



Uniforms and Dress Standards – Appendix 6

Uniform Advisory Committee **Terms of Reference – August 2009**

1. Name

The Committee shall be called the Uniform Advisory Committee.

2. Composition

- the Assistant Commissioner Custodial Operations or a person nominated by the Assistant Commissioner Custodial Operations, who shall be the Chair
- One Adult Custodial representative with prison-based operational experience
- One representative from Contracted Services Division
- WA Prison Officers' Union representatives (3).

Other persons may be invited to attend meetings but will not have voting rights. These may include -

Ongoing attendance:

- contractor representative(s)
- Department of Treasury and Finance representative.

Ad-hoc attendance:

- safety/medical representatives
- gender representatives
- experts or advisors as required.

3. Responsibilities

- review and approve minor or incidental prison officer uniform issues that conform to contractual arrangements and are within existing budget allocations
- review and recommend changes that do not conform to existing contractual arrangements and/or are not within existing budget allocations
- monitor and review the quality, supply, and distribution of uniforms for prison officers
- oversee the conduct of any trials relating to prison officer uniforms (ensure that climatic conditions, variety of work locations, gender etc are considered)
- maintain records of approved items and historical changes.

4. Process

- consensus based decision making
- all matters relating to uniform issue and entitlement should be referred to the UAC for consideration in the first instance unless in dealing with a particular issue the Deputy Commissioner determines otherwise
- all matters requiring approval of the Deputy Commissioner are to be duly recorded and forwarded through the Assistant Commissioner Custodial Operations, together with the recommendation of the UAC. This recommendation to provide information relevant to the rationale, industrial ramifications, costs and implementation or change proposals
- Prison Officer uniform matters are subject to consultation and/or dispute management arrangements of the Gaol Officers' Award or Enterprise Bargaining Agreement, whichever is in place at the time.

5. Meetings

- Meetings of the committee shall be at such times and places (although generally monthly) as determined by it provided that not less than 7 days notice is given
- Meetings are to be minuted and distributed to:
 - the Adult Custodial executive
 - the Prison Officer's Union
 - Department of Treasury and Finance representative
 - contractor's representative.

6. Quorum

A quorum shall comprise of at least 2 representatives from each of Adult Custodial and the Prison Officers Union.

The advisory committee is at all times responsible to the Deputy Commissioner Adult Custodial.