



G.102 Corporate Uniform Policy

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1. OBJECTIVE

This policy has been designed to enhance the public image of Quilpie Shire Council. Uniforms assist in identifying Council employees and ensuring staff are dressed appropriately to maintain their health and safety within the work environment as well as presenting Council in a professional manner.

The purpose of this policy is to:

- Establish guidelines for the purchasing and wearing of the Quilpie Shire Council corporate uniform;
- Outline dress standards staff are to observe when representing Council in a professional capacity and provide staff with clear guidelines for acceptable standards of dress and appearance while wearing Council uniform; and

Provide Directors, Managers and Supervisors with clear guidelines to use in monitoring and managing the standard of dress and appearance of staff under their supervision

2. SCOPE

This policy applies to all employees of Council (and consultants where applicable).

The allocation of uniforms to casual, fixed term and part-time employees, consultants and trainees will be allocated dependent on the duration of employment, at the sole discretion of the CEO.

3. STATEMENT

1.1 POLICY STATEMENT

Council recognises the importance of staff projecting a professional image to our customers in the community and therefore requires that all employees wear a standard of dress appropriate to the circumstances and environment in which work is performed. Importantly, dress should be neither offensive nor hazardous.

All employees must recognise that they are representatives of Council when they are wearing Council uniform, regardless of whether or not they are performing Council work or are on Council premises. Every employee is obliged to demonstrate professional and courteous behaviour while in uniform, whether during or outside of working hours.

1.2 PRINCIPLES USED TO DETERMINE THE POLICY

Council has an obligation under the Work Health and Safety Act 2011 to provide a healthy and safe environment for all of its workers. Employees also have an obligation under the Act to ensure that they do not willfully place at risk the health and safety of any person at the workplace.

1.3 ACCOUNTABILITY, ROLES AND RESPONSIBILITIES

Quilpie Shire Council

Council will ensure that:

- Appropriate uniforms and protective clothing is issued to staff in accordance with the requirements of their position to assist in managing risks for that employee;
- Protective clothing issued is in compliance with Australian Safety Standards; and
- Protective clothing and equipment provided is in a clean and hygienic condition.

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Directors/Managers/Supervisors

Directors/Managers/Supervisors of Council will:

- Determine if protective clothing is required to be worn and of what type;
- Ensure employees are provided with the correct allocation of uniform and protective clothing provisions;
- Ensure that employees wear the uniform at all times when performing official Council duties;
- Ensure that employees wear the correct protective clothing during all work tasks which require such protection; and
- Assess employee requests for uniform replacement as a result of fair wear and tear.

Employees

Employees of Council will:

- Wear the corporate uniform in accordance with the policy provisions, ensuring that the uniform is cleaned and maintained to a neat and presentable standard;
- Wear the protective clothing that has been supplied, ensuring that it is used in the correct manner;
- Follow manufacturer's instruction for the care and maintenance on all uniforms and protective clothing;
- Have all uniforms and protective clothing replaced as required on a fair wear and tear basis;
- Maintain a high standard of personal presentation at all times while on duty, or while wearing the uniform. Employees must ensure that undergarments are not visible while wearing Council uniforms. It is expected that items of personal hygiene are attended to daily and all clothing is clean, neat and in good condition; and
- Ensure that uniforms and protective clothing issued by Council are only worn by current employees of Council (ie uniforms are not to be given to, or worn by, family or friends).

1.4 PROCUREMENT OF APPROVED UNIFORMS

- a) The CEO will approve preferred supplier/s for all uniforms and protective clothing based on the value for money, and in compliance with Council's Procurement Policy and Work Health and Safety Management system;
- b) Employees are to order uniforms through Council's Human Resources department or Procurement Officer;
- c) Orders for existing staff will be placed twice per calendar year in March/April and August/September with delivery time dependent upon the supplier after the placement of the order. Staff will be notified in advance of orders being placed;
- d) New staff may place an order for their uniforms upon commencement of their employment with Council. Due to the nature of some roles, uniforms may be issued prior to commencement of employment to ensure that workplace health and safety requirements are met upon the commencement of employment. Uniforms will remain the property of Council until such time that an employee's employment is made permanent; and
- e) Employees who choose to purchase uniforms in excess of their entitlement under this policy will be required to cover the full cost of the uniforms prior to the uniforms being issued. The employee will be issued with an invoice for the full cost of the additional uniforms.

1.5 UNIFORM REQUIREMENTS

Colours, Styles and Allocation

- a) Colours and styles will vary dependent on where an employee works within Council and may also vary dependent on supply availability. Applicable colours, styles and allocations are specified in the following schedules:
- Schedule 1: Administration Office and Library employees;
 - Schedule 2: Visitor Information Centre employees; and
 - Schedule 3: Engineering Services department, WHS, Stores, and Pest and Livestock Management employees.

There may be exceptions to these Schedules that prevent employees from wearing the relevant uniform. Allowable exceptions include:

- Maternity wear;
- Illness or accident;
- Non-availability of size required; and/or
- Religious restrictions or requirements.

In such cases, employees must contact their Director to discuss their needs further. Where appropriately fitting garments are not available, employees may seek approval from their Director to purchase at their own expense, business-like garment/s to wear; and

- b) In accordance with Clause 3.7 (a) there will be no annual uniform allocation.

Branded Uniforms

- a) Branded uniforms purchased at the employee's cost are tax deductible as stated in the Income Tax Assessment Act 1997; and
- b) Employees should be aware that any items branded with Council's logo, whether purchased by Council or the employee, must be relinquished at termination/resignation.

Non-Uniform Clothing and Jewellery, Body Art and Piercing

- a) Costumes and garments worn to comply with religious or cultural requirements are acceptable as long as they do not pose a foreseeable hazard to health or safety. If an employee is uncertain about whether his/her attire is acceptable, he/she should check with their relevant Director;
- b) Jewellery should be discrete and professional in appearance. Any item of jewellery that constitutes a foreseeable hazard to health or safety must not be worn in the workplace. In particular, where rings or chains may become entangled in machinery and therefore pose a risk to workplace health and safety. Employees working on or around machinery are not permitted to wear earrings that protrude or hang below the earlobe, as they can become entangled in machinery;
- c) While tattoos are accepted, those of an explicit or offensive nature should be covered while wearing Council uniform and/or conducting business for or on behalf of Council;
- d) Council's image can be affected by the presentation of our employees. Any form of body piercing, other than ear piercing, must be discreet and ensure a professional image is portrayed at all times;
- e) Jewellery, body piercing and body art/tattoos considered appropriate will be at the discretion of the CEO; and

- f) Council is required to remove any reasonable foreseeable risk to workplace health and safety. If Council considers that particular clothing or jewellery constitutes a foreseeable hazard having the potential to harm health or safety, Council may take whatever action it considers necessary to address the situation. Action may include directing the employee to remove, where possible, the particular item of clothing or jewellery while in the workplace. If it is not practicable to remove the particular item, Council may direct the employee to leave the workplace. An employee is expected to comply with any such direction.

Hair

Hair should be worn in a neat and tidy fashion and be of a discrete and professional colour and style. If Workplace Health and Safety rules require it, long hair should be worn tied back or in a hair net.

Name Badges

Council name badges are to be worn by customer service staff at all times. It is also recommended that they be worn by staff attending meetings, conferences and seminars, and those who generally have high levels of community contact. All staff are encouraged to wear name badges during working hours.

Due to the Information Privacy Act 2009, Council name badges are to contain employees preferred name only.

Variation

Particular employees required to work in both internal and external environments will have some agreed level of flexibility in relation to their uniform (eg Corporate/Hi-Viz). Clothing worn in this manner is to be appropriate to the working conditions and must be approved by the relevant Director.

Special Promotions

At the discretion and approval of the relevant Director, employees may from time to time participate in special promotions that require employees to wear promotional clothing (eg R U OK day). Employees may only wear the associated promotional clothing for the duration of the special promotion and as approved by the relevant Director.

1.6 EMPLOYEES ON-CALL AND NIGHT WORK

Employees who are on-call are required to wear high visibility long sleeve shirts with reflective tape while performing night work. If an employee doesn't have a high visibility safety shirt, a high visibility safety vest with reflective tape must be worn.

1.7 REPLACEMENT OF UNIFORMS

- a) There is no annual allocation of uniforms. After the initial uniform supply, worn out items will be replaced at no cost to the employee (subject to the following clauses (b), (c) and (d)) up to the allocated number of uniforms as set out in each schedule at any given time;
- b) Uniforms will be replaced at no cost to the employee in cases of fair 'wear and tear' or damage to garments through normal work procedures where damage has been caused by accident and not negligence. To order replacement uniforms, employees must seek approval from their immediate Supervisor prior to returning the item/s to the Human Resources department or Council's OHSA/QA Manager. Authorisation to replace uniforms at no cost to the employee requires approval from both the employee's immediate Supervisor and Council's HR Manager or OHSA/QA Manager who determine that:
 - The condition of the item may pose a health and safety risk; or
 - The item is in a condition likely to adversely reflect upon the Council image; and
 - The condition of the item is deemed to be caused by fair wear and tear, or resulting from circumstances during the course of carrying out normal work duties and beyond the employee's control.
- c) Replacement items will not be issued until the damaged/worn out items have been returned to the Human Resources department or Council's OHSA/QA Manager. Council will retain damaged/worn items and employees will be required to sign for replacement uniforms; and
- d) If a garment is deemed to be in a condition unfit for wear resulting from neglect or inappropriate usage, the employee will not receive a replacement garment at no cost from Council, and will be required to reimburse Council the cost of the replacement garment at their own expense.

1.8 ONCE EMPLOYMENT WITH COUNCIL CEASES

Upon employment ceasing with Council for any reason, employees must return all allocation of Council uniforms and protective clothing to the Human Resources department or Council's OHSA/QA Manager. Council issued boots do not have to be returned.

1.9 WEARING OF UNIFORM OUTSIDE WORK HOURS

Employees are **not** permitted to wear the Council uniform in a social environment such as a Pub/Hotel outside of work hours, with exceptions including having lunch on a workday and attendance at work related meetings, conferences or workshops. Employees are permitted to wear their uniform outside of work in a non-social environment (eg grocery store on the way home from work) however in doing so, it is expected that employees will conduct themselves in an appropriate manner so as to reflect a professional image for the Council. Employees should not appear on social media platforms in their uniform except when undertaking official work duties or attending official functions.

1.10 UNIFORM DISPUTES

Should any disputes or requests for exemption from this policy arise, the Director of the relevant work area will make a recommendation to the HR Manager. The HR Manager will review the issues presented and if necessary, refer the matter to the CEO for decision.

1.11 BREACHES OF THIS POLICY

All employees are required to comply with this policy at all times. Breaches of this policy may lead to disciplinary action. In serious cases, the disciplinary action may include termination of employment. Contractors (including subcontractors and temporary contractors) may have their contracts with Council terminated or not renewed.

4. HUMAN RIGHTS COMPATIBILITY STATEMENT

This Policy has been assessed as compatible with the Human Rights protected under the Human Rights Act 2019

5. DEFINITIONS

Council	Quilpie Shire Council
CEO	Chief Executive Officer
Director	The person responsible for managing the Department
External Employee	An employee who is engaged outdoors on construction, maintenance or service tasks and who, having regard to the hazardous nature of their duties, is required to work in situations and locations where the risk of injuries is such that the provision of personal protective equipment is warranted. This shall include supervisors of such employees.
Internal Employee	All other employees not specifically recognised as external employees
PPE	Personal Protective Equipment
Policy	Means this Corporate Uniform Policy
Supervisor	The person responsible for directly supervising staff
WHS	Workplace Health and Safety

6. RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

7. VERSION CONTROL

V1	30-Apr-12	Developed and adopted
V2	08-Apr-14	Reviewed and adopted
V3	10-Jun-16	Reviewed and adopted
V4	29-Nov-23	Reviewed and adopted

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2. SCHEDULE 1: ADMINISTRATION/LIBRARY

UNIFORM STYLE, COLOUR AND COUNCIL ALLOCATION

The wardrobe allocation consists of a limited mix and match styles designed to provide a level of flexibility for Council staff. A catalogue of available styles will be provided by Council's preferred corporate uniform provider.

The CEO will approve all styles prior to implementation and vary as required.

The intent is that the number of styles and colours will be kept to a minimum to ensure the intent of the policy is achieved.

ITEM	COLOUR	ALLOCATION
Blouse/Shirts or Dress	Choice of plain White, Black, Navy or Red	4
Fun Friday Shirt	Approved trademutt or other designed shirt	1
Vest	Black, Navy or Red	1
Knit Jumper	Black, Navy or Red	1
Jacket	Black or Navy	1
Hi-Vis Vest	Orange Hi-Viz vest	1

Blouse/Shirts

Employees must wear a dress shirt in the approved plain colours of white, red, navy or black and in the styles available in the catalogue provided by Council's preferred supplier.

Senior Leadership Team members and other staff may opt out of the Corporate Uniform Policy by providing and wearing business like attire.

The phase in of new styles and colours of this policy will be by replacement due to normal wear and tear.

Bottoms

Employees must supply at their own expense and wear appropriate trousers, pants, shorts or skirts in the plain solid colours of black or navy. Skirts and dresses are to be of a length considered appropriate and reasonable with regard to community standards. Shorts, skirts and dresses are to sit on or below the knee. Shorts, skirts and shorts need to be of a corporate style of the following lengths - knee length when standing and may sit just above the knee when sitting.

Staff are to present a professional image at all times.

Footwear

Employees are required to supply at their own expense and wear neat, presentable footwear which is professional in image and appropriate to the risk identified in the immediate work environment and in accordance with WH&S requirements.

Footwear must have the following qualities:

- The shoe must have a low, wide-based heel;

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- The shoe must have adequate non-slip soles; and
- No thongs are allowed.

Fun Fridays and other Occasions

Staff may wear approved Trademutt or other designed shirt as part of the Fun Friday uniform attire. The Trademutt shirt is to be accompanied with normal work pants, shorts, skirts or jeans of a dressy standard.

The CEO may approve other shirts for special occasions including Christmas Shirts leading up to Christmas.

Staff are to present a professional image at all times.

3. SCHEDULE 2: VISITOR INFORMATION CENTRE

Uniform Style, Colour and Council Allocation

The following allocation will be provided from Council's preferred corporate wardrobe supplier or as authorised by the CEO or delegate:

ITEM	COLOUR	ALLOCATION
Shirts	Choice of Blue, Purple, Red, Yellow or Green (or as aligned with the colours of the 'Visit Quilpie' logo)	3
Corporate Blouse/Shirt	Choice of Blue, Purple, Red, Yellow or Green (or as aligned with the colours of the 'Visit Quilpie' logo)	1
Fun Friday Shirt	Approved trademutt or other designed shirt	1
Knit Jumper	Black or Navy	1
Vest	Black or Navy	1
Jacket	Black or Navy	1
Hi-Vis Vest	An Orange Hi-Viz vest with reflective strips will be issued where work to be carried out requires it (eg. Night work, at engineering depot compound area)	1

Shirts

Employees must wear the Quilpie Visitor Information Centre shirt in the approved colours as aligned with the colours of the Visit Quilpie logo. Full-time staff will also be issued with one corporate blouse/shirt to be worn while attending professional meetings/conferences. Employees that prefer a corporate image, may choose to replace up to three (3) of the Shirts with three (3) Corporate Blouse/Shirts.

Bottoms

Employees must supply at their own expense and wear appropriate trousers, pants, shorts or skirts in the plain solid colours of black or navy. Skirts and dresses are to be of a length considered appropriate and reasonable with regard to community standards. Shorts, skirts and dresses are to sit on or below the knee. Shorts, skirts and shorts need to be of a corporate style of the following lengths - knee length when standing and may sit just above the knee when sitting.

Staff are to present a professional image at all times.

Footwear

Employees are required to supply at their own expense and wear neat, presentable footwear which is professional in image and appropriate to the risk identified in the immediate work environment and in accordance with WH&S requirements.

Appropriate footwear should have the following qualities:

- The shoe must have a low, wide-based heel;
- The shoe must have adequate non-slip soles; and
- No thongs are allowed.

Fun Fridays and other Occasions

Staff may wear approved Trademutt or other designed shirt as part of the Fun Friday uniform attire. The Trademutt shirt is to be accompanied with normal work pants, shorts, skirts or jeans of a dressy standard.

The CEO may approve other shirts for special occasions including Christmas Shirts leading up to Christmas.

Staff are to present a professional image at all times.

4. SCHEDULE 3: ENGINEERING SERVICES/WHS/STORES/PEST & LIVESTOCK MANAGEMENT

Uniform Style, Colour and Council Allocation

The following allocation will be provided from Council's preferred corporate wardrobe supplier or as authorised by the CEO or delegate:

ITEM	COLOUR	ALLOCATION
Long Sleeve Shirts/ Long Sleeve Polo	Hi-Viz Orange/Navy <u>Exceptions:</u> Pest & Livestock Management staff may wear beige shirts for certain works – Hi Viz vests to be worn on construction sites and works depot.	4
Fun Friday Shirt	Approved Trademutt or other designed shirt	1
Long Pants/Jeans	Navy or Blue Denim Long Pants are highly recommended. Only council issued knee length shorts will be permitted.	5
Vest or Hoodie	Hi-Viz Orange <u>Exceptions:</u> Pest and Livestock Management staff may purchase outerwear suitable to the work environment as approved by the CEO (to the value of the store-issued vest or hoodie)	1
5 in 1 Jacket	Hi-Viz Orange <u>Exceptions:</u> Pest and Livestock Management staff may purchase outerwear suitable to the work environment as approved by the CEO (to the value of the store-issued jacket)	1
Hat	Broad brim (7.5cm) Caps are not permitted	1
Footwear	Safety footwear as per AS/NZS 2210.3. Gumboots will be supplied to employees working in wet weather and dirty conditions on an 'as required' basis	1
Hi Vis Vest	Orange Hi Viz Vest (Orange Hi Viz vest with reflective strips will be issued where work is to be carried out at night)	1

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Corporate Shirts

At the discretion of the CEO, employees in certain roles will be issued up to two corporate shirts/blouses in addition to the above allocation, to be worn during attendance at conferences/meetings.

Bottoms

Employees will be supplied with and must wear appropriate blue trousers and pants, or blue denim jeans. For workplace health and safety reasons, including sunsafe and leg protection, long pants are highly recommended. Only Council issued shorts are allowed to be worn.

Staff are to present a professional image at all times.

Footwear

- a) Staff who request safety footwear of a type not supplied by the store, may with the approval of Council's Manager OHSQA, purchase their own footwear;
- b) Council will pay up to the value of store issued boots towards the purchase of approved non-store issued safety footwear. If boots are not compliant with Council's policy, no reimbursement will be made to the employee;
- c) If employees purchase non-store issued safety footwear themselves in accordance with clause (a) above, they must provide the WHSA/QA Manager or HR Manger with a copy of the tax invoice as proof of purchase. The tax invoice must also clearly indicate that the boots meet AS/NZS 2210.3 safety standards; and
- d) Reimbursement to the amount as stated in clause b) will be paid to the employee via EFT. No cash payments will be made in any circumstances.

Visitors and office staff of the Engineering Depot must wear closed-in shoes and hi-vis vest if they are required to go outside of the building into the compound area.

Fun Fridays

Staff may wear approved Trademutt or other designed hi-vis shirt (as part of the Fun Friday uniform attire). The Trademutt shirt is to be accompanied with normal work pants, shorts, skirts or jeans of a dressy standard.

Staff are to present a professional image at all times.