

INDOOR STAFF UNIFORM CEO DIRECTIVE

CEO GUIDELINE	
Doc ID:	398365
Effective Date:	XX XX 2021
Last Review:	April 2021
Next Review Date:	1 April 2023
Responsible Officer/s:	Executive Manager Governance & Customer Service

1 PURPOSE

- 1.1 Strathbogie Shire Council (Council) expects that its employees will always display the highest standards of professional behaviour and presentation. Shire employees act as ambassadors and representatives for the organisation and so it is imperative that work attire is smart but also suitable for the role they perform.
- 1.2 It is important that frontline staff be easily identified by the community as Strathbogie Shire employees and that a corporate image is created through work attire.
- 1.3 The organisation must, at the same time, be mindful that public funds need to be frugally allocated when funding corporate uniforms and that should staff other than frontline employees wish to purchase a corporate uniform, it must be at their own cost.
- 1.4 This CEO Directive is designed to assist in the handling of requests relating to employee uniforms and for annual uniform budgeting purposes.

2 SCOPE

- 2.1 The Uniform CEO Guideline applies to all Council indoor staff including permanent full time and part time employees. Please note that outdoor staff require a different approach to uniform and safety gear due to the nature of their work.
- 2.2 Fixed term contract and casual frontline service staff may be supplied uniform at the discretion of the relevant Executive Leadership Team member for the relevant department or directorate.

3 CEO DIRECTIVE STATEMENT

All indoor staff shall present themselves in a corporate, neat and professional manner at all times.

It is imperative that frontline staff, defined as those who interact with the community face to face on a daily basis, including members of the Customer Service Team, Maternal and Child Health Nurses, Youth and Community workers and staff that undertake regular site inspections (such as Planners and Assets staff), must be easily recognisable as shire staff by members of the community.

It is also important that in a rate capping environment, ratepayer funds must be focussed where best value is gained. Community expectations around the expenditure of public funds must also be taken into account, which is why the focus on uniform provision must be on frontline staff only.

All items of corporate uniform paid by the Shire must display the Strathbogie Shire Council corporate logo.

All attire purchased under this directive must be through the approved supplier(s) and ordered through our Customer Service team.

All items of corporate uniform paid for by the Shire for frontline staff must be returned by the staff member prior to their last day of employment with the organisation.

The dollar amounts stated in this directive will apply at a pro rata basis should the Shire employee work part time.

4 Application of CEO Directive

4.1 New staff:

- All new indoor staff members in non-Frontline roles shall receive \$100 to purchase a jacket, blazer or other piece of attire which can be used to identify themselves in the community and when representing Council at various events and forums.
- This one-off contribution by the organisation is valid for the first twelve months of their employment with the Shire.

4.2 Frontline staff:

- All indoor Frontline staff shall receive an initial \$400 contribution for a corporate branded uniform within the first twelve months of employment.
- Frontline staff will also receive a \$200 annual allocation after their first year of employment.
- Should frontline staff wish to purchase more pieces of attire and exceed the annual allocation, they must pay for the additional pieces of clothing themselves.

4.3 Other existing staff

- If an existing staff member does not have a jacket, blazer or other piece of attire which can be used to identify themselves in the community and when representing Council at various events and forums, a one off contribution of \$100 will be provided for this purpose.
- All staff in a non-customer-facing role may order corporate branded uniform at their own expense if they so wish.

4.4 Ordering and purchasing corporate branded uniform

- All uniform purchases must be approved by the relevant manager and coordinated through the Governance and Customer Service Department.
- Prior to purchase of uniforms, an employee must provide the Customer Service Team with a completed order form and their payroll number.
- Any employee who is likely to exceed the allocated uniform subsidy outlined in this Directive will be notified by the Customer Service team and asked if they wish to continue with the purchase at their own expense or cancel the request for uniform.
- Should an indoor staff member wish to purchase corporate branded uniform themselves, Customer Service can coordinate the order and an invoice will be raised by the Finance/Accounts Receivable team. Payment of this invoice can be made in either of two ways:
 - Direct payment via our frontline Customer Service/Cashier team.
 - Employees can arrange for payroll deduction by filling out the appropriate deduction form with the assistance of the Finance/Payroll Department.
- Any outstanding uniform debt must be cleared before staff members cease employment with Council or proceed on extended leave, including maternity leave. If a staff member ceases employment for any reason the outstanding balance with Council will be deducted from any termination payment. This will be coordinated by the People and Culture department.

5 ROLES AND RESPONSIBILITIES

5.1 Community Relations Team Leader

- The Community Relations Team Leader is responsible for the administration of this Directive.
- The Community Relations Team Leader is responsible for maintaining a list of what uniform expenses have been incurred each financial year by staff members to track compliance with this Directive and informing staff and their managers as to whether a request for uniform exceeds the funding allocation under this Directive.
- The Community Relations Team Leader will be responsible for administering the organisation wide budget under this Directive, with the uniform budget sitting under the Governance & Customer Service Department for ease of monitoring
- If the Community Relations Team Leader is unavailable, enquiries regarding this guideline should be directed to the Executive Manager Governance and Customer Service.

5.2 Finance/Accounts Receivable team

- The Finance/Accounts Receivable team is responsible for raising any invoices for employee contributions to corporate branded uniform.

5.3 People and Culture Department

- The People and Culture Department is responsible for ensuring that any outstanding contribution by a staff member is deducted from any final payment prior to the staff member leaving the organisation.

5.4 Employees

- Employees must return all items of corporate uniform displaying the Strathbogie Shire name or logo when ceasing their employment with Council. It is the responsibility of the staff members Manager/Supervisor to ensure these items are returned.

5.5 Managers and the Executive

- Managers are responsible for approving corporate uniform requests prior to forwarding the relevant form to the Community Relations Team Leader.
- Members of the Executive are responsible for identifying staff that meet the definition of frontline staff under this Directive and are, therefore, able to purchase additional corporate branded uniform.
- Managers must ensure all corporate uniform items paid for by Council or displaying the Council logo is returned prior to the employee ceasing employment with Strathbogie Shire Council.

6 MONITORING, REVIEW AND EVALUATION

The Community Relations Team Leader is responsible for implementing, monitoring, evaluating and reviewing this Directive as required from time to time.

7 CHANGES TO THE CEO DIRECTIVE

While the *Local Government Act 2020* gives primary responsibility for Council staff to the CEO, Council reserves the right to amend this CEO Directive from time to time in accordance with relevant legislation and changing Council needs. Council officers, employees, relevant contractors and agents will be informed of any changes to this CEO Directive by email and hard copy where applicable.

8 RELATED LEGISLATION AND DOCUMENTS

Internal policies & documents:

Document	Link
Disciplinary CEO Directive	https://magiq.edrms/docs/~D390091
Disciplinary CEO Guideline	https://magiq.edrms/docs/~D390100
Staff Code of Conduct CEO Directive	https://magiq.edrms/docs/~D390099
Complaints, Grievances and Dispute Resolution CEO Directive	https://magiq.edrms/docs/~D391166
Prevention of Bullying and Occupational Violence Directive	https://magiq.edrms/docs/~D390094
Employee Exit CEO Guideline	https://magiq.edrms/docs/~D440884
Enterprise Bargaining Agreement 2019 (or its successor)	https://magiq.edrms/docs/~D612360
Council Plan	https://magiq.edrms/docs/~D447358

Legislation:

[Local Government Act 2020](#)

9 ATTACHMENTS

Nil

10 FEEDBACK

- 10.1 Council staff and community may provide feedback about this document by emailing info@strathbogie.vic.gov.au

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Julie Salomon
CHIEF EXECUTIVE OFFICER

Draft for Consultation