Gladstone Regional Council

Policy

Topic	Corporate Uniform Policy
Policy Number	P-3.04.01
Department	Governance
Statutory Authority	Local Government Act 1993
Date of Adoption	6 May 2008
Amendments	General Meeting 20 May 2008 Amended by CEO 31 July 2008

POLICY DETAIL:

1.0 AIMS AND OBJECTIVES

The primary aim of a Corporate Branding Strategy is to develop an instantly identifiable image, both visual and emotive, which is strongly linked to an organisation. Corporate Image is the component of a Corporate Branding Strategy focussed on establishing a positive and professional perception of the organisation to its internal and external public. This is achieved through the development and implementation of a number of corporate planning and communication activities and professional standards, with the success of each being contingent on the strength of the others.

The Corporate Uniform and the associated Professional Dress Standards are key elements of the Corporate Image that Gladstone Regional Council presents to customers. Personal presentation of Council staff is as much a part of the customer contact experience as a strong customer service focus and quality service delivery. It is also an opportunity to reinforce brand recognition through continuing exposure to consistent visual stimuli.

While the principal objective of this policy is to establish guidelines for the purchasing and wearing of the Gladstone Regional Council corporate uniform, this document also outlines the dress standards staff are encouraged to observe when representing Gladstone Regional Council in a professional capacity.

This policy does not address the clothing requirements of the "outdoor" workforce and items of Personal Protective Equipment (PPE), e.g. items of apparel such as hats, safety glasses, ear protection, overalls etc.

It also does not address the uniform requirements for venue and facility staff that perform specialist functions, specifically the Gladstone Aquatic Centre, Tondoon Botanic Gardens, Memorial Parklands, and the Gladstone Entertainment Centre.

2.0 CORPORATE UNIFORM STANDARDS

2.1 Corporate Colours

Gladstone Regional Council corporate uniform colours are:

Shirts:
White
Navy
Mid-Blue
Stone (additional option for staff whose duties include outdoor field work)

Bottoms:
Black
Charcoal

Jackets, Vests, Cardigans and Pullovers:
Black
Charcoal

2.2 Style Numbers

Shirts:

Gender	Company	Style #	Colour	Sizing	Sleeve
Female	City Collection	2100	White	6 - 26	¾
Female	City Collection	2125	White	6 - 26	¾
Female	King Gee	K44300	Stone	8 - 24	Long
Female	King Gee	K44404	White	8 - 24	Long
Female	King Gee	K44404	Blue	8 - 24	Long
Female	King Gee	K44414	White	8 - 24	Short
Female	King Gee	K44414	Blue	8 - 24	Short
Female	Biz Collection	LB3600	Mid Blue	6 - 26	¾
Female	Biz Collection	LB3601	Mid Blue	6 - 26	Short
Female	Biz Collection	LB3600	White	6 - 26	¾
Female	Biz Collection	LB3601	White	6 - 26	Short
Female	City Collection	2145	Denim (Navy)	6 - 26	¾
Female	City Collection	2146	Denim (Navy)	6 - 26	Short
Female	City Collection	2121	Blue	6 - 26	¾
Female	City Collection	2121	Navy	6 - 26	¾
Male	City Collection	4102	Blue	S - 4XL	Long
Male	City Collection	4102	Blue	S - 4XL	Short
Male	City Collection	4102	Navy	S - 4XL	Long
Male	City Collection	4102	Navy	S - 4XL	Short
Male	King Gee	K14404	White	37 - 50	Long
Male	King Gee	K14404	Blue	37 - 50	Long
Male	King Gee	K04300	Stone	S – 4XL	Long
Male	King Gee	K04300	Blue	S - 4XL	Long
Male	King Gee	K04380	Stone	S - 4XL	Short
Male	King Gee	K04380	Blue	S - 4XL	Short
Male	King Gee	K04350	Stone	S - 4XL	Long
Male	Gloweave	GL1010L	White	38 - 50	Long

Gender	Company	Style #	Colour	Sizing	Sleeve
Male	Gloweave	GL1010S	White	38 - 50	Short
Male	Biz Collection	SH714	White	S – 5XL	Long
Male	Biz Collection	SH715	White	S – 5XL	Short
Male	City Collection	4100	White	38 - 50	Short
Male	City Collection	4100	White	38 - 50	Long
Male	City Collection	4100	Ink	38 - 50	Long

Polo Shirt:

Gender	Company	Style #	Colour	Sizing	Sleeve
Female	Biz Collection	P9925	Black/Charcoal	8 - 24	Short
Male	Biz Collection	P9900 *	Black/Charcoal	S - 5XL	Short
Female	Biz Collection	P9925	Grey/Charcoal	8 - 24	Short
Male	Biz Collection	P9900 *	Grey/Charcoal	S - 5XL	Short

* With or Without Pocket

Vests:

Gender	Company	Style #	Colour	Sizing	Sleeve
Female	Biz Collection	LV3504	Black/Charcoal	S - XL	N/A
Unisex	J Bobbin	JB6VB	Black	S - XXL	N/A
Male	Biz Collection	WV6007	Black	S - 5XL	N/A

Cardigans:

Gender	Company	Style #	Colour	Sizing	Sleeve
Female	Biz Collection	LC8008	Black	S - 2XL	Long

Pullovers:

Gender	Company	Style #	Colour	Sizing	Sleeve
Male	Biz Collection	WP6008	Black	S - 5XL	Long
Unisex	J Bobbin	JB6JB	Black	S - 2XL	Long

Skirts:

Gender	Company	Style #	Colour	Sizing
Female	King Gee	K46130	Charcoal*	6 - 18
Female	King Gee	K46140	Charcoal*	8 - 24
Female	King Gee	K46060	Black*	8 - 24
Female	Bongardi	PM2/0880	Black*	6 - 24
Female	Lee St John	LSJ319	Charcoal	6 - 22
Female	Lee St John	LSJ3005	Charcoal	8 - 20
Female	Lee St John	LSJ3005	Black	8 - 20

* Indicates Jacket/Pant/Skirt Coordinates Available

Pants/Trousers:

Gender	Company	Style #	Colour	Sizing
Female	King Gee	K43210	Black	8 - 24
Female	King Gee	K43420	Charcoal*	6 - 18
Female	King Gee	K43430	Charcoal*	8 - 24
Female	King Gee	K43620	Black*	8 - 24
Female	Bongardi	PM16/0880	Black*	6 - 24
Female	Bongardi	PM6/0880	Black*	6 - 24
Female	Lee St John	LSJ192	Charcoal	6 - 14
Female	Lee St John	LSJ191	Charcoal	14 - 22
Female	Lee St John	LS181	Charcoal	8 - 20
Female	Lee St John	LS181	Black	8 - 20
Male	King Gee	K03640	Charcoal*	82 - 112R
Male	King Gee	K03620	Black*	82 - 112R
Male	King Gee	K13300	Black	77 - 107R 92 - 132S 84 - 94L
Male	King Gee	K13800	Black	72R - 112R
Male	Lee St John	LS1021	Charcoal*	77 - 102R 87 - 122S
Male	Lee St John	LS1022	Charcoal*	77 - 102R 87 - 117S
Male	Bracks	BR421	Black	77 - 102R 87 - 117S
Male	Bracks	BR421	Charcoal	77 - 102R 87 - 117S
Male	Bracks	BR929	Black #	77 - 102R 87 - 117S
Male	Bracks	BR929	Charcoal #	77 - 102R 87 - 117S
Male	Bracks	BR627	Black	77 - 102R 87 - 117S
Male	Bracks	BR627	Charcoal	77 - 102R 87 - 117S

* Indicates Jacket/Pant Coordinates Available
# Indicates Complete Suit Available

Jackets:

Gender	Company	Style #	Colour	Sizing
Female	King Gee	K45360	Charcoal*	6 - 24
Female	King Gee	K45370	Charcoal*	8 - 24
Female	King Gee	K45220	Black*	8 - 24
Female	Bongardi	PM15/0880	Black*	6 - 24
Female	Bongardi	PM4/0880	Black*	6 - 24
Female	Lee St John	LSJ620	Charcoal	8 - 20
Female	Lee St John	LSJ620	Black	8 - 20

Gender	Company	Style #	Colour	Sizing
Female	Lee St John	LSJ699	Charcoal*	8 - 20
Female	Lee St John	LSJ699	Black*	8 - 20
Male	King Gee	K05240	Charcoal*	87 - 112R
Male	King Gee	K05230	Black*	87 - 122R
Male	Lee St John	LS8612	Charcoal*	38 - 48
Male	King Gee	K15000	Black	XS - 5XL
Male	Bracks	504/01	Black #	36R - 52R
Male	Bracks	504/03	Charcoal #	36R - 52R

* Indicates Jacket/Pant/Skirt Coordinates Available
# Indicates Complete Suit Available

Dresses:

Gender	Company	Style #	Colour	Sizing
Female	Bongardi	PM12/0880	Black	6 - 24
Female	Lee St John	LSJ420	Black	6 - 20

Shorts:

Gender	Company	Style #	Colour	Sizing
Female	King Gee	K47170	Black	8 - 24
Male	King Gee	K07400	Black	77 - 112R

2.3 Branding

The Gladstone Regional Council logo (with wording) must be embroidered in full colour on the left chest of shirts, jackets, pullovers, cardigans, vests and dresses. Polo shirts to have Gladstone Regional Council Logo only (no wording).

The Gladstone Regional Council facilities that have approved specific logos eg. Gladstone Entertainment Centre, Gladstone Art Gallery & Museum, Tondoon Botanic Gardens and Gladstone Aquatic Centre shall have the specific facility logo embroidered on the left chest of shirts and dresses, and the Gladstone Regional Council logo only (no wording) placed on the left sleeve. The Gladstone Regional Council logo (with wording) must be the only logo placed on the outer garments (jackets/pullovers/cardigans/vests).

The letters GRC must be embroidered below the rear waistline of any other bottoms on the left hand side.

3.0 PROVISIONS

3.1 Full Time/Contract Employees Including Trainees

3.1.1 Initial Supply

Administrative, Inspectorial and Law Enforcement Staff will be supplied with five (5) shirts, three (3) bottoms (trousers, skirts, shorts or dresses), one (1) jacket, vest, cardigan or pullover, and one (1) polo shirt. Reimbursement of additional items under 3.1.2 will only be made up to the aforementioned limits in this clause. Full time employees on probation shall only receive an initial supply equivalent to a 15+ employee (Refer Clause 3.2.1(a) until appointment is confirmed, at which time they shall receive the remainder of the allocation for a full time employee.

NOTE: Shorts are not considered a standard part of the corporate uniform. Staff who work wholly inside and consider shorts are more suitable for the duties they perform must have this approved in writing by their section Manager prior to submitting their order. Staff who are required to work outside as part of their normal duties shall wear long pants unless an exemption has been granted on genuine safety or medical grounds at the discretion of the Manager OH&S/CEO. Managers are also referred to Clause 5.5 herein.

3.1.2 Reimbursement for Self Purchased Items External to Contracted Listing (Clause 2.2)

Claims for reimbursement for the following items must be made through the Corporate Uniform Coordinators.

Suitability of these items for wear as part of the corporate uniform will be at the discretion of the Corporate Uniform Coordinators in consultation with section managers.

As there is a considerable variation in the shades of charcoal available, it is recommended you confirm the shade with the Corporate Uniform Coordinator prior to purchase.

These items are inclusive in, not additional to, the initial supply and annual wear and tear allocation. Items are not to be embroidered prior to reimbursement. Corporate Uniform Coordinators will arrange for the embroidery of these items as part of the reimbursement process.

White Shirts:

Plain white business shirts with collars and sleeves (no pin striping, self striping or prints) may be purchased from other suppliers. Council will reimburse staff for quantities equivalent to those stated in 3.1.1 or 3.3, as applicable, (including the costs associated with the embroidery of the corporate logo) on presentation of the purchase receipt, to the cost of the item or $50 (including logo and GST) per item, whichever is the lesser value.

Bottoms:

Black or charcoal (no pin striping, self striping or prints) coloured bottoms may be purchased from other suppliers. Council will reimburse staff for quantities equivalent to those stated in 3.1.1 or 3.3, as applicable (including the costs associated with the embroidery of the corporate logo) on presentation of the purchase receipt, to the cost of the item or $80 (including logo and GST) per item, whichever is the lesser value.

Sleeveless dresses are not considered appropriate corporate attire under this policy unless worn over a Gladstone Regional Council uniform shirt.

Jackets/Vests/Cardigans/Pullovers:

Black or charcoal jackets, vests, cardigans and pullovers may be purchased from other suppliers. Council will reimburse staff for quantities equivalent to those stated in 3.1.1 "Initial Supply" or 3.3 "Resupply" (including the costs associated with the embroidery of the corporate logo) on presentation of the purchase receipt, to the cost of the item or $100 (including logo and GST), whichever is the lesser value.

Staff may also purchase additional approved self purchased bottoms and jackets, vests, pullovers or cardigans through other suppliers; however the purchase and embroidery (optional) cost of these items remains the responsibility of individual staff members.

3.1.3 Senior Management Team

The Chief Executive Officer and Directors will also be supplied with two (2) ties with the corporate logo embroidered on them.

3.2 Part-Time, Casual and School Based Employees

3.2.1 Initial Supply

(a) Administrative and Inspectorial Staff who work, on average, 15+ hours per week will be supplied with three (3) shirts, two bottoms (trousers, skirts, shorts or dresses), one (1) jacket, vest, cardigan or pullover, and one (1) polo shirt. Reimbursement of additional items under 3.2.2 will only be made up to the aforementioned limits in this clause.

(b) Administrative and Inspectorial Staff who work, on average, less than 15 hours per week will be supplied with two (2) shirts, one (1) bottom (trousers, skirts, shorts or dress), one (1) jacket, vest, cardigan or pullover, and one (1) polo shirt. Reimbursement of additional items under 3.2.2, will only be made up to the aforementioned limits in this clause

3.2.2 Reimbursement for Self Purchased Items External to Contracted Listing (Clause 2.2)

Claims for reimbursement for the following items must be made through the Gladstone Supply Office.

Suitability of these items for wear as part of the corporate uniform will be at the discretion of the Corporate Uniform Coordinators in consultation with section managers.

As there is a considerable variation in the shades of charcoal available, it is recommended you confirm the shade with the Corporate Uniform Coordinator prior to purchase.

These items are inclusive in, not additional to, the initial supply and annual wear and tear allocation. Items are not to be embroidered prior to reimbursement. Corporate Uniform Coordinators will arrange for the embroidery of these items as part of the reimbursement process.

White Shirts:

Plain white business shirts with collars and sleeves (no pin striping, self striping or prints) may be purchased from other suppliers. Council will reimburse staff for quantities equivalent to those stated in 3.2.1 or 3.3 as applicable, (including the costs associated with the embroidery of the corporate logo) on presentation of the purchase receipt, to the cost of the item or $50 (including logo and GST) per item, whichever is the lesser value.

Bottoms:

Black or charcoal (no pin striping, self striping or prints) coloured bottoms may be purchased from other suppliers. Council will reimburse staff for quantities equivalent to those stated in 3.2.1 or 3.3 as applicable, (including the costs associated with the embroidery of the corporate logo) on presentation of the purchase receipt, to the cost of the item or $80 (including logo and GST) per item, whichever is the lesser value.

Sleeveless dresses are not considered appropriate corporate attire under this policy unless worn over Gladstone Regional Council uniform shirt.

Jackets/Vests/Cardigans/Pullovers:
Black or charcoal jackets, vests, cardigans and pullovers may be purchased from other suppliers. Council will reimburse staff for quantities equivalent to those stated in 3.2.1 "Initial Supply" or 3.3 "Resupply" (including the costs associated with the embroidery of the corporate logo) on presentation of the purchase receipt, to the cost of the item or $100 (including logo and GST), whichever is the lesser.

3.3 Resupply of Corporate Uniform

Uniform items will be replaced on a reasonable wear and tear basis at the discretion of the Corporate Uniform Officer.

The resupply of Corporate Uniforms by Council is generally limited to three (3) shirts and two (2) bottoms in a twelve month period.

The resupply of jackets, vests, cardigans and pullovers is generally limited to one (1) item per year (including the costs associated with the embroidery of the corporate logo).

Additional shirts in the colours and styles outlined in Section 2.2 may be purchased through the Corporate Uniform Coordinators at the individual employee's expense. These shirts must be embroidered with the Gladstone Regional Council Logo and the account paid in full directly to the preferred supplier when the order is placed.

Staff may also purchase additional approved self purchased bottoms and jackets, vests, pullovers or cardigans through other suppliers; however the purchase and embroidery (optional) cost of these items remains the responsibility of the individual staff members.

If a claim for the supply of a new item is refused, staff have the right, if they feel the decision is unjust, to appeal to their section Manager in writing. If the matter cannot be resolved at this level it is at the discretion of the staff member making the appeal whether it continues through the formal complaints process.

If extenuating circumstances can be proven, a staff member may be granted an additional quantity of replacement items. Requests of this nature must be submitted in writing for approval by the relevant Department Head.

3.4 Volunteers

Volunteers for the Gladstone Regional Council are not required to wear the corporate uniform. However it is the responsibility of the supervising Council staff member to ensure all volunteers are aware of the following dress standards and any policies relevant to the duties to be performed by volunteers.

- It is preferable for volunteers to wear the Council's corporate uniform colours, but this is not compulsory.
- Garments are not to include low cut necklines, exposed mid-riffs, mini skirts, or transparent material.
- Garments are not to include branding for another organisation.
- Garments are to be clean, neatly pressed and maintained in good order.
- All clothing worn by volunteers should comply with Council's "Sun Safety Policy".

3.5 Footwear

Expenses relating to the purchase of footwear for both employees and volunteers are the responsibility of the individual. All footwear must portray a professional image (i.e. thongs or sandshoes are not considered suitable under normal circumstances) and should be suitable for the duties performed. Staff required to undertake inspectorial or local law enforcement duties or required to visit the Works Depot or construction sites must wear footwear that conforms to the intent of the "Workplace Health & Safety Legislation." As this is defined as Personal Protective Equipment (PPE) these items of footwear will be purchased by Council).

3.6 Exemptions

As an equal opportunity employer, Gladstone Regional Council understands that certain circumstances and employment duties will require some degree of flexibility. Examples include maternity wear, religious restrictions/requirements, illnesses or accidents that prevent staff from wearing the relevant uniform, office based staff attending work sites, management staff whose uniform is primarily issued as PPE or, depending on employment commencement date, a lack of uniform quantities. In such cases it is recommended that the employee contact their Supervisor or the Workplace Health and Safety Officer to discuss their needs.

Maternity Wear

Staff seeking an exemption due to pregnancy are encouraged to dress in corporate uniform or wear clothing in similar styles and colours to the Corporate Wardrobe, as practical. Unless maternity items are purchased under the annual uniform subsidy, expenses associated with the purchase of these garments will be the responsibility of the employee.

4.0 PERSONAL PRESENTATION

A high standard of personal presentation is required from all staff at all times whilst on duty, and representing Council in a professional capacity outside normal working hours. It is expected that staff are dressed neatly in the approved Council uniform during work hours and while attending work functions and be well groomed at all times. Long hair must be worn up and back when working in areas with machinery and other situations in which it could pose a risk to the employee or other staff members.

5.0 GENERAL REQUIREMENTS

5.1 Wearing of the Corporate Uniform

The wearing of the corporate uniform is considered compulsory by the Gladstone Regional Council. It is assumed that staff who accept a uniform supplied by Council or claim for reimbursement of additional items agree to the requirements outlined in this policy and the consequences for non compliance (Council's Disciplinary Process).

5.2 Presentation

Uniforms are to be clean, neatly pressed and maintained in good order and are to be embroidered with the Gladstone Regional Council logo. The manufacturer's care and washing instructions are to be followed. Garments are not to be altered in any way except where necessary for correct fitting. All alterations will be at the employee's own expense.

5.3 Monitoring

Supervisors are responsible for ensuring that employees meet their obligations regarding the wearing of the Corporate Uniform.

5.4 Wearing the Uniform - Professional and Official Capacity

When attending training, meetings, conferences etc. staff must wear the corporate uniform whilst representing Council in a professional or official capacity.

5.5 Workplace Health and Safety

In accordance with Workplace Health and Safety best practice for sun protection, long pants and long sleeved shirts will be worn by staff that are required to work outside as part of their normal duties unless an exemption has been granted on genuine safety or medical grounds at the discretion of the Manager OH&S/CEO

6.0 NAME BADGES

Gladstone Regional Council name badges are to be worn by Customer Service Staff at all times. It is also recommended that they be worn by staff attending meetings, conferences and seminars, and those who generally have high levels of community contact. All staff are encouraged to wear name badges during working hours.

7.0 POLO SHIRTS

All Staff, including the outdoor workforce, will initially be supplied with a Gladstone Regional Council polo shirt. Polo shirts are not considered to be appropriate everyday office attire for staff. They are also not considered suitable for staff that, in the course of a working day, regularly spend time outdoors.

8.0 PURCHASING AUTHORITY

Gladstone Regional Council corporate uniform items supplied by, or approved for replacement due to reasonable wear and tear by Council, may only be purchased through the procedure outlined below.

9.0 ORDERING PROCEDURE

Corporate uniform order forms and the Corporate Wardrobe Policy will be available for staff to view and download from the Intranet or from the Uniform Coordinators from each administration centre. Supervisors are to ensure that all relevant staff without access to a computer are provided with a copy of the Policy and an order form.

It is the responsibility of individual staff to visit the preferred supplier to select garment styles and ensure correct sizing. Order forms are not to be submitted directly to the preferred supplier.

9.1 Initial Supply

Order forms are to be returned to the Corporate Uniforms Officers at each of the three main Administration Centres (Gladstone, Calliope, Miriam Vale) who will ensure that completed order forms are delivered to the Supply Office at the Gladstone Depot in Lyons Street, South Gladstone in a timely manner.

The Gladstone Supply Office will be responsible for collating the information on the order forms, recording staff order details and ordering requested styles, sizes and quantities, while ensuring orders are processed according to the Administration Centre. This will enable practical delivery to the Gladstone and Calliope Administration Centres and collection by a courier from the Gladstone Administration Centre for the Miriam Vale Administration Centre.

9.2 Replacement Items

Order forms for replacement items must be signed by a Corporate Uniform Officer or an authorised Human Resources staff member and submitted for distribution to the Gladstone Supply Office. Items must be ordered through the Gladstone Supply Office. Uniform items will be received by the Supply Office prior to distribution to relevant staff.

10.0 TAXATION INFORMATION

10.1 Tax Deductible

The embroidered uniform is fully tax deductible, as stated in the *Income Tax Assessment Act 1997:* Any approved clothing purchased by staff can have the Council logo applied to ensure that the cost is tax deductible; this can be arranged through the Uniform Co-Ordinator.

10.2 Laundering of Items

Laundry and dry cleaning costs for corporate uniform items are also tax deductible.

11.0 RETURN OF UNIFORMS UPON TERMINATION OF EMPLOYMENT

Employees are required to return uniforms which have the Council logo embroidered or heat pressed to the Human Resources Department on termination. This is to maintain the integrity of Council's corporate image by minimising the risk of Council being misrepresented in the future. An employee may alternatively, prior to leaving Council, offer their uniforms to other employees for future use.

12.0 NON COMPLIANCE

Any employee failing to comply with the requirements of this policy may be subject to disciplinary action in accordance with Gladstone Regional Council's disciplinary procedures.

13.0 INDEXATION

Quoted dollar amounts stated within this policy can be subject to review fin line with the effects of inflation at the discretion of the Chief Executive Officer.

14.0 REVIEW OF POLICY

This policy will be reviewed and monitored on a regular basis to ensure it remains current and practical to Gladstone Regional Council's requirements.

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GRAEME KANOFSKI
CHIEF EXECUTIVE OFFICER