

# **Digital Community Noticeboards 2025**

## **POL160**



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<b>Policy No:</b>	<b>POL160</b>
<b>Policy Title:</b>	<b>Digital Community Noticeboards</b>
<b>Section Responsible:</b>	<b>Executive Services</b>
<b>Minute No/Ref:</b>	<b>25/112</b>
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## **1. INTENT**

This policy outlines the protocols for using the digital community noticeboards to promote Council business and provides guidelines for the public and community groups usage.

## **2. SCOPE**

This policy applies to all Councillors, Council employees, agents and contractors, administrators appointed under Section 256 of the Local Government Act 1993 (NSW), members of council committees, delegates of Council, and any person or community group wishing to share information via the digital community noticeboards.

## **3. OBJECTIVE**

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 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.

## **4. POLICY STATEMENT**

The Community Digital Noticeboards are a place for residents and visitors to find the latest news from Council, and the community about what is happening across Narrandera Shire Council.

It is free to list for not-for-profit organisations, sporting clubs and community groups to advertise local events, projects and programs that may be of interest to the public.

Users are responsible for creating their notices and submitting them in the correct format to Council for review.

## **5. PROVISIONS**

### **5.1 LOCATION**

The Community Digital Noticeboards are wall mounted and stand alone and located at various locations within the Local Government Area.

### **5.2 ELIGIBILITY OF USE**

It is free to list on the noticeboard when the following eligibility criteria is met. Narrandera Shire Council will accept notices for public display from:

- Not-for-profit organisations
- Sporting clubs
- Community groups
- Service clubs

Information of commercial products, services or businesses will not be displayed.

Notices must promote events, programs or information in the following areas of community interest:

- Community led or focused events or programs.
- Sporting events or club open days.
- Tourism information.
- Community work and welfare.
- Skill development and learning.
- Health promotion.
- Council information / services.

Provided that the events, programs or information to be displayed will:

- Be accessible and inclusive.
- Be open to the general public (not member's only events/programs).
- Be located in Narrandera Shire Council area or surrounding towns or villages.

The Narrandera Shire 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 eg: reasonable likelihood of 100 or more attendees.

Emergency notices will take precedence for screening time.

## **6. DEFINITIONS**

- **Digital Community Noticeboard** – A digital television displaying pictures or videos with words, graphics and or people.

## **7. ROLES AND RESPONSIBILITIES**

### **7.1 STAFF**

- Customer Service staff:
  - Receive all submissions via the website and enter the request into MagiQ folder 129639 with an action to the Communications Officer.
- Communications Officer:
  - review any public submissions and either approve or decline the request. If approved place the notice onto the noticeboard platform for the required timeframe. Advise the requestor of the outcome.
  - Place any Council notices or information on the noticeboard platform.
  - Monitor and remove any notices once they are redundant.

## **8. RELATED LEGISLATION**

- Copyright Act 1879
- Defamations Act, 2005
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Act, 1988


## **9. RELATED POLICIES AND DOCUMENTS**

- Code of Conduct
- ES310 Community Engagement Policy
- POL018 Websites Policy
- POL056 Social Media Policy
- Digital Community Noticeboards Procedure
- Transport Corridor Outdoor Advertising and Signage Guidelines

## **10. VARIATION**

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation, and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time to time to improve the effectiveness of its operation.

## POLICY HISTORY

Responsible Officer	Communications Officer		
Approved by	General Manager		
Approval Date	4 August 2025		
GM Signature (Authorised staff to insert signature)	 George Cowan		
Next Review	1 August 2028		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	12/07/2025	17/06/2025	04/08/2025
2 Reviewed	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

**NOTE:** This is a controlled document. If you are reading a printed copy, please check that you have the latest version via Council's website (external) or MagiQ (internal). Printed or downloaded versions of this document are uncontrolled.

## ATTACHMENT 1:

### Digital Community Noticeboard Submission Guidelines

Narrandera Shire Council welcomes submissions for display on the digital community noticeboards. These noticeboards provide timely, relevant, and community-driven information to residents and visitors, promoting events, programs, and services that enrich our region.

Please review the following guidelines and style requirements to ensure your notice is eligible and appropriately presented.

#### Eligibility Criteria

Submissions are free but must meet the following eligibility conditions.

Eligible Submitters:

- Not-for-profit organisations
- Sporting clubs
- Community groups
- Service clubs

Not Accepted:

- Content promoting commercial products, services, or businesses
- Private or member-only events

#### What Can Be Promoted?

We welcome content related to:

- Community-led events and programs
- Local sporting events or open days
- Health and wellbeing promotions
- Skill development or educational opportunities
- Arts, crafts, and cultural initiatives
- Council services and updates
- Tourism and visitor information
- Community support and welfare initiatives
- Inclusive and accessible activities

#### Important Considerations

- Event or services **must be open to the general public.**
- Content must be based **within the Narrandera Shire or nearby towns/villages.**
- Submissions must align with **Council values and community standards.**
- Council reserves the right to edit or declines submissions that do not comply.

## **Artwork Specifications**

Please supply artwork in both sizes listed below.

### **Narrandera Destination and Discovery Hub**

Width: 1057mm

Height: 1453mm

### **East Street Narrandera and Yapunyah Street Barellan**

Width: 684mm

Height: 1215mm

All artworks should be:

- Clear, legible, and high-resolution.
- Optimised for digital screen display.
- Free of excessive text or small fonts.

## **Submission Process**

### **Complete the Webform**

Visit the Narrandera Shire Council website and navigate to the Digital Noticeboards page. Use the online submissions form to enter your details, including:

- Your name
- Organisation (if applicable)
- Contact email
- Notice content and display dates

### **Await Council Review**

A staff member will respond to your enquiry with an outcome. If approved, you'll receive further instructions for submitting the final artwork.

### **Artwork Upload**

Once approved, follow the provided instructions to upload your artwork in the correct sizes.

### **Display Period**

You may nominate start and end dates. However, display periods may be adjusted based on content volume and Council discretion.

### **Review and Approval**

- All submissions are reviewed by the Communications Officer.
- Notices are evaluated for compliance with content and eligibility guidelines.
- Emergency notices will take priority over scheduled content.

## **ATTACHMENT 2**

### **Style Guide for Submissions**

To ensure consistency and readability, please follow these guidelines when preparing your notice.

#### **Tone and Language**

- Clear, concise, and community orientated.
- Avoid jargon or overly technical language.
- Use positive, inclusive language.

#### **Design**

- Use high-contrast colours for readability.
- Keep text to a minimum – focus on key information (event name, date, location).
- Avoid clutter; leave adequate spacing between elements.

#### **Typography**

- Sans-serif fonts preferred (eg. Arial, Helvetica).
- Minimum font size of 24pt recommended.
- Limit to 2 font styles per design.

#### **Images**

- Use high-quality, relevant imagery.
- Avoid blurry or pixelated graphics.
- Ensure any photographs are copyright-cleared.

### **Contact and Support**

For general enquiries or assistance with your submissions:

#### **Website Submission Enquiries**

Please use the webform on the Narrandera Shire Council website. A staff member will be in touch with the outcome and next steps.

#### **General Contact**

Email: [council@narrandera.nsw.gov.au](mailto:council@narrandera.nsw.gov.au)

Phone: 02 6959 5510