



3.08 CORPORATE UNIFORM

Distribution:	Elected Members, Executive Management, Office Staff
Responsible Officer:	Chief Executive Officer
Date Adopted:	September 2015 – Version 1 – Resolution 092015.SM
Last Review:	March 2024 – Version 4 – Resolution 032024 767 (Formerly 4.08)

Purpose

To establish guidelines for the wearing of and reimbursement of corporate uniforms.

Scope

Elected Members, Executive Management, Office Staff

Standard

Shire of Goomalling Executive and Administration staff are to wear professional, corporate clothing.

A corporate style guide will be standardized across the organization and may be reviewed and updated from time to time.

Shirts, jackets, blazers, dresses, cardigans and jumpers are to be embellished with Shire of Goomalling.

Acceptable colors are navy blue, black, white and camel.

Administration and Executive staff are entitled to \$300.00 uniform subsidy per annum.

Payments will be made directly to employees on presentation of reimbursement application form and tax invoice/receipt.

All staff receiving uniform subsidy will be required to wear a professional corporate uniform in accordance with the style guide.

Roles and Responsibilities

Executive Management

- Ensure compliance with the policy.

Employees/Contractors/Visitors/Volunteers

- Ensure compliance with the policy.

Legislation

Nil



POLICY MANUAL WORKFORCE



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Resource Documents

Nil

Local Law

Nil

Delegation

Not Applicable