
Policy Number:	G22
Relevant Delegation:	Nil
Adoption Details:	22 February 2016
Last Review Details:	25 November 2019

POLICY OBJECTIVE:

To ensure the Shire of York's crest and logo is used for authorised purposes only.

POLICY SCOPE:

This policy applies to situations where the Shire of York's crest and logo might be used.

POLICY STATEMENT:

INTRODUCTION

The Shire of York's crest and logo visually represent the Shire of York on its documents and correspondence, on its buildings and services, and at events which it might support or sponsor. It is important that they are used appropriately. This policy sets out the mechanism for ensuring these symbols and their use is protected.

PRINCIPLES

- (a) The Shire of York's crest and logo is used only in relation to Shire of York business and activities.
- (b) No private use is made of the Shire of York crest and logo.

PROVISIONS

- 1.1 The Council's logo and crest are copyright.
- 1.2 Their use is for administrative purposes as authorised by the Chief Executive Officer (CEO).
- 1.3 Private use for any purpose is not authorised.
- 1.4 Use of the crest or logo by external bodies working in partnership with the Shire of York may only occur with express permission of the CEO.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Not applicable.

Responsible Officer: Chief Executive Officer

Contact Officer: Chief Executive Officer

Relevant Legislation: Not applicable

Review History:

Date Review Adopted:	Resolution Number
Adopted – 22 February 2016	
Reviewed – 24 October 2016	
Reviewed – 25 November 2019	291119
Former Policy No:	CP1.2