

Strathbogie Shire Council Staff Workwear CEO Directive

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April 2024



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Staff Workwear CEO Directive

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Responsible Officer:	Manager People and Culture

PART 1 DIRECTIVE

1. PURPOSE

Strathbogie Shire Council (Council) expects that its employees will always display the highest standards of professional and ethical behaviours, values and personal conduct when serving the needs of the community and other stakeholders. The appearance and presentation to the community is influenced by the clothing staff, in particular public facing employees, wear at work.

This Workwear CEO Directive outlines the conditions and process relating to employees provided with Council funded work attire.

2. DIRECTIVE STATEMENT

All staff shall present themselves in an appropriate neat and professional manner at all times.

3. APPLICATION OF THIS DIRECTIVE

The Workwear CEO Directive primarily applies to Council' Operations, Projects, Local Laws, Event staff and front-line Customer Service staff. They are eligible for Council funded workwear to perform their role.

4. ACCOUNTABILITY AND RESPONSIBILITIES

Role	Responsibilities
Customer Service Team Leader	Has the discretion to purchase items for front line customer service team members, indoor staff supporting the front desk operations, Community Safety team members and Event staff on a regular basis in accordance with this policy.
Team Leader Administration Operations	Has the discretion to purchase PPE items (including reasonable replacement items) for all Operations, Asset Management and Project Delivery staff in accordance with this CEO Directive.
Waste Management Officer	Has the discretion to purchase PPE (including reasonable replacement items) for all Transfer Station Operators in accordance with this policy.
Manager Community Safety	Has the discretion to purchase PPE items, and workwear (including reasonable replacement items) for Local Laws Officers and Environmental Health Officers in accordance with this CEO Directive.
Manager Community and Culture	Has the discretion to purchase workwear and PPE items for Events staff to support the delivery of events on a regular basis in accordance with this directive.

5. WORKWEAR ALLOCATION AND ORDERING PROCESS

Front Line Customer Service Staff

All workwear purchases will be coordinated through Customer Service.

- Front line Customer Service staff (including indoor staff supporting Nagambie Visitor Information Centre on a regular basis) are entitled to purchase Strathbogie Shire Council branded tops and/ or dresses up to \$250 per annum through Customer Service using approved corporate uniform suppliers.
- Prior to purchasing branded tops, shirts, polos (or similar) or dresses, the Customer Service team member must complete an order form including their employee number.
- Staff wishing to purchase workwear in excess of the allowance can do so at their own expense. Any employee who spends more than the allocated allowance will receive an invoice from the Finance/Accounts Receivable Department.

Payment of this invoice can be made in either of two ways:

- Direct payment to one of Council's cashier stations; or
- Through payroll deduction by employees filling out the appropriate deduction form and liaising with Payroll.

Administration Staff at Operation Depots Waste & Environment, and Environmental Health Officers

- All new administration staff members at the operations depots, those in the waste and environment team, and Environmental Health Officers will be provided with a pair of safety toe boots, a high visibility vest and one SSC branded long sleeved polo or shirt.
- In any following year, they and existing team members are entitled to purchase workwear required to perform their role up to \$250 per annum.
- Staff members at the operations depots and in the waste and environment team wishing to purchase uniforms in excess of the allowance can do so at their own expense. Any employee who spends more than the allocated allowance will receive an invoice from the Finance/Accounts Receivable Department.

Payment of this invoice can be made in either of two ways:

- Direct payment to one of Council's cashier stations; or
- Through payroll deduction by employees filling out the appropriate deduction form and liaising with Payroll.

Operations Staff

All operations depot Personal Protective Equipment (PPE) purchases will be coordinated through the Team Leader Administration Operations.

Start Up Package Outdoor and Maintenance Staff – Permanent Full Time Employees

All new permanent full time Operations team members (including Operations Manager, Operations Coordinator and Operations Supervisor) at operations depots and Maintenance team members shall receive the below uniform as a “Start-up” contribution to their uniform:

- Three (3) pairs of long pants or overalls
- Three (3) jumpers
- Three (3) long sleeve shirts – either cotton drill or cotton polo
- One (1) pair safety toe boot – either Mongrel or Steel Blue (elastic side are not allowed)
- 4 in 1 jacket/vest combo
- One (1) coat (Bluey or soft shell)
- Beanie
- Gloves
- Safety glasses
- Ear plugs

Other items that will be provided following completion of training include:

- Chaps kit (chaps, helmets, gloves in a bag)

Part time Operations team members at operations depots shall receive the below uniform as a “Start-up” contribution to their workwear:

- Two (2) pairs of long pants or overalls
- Two (2) jumpers
- Two (2) long sleeve shirts – either cotton drill or cotton polo

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- One (1) pair safety toe boot – either Mongrel or Steel Blue (elastic side are not allowed)
- 4 in 1 jacket/vest combo
- Beanie
- Gloves
- Safety glasses
- Ear plugs

Other items that will be provided following completion of training include:

- Chaps kit (chaps, helmets, gloves in a bag)

Transfer Station Operators

Start Up Package

All Transfer Station Operators shall receive the below workwear as a “Start-up” contribution:

- Two (2) pairs of long pants or overalls
- Two (2) jumpers
- Two (2) long sleeve shirts – either cotton drill or cotton polo
- One (1) pair safety toe boot – either Mongrel or Steel Blue (elastic side are not allowed)
- One (1) rain weather jacket
- Wide brim hat
- Beanie
- Gloves
- Safety glasses
- Ear plugs

Local Law Officers

All new permanent full time Local Laws Officers at operations depots and Maintenance team members shall receive the below uniform as a “Start-up” contribution to their uniform:

- Three (3) pairs of long pants or overalls
- Three (3) jumpers
- Three (3) long sleeve shirts – either cotton drill or cotton polo
- One (1) pair safety toe boot – either Mongrel or Steel Blue (elastic side are not allowed)
- 4 in 1 jacket/vest combo
- One (1) coat (Bluey or soft shell)
- Beanie
- Gloves
- Safety glasses
- Ear plugs

Events Staff

Events staff, and those that deliver events on at least a monthly basis, can purchase up to one long sleeve shirt – either cotton drill or cotton polo, one jumper, a 4 in 1 jacket vest combo, and one wide brim hat.

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In any following year, they and existing team members are entitled to purchase workwear required to perform their role up to \$250 per annum.

Staff members in the Events team wishing to purchase uniforms in excess of the allowance can do so at their own expense. Any employee who spends more than the allocated allowance will receive an invoice from the Finance/Accounts Receivable Department.

Payment of this invoice can be made in either of two ways:

- Direct payment to one of Council's cashier stations; or
- Through payroll deduction by employees filling out the appropriate deduction form and liaising with Payroll

All other Indoor Staff

Subject to the requirements of SWMS assessment of the work tasks employees perform during work hours, those, who on a regular, but not daily basis, interact with the public face to face, will be issued the required PPE relevant to the work tasks.

These PPE items will include, but are not limited to broad brimmed hats, work boots, long sleeve shirts or polo, reflective safety jacket, safety glasses, ear plugs, one (1) rain weather jacket.

If they wish to purchase uniforms in excess of the required PPE they can do so at their own expense. Employees then will receive an invoice from the Finance/Accounts Receivable Department.

Payment of this invoice can be made in either of two ways:

- Direct payment to one of Council's cashier stations; or
- Through payroll deduction by employees filling out the appropriate deduction form and liaising with Payroll.

Workwear Replacement

- All damaged and/ or worn workwear and PPE provided under this CEO Directive, excluding all/any purchased by the individual staff member, shall be replaced on an as needs basis.
- All workwear and PPE requiring replacement must be returned prior to the new PPE item being issued, except for ear plugs that will be replaced without question.
- All workwear and PPE including safety boots or shoes and high visibility vests provided to employees in accordance with this CEO Directive will be replaced if the existing items are deemed unwearable by the employee's Manager.
- Lost workwear (including boots) must be replaced at the employee's own expense.

Cessation of Employment and Extended leave

- Employees are required to return Council uniforms displaying the Strathbogie Shire name or logo when ceasing employment with Council.
- Payroll must be notified of any outstanding uniform debt before ceasing employment or prior to proceeding on extended leave, including maternity leave.
- If a staff member ceases employment the outstanding balance with Council will be deducted from the final payment.

6. DEFINITIONS

Term	Meaning
Customer Service Staff	means Customer Service Team members working at the front desk in the main office or the information centre in Nagambie
Operations Depot Administration Staff	means indoor office based staff working at an operations depot
Operations Team Members	means Facilities Assistants, Team Members, Graders, Operations Supervisors, Operations Coordinators and Operations Manager working at an operations depot
Outdoor Staff	means outdoor staff working at an operations depot or a splash park
Maintenance Staff	Means Facilities Maintenance and Building Maintenance team members
Transfer Station Operators	means employees operating Council's transfer stations
Local Law Officers	means Ranger and Compliance Officers
Asset Management staff	Means Staff working in the Assets Management team
Project Delivery Staff	Means Staff working in the Projects Delivery Team
Other staff facing the public	means Community and Culture, Community Safety, Planning, Project Delivery and Asset Management team members
Council	means the Strathbogie Shire Council (SSC)
Start Up Package	means a uniform allocation on commencement of employment

7. RELATED POLICIES AND LEGISLATION

The following Council, State, regional and national plans and policies are relevant to the guideline under each subtitle.

- *Local Government Act 2020*
- Disciplinary CEO Directive
- Disciplinary CEO Guideline
- Staff Code of Conduct CEO Directive
- Complaints, Grievances and Dispute Resolution CEO Directive
- Prevention of Bullying and Occupational Violence Directive
- Employee Exit CEO Guideline
- Enterprise Bargaining Agreement 2023-2027 (or its successor)
- Council Plan 2021-2025

8. GUIDELINE REVIEW

Council may review this guideline at any time and at least two years from the date of adoption.

Minor amendments to the guideline may be authorised by the CEO at any time where such changes do not alter the substance of the guideline (e.g. a change to the name of a related document, or a change in legislation).

9. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 AND THE EQUAL OPPORTUNITY ACT 2010

The Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

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Julie Salomon CEO
Chief Executive Officer

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Date