21 May 2024 Ordinary Council meeting.