

**POLICY NO: 5.6.18**

**EMPLOYEE UNIFORMS, PROTECTIVE CLOTHING  
AND FOOTWEAR**

**OBJECTIVES**

To outline the Town's position for the provision of employee uniforms, protective clothing and footwear.

**POLICY STATEMENT**

The Town aims to present a recognisable, tidy and professional image of employees to the community, ensure that staff are appropriately dressed for their duties and that adequate protective clothing and footwear is provided to assist in maintaining the safety and health of employees and environmental conditions. This policy is to be read in conjunction with the Town's "Outdoor Work Protection" Policy.

**1. Uniforms**

1.1 The Town will provide a corporate uniform for employees in the following areas;

(a) Customer Service Centre/Front Line Staff

- Shirts
- Skirts
- Trousers
- Jumpers
- Blazers
- Scarves

as selected by the employee.

The initial allowance for a new employee who is required to wear a uniform, is \$780 as shown in the attached schedule. Thereafter it is \$390 per financial year. For other employees the subsidy is in accordance with clause 1.6.

(b) Outside Workforce

Initial allocation is as follows:

- 5 x pants (long or shorts)
- 5 x shirts (short or long sleeve)
- 1 pair boots (steel cap)
- 1 x jumper
- 1 x bomber jacket
- 1 x hat (broad brim)
- 1 x raincoat and rain pants
- 1 x hat (baseball)
- 1 pair safety/sunglasses
- 1 x day/night safety vest

Temporary employees will be issued with adequate uniforms at the discretion of the Section Supervisor.

(c) Ranger Staff

Initial allocation is as follows:

- 2 x trousers
- 1 x cap/hat
- 1 x wide brim hat
- 1 x polo shirt
- 1 x day/night reflective safety vest
- gumboots (when required)
- 5 x shirts (short or long sleeved)
- safety boots (when required)
- jumpers
- coveralls (when required)
- 1 x weatherproof jacket (when required)
- badges

Temporary employees will be issued with adequate uniforms at the discretion of the Section Supervisor.

(d) Beatty Park Leisure Centre

As shown in the Beatty Park Leisure Centre Operations/Policy Manual (current policy attached).

(e) Any other groups of staff as the Chief Executive Officer may determine from time to time.

1.2 Approved uniforms will incorporate the Town's logo and/or the name of the Town.

1.3 It shall be a job requirement that the staff involved in the designated areas wear the full uniform at all times during the performance of their duties unless;

- (a) a specific task necessitates otherwise;
- (b) a specific medical condition prevents the wearing of the uniform; or
- (c) the Chief Executive Officer authorises the wearing of non-uniform clothing.

1.4 The Town is to ensure that where uniforms are compulsory, it has obtained the appropriate declaration to satisfy the requirements of the Australian Taxation Office in relation to Fringe Benefits Tax.

1.5 The Town's contribution towards the uniform will be prescribed by the Chief Executive Officer.

1.6 Employees, other than those specified in Clause 1.1 above, will be entitled to claim a corporate uniform rebate of up to 50% of the cost, to a maximum of \$390 (as at 1 July 2006) in any financial year. The maximum amount will be adjusted annually on 1 July, by the Consumer Price Index (CPI), as shown in the attached schedule.

## 2. Replacement

2.1 For outdoor workers, all clothing and footwear is replaced on a fair wear and tear basis (clothing is presented to relevant supervisor and hole punched before a replacement is issued).

2.2 When a person ceases to be an employee of the Town, all items of clothing and equipment, as directed by the Manager or Supervisor, shall be returned to the Town.

## 3. Protective Clothing and Footwear

3.1 The specific issue and items of issue for uniform apparel will be determined by the Chief Executive Officer and detailed in Clause 1.1.

3.2 All eligible employees shall be provided with and shall wear, adequate protective clothing and/or safety footwear to ensure maximum on the job safety in accordance with the Guidelines and Policy Procedures, as below.

3.3 The Town shall issue protective clothing and footwear that complies with the Standards Association of Australia and preference shall be given to Australian made goods.

## 4. Guidelines and Policy Procedures for Issue of Protective Footwear for Employees

4.1 Prior to receiving their protective footwear, eligible employees will be required to sign a form agreeing to have deducted from their final pay, an amount for the footwear in accordance with the scale below should their service be terminated or they resign prior to the completion of six months service after receiving their safety footwear issue:-

Up to and including 1 month following receipt	60%
Up to and including 2 months following receipt	50%
Up to and including 3 months following receipt	40%
Up to and including 4 months following receipt	30%
Up to and including 5 months following receipt	20%
Up to and including 6 months following receipt	10%

4.2 All records of issues to the outside workforce shall be maintained by the Depot Clerk or alternatively the relevant Supervisor.

- 4.3 All clothing and footwear of eligible employees will be replaced on a fair wear and tear basis at the discretion of their Section Supervisor.
- 4.4 It is acknowledged that various types of protective footwear will be required for different job specifications. The relevant Section Supervisor will specify the type of footwear to be issued.
- 4.5 With effect from 1 July 2006, the maximum allowance is \$152.15 for a pair of safety footwear. Any costs exceeding this amount must be borne by the employee when this footwear is purchased. This amount will be increased by CPI adjustments on 1 July of each year.

<b>Date Adopted:</b>	<b>27 June 1997</b>
<b>Date Amended:</b>	<b>15 September 2000</b>
<b>Date Reviewed:</b>	<b>November 2006</b>
<b>Date of Next Review:</b>	<b>November 2011</b>

DRAFT

**EMPLOYEE UNIFORMS AND PROTECTIVE CLOTHING  
 AND FOOTWEAR**

**POLICY NO: 5.6.18**

**CPI INCREASES**

(Perth Based CPI)

Year	CPI	Clause 1.6 (Uniform Non Compulsory)	Clause 1.6 Rounding	Clause 4.5 (Boots)	Clause 4.5 Rounding
July 2004	2.6%	\$307.80	<del>\$307.80</del>	\$140.00*	\$140.00
July 2005	3.8%	\$319.50	<del>\$319.50</del>	\$145.32	\$145.30
July 2006	4.7%	\$334.52	<del>\$334.50</del>	\$152.15	\$152.15

(\* = CEO increased the payment of safety boot from \$130.00 to \$140.00 effective from 1.7.04)

**Uniforms for Staff where it is compulsory to wear - one off purchase on  
 commencement of employment**

(based on \$700.00 per annum for new employees)

Year	CPI	Clause 1.6 (Uniform)
July 2004	2.6%	\$718.00
July 2005	3.8%	\$745.28
July 2006	4.7%	\$780.31

**Uniforms for Staff where it is compulsory to wear - subsequent years**

(based on \$350.00 per annum)

Year	CPI	Clause 1.6 (Uniform)
July 2004	2.6%	\$359.10
July 2005	3.8%	\$372.75
July 2006	4.7%	\$390.27



TOWN OF VINCENT

## **BEATTY PARK LEISURE CENTRE GUIDELINES FOR MINIMUM DRESS STANDARDS FOR STAFF AS AT 16/08/2006**

*Competition from other aquatic & leisure Centre's is growing. It's the little things that can make Beatty Park Leisure Centre stand out. One of these 'little things' is name tags.*

*Greeting patrons with a smiling face and your name tag proudly displayed makes a customer that much more welcome. Add to this a full uniform and the message to the customer is, . . . 'customer service is a priority here at Beatty Park and we operate a professional Centre.' It's this sort of message that helps to keep customers coming back to us and not moving on to the Centre down the road.*

*As you know, customer service is a priority for us. Staff are required to wear full/complete uniforms at all times.*

**ALL STAFF:-** Name Tags are issued to all staff. Staff who have direct contact with members of the public are required to wear name tags at all times. Your Supervisor will issue you with a temporary name tag until your permanent badge is ready.

**NON ISSUE CLOTHING:-** Please note that clothing & accessories worn on shift, must not display a competitors logo, or the logo of a cigarette or alcohol supplier. This applies to items of clothing such as caps, shorts etc.

**PERSONAL PROTECTION EQUIPMENT (PPE):-** Appropriate PPE must be worn where required. (Please check with your Supervisor if you are unsure).

### **AQUATIC & OPERATIONS**

#### Lifeguards:

<b>Summer</b>	Top	-	Yellow Beatty Park polo shirt
	Pants	-	Red shorts
	Shoes	-	Clean joggers, sandals or thongs. Must have enclosed shoes or gumboots when using Chemicals or working in the Plant Room.
	Hat/Cap	-	Red wide brimmed hat.

<b>Winter</b>	Top	-	Yellow Beatty Park Polo shirt Beatty Park tracksuit top / windcheater.
	Pants	-	Beatty Park Tracksuit or red shorts
	Shoes	-	As above
	Hat/Cap	-	Navy Blue Beanie

**Centre Supervisors:**

<b>Summer</b>	Top	-	Navy Blue Beatty Park Polo shirt
	Pants	-	Navy Blue shorts
	Shoes	-	Enclosed shoes or sandals. Must have enclosed shoes in plantroom
<b>Winter</b>	Top	-	Navy Blue Beatty Park polo shirt Beatty Park Tracksuit top / windcheater.
	Pants	-	Beatty Park Tracksuit
	Shoes	-	Enclosed shoes or sandals. Must have enclosed shoes in plant room

**Health & Fitness**

**Gymnasium Instructors:**

<b>Summer</b>	Top	-	Red Beatty Park Polo Shirt
	Bottom	-	Navy shorts
	Shoes	-	Closed shoes
<b>Winter</b>	Top	-	Red Beatty Park Polo Shirt Beatty Park tracksuit top
	Bottom	-	Beatty Park tracksuit pants
	Shoes	-	Closed shoes

**Aerobic, Aquarobic & Leisure Instructors:**

Top	-	Beatty Park T-Shirt
Bottom	-	Optional
Shoes	-	Closed shoes
Hat/Cap	-	Optional

**Personal Trainers:**

Top	-	Beatty Park Polo shirt
Bottom	-	Optional
Shoes	-	Closed shoes

**ADMINISTRATION**

**General Administration:**

<b>Summer/Winter</b>	Top	-	Beatty Park shirt
	Bottom	-	Shorts, pants, skirt
	Shoes	-	Smart/casual

\* Smart casual civvies can be worn as an alternative.

**C.S.O. Reception & C.S.O. Bookings:**

<b>Summer</b>	Top	-	Beatty Park Leisure Centre Blue polo shirt.
	Bottom	-	Black / Navy shorts/skirt trousers
	Shoes	-	Clean joggers Comfortable flat rubber soled shoes
<b>Winter</b>	Top	-	Beatty Park Leisure Centre Blue polo shirt / black jumper
	Bottom	-	Beatty Park tracksuit
	Shoes	-	Clean joggers Comfortable flat rubber soled shoes

**RETAIL:**

**\* AS PER RECEPTION** (Black Polo Shirt)

**CAFE:**

<b>Summer</b>	Top	-	Beatty Park Polo shirt or Promotional T-Shirt as approved
	Bottom	-	Black/blue shorts or trousers
	Shoes	-	Clean joggers or suitable rubber soled shoes.
	Cap	-	Essential in food preparation
<b>Winter</b>	Top	-	Beatty Park Polo shirt or Promotional T-Shirt as approved
	Bottom	-	Black/blue trousers
	Shoes	-	Clean joggers or suitable rubber soled shoes
	Cap	-	Essential in food preparation

**CRECHE:**

<b>Summer</b>	Top	-	Beatty Park Pink Polo shirt
	Bottom	-	Navy/black trousers, shorts / skirt
	Shoes	-	Clean joggers/comfortable shoes

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<b>Winter</b>	Top	-	Beatty Park Polo shirt Black Beatty Park jumper
	Bottom	-	Black trousers or Tracksuit pants
	Shoes	-	Clean joggers/comfortable shoes

**SWIM SCHOOL:**

**Administration Staff:**

<b>Summer</b>	Top	-	Beatty Park Polo Shirt / T-Shirt
	Bottom	-	Black/blue smart casual shorts
	Shoes	-	Clean joggers/comfortable shoes

<b>Winter</b>	Top	-	Beatty Park Polo Shirt / T-Shirt Beatty Park tracksuit
	Bottom	-	Black/Blue smart casual shorts/ Beatty Park tracksuit
	Shoes	-	Clean joggers/comfortable shoes

**Swim Teachers:**

<b>Year Round</b>	Swimwear	-	Beatty Park Rash vest / T-Shirt
		-	

**PLEASE NOTE: RASH VESTS WILL REMAIN THE PROPERTY OF SWIM TEACHERS UPON RESIGNATION. A fee of \$16.50 per rash vest applies.**

**POLICY NO: 5.5.8**

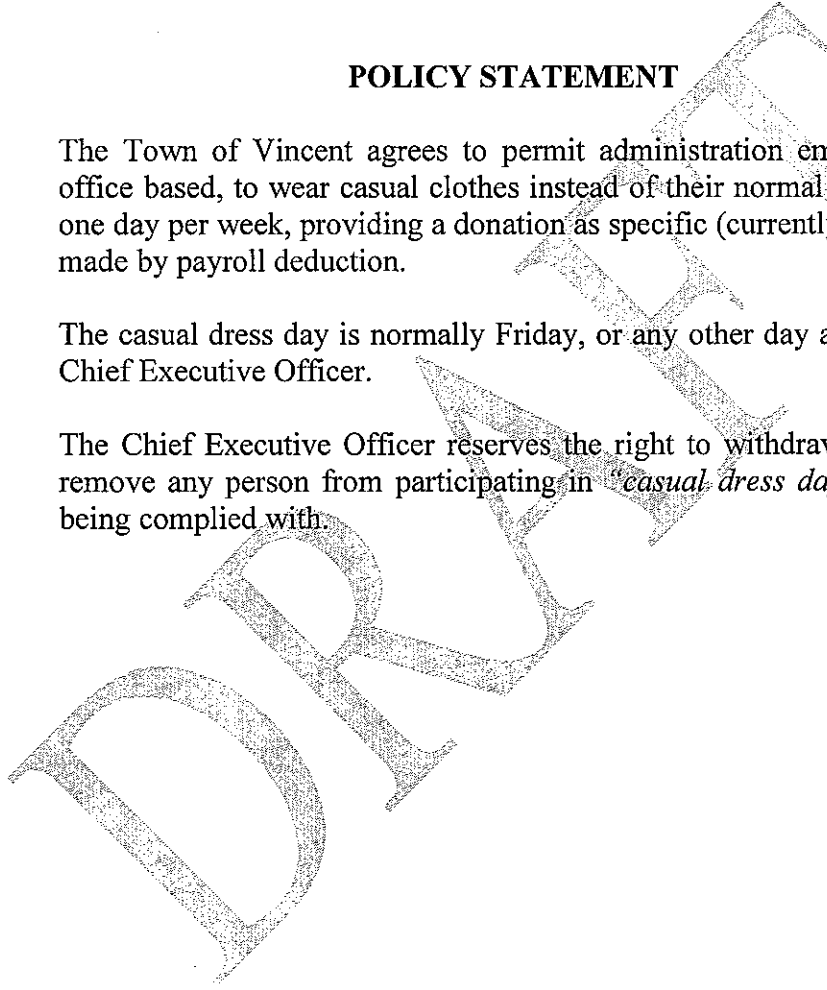
**EMPLOYEE CASUAL DRESS DAY**

**OBJECTIVES**

To promote improved employee morale by relaxing the business attire/clothing/uniform code for one day per week (generally a Friday).

**POLICY STATEMENT**

1. The Town of Vincent agrees to permit administration employees, who are office based, to wear casual clothes instead of their normal business attire for one day per week, providing a donation as specific (currently \$2.00 per pay) is made by payroll deduction.
2. The casual dress day is normally Friday, or any other day as approved by the Chief Executive Officer.
3. The Chief Executive Officer reserves the right to withdraw this privilege or remove any person from participating in "casual dress day" where it is not being complied with.



<b>Date Adopted:</b>	
<b>Date Amended:</b>	-
<b>Date Reviewed:</b>	-
<b>Date of Next Review:</b>	

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## GUIDELINES AND POLICY PROCEDURE FOR CASUAL DRESS DAY - POLICY NO 5.5.8

1. All employees based at the Administration and Civic Centre or Town Library can choose to wear casual dress on the designated day. To participate in the scheme, a payroll deduction form must be completed and submitted to the Finance Officer (Payroll).
2. Fortnightly deductions will be paid to the Social Club, who will withhold the money and make payment to a nominated charity once every three (3) months. The nominated charity will issue individual tax receipts for tax benefit claims.
3. Participation is voluntary and membership of the Social Club is not necessary. If participating, cancellations can be made at any time and/or during periods of leave etc.
4. Signs depicting 'Casual for a Cause' will be displayed on all front counters on those days.
5. Casual dress will imply 'smart casual'. Inappropriate, extreme or 'outrageous' clothing (as determined by the CEO or Divisional Executive Manager) is not acceptable and this includes, but is not limited to:
  - Thongs or basic scuffs
  - Torn or unkempt denim
  - Singlets
  - Clothing with slogans or 'wording' which may be considered offensive'
  - Excessively faded or sloppy clothing of any sort
  - Excessively revealing clothing
6. Employees should not wear casual dress if they are required to attend pre-arranged meetings with persons outside the organisation.
7. The Chief Executive Officer and/or Executive Managers reserve the right to direct an employee to dress appropriately.