



Blackall-Tambo
Regional Council

Uniform Ordering Procedure

9 December 2014

Policy number: Admin 27

Version Number: Two

**Chief Executive Officer
Ken Timms**

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**Mayor
Cr Barry Muir**

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Uniform Ordering Procedure

1 RESOLUTION

10/12A/14

2 SCOPE

Blackall-Tambo Regional Council aims to provide a corporate uniform for its eligible employees as per the Corporate Wardrobe and Uniform Policy. We strive to meet the needs of the employee in terms of quality, quantity and time.

3 PROVIDER

The current provider for the corporate wardrobe is Local Buy approved Pacific Brands. Council is using the Stylecorp range.

4 PURCHASING OFFICER

All purchases will be made by the Human Resources Officer.

5 ORDERING TIMES

Uniforms will be purchased two times a year in March/April and October/November. Uniforms will not be ordered outside these times unless approved by the Chief Executive Officer.

6 ORDERING EXPECTATIONS

Employees will be provided with a catalogue and price list from our nominated supplier. This list has been developed between the provider and the Human Resources Officer according to Council Policy and taxation requirements.

Employees can only order items that are nominated on this list.

7 ALLOWANCE

Employees will only be provided with an allowance on the successful completion of their probationary period or on the terms that are stated in their letter of offer.

New permanent full-time employees will be allocated between \$500 and \$750 (GST inclusive) over the first financial year of their employment, and up to \$500 (GST inclusive) for each subsequent financial year to purchase items from the corporate collection.

Council will allocate up to \$500 (GST inclusive) for existing permanent full-time employees to purchase items from the corporate collection in line with provisions in the Enterprise Bargaining Agreement.

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If the total available financial uniform allocation is not utilised in the financial year it cannot be carried over for use in subsequent years.

Only permanent full-time staff are entitled to claim the full allocation. Permanent part-time staff are entitled to claim the allocation at the rate equivalent to the percentage of full-time employment at a pro-rata rate e.g. 50% FTE - 50% of allocation available.

Casual, temporary and contract staff (excluding management) are not entitled to the allowance, but may still purchase corporate wardrobe items if they so choose.

Contact the Human Resources Officer if you have any queries in regards to your available allowance.

Some employees may have different terms. Please review the Corporate Wardrobe and Uniform Policy for further information.

8 EXCEEDING YOUR ALLOWANCE

Staff can purchase additional uniforms above the available allocation, but the employee must pay the full cost of additional uniforms purchased in excess of the allocation within one month of invoice. Payment by payroll deduction is available for those who wish to take advantage of this facility.

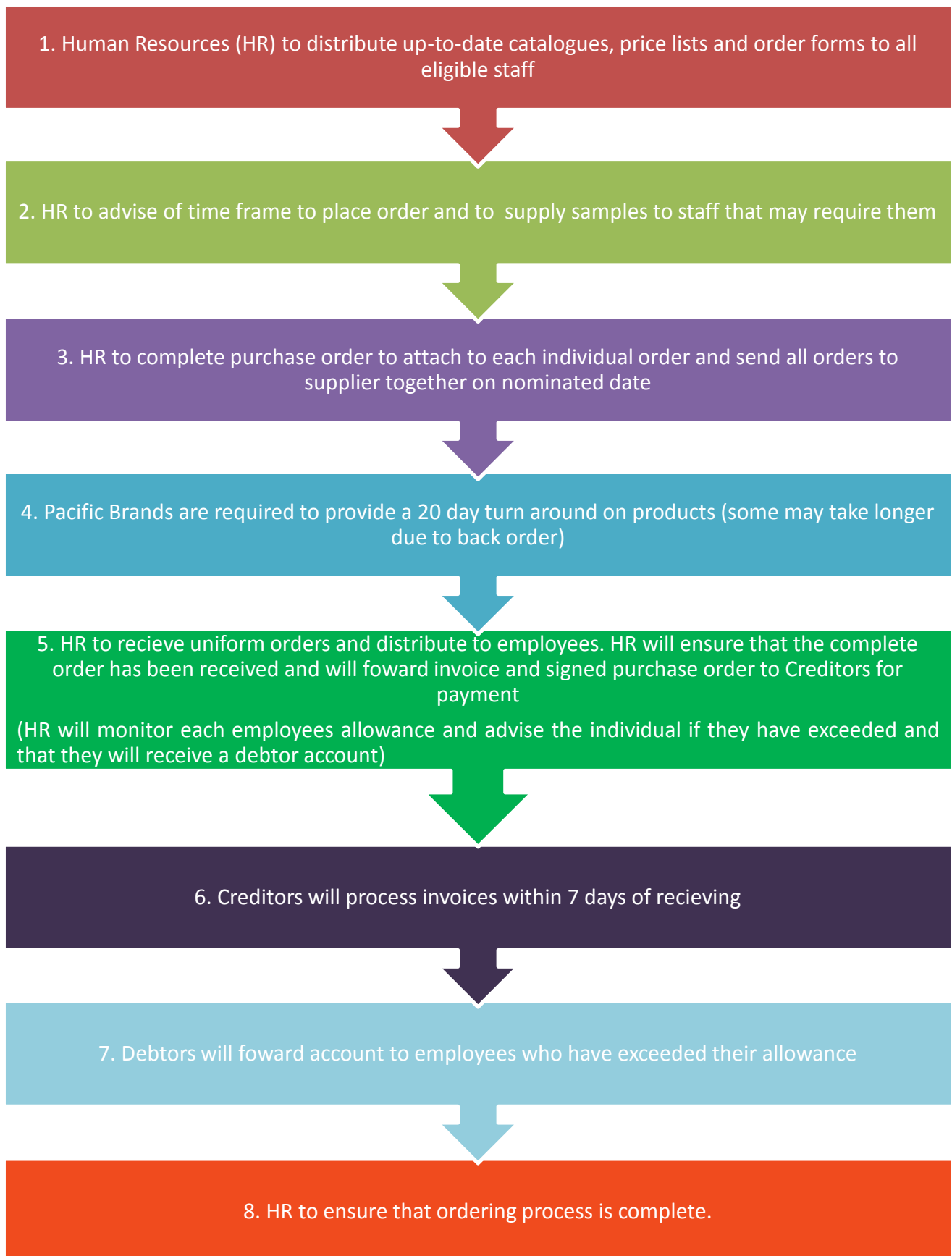
9 EMBROIDERY

All garments will be embroidered with the Council logo. If you receive a garment without the logo please advise the Human Resources Officer and they will contact the Supplier.

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10 ORDERING PROCESS





11 AMENDMENTS

Amendments to this policy will be made by the Chief Executive Officer or his/her nominee as and when required and without the need to consult staff prior to such amendments.

12 CHANGES SINCE LAST REVISION

Updated Policy as of 9 December, 2014 to reflect current procedures.

13 RECORDS

When completed and approved the original, signed hard copy of the policy is filed in the Master File.

Electronic copies are saved in the appropriately labelled folder in InfoXpert.

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