

## Corporate Uniform Policy

Policy Type:	Administrative
Authorised by:	Council
Head of Power:	Chief Executive Officer
Responsible Officer:	Chief Executive Officer
Responsibilities:	All Council Employees and elected members
Adopted / Approved:	11 July 2025
Last Reviewed:	July 2025
Review:	<p>July 2029</p> <p>Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none"> <li>1. The related information is amended or replaced.</li> <li>2. Other circumstances as determined from time to time by the Chief Executive Officer.</li> </ol> <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than four years.</p>

### 1. INTRODUCTION

#### 1.1 PURPOSE:

The purpose of this Policy is to clearly identify what Council expects from its employees with respect to wearing and purchasing corporate uniforms.

#### 1.2 POLICY OBJECTIVES:

The objective of this document is to establish guidelines for the purchase and wearing of the Bulloo Shire Council Corporate Uniform. The uniform will also assist in identifying personnel employed by Council.

#### 1.3 COMMENCEMENT OF POLICY:

This Policy will commence on adoption. It replaces all other specific Corporate Uniform policies of Council (whether written or not).

#### 1.4 SCOPE:

The Policy applies to all staff employed within the office-based positions. These areas are the Administration Office, Works Depot Office (where PPE is not required) and Echidna Place.

This policy does not address items utilised for personal protective equipment (PPE), e.g. items of apparel such as hats, safety glasses, ear protection, safety boots etc. Field staff and employees who require protective clothing (excluding Supervisors/Coordinators) are not covered by these guidelines as they have separate provisions in place.

## **2. POLICY**

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### **2.1 POLICY STATEMENT:**

Bulloo Shire Council recognises the importance of enhancing the public image to be professional to our customers in the community. The corporate uniform provides a distinct and recognisable identity for relevant staff of Bulloo Shire Council.

Wearing of the corporate wardrobe is compulsory for all staff.

## **3. STANDARDS AND PROCEDURES**

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### **3.1 KEY PRINCIPLES**

#### **3.1.1 Compliance**

- 3.1.1.1 Employees must comply with the relevant agreement or award or employment contract applicable to their employment.

### **3.2 SPECIFIC AND STANDARD**

#### **3.2.1 Purchasing Provisions**

- 3.2.1.1 Garment orders will only be taken twice per calendar year, in March/April and in August/September, with the exception of new employees and/or special orders as approved by the Chief Executive Officer.
- 3.2.1.2 Requestions are to be submitted by individual officers directly to their Supervisor / Manager for approval.
- 3.2.1.3 In consultation with staff, Council's Executive Management team will determine the style/colour of uniform staff are required to wear.

#### **3.2.2 Financial Uniform Allocation**

- 3.2.2.1 The Financial Uniform Allocation is for approved uniforms purchased from a range of Council approved corporate uniform providers.
- 3.2.2.2 The allocation provided may also be utilised towards the cost of prescription glasses on receipt of a tax invoice with full description of the cost where an employee does not have Private Health Insurance.
- 3.2.2.3 To assist new employees in obtaining the corporate uniform, Council will allocate \$400 (GST inclusive), for the first financial year of their employment.

- 3.2.2.4 For each subsequent financial year, Council will allocate up to \$300 (GST inclusive) for all employees to purchase items from the corporate collection.
- 3.2.2.5 Permanent part-time staff are entitled to claim the allocation at the rate equivalent to the percentage of full-time employment e.g. 50% FTE – 50% of allocation available.
- 3.2.2.6 If the total available Financial Uniform Allocation is not utilised in the financial year it cannot be carried over for use in subsequent years.
- 3.2.2.7 Staff can purchase additional uniforms in excess of the available Financial Uniform Allocation, at their own expense. Staff who elect to utilise this option, must pay Council for the cost of the additional uniforms within one month of the receipt of invoice. Payroll deductions are available to facilitate a deduction from their salary to pay for the cost of the additional uniforms.

### **3.2.3 Eligibility for Financial Uniform Allocation**

- 3.2.3.1 To be eligible for the Financial Uniform Allocation, staff must have completed their probationary period. Only permanent full-time staff are entitled to claim the full allocation.
- 3.2.3.2 If an officer's employment with Council is terminated for any reason (retirement, resignation, dismissal provisions), the following will apply:
  - (a) If at the time of termination, the employee has not fully paid for all items purchased in excess of the annual allocation, this unpaid amount will be deducted from the employee's termination payment.
  - (b) Employees are required to return uniforms which are embroidered with any reference to Council's name or logo to their supervisor on termination/resignation. This is to maintain the integrity of Council's corporate image by minimising the risk of non-Council employees wearing Council uniforms.

### **3.2.4 Suppliers**

- 3.2.4.1 Council has a range of approved Corporate uniform suppliers.
- 3.2.4.2 Alternatively, staff have the choice to purchase the uniforms from independent retailers if an appropriate style and/or size cannot be supplied by the approved Corporate Uniform supplier.
- 3.2.4.3 Items purchased in accordance with clause 3.2.4.2 must be similar in colour and appearance to the compulsory corporate uniform, and must be approved by the relevant supervisor/manager prior to being worn. The Council Store will arrange for corporate logos to be embroidered onto the new items. Purchases for approved clothing

items will be reimbursed in accordance with uniform allowances mentioned in clause 3.2.2

### 3.2.5 Staff Responsibilities

- 3.2.5.1 It is important that uniform items are kept clean, neatly pressed where necessary and maintained in good order. The manufacturer's care and washing instructions should be followed.

### 3.2.6 Work Health and Safety

- 3.2.6.1 Office based staff who undertake field duties are also required to comply with the safety requirements detailed in Council's Safety Management System.

## 4. REFERENCE AND SUPPORTING INFORMATION

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### 4.1 DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Award	Means <i>Queensland Local Government Industry (Stream A) Award – State 2017</i> ; <i>Queensland Local Government Industry (Stream B) Award – State 2017</i> ; and <i>Queensland Local Government Industry (Stream C) Award – State 2017</i> As amended from time to time.
Certified Agreement	Means <i>Bulloo Shire Council Certified Agreement 2024</i> or any other Certified Agreement that applies to Council which may replace it.
Council	Means Bulloo Shire Council.

### 4.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation
Bulloo Shire Council Certified Agreement 2024
Code of Conduct for Employees

Queensland Local Government Industry (Stream A) Award – State 2017
Queensland Local Government Industry (Stream B) Award – State 2017
Queensland Local Government Industry (Stream C) Award – State 2017
Work Health and Safety Policy