

Policy Details

Directorate:	People and Engagement
Branch:	Corporate Communications
Responsible Manager:	Corporate Communications Manager
Date adopted:	04/03/2020 (minute number 25/2020)
Date for review:	2 years from the date of adoption or date of last review
Legislative basis:	N/A
Related Documents - forms and procedures	Signage for Logan City Council Procedure (DM: 13511600) Administrative Style Guide (DM: 3151360)

1. Policy Purpose

The purpose of this policy is to ensure uniform guidelines are implemented for Council signage throughout the city.

2. Scope

This policy applies to all councillors, employees and contractors working for Council regardless of whether they are permanent, temporary, full-time, part-time or casual. For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff) and sub-contractors.

3. Policy Statement

This policy is to be used for the placement of all signage in or on the Council's facilities, to clarify the distinction between the Council's work facilities and community facilities, and ownership of these facilities by the community. This policy is to be used for the placement of all signage containing a Council Logo for Logan City Council, either on Council's facilities or for the purpose of conducting Council business across the City of Logan.

Signage for Logan City Council Procedure

All decisions and/or actions made under this policy must be made in accordance with the Signage for Logan City Council Procedure (DM: 13511600).

4. Definitions

Not applicable.

Document Control

File:	128816-1	Document Id:	13471589
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Amendment History

Version Number	Description of Change	Author / Branch	Date
1.0	Original version	Marketing & Events	19 February 2020
2.0	Amended	Marketing & Events	4 March 2020