

## 1. POLICY CERTIFICATION

Policy title:	<b>Uniform Policy</b>
Policy number:	<b>HR015</b>
Category:	<b>Policy</b>
Classification:	<b>Council</b>
Status:	<b>Approved</b>

## 2. PURPOSE

This policy aims to clarify the provision and wearing of Roper Gulf Regional Council uniforms for all Council employees and CDP participants as well as determine the guidelines around replacement and disposal of uniforms.

## 3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council employees, Elected Members and CDP participants.

## 4. POLICY STATEMENT

Roper Gulf Regional Council agrees to provide uniforms to Staff in all work areas of the Council. Every employee will be supplied with at least five (5) of their respective work area shirts, of which one (1) shall be a corporate shirt and another a polo shirt.

All employees who have been provided with uniforms are required to wear the uniform supplied unless specified by the CEO.

Some staff under certain conditions and due to the nature of their work can seek variation from the choice of uniform clothing. On such circumstances, CEO or delegated Officer may approve variation on choice of uniform.

All staff members must ensure that the appropriate Personal Protective Equipment (PPE) is worn if engaging in a task which requires its use.

Council Elected members are not employees of Council, however they are provided with an elected member-specific uniform. .

## 5. DEFINITIONS

CEO	Chief Executive Officer
CDP	Community Development Programme
Corporate Shirt	Collared, button-up shirt with Corporate Logo
Elected Members	Members of the RGRC Council
RGRC	Roper Gulf Regional Council
PPE	Personal Protective Equipment

## 6. PRINCIPLES

### 6.1 Uniforms

Wearing uniforms is to raise awareness of RGRC with outside agencies and to build a coherent organisation. The provision of uniforms for RGRC staff will enable residents and customers to easily identify Roper Gulf Regional Council staff and services. It will also present an efficient and organised image of Roper Gulf Regional Council to the community in general.

The standard supplied uniform for Council employees and elected members will be as follows:

Roper Gulf Regional Council Uniform Distribution			
Elected Members	Office Employees	Grounds Employees	CDP/Community Safety
<p><b>Men</b> Corporate Shirt (2)</p> <p><b>Women</b> Short sleeve blouse or ¾ sleeve blouse (2)</p>	<p><b>Men</b> Corporate shirt (4) Polo Shirt (1)</p> <p><b>Women</b> Short sleeve blouse <b>or</b> ¾ sleeve blouse (4) Polo shirt (1)</p>	<p>Work shirts (4) Corporate shirt (1) Polo shirt (1)</p> <p>Safety clothing/equipment as per employment need</p>	<p>CDP and community Safety have their own specialised uniforms and safety equipment as per their employment needs and as approved by CEO</p>

### 6.2 Council Logo and Corporate Image

All garments supplied as component of the uniform will bear the Council Logo. Embroidery of Council's logo is to be organised through the approved uniform supplier. No other names except corporate logo are to be displayed on corporate garment, unless approved by the Chief Executive Officer or delegated officer.

### 6.3 Wearing Uniform

It is a condition of employment that staff shall wear the uniform at all times whilst on duty or representing Council, unless the dress requirement of a function state otherwise.

Staff shall, at their own expense, care and maintain all uniform items, in accordance with manufacturers care instructions and are required to maintain their uniforms in clean and tidy state.

#### 6.4 Footwear

Shoes are the responsibility of individual staff members. Covered shoes are to be worn at all the times in conjunction with the corporate uniform.

RGRC expects all employees to wear shoes which meet a professional and presentable standard for their particular work area. The following non-exhaustive list of items of footwear will be considered inappropriate corporate footwear:

- Thongs
- Runners or sandshoes
- Slip-ons
- Ugg boots
- Crocks

Footwear must be fit-for-purpose, and requirements will vary according to the various activities a staff member is engaged in. There are circumstances where operational requirements would require certain footwear, such as steel-capped safety boots for duties involving close proximity to mobile plant, or sports shoes/runners for activities involving sport activities. Safety requirements shall prevail over all other considerations.

#### 6.5 Unacceptable Dress and Grooming:

The following dressing and grooming will be unacceptable in the workplace, although this is not an exhaustive list.

- Mini skirts or mini Shorts
- Clothing that can be deemed inappropriate in a sexual nature
- Stained or torn apparel (unless work location justifies the need)
- Singlets
- Tank top, halter tops, or see through tops
- Grooming that is deemed off putting to fellow staff i.e.: bad odour, unwashed appearance

#### 6.6 Uniform Return

On cessation of the employee's employment, all uniforms must be returned to HR or the employee's manager/supervisor on the last day of work.

#### 6.7 Uniform replacement (subsequent to initial purchase)

Roper Gulf Regional Council agrees to replace old or damaged uniforms upon the return of the item to the employee's manager. Where an item is lost or destroyed the item will be replaced upon the finishing of a statutory declaration by the employee detailing the loss or destruction.

The employee will be responsible to make sure that the uniform is clean and replace when it has come to a state where it does not represent the Council professionally.

Employees may purchase additional uniforms at cost.

#### 6.8 Disposal of corporate uniforms

Staff must ensure the embroidered logo is removed from a corporate uniform before disposal.

Corporate uniforms must not be made available to non-RGRC staff.

## 6.9 Elected Members

RGRC's elected members are expected to wear their uniform while attending Council Meetings and other official functions.

## 7. REFERENCES

Acknowledgements (original author/source documents)	Nil
Related Policies	Employee Code of Conduct
Related Publications	<i>Work Health and Safety (National Uniform Legislation) Act</i>
Relevant Forms	<i>HR Uniform form</i>

## 8. DOCUMENT CONTROL

Policy number	<b>015</b>
Policy Owner	<b>HR</b>
Endorsed by	<b>OCM</b>
Date approved	<b>22 January 2009</b>
Revisions	<b>May 2014, August 2017</b>
Amendments	<b>16 December 2015, 23 August 2017</b>
Next revision due	<b>June 2021</b>

## 9. CONTACT PERSON

Contact person  
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