

Policy Title: **Regional Libraries, Customer Service and Administration Centres Dress Code**

Policy No: 275

Directorate: Corporate & Community Services
Responsible Officer: Deputy Chief Executive Officer

Adopted Date: Policy and Planning Meeting – 02/11/2016
Review Date: 02/11/2018

VERSION	MEETING APPROVED	MEETING DATE	HISTORY
1	Policy and Planning Meeting	02/11/2016	Adopted

INTENT:

To define the minimum requirements of acceptable dress and personal hygiene in all North Burnett Regional Libraries, Customer Service and Administration Centres and Council Chambers.

SCOPE:

This policy applies to all members of and visitors to the North Burnett Regional Council Libraries, Customer Service and Administration Centres and Council Chambers.

POLICY OBJECTIVES:

The objectives of this policy are:

- a) To ensure the safety of all Library, Customer Service and Administration Centre patrons;
- b) To ensure the comfort of all Library, Customer Service and Administration Centre patrons;
- c) To ensure North Burnett Regional Libraries, Customer Service and Administration Centres maintains its family-friendly environment.

POLICY:

Minimum dress requirement:

- Shirt / top;
- Shorts;
- Footwear;

Minimum personal hygiene requirements:

- Cleanliness;
- Personal hygiene to the minimum standard as expected by community norms;
- Personal hygiene that does not disrupt others' use of any Library, Customer Service and/or Administration Centre and Council Chamber.

All normal work place health and safety standards must apply where personal protection equipment is required to be worn.

NON-COMPLIANCE:

Patrons not complying with the policy will first be informed by Council staff of the issue and given an opportunity to address the issue. Where repeated breaches occur, or where other patrons' use of the facility is inhibited or disrupted, patrons may:

- Be asked to leave any Library, Customer Service and/or Administration Centre and Council Chamber premises;
- Be refused entry to any Library, Customer Service and/or Administration Centre and Council Chamber premises.