



COUNCILLOR AND EMPLOYEE DRESS STANDARD POLICY

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1. OBJECTIVE

This policy clarifies that there is a standard of dress expected of its Councillors and employees. A registered corporate uniform is available to certain staff, as set out in this policy, with Council contributing a set amount towards the cost of purchase.

The Shire of Wandering recognises that its Councillors and employees are the “face” of the local government, and as such it is important that they present a professional and consistent image to the community. The appearance of our Councillors and employees can have a significant effect on how the Shire is perceived by those who interact with us.

To facilitate staff maintaining a professional and consistent image, the Shire has a registered Corporate Uniform and an expectation of dress standard.

2. EMPLOYEES

2.1 Corporate Uniform

Operations staff who form the “outside” workforce, together with Rangers and Fire Protection Officers, are provided with personal protective equipment, such as safety boots, hard hats, overalls and high-visibility shirts. These staff are not eligible to receive the corporate uniform.

Other Shire staff are entitled to receive a subsidy to purchase uniforms depending on their employment status. Only permanent staff and those on a contract with a term of more than 12 months will be eligible to receive the subsidised uniform. The subsidy is \$450 per annum with the year being the anniversary of the employee’s commencement date with the Shire. For part-time employees the rate will be pro rata. The uniform must be purchased from the Shire’s of Wandering’s preferred supplier.

It is not compulsory for the majority of Shire of Wandering staff to wear a uniform. However, staff who receive the subsidised uniform are encouraged to wear it in order to maintain a consistent and professional image. An exception is made on “casual” dress days as designated by the CEO.

2.2 Standard of Dress

All staff, including those who choose to not wear the corporate uniform, are to maintain a professional standard of dress. Clothing must be clean, in good condition and be consistent with community expectations and normal business practices.

The clothing that is worn must be appropriate for the employee’s role. For example, the community would expect a Gym Instructor to dress differently to a Customer Service Officer at the Administration Centre, or an employee wearing job specific protective clothing. In addition, safety and health considerations must always be a priority. Where a position requires the employee to wear specific protective clothing, that clothing **MUST** be worn.

An appropriate standard of dress is still to be maintained on days designated as “casual dress days” by the CEO.

Any employee not appropriately dressed to the Shire’s standards may be asked by their Supervisor to return home to correct their attire.



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3 COUNCILLORS

When attending council meetings or representing the Shire at official functions or on external organisations, Councillor's clothing must be clean, in good condition and be consistent with community expectations and normal business practices.

4. REFERENCES TO RELATED DOCUMENTS

- *Occupational Safety and Health Act, 1984*
- *Income Tax Assessment Act 1997*

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Responsible Officer:	Shire President and CEO

[Signature]
Signed

[Print Name]
Shire President

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.