

1. Heads of Power

Queensland Local Government Industry Award – State 2017

2. Purpose

The purpose of this policy is to describe the standard of dress expected by Aurukun Shire Council (“Council”) in the workplace. Council requires that all staff wear a standard of dress appropriate to the circumstances and environment in which work is performed. Importantly, dress should be neither offensive nor hazardous.

Council is committed to ensuring proper processes and controls are in place to enable staff in various departments to complete their roles under the identity as Council employees.

Providing uniforms to Council employees is intended to:

- Readily identify Council employees throughout the Aurukun community.
- Empower all staff to be identified as employees of Council.
- Encourage all staff members to be part of the Council team.

3. Scope

This Policy applies to all Council employees.

4. Definitions

- **Council:** Aurukun Shire Council.
- **WHS Supervisor:** Workplace Health and Safety Supervisor
- **PPE:** Personal Protective Equipment

5. Acceptable Attire

All employees are required to wear Council approved uniforms while on duty unless otherwise directed. All blouses/shirts and dresses will be embroidered with the Council logo and all pants/shorts/skirts will be embroidered with the text “ASC”.

Indoor Employees (includes Cairns and Aurukun Offices, Post Office and Airport Administration):

- Collared shirt (long or short sleeve), corporate blouse, dresses, dress pants, skirt and /or shorts with covered footwear.
- Pants, skirts and shorts either navy blue or taupe.
- All dresses and shirts will be Navy Blue.

Childcare and Indoor Cleaning Employees:

- Polo shirts, skirts and /or shorts with covered footwear.

Outdoor Employees: (includes Town Services, Trades, Airport Grounds persons, Outdoor Cleaners)

- work shirts (long or short sleeve), work pants and/or shorts, work boots of the correct standard.

Other Council employees:

Collared shirt (long or short sleeve) dress pants and/or shorts with covered footwear.

Garments worn to comply with religious or cultural requirements are acceptable as long as they do not compromise an employee's health or safety. If an employee is uncertain whether their attire is acceptable, the employee should check with his/her manager or supervisor.

Employees with positions requiring Personal Protective Equipment (PPE) in compliance with the Work Health and Safety (WHS) Act 2011 or as identified in the Personal Protective Equipment Procedure will wear this while on duty.

6. Unacceptable Attire and Accessories

Council is required to remove any reasonably foreseeable risk to workplace health and safety. If Council considers that particular clothing or accessories (including jewellery) constitute a foreseeable hazard having the potential to harm health or safety, Council may act to address the situation.

Action may include the employees Supervisor and/or the WHS Supervisor directing the employee to remove the particular clothing or accessory while in the workplace. If it is not practicable to remove the Item, Council may direct the employee to leave the workplace. Employees are expected to comply with these directions.

The following are items are unacceptable in the workplace, although this is not an exhaustive list. Attire that would be considered inappropriate when representing Council could be, but not limited to:

- Sleeveless and strapless t-shirts, shirts and blouses
- Extremely short mini-skirts and shorts
- Thongs/flip flops.

7. Presentation

Hair

Hair should not represent a health and safety hazard. Where it does, the employee will be required to wear hair netting or tie it back. Hair should be worn in a neat and tidy fashion.

Tattoos

Tattoos of an offensive nature must be covered.

Uniforms

Should be kept in good, clean condition by the employee.

Any exceptions to the above due to special reasons must have permission from the CEO or People, Culture and Safety Manager.

7.1. Ordering/Issuing of Uniforms

Uniforms and should be ordered or issued for all employees on commencement of their employment with Council. Where an employee is required to wear PPE, this will be provided on their first day of employment.

All employees, upon receipt of their uniforms shall sign an acknowledgement of receipt.

Uniform issues for full time staff include:

Indoor Employees: (Administration)

- 3 tops and 3 items which can be a mix of skirts, pants and/or shorts where appropriate (or 1 dress which is equivalent to 1 top and 1 bottom); and footwear if required as part of the job description.

Outdoor employees: (Operations/Trades)

- 5 shirts and 5 pants and/or shorts; 1 pair work boots. To be replaced as required, dependent on reasonable wear and tear.
- Footwear is an employee responsibility except if it is prescribed Personal Protective Equipment (PPE) such as steel capped boots.

Childcare and Indoor Cleaning Employees:

- 5 shirts and 5 pants, skirts and/or shorts; covered footwear. To be replaced as required, dependent on reasonable wear and tear.

After the initial issue, uniforms are ordered on a yearly basis in conjunction with the annual performance review, apart from those in the outdoor workforce when it is required earlier due to reasonable wear and tear.

The number of uniforms issued for Part time and Casual staff will be decided between the employee's Supervisor and Human Resources team on commencement. Staff may purchase extra uniforms through Council by way of cash or deduction authority.

8. Return of Uniforms

On cessation of the employee's employment, all uniforms must be returned to the Supervisor or the Human Resources team on the last day of work.

9. Conditions

Uniforms will be issued subject to approval first from the employees' direct supervisor and then the Human Resources team who will track and monitor uniform issues in conjunction with the Stores team.

10. Responsibilities

- CEO and /or People, Culture and Safety Manager: Approves out of policy variations or requests for special circumstances
- Employee: Complies with this policy and keeps their uniform in good clean repair, immediately reporting any clothing requirements to their Supervisor.
- Human Resources Team: Tracks, monitors and approves uniform issues.
- Stores Team: Records and monitors uniform issues in conjunction with the Human Resources team.

11. Related Documents

- Code of Conduct
- Uniform Issue Procedure
- Personal Protection Equipment Issue Procedure

12. Document Controls

The Executive leadership team will review this policy every two years.

13. Policy Owner

People, Culture and Safety Manager