

## Corporate Uniform

### PURPOSE

To create a positive identity for Moira Shire Council by adopting a corporate uniform for employees and councillors that features Council's logo.

### SCOPE

This policy applies to all current and future Moira Shire Council employees and councillors.

### DEFINITIONS

**Employee**

An employee on Council's payroll.

**Councillor**

An elected representative of Moira Shire Council.

### POLICY

Council will allocate funding in the annual budget for the ongoing provision and replacement of corporate uniforms.

#### 1. What is the corporate uniform?

- Moira Shire Council has registered a corporate uniform, as detailed in Table 1, on the Register of Approved Occupation Clothing, Registration No CW3376. Registration of the corporate uniform provides for tax deductibility for purchases or maintenance.

Table 1

Male Uniform	Female Uniform
<b>Pants</b> – Navy or Taupe <b>Jacket</b> - Navy <b>Vest</b> - Navy <b>Cardigan</b> - Navy <b>Jumper</b> - Navy <b>Shirt</b> – Navy, White, Chambray Blue, Deep Blue or Green	<b>Pants</b> – Navy or Taupe <b>Skirt</b> – Navy or Taupe <b>Jacket</b> - Navy <b>Vest</b> - Navy <b>Cardigan</b> - Navy <b>Jumper</b> – Navy <b>Shirt</b> – Navy, White, Chambray Blue, Deep Blue or Green <b>Dress</b> - Navy

- As required by the "Approved Occupational Clothing Guidelines", each item of corporate uniform will have Council's logo embroidered onto it.

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## Corporate Uniform

- Any safety clothing bearing a Council logo will be considered to be corporate uniform for the purpose of this policy.
- Where appropriate and possible the colour of any safety clothing will be co-ordinated to match the corporate uniform.
- The Chief Executive will:
  - approve a selection of specific clothing items to form the corporate uniform range, giving consideration to the variety of work environments, occupational health and safety issues and projecting a professional image for Moira Shire Council;
  - set the quantity of the allocation or allowance provided by Council for a corporate uniform per an employee or councillor; and
  - determine any eligibility criteria applicable to supply of a corporate uniform.

### 2. Wearing the Corporate Uniform

- It is expected that when a corporate uniform is issued to an employee or councillor that it will be worn at all times when performing Council duties.
- There may be occasions when circumstances prevent the corporate uniform being worn. For example when required to undertake an extraordinary task, a particular type of training, or on other occasions as determined by an employee's manager or the Chief Executive Officer.
- It is also expected that the uniform will be kept in good repair and worn in a tidy and professional manner.

### 3. Protection and security of Council's identity

- All items of clothing bearing Council's logo form part of Moira Shire Council's identity, therefore Council has an interest in managing its use.
- Under no circumstance shall a Council employee, or a councillor, dispose of any item of corporate uniform. All items must be returned to Council when no longer required.
- The corporate uniform may only be worn by a current Moira Shire Council employee or councillor, while performing their role with Council, and is not to be used for any other purpose.
- All items of corporate uniform, whether provided by Council or purchased directly by the employee or councillor, must not be made available for rental, purchase, or use by the general public.

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