

Policy Number:	PSN 4
Policy Type:	Personnel
Policy Name:	Inside Staff Uniforms
Policy Owner:	Chief Executive Officer
Authority	Shire of Nannup

OBJECTIVE

The purpose of the Policy is to assist Council in projecting a professional image and promote a feeling of team membership amongst staff.

POLICY

1. The official uniform for Council's office staff can be sourced from any Local Government preferred supplier.
2. The official uniform shall include suitable name badges which will be supplied by Council.
3. The wardrobe may be worn in conjunction with personal clothing provided that the personal clothing is deemed suitable and appropriate dress for an office situation. Any dispute on this matter is to be referred to the Chief Executive Officer who will make a determination on suitability.
4. The wardrobe must only be worn whilst on official duty, including travel to and from work.
5. Council will contribute to existing and new office staff a once only amount to a maximum of \$433 or 50% (whichever is the lesser) towards the initial purchase cost of the official uniform;
6. Council will make a further annual contribution to a maximum of \$217 or 50% (whichever is the lesser) for the purchase cost of additional uniform items. This contribution will be made on an annual basis and will not become available until the anniversary of Council's previous contribution towards uniform items for individual office staff members;
7. The prescribed amounts mentioned in paragraphs 5 and 6 of this policy are to be indexed annually by the change in CPI as published by ABS for the twelve months ending 30 June.
8. Council will contribute towards the cost of part-time office employees in proportion to the average hours worked by that employee.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 23 June 1994
Reviewed	OM 25 January 2018