

<b>SUBJECT:</b> UNIFORM POLICY	<b>FILE NO:</b>	PER/0602
<b>ADOPTED BY COUNCIL ON:</b> 20 August 2009	<b>MINUTE NO:</b>	312.08.09
<b>AMENDED BY COUNCIL ON:</b> 22 October 2009	<b>MINUTE NO:</b>	405.10.09
<b>AMENDED BY COUNCIL ON:</b> 16 May 2013	<b>MINUTE NO:</b>	540.05.2013
<b>AMENDED BY COUNCIL ON:</b> 26 March 2015	<b>MINUTE NO:</b>	81.03.2015
<b>AMENDED BY COUNCIL ON:</b> 17 May 2018	<b>MINUTE NO:</b>	109.05.2018

### **Introduction**

Council has a responsibility 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.

### **Objectives**

To provide guidance on the appropriate dress standard and image expected by Council.

### **Indoor Staff**

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. All clothing must carry the Flinders Council Logo which must be situated on the left hand chest area for jackets, knitwear, dresses and shirts. All shirts must be colours depicted as per the uniform catalogues available to staff and pants, skirts, jackets and knitwear must be charcoal or black in colour.

Indoor staff who choose not to wear Council's non-compulsory uniform shall during the workdays and at all work-related activities, adhere to a professional standard of dress, be neat and clean in appearance and shall not be covered by the uniform allowance.

Some staff previously purchased their own uniforms, some of which bear the LG logo. As staff have taken this initiative they should then be permitted to continue wearing these garments.

### **Outdoor Staff**

All permanent outdoor staff are required to wear appropriate Personal Protective Equipment (PPE) that complies with the relevant Australian Standards, in an effort 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 & collar; heavy duty long pants; hats; and safety boots.

This equipment is purchased directly by Council with no contribution made by individual staff members. Hence, if such equipment is being fully provided, the Flinders Council Logo must appear on all such clothing and must be situated on the left hand chest area for jackets, vest, shirts and knitwear. All long pants must be navy in colour.

### **Related Legislation, Regulations and Policies**

Staff Code of Conduct Policy

Personal Protective Equipment Policy

Staff – Sun Protection Policy

*Work Health & Safety Act 2012 (Tasmania)*

### **Responsibilities**

The responsibility of this policy rests with the Corporate Services Manager and the Works & Services Manager.