





**Murrumbidgee**  
COUNCIL

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**CORPORATE UNIFORM POLICY**  
(Revision 1)

	Name	Position	Signature	Date
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Authorised By	John Scarce	General Manager		20 October 2022

Document Revision History	
Date adopted by Council:	21 September 2017
Minute Number:	203/09/17
Revision Number:	1
Review Date:	July/October 2022
Date adopted by Council:	18 October 2022
Minute Number:	148/10/22
Next Review:	See item 9 of this Policy
Revision Number:	
Review Date:	
Date adopted by Council:	
Minute Number:	

October 2022

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## 1. 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.

## 2. Policy

- The General Manager will, in consultation with employees, determine the clothing range of the corporate wardrobe.
- A nominated Finance Officer will coordinate uniform orders.
- Council's Corporate Uniform is compulsory for permanent indoor employees (full and part time) and must be worn when undertaking Council activities.
- 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.
- The *Workwear Group* is Council's preferred supplier of the *NNT Local Government Corporate Collection* ([lgcollection.com.au](http://lgcollection.com.au)). Uniforms can be from any style/range from *NNT*; in white, silver, cobalt blue, emerald green, poppy red (tops) and black, navy (bottoms and outerwear).
- Council will provide a uniform allowance valued up to \$900 upon employee commencement or completion of appointment probationary period (pro rata for part time employees)
- An annual uniform allowance of up to \$300 will be available to permanent full time (pro rata for part time) employees wishing to update or replace their uniform.
- 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.
- All employees issued with uniforms are to wear shoes appropriate to the uniform and work health and safety considerations.
- Additional items may be ordered at the employee's expense.
- 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 finalise any amounts outstanding to Council in respect of clothing prior to ceasing employment.

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

- It is essential that all employees comply with all work health and safety standards in relation to wearing of Personal Protective Equipment and in particular when visiting a construction site, including the depots.

### **3. Dress Code**

- All Council issued clothing shall be readily identifiable as a Council uniform by the attachment of the Murrumbidgee Council logo or by the initials M.C 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.

### **4. Identification**

Council will provide employees with a name badge and, for delegated staff, 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. Exemptions**

Where genuine personal religious beliefs or medical reasons dictate a different standard or dress, a specific exemption may be sought through the General Manager. Casual wear, including the Murrumbidgee Council polo shirt, may be worn on approved days by the General Manager on the basis that they are neat, tidy and appropriate.

### **6. Ordering Corporate Wardrobe**

All corporate wardrobe orders submitted by employees should be on the appropriate order form and lodged with nominated Finance Officer 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, colour, 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 if and when required and is subject to any Australian Taxation Office guidelines relating to Fringe Benefits Tax (FBT) and PAYE taxable deductions.

## **7. Legislation**

Anti-Discrimination Act (NSW) 1977

Local Government Act 1993

Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act)

## **8. Related Documents**

Code of Conduct

PPE Policy

## **9. Review**

This Policy:

- To be reviewed within the first year of the new Council term;
- May be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).