

	POLICY - USE OF COUNCIL LOGO	4.6	
		Version 2	Date 25/10/06
Minutes Dated 23 March 2009	Approved By : Council Decision No. 064/09	Review Date - As required	

1. OBJECTIVE

The objective of this policy is to ensure the integrity of the Council logo and control its use by Community organisations.

2. SCOPE

This policy incorporates use of the policy in all sectors of the community and in media and printed form.

3. DEFINITIONS

“Council Logo” means the coloured sail logo which appears on all Council property and correspondence.

4. PROCEDURE

Council has approved the use of Council logo by all Community and Sporting Groups and Local Business subject to written agreement that : -

- the logo will be in accordance with its correct format;
- the logo is not to be used so as to infer endorsement of commercial products or services, unless specifically given;
- use of the log will not reflect negatively on Council or bring it into disrepute;
- Councillors may use the Council logo on correspondence whilst they are current serving Councillors only;
- the logo is not to be used by Councillors on any election material;
- permission may be withdrawn for non-compliance with the above conditions.

5. IMPLEMENTATION

This policy is to be implemented following endorsement of Council.

6. DELEGATION

This policy is delegated to General Manager the authority to approve any request and provide written agreement as referred to above.

7. RESPONSIBILITY

The compliance of this policy is the responsibility of the General Manager.

8. REPORTING

No reporting requirements are necessary.

9. STATUTORY REQUIREMENTS

N/A

10. REFERENCES

N/A

11. ATTACHMENTS

N/A