

## BARCOO SHIRE COUNCIL POLICY *STAFF UNIFORM*

Policy Number: CSM-006	Version: 3
Classification: Staff Management	Section: Corporate
Date Adopted by Council: 19.04.2017	Resolution Number: 2017.04.24
Responsible Officer: Manager HR Communications and Governance	<p>Review: Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none"> <li>1. The related information is amended or replaced.</li> <li>2. Other circumstances as determined from time to time by the Chief Executive Officer.</li> </ol> <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.</p>
Legislation: <i>Barcoo Shire Council Certified Agreement</i>	

### **POLICY STATEMENT**

The Barcoo Shire Council requires staff to be dressed neatly and in appropriate clothing.

The Barcoo Shire Council provides a uniform for staff and encourages all staff to wear this uniform at conferences, training and specific professional functions.

### **SCOPE**

This policy applies to all employees in all departments, including permanent, part-time and casual employees.

### **POLICY OBJECTIVES**

The objectives of this policy are to:

- Establish guidelines for the purchasing and wearing of Barcoo Shire Council uniforms.
- Outline dress standards staff are to observe when representing Council in a professional capacity and provide staff with clear guidelines for accepted standards of dress and appearance during working hours.
- Provide senior management with clear guidelines to use in monitoring and managing the standard of dress and appearance of staff in their department.

### **DEFINITIONS**

Nil

### **PROCEDURE**

#### ***Uniforms – General***

Designated Council uniform is strongly encouraged and shall be worn at all times when working for Barcoo Shire Council.

Employees must not alter the overall appearance of their uniform. All employees are expected to take reasonable and responsible care of clothing provided to them by Council. If it is found that employees have wilfully damaged or mistreat PPE or supplied uniforms, Council may request full payment of replacement items by the employee.

### **Uniforms – Outside Staff**

Outside staff uniforms are an item of PPE because they create a physical barrier from the work environment.

For the most part the uniform is supplied to reduce the health and safety risk. It provides high visibility and offers protection from the sun and cold.

Council will provide the following allocation to employees on commencement of employment:

<b>UNIFORM ALLOCATION ON COMMENCEMENT (PPE)</b>						
	<b>Permanent</b>		<b>Casual greater than 25 hours per week</b>		<b>Casual less than 25 hours per week</b>	
	<b>Quantity Limits</b>	<b>Size</b>	<b>Quantity Limits</b>	<b>Size</b>	<b>Quantity Limits</b>	<b>Size</b>
Work Shirts	6		6		3	
Jeans	5		5		2	
Boots	1		1		1	
Safety Glasses	1		1		1	
Vest	1		1		On request	
Work Jacket	1		1		On request (Winter)	
Gloves	1		1		1	
Hat	1		1		1	
Water Bottle	1		1		1	
Sunscreen	On request		On request		On request	
Repellent	On request		On request		On request	
Fly Veil	On request		On request		On request	
Jumper	On request		On request		On request	

Replacement uniforms will be available up to the full quantity limits at the completion of every 12 months of service.

Replacement uniforms that are required before any 12 month timeframe must be provided to the relevant supervisor before a replacement can be issued.

REPLACEMENT UNIFORM ALLOCATION (PPE)						
	Permanent		Casual greater than 25 hours per week		Casual less than 25 hours per week	
	Quantity Limits*	Size	Quantity Limits*	Size	Quantity Limits*	Size
Work Shirts	2		2		1	
Jeans	2		2		1	
Boots	1		1		0	
Safety Glasses	1		1		1	
Vest	On request		On request		0	
Work Jacket	0		0		0	
Gloves	1		1		1	
Hat	1		1		1	
Water Bottle	1		1		0	
Sunscreen	On request		On request		On request	
Repellent	On request		On request		On request	
Fly Veil	On request		On request		On request	
Jumper	On request		On request		On request	

\*Replacement uniform quantity limits may be modified according to employee requirements with supervisor or manager approval.

Staff who would like to purchase uniforms in excess of their allocation can do so at their own expense. All shirts must be high vis, long sleeved and SPF 50+.

#### ***Special PPE Footwear – Outside Staff***

Where special PPE footwear is required for any reason, an allowance of \$120.00 (including GST) will be provided by Council. Where the cost of the footwear exceeds \$120.00 (including GST) the employee is to pay the difference. Employees must provide tax invoices for their footwear and fill in a reimbursement form for approval by their Supervisor or Manager.

All work boots should be an ankle length lace up or lace and zipper style with a composite or steel cap toe.

#### ***Uniforms – Inside Staff***

Permanent full time inside staff shall receive an annual allocation of \$450.00 (excluding GST).

Part time and casual staff will be provided an allocation of \$250.00 (excluding GST). This will also be subject to approval from the respective staff member's supervisor or manager.

Staff who would like to purchase uniforms in excess of their allocation can do so at their own expense.

**RELATED DOCUMENTATION**

*Stores Issue Sheet*  
*Store Reissue Sheet*

**BARCOO SHIRE COUNCIL  
STORE UNIFORM (PPE) ISSUE ON COMMENCEMENT**

<b>Employee Full Name:</b>							<b>Emp. No:</b>			
<b>Commencement Date:</b>										
	<b>Permanent</b>			<b>Casual greater than 25 hours per week</b>			<b>Casual less than 25 hours per week</b>			
	<b>Quantity Issued</b>	<b>Quantity Limits</b>	<b>Size</b>	<b>Quantity Issued</b>	<b>Quantity Limits</b>	<b>Size</b>	<b>Quantity Issued</b>	<b>Quantity Limits</b>	<b>Size</b>	
Work Shirts		6			6			3		
Jeans		5			5			2		
Boots		1			1			1		
Safety Glasses		1			1			1		
Vest		1			1			On request		
Work Jacket		1			1			On request		
Gloves		1			1			1		
Hat		1			1			1		
Water Bottle		1			1			1		
Sunscreen		On request			On request			On request		
Repellent		On request			On request			On request		
Fly Veil		On request			On request			On request		
Jumper		On request			On request			On request		

**Employee Signature:**

**Date:**

**Supervisor Signature:**

**Date:**

**Issued by (Stores):**

**Date:**

**BARCOO SHIRE COUNCIL  
STORE UNIFORM (PPE) REISSUE**

<b>Employee Full Name:</b>							<b>Emp. No:</b>		
<b>Reason for Reissue:</b>									
	Permanent			Casual greater than 25 hours per week			Casual less than 25 hours per week		
	<b>Quantity Issued</b>	<b>Quantity Limits</b>	<b>Size</b>	<b>Quantity Issued</b>	<b>Quantity Limits</b>	<b>Size</b>	<b>Quantity Issued</b>	<b>Quantity Limits</b>	<b>Size</b>
Work Shirts		2			2			1	
Jeans		2			2			1	
Boots		1			1			0	
Safety Glasses		1			1			1	
Vest		On request			On request			0	
Work Jacket		0			0			0	
Gloves		1			1			1	
Hat		1			1			1	
Water Bottle		1			1			0	
Sunscreen		On request			On request			On request	
Repellent		On request			On request			On request	
Fly Veil		On request			On request			On request	
Jumper		On request			On request			On request	

**Employee Signature:**

**Date:**

**Supervisor Signature:**

**Issued by (Stores):**

**Date:**

**Date:**