

Office based staff – corporate wardrobe

PROCEDURE 1.2.1(f)

POLICY NO AND TITLE	1.2.1	Conditions of employment policy
PROCEDURE	1.2.1(f)	Office based staff – corporate wardrobe
VERSION AND DATE ADOPTED	1	
RESPONSIBLE OFFICER		Manager Human Resources

Introduction

Council supports the concept of a Corporate Wardrobe for office-based staff and encourages employees to participate in the scheme. The Wardrobe provides a recognisable corporate identity and presents an image of a professional organisation to our clients.

Procedures/Guidelines

Colours

Female staff: Council has adopted navy, red and white as the colours for the Corporate wardrobe for female staff members.

Male staff: Council has adopted grey, blue, white and musk as the colours for the Corporate wardrobe for male staff members.

Council makes the initial purchase of the wardrobe and allows employees 6 months to repay the purchase price.

Corporate Services secretariat staff distribute brochures for the range of clothing available however tax deductions are no longer applicable as the clothing does not carry any official Council insignia.

A private corporation has designed a Local Government uniform which attracts tax deductions as the clothing bears a Local Government insignia. Council has agreed to include these uniforms under its Corporate wardrobe policy although the colour scheme differs from the colours adopted by Council.