

S-H13 Uniform Policy

Purpose	To provide guidance on the appropriate dress standard and image expected by Council.
Department	Governance
File No.	PER/0602
Council Meeting Date	22 September 2020
Minute Number	186.09.2020
Next Review Date	Four (4) years from Council Resolution Date
Review History	312.08.09 20 August 2009 405.10.09 22 October 2009 540.05.2013 16 May 2013 81.03.2015 26 March 2015 109.05.2018 17 May 2018 186.09.2020 22 September 2020

1 Definitions

Employee - A person who carries out paid work for Council as an employee of Council.

2 Objective

To project a professional corporate image to all ratepayers, residents, visitors and other organisations, and to ensure outdoor staff have access to and wear the required personal protective equipment and high visibility clothing.

3 Scope

This policy applies to all permanent Council employees.

4 Policy

It is the Policy of Council that:

4.1 For Indoor Staff

- a) Council's indoor uniform is not compulsory.
- b) All permanent staff will be allocated a once only \$500 uniform allowance for their first year of employment, and a uniform allowance of \$300 per financial year thereafter, to purchase uniform items if desired.
- c) Clothing purchased with the uniform allowance must be either from the uniform catalogues provided or pre-approved by Council's Human Resources Officer.
- d) Jackets, knitwear, dresses and shirts purchased with the uniform allowance, must carry the Flinders Council Logo on the left-hand chest area.
- e) Pants, skirts and black closed-in shoes, purchased with the uniform allowance, are not required to carry the logo.
- f) All shirts and dresses must be colours depicted as per the uniform catalogues provided, and pants, skirts, jackets and knitwear must be charcoal or black in colour.
- g) Staff who choose not to wear Council's uniform, shall, during workdays and at all work-related activities, adhere to a professional standard of dress, and be neat and clean in appearance. Staff owning uniform items purchased prior to this iteration of the policy and bearing the Flinders Council logo, may continue to wear these garments.

4.2 For Outdoor Staff

- a) All permanent outdoor staff are required to wear appropriate personal protective equipment (PPE) that complies with the relevant Australian Standards, to reduce the risk of injury and/or illness to individual members. These include, but are not limited to, high visibility safety shirts with long sleeves and collar, heavy duty long pants, hats and safety boots.
- b) Clothing as personal protective equipment is purchased directly by Council on behalf of staff.
- c) Jackets, vest, shirts and knitwear purchased as PPE must bear the Flinders Council Logo on the left-hand chest area. .
- d) All long pants must be navy in colour.

5 Procedure

Nil

6 Legislation and Council Related Policies

Work Health & Safety Act 2012 (Tasmania)

Staff Code of Conduct Policy

Personal Protective Equipment Policy

Staff – Sun Protection Policy

7 Responsibility

The responsibility of this policy rests with the Finance Organisational Performance Manager and the Works and Services Manager.