

# Registering a Uniform for Landcare Groups

## *how to register a uniform and benefits for employees*

Wearing a Landcare uniform enables Landcare staff to be easily identified and creates a professional public image for your Landcare network.

Employees are eligible for tax deductions, when the uniform is registered. This includes tax deductions for expenses incurred in the purchase or maintenance of the uniform.

*Below are further details on what constitutes compulsory or non-compulsory uniform.*

### **COMPULSORY WORK UNIFORM**

This is a set of clothing that identifies employees of an organisation with a strictly enforced policy that makes it compulsory to wear the uniform.

Employees may be able to claim for a single item of distinctive clothing, such as a jumper, if it is compulsory for the employee to wear it at work.

### **NON-COMPULSORY WORK UNIFORM**

Employees cannot claim expenses incurred for non-compulsory work uniforms unless the Landcare network has registered the design with AusIndustry. The process for registering with AusIndustry is outlined below.

Shoes, socks / stockings cannot form part of a non-compulsory uniform.

### **HOW TO REGISTER A UNIFORM**

For a Landcare organisation's uniform to be approved, the uniform design must meet the requirements of the Approved Occupational Clothing

Guidelines available at:

[www.business.gov.au/grants-and-assistance/manufacturing/tcf-corporatewear](http://www.business.gov.au/grants-and-assistance/manufacturing/tcf-corporatewear). The guidelines include the following:

- The uniform must be a complete outfit, e.g. dress, shirt and trousers, shorts, and/or skirt.
- A company identifier (i.e. logo) must be on all items in the uniform and there are restrictions on the size of the identifier.
- Identifier must be permanently attached to each garment (e.g. embroidered). Identifiers must be in a contrasting colour / shade in order to be visible from two metres away.
- The uniform must be appropriate for the duties of the employee.

Compulsory uniforms and protective clothing cannot be included on the non-compulsory uniform register.

### **APPLYING TO REGISTER A UNIFORM**

Landcare organisations wishing to register a non-compulsory uniform should visit the AusIndustry website. The *Non-Compulsory Corporate Uniforms Application Form – Registration* is available at: [www.business.gov.au/grants-and-assistance/manufacturing/tcf-corporatewear/Pages/Assessment-Process-Flow-Chart.aspx](http://www.business.gov.au/grants-and-assistance/manufacturing/tcf-corporatewear/Pages/Assessment-Process-Flow-Chart.aspx)

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