



Use of the Electronic Community Noticeboard

Purpose

The purpose of this document is to ensure signage and displays are of a consistent quality, tone and professional standard. The Electronic Community Noticeboard located on Johnston Street, Dalwallinu, provides an avenue for local not-for-profit groups and organisations to promote their community events and activities.

The main purpose of the Electronic Community Noticeboard is for Emergency Warnings. This will take precedence over any other form of notices.

The Electronic Community Noticeboard is also used as a listing of events, activities or services of community groups or not-for-profit organisations which are based within the Shire of Dalwallinu.

Guidelines

The Shire of Dalwallinu will accept notices for display promoting event and information in the following areas of public interest relating to the Shire of Dalwallinu:

- Emergency Warnings
- Shire information and services
- Inclusive community events held within the Shire of Dalwallinu
- Tourist Information
- Entertainment Information
- Sporting events or club open days

Provided that the events/functions to be displayed will:

- Be open to the general public (not members only events/functions);
- Be of a reasonable size e.g Reasonable likelihood of 20 or more attendees
- Be located in the Shire of Dalwallinu

Conditions of Display

The following conditions of display apply:

- The Shire of Dalwallinu reserves the right to decide which notices, if any, will be displayed, and will prioritise them accordingly;
- Shire information will be given priority when there is a disaster event and/or when there is insufficient space to display all required messages;
- The Shire does not display notices which promote political or religious views, or are deemed to be offensive or illegal;
- Information regarding sales, advertising or promotion of commercial businesses will not be displayed;
- Each message will be displayed for a minimum time period of ten (10 seconds) and a maximum of thirty (30) seconds;

Message Style

Groups are responsible for creating their own notices and submitting in the correct format. These will be subject to approval by the Shire.

Requirements for electronic message signs will be as follows:

- Use brief, positive language with correct spelling
- The amount of text displayed is to be kept to a minimum
- Each message will be contained within the one screen (a message will not continue over more than one screen)
- Landscape images are preferred
- Artwork to be sent in PDF or JPG format

Operating Hours

The Electronic Community Noticeboard is operational from 5.30am to 9.00pm, seven (7) days per week. In the event of a malfunction, the electronic noticeboard will default to a blank black screen.

Procedure

- All requests to display notices are to be emailed to rates@dalwallinu.wa.gov.au. The application form can be found on the Shire's website
- Notices can be displayed for three (3) weeks prior to the event
- Requests will be endeavoured to be uploaded regularly
- Notices will be removed on completion of the event