

TITLE:	Uniform Policy		
DIVISION:	Corporate		
ADOPTED BY:	Council		
DATE OF ADOPTION:	May 2019	DATE OF REVIEW:	May 2022
MOTION NUMBER:	OC 130/19		
POLICY NUMBER:	CP64		
AUTHORISED:	Barkly Regional Council		

THIS POLICY APPLIES TO: All Employees of the Barkly Regional Council (Council)

SUMMARY

Having a clear Uniform Policy allows Council to easily identify all employees and promotes the professional image of Council. This Uniform Policy outlines the uniform that an employee must wear whilst they are undertaking work on behalf of Council, taking into account the diverse range of working environments required to fulfil various Council functions. Council will provide all necessary uniform and Personal Protective Equipment (PPE) to ensure that all employees can fulfil the requirements of their job more efficiently under this and all related Council policies.

Uniform under this policy includes any Council shirts, pants, dresses, skirts, ties, belts, scarves, jackets, footwear and other similar business attire including name badges branded with the Council logo as supplied by Council.

OBJECTIVES

Council's Uniform Policy aims to:

- present a recognisable and professional image to the general public; and
- ensure the usage and availability of appropriate uniform and PPE to all Council employees to maintain a safe and efficient working environment.

DUTIES OF COUNCIL

1. Council will provide the appropriate uniform and PPE to all employees in all work areas of the council as required; and
2. Council agrees to replace old or damaged uniform upon the return of the old items to an employee's relevant manager. Where an item is lost or destroyed, that item will be replaced by Council.

DUTIES OF EMPLOYEE

1. Employees shall care for and maintain all uniform items to ensure they are in a clean and tidy state;
2. Employees shall request the replacement of any uniform when it is in a state where it does not represent Council in a professional manner;

3. Employees must inform their managers if they identify the uniform is inappropriate for the working conditions or environment or poses a risk to the employee, the general public or the environment; and
4. All employees who are provided with uniforms are encouraged to wear it unless the uniform item is PPE which must be worn at all times; and
5. All uniform must be returned to Council at the conclusion of employment.

Due to the diverse nature of work and considering the social and cultural norms in various communities of the Barkly, employees are allowed variation from the choice of uniform with the approval from CEO or delegated Director.

Conduct whilst in Uniform

While wearing any Council uniform, employees are representing Council and must therefore demonstrate appropriate behaviour and responsibility as per Council's Code of Conduct Policy.

Breaching this Policy

- Breaches of this policy will result in strict disciplinary action; and
- An employee who fails to comply with this policy will be sent home to change into an acceptable uniform by their manager.

DELEGATION

The Chief Executive Officer has the authority to ensure the compliance of this Policy. The CEO can delegate this authority to the Directors of the relevant area to ensure that the Policy is implemented at all levels within the organisation.

LEGISLATION & STANDARDS

[Work Health and Safety Act \(NT\) 2011](#)
[CP52 Code of Conduct Policy – Staff](#)

EVALUATION AND REVIEW

This Policy is to be reviewed every 3 years, or as required due to legislative changes or at the discretion of the CEO.