
OPERATIONAL POLICIES

Staff Uniforms



Policy Number:	O9 – Staff Uniforms
Relevant Delegation:	Not Applicable
Approved Details:	6 January 2023
Last Review Details:	7 December 2021

POLICY OBJECTIVE:

- To provide an operating procedure that ensures the appearance of Shire employees reflects the values and professionalism of the organisation and encourages a positive public perception of the Shire and its employees.
- The organisation aims to build the public profile of the Shire by presenting a professional image and encourage a feeling of pride in keeping with the values of the organisation through providing employees with a professional and practical uniform, this includes permanent staff or extended contract staff (>6 months) salaried staff and volunteers.
- Uniform standards apply to all employees identified within the scope of this operating procedure.

POLICY SCOPE:

- This operating procedure applies to employees of the Shire of York who are employed under the Inside Staff Enterprise Agreement, noting that the Outside Staff Enterprise Agreement makes provision for mandatory PPE requirements and allowances.
- Uniform/clothing requirements may vary between work areas and positions.
- This operating procedure does not apply to volunteers. However, a name badge will be provided.

POLICY STATEMENT:

INTRODUCTION

Uniform Allowance

In accordance with the Shire of York Inside Staff Enterprise Agreement, identified employees are entitled to a non-taxable uniform allowance of \$500 per annum (pro-rata for part-time and casual employees) which can be used to purchase items through the Shire's suppliers or by agreement, for reimbursement of uniform purchases made by the employee.

One pair of shoes per annum can be reimbursed as part of the \$500 allowance.

Uniform order will not be transferred over to the next financial year and cannot be redeemed for cash.

The uniform allowance of \$500 per annum does not include a staff members PPE allowance. Where a staff member employed under the Inside Staff Enterprise Agreement and has roles and responsibilities which require PPE, the Shire will provide the following on commencement:

- Safety Boots
- One high visibility vest
- One high visibility water resistant jacket
- One warm weather hat
- One cold weather hat

PPE clothes damaged or showing signs of wear as a result of the course of work will be replaced by the Shire.

PRINCIPLES

Identified Employees

- This operating procedure applies to all employees employed under the Inside Staff Enterprise Agreement. Staff employed under the Outside Staff Enterprise Agreement uniform requirements have separate provisions in accordance with the EBA.

Uniform Standards

- Smart Business attire should be worn by employees, particularly for those in forward facing roles.
- Shire badges should be worn at all times when public facing.
- Corporate style pants, shirts, dresses, skirts, suits and jackets etc. *items can be purchased from ASB or NNT corporate collection. Jeans are not considered corporate style.*
- A polo shirt option is available from the Shire's supplier.
- Footwear must be fit for purpose and depending on the nature of the role, employees may be required to wear closed in toe shoes.
- Other items may be purchased from a supplier of the employee's choice and reimbursed once approved by Manager.
- Clothing must be in good repair, clean and appropriate for the tasks being performed for all staff representing the Shire including volunteers
- Employees must ensure uniform items are replaced if they become faded, ripped or otherwise damaged.

Responsibilities

Executive Managers, Managers and Supervisors are responsible for;

- Ensuring their team adheres to this Uniform Code and monitoring employee dress practices to ensure compliance.

All Employees are responsible for;

- Maintenance and cleanliness of garments at all times and maintaining a high level of personal presentation at all times.
 - Exchange of damaged uniform items.
 - Appropriate footwear in accordance with the uniform standards outlined below.
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Suppliers

- The Shire contracts with the following suppliers for the provision of uniform item.
 - *Local Government Corporate Collection by NNT* – www.lgcollection.com.au
 - *ASB Marketing Biz Collection* – Catalogue: www.bizcollection.com.au

Staff ordering additional items

- Orders from Shire suppliers in excess of entitlements are permitted but must be in accordance with the specifications of this operating procedure. Additional items must be paid for by the employee at the time of purchase.
- Tax deductibility of an employee's additional items purchased from the LG NNT collection is possible given all the apparel is embroidered with the LG logo.

Termination of employment

- Upon termination, any uniforms embroidered with the *Shire logo* must be returned in full.

Free Dress Days

- Fridays are designated as smart casual dress days unless amended by the CEO.
- Employees are expected to maintain a high level of personal presentation and ensure that the clothing and footwear worn is safe and appropriate for the tasks that are being performed.

PENALTIES:

In line with breaches of O8 Employee Code of Conduct.

KEY TERMS/DEFINITIONS:

Nil.

Responsible Officer:	Executive Support Officer (EMCCS)
Contact Officer:	Executive Manager Corporate and Community services
Relevant Legislation:	Not applicable
Related Documents:	O8 Employee Code of Conduct
Review History:	

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CEO Approved 16 April 2017	N11813
Reviewed 21 April 2021	N20767
Reviewed December 2021 CEO Approved at ELT 6 January 2023	INT23/9478076
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