
USE OF THE ELECTRONIC COMMUNITY NOTICEBOARDS Guidelines and Procedures

Purpose

The purpose of this document is to ensure signage and displays in all Council locations are of a consistent quality, tone and professional standard.

The electronic community noticeboards are deemed to be for display of Council Information and promotion of Community Events/Functions only, and are not to be used for commercial purposes, or advertising for products and services.

Guidelines

The Goondiwindi Regional Council will accept notices for public display promoting events and information in the following areas of community interest relating to the council area:

- Inclusive community events held within the Council area;
- Tourist Information;
- Education and cultural information;
- Arts, crafts and entertainment information;
- Council information / services.

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 100 or more attendees.

Conditions of Display

The following conditions of display apply:

- Council reserves the right to decide which notices, if any, will be displayed and to prioritise them accordingly.
- Council information will be given priority when there is a disaster event and/or when there is insufficient space to display all required postings.
- The Council does not display notices which promote political or religious views, or are deemed to be offensive or illegal.
- Information regarding sale, advertising, solicitation or promotion of commercial products or businesses will not be displayed.
- There is no charge for use of the space, but the wording used must be appropriate for public viewing. Council will review and approve all notices to be displayed and reserves the right to edit notices if required and/or refuse any works potentially deemed inappropriate.
- Display of notices on the Community Notice Boards does not indicate an endorsement by Council of the issues or events.

Message Style

To meet the Department of Transport and Main Roads requirements for electronic variable message signs, the guidelines below relating to message style will be applied:

- Text only displays will be used (no graphics permitted).
- The amount of text displayed will be kept to a minimum i.e. maximum of 22 characters per line – up to a maximum of 5 lines (so as to be no more than a driver can read at a short glance).
- The text displayed will be the one colour only (multiple colours are not permitted). The colour available is white on a black background.
- The text displayed will be all the same style (font), with a minimum font height of 150mm.
- Each message will be displayed for a minimum time period of 10 seconds.
- Each message will be contained within the one screen (a message will not continue over more than one screen).
- Notices will remain static. They will not move (fade or fly in or out or scroll across the screen, etc.) or blink (flash) or change brightness.

Operating Hours

- The electronic noticeboards are operational between the hours of 4:00am and 9:00pm; 7 days per week.
- In the event of a malfunction, the Electronic Noticeboard will default to a blank screen.

Procedure

- Bookings - All requests for display of notices should be submitted to Council on the Community Notice Board Application Form. The application forms are available from Council's Customer Service Centre or from Council's Website www.grc.qld.gov.au
- Bookings should be made well in advance of the required date of use to ensure availability.
- Applications must be received at least **2 weeks before the date of use**.
- Notices can be displayed for 3 weeks prior to the event on the Electronic Noticeboard/s, longer if the booking schedule allows.
- Organisations that have a booking in place may be required to forgo their booking for a week or weeks where a one-off event / booking is requested. Should this be required, email notification will be provided.