

H13 Uniform Policy

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| Purpose | To provide guidance on the appropriate dress standard and image expected by Council. | |
| Department | Governance | |
| File No. | PER/0602 | |
| Council Meeting Date | 17 May 2018 | |
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| 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 |

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.

a)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.

b) ~~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, and be neat and clean in appearance, and shall not be covered by the uniform allowance.

e)g) 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 pPersonal 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 & ~~and~~ collar; heavy duty long pants; hats; and safety boots.

~~b) Clothing as personal protective This equipment is purchased directly by Council on behalf of staff. with no contribution made by individual staff members. Hence, if such equipment is being fully provided,~~

~~c) Jackets, vest, shirts and knitwear purchased as PPE must bear 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.~~

~~a)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.

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