

Staff Uniforms

Policy Owner: Human Resources Services
Contact Person: Manager Human Resources
Date of Approval: 4 May 2010 – CS05-05/10

Objective

To:

- present a recognisable, tidy and professional image of staff to the community;
- to ensure that staff are appropriately dressed for their duties, and
- to ensure that adequate protective clothing is provided to assist in maintaining the safety and health of employees and environmental conditions.

Statement

The City shall adopt a corporate uniform for staff employed in the following areas:

- Customer service/front line staff;
- Leisure Centre Staff;
- Outside Workforce;
- Ranger Services Operational Staff;
- Library staff
- Any other groups of staff as the Chief Executive Officer may from time to time see fit.

It shall be a job requirement that the staff involved in the designated areas wear the full uniform at all times during the performance of their duties unless a specific task necessitates otherwise. All employees of the designated areas where uniforms are compulsory shall be required to provide the City with the appropriate declaration to satisfy the requirements of the Australian Taxation Office in relation to Fringe Benefits Tax.

Details of uniforms and their issue covering different areas of the organisation will be dealt with in the management procedures manual.

The specific issue and items of issue for uniform apparel will be detailed in the staff manual.

Responsibility for Implementation

All relevant Service Unit Managers

Versions	Next Review	Record No:
1 July 1999		
26 April 2005 - GS04-04/05		
8 August 2006 - GS01-08/06	17 February 2010	
5 May 2010 – CS05-05/10	March 2012	P/Docs 534382 TRIM 10/893