



# Use of Cabonne Council Logo Policy

## 1 Document Information

<b>Version Date</b> <i>(Draft or Council Meeting date)</i>	[22 May 2018]
<b>Author</b>	Economic Development Manager
<b>Owner</b> <i>(Relevant director)</i>	General Manager
<b>Status –</b> <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
<b>Next Review Date</b>	Within 12 months of Council being elected
<b>Minute number</b> <i>(once adopted by Council)</i>	18/05/20

## 2 Summary

To protect the corporate image of Council by preventing the unauthorised use of Council's Logo, and by ensuring that any use of the Logo is an appropriate use and complies with Council's standards.

## 3 Approvals

Title	Date Approved	Signature
General Manager		

## 4 History

Minute No.	Summary of Changes	New Version Date
92/4/14-5		6 April 1992
10/09/33	Updated and readopted by Council	20 September 2010
13/09/30	Readopted as per s165(4)	17 September 2013
18/05/20	Readopted as per s165(4)	22 May 2018

## 5 Reason

The corporate image of Cabonne Council is of high importance to the organisation. A policy is required to ensure the correct use is maintained. This will protect Council's image at a local, regional and national level.

## 6 Scope

This policy will assist Cabonne Council to ensure the correct use of Council's logo at all times.

## 7 Associated Legislation

Nil

## 8 Definitions

Nil

## 9 Responsibilities

### 9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

### 9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

## 10 Related Documents

Document Name	Document Location
Agreement Form For The Use of Cabonne Council Logo	Infoxpert/myworkspace/lettersandtemplates

## 11 Policy Statement

Permission for the use of Council's Logo should only be granted to external organisations which have a direct relationship with Council, either through their operations or the receipt of funding from Council.

The use of the Council logo by external organisations is permitted only in cases where the user has sought and obtained Council's written permission. Any request for permission should be made in writing through the completion of the "Agreement For the Use of Cabonne Food Basket Logo" and submitted to Council's General Manager for consideration. Nine conditions of use are listed and included with the agreement form.

Any approval for the use of Council Logo applies only for the specific instance and must not be taken as general approval for a number of uses from time to time.

Council may seek a legal action for any unauthorised use of its logo.

For Council's internal governance, the words "Cabonne Council" are to be retained at the bottom of the Australia's Food Basket Logo for official Council use.