

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 Community Noticeboard provides an avenue for local not-for-profit groups and organisations to promote their community events and activities.

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

Guidelines

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

- Council information and services;
- Inclusive community events held within the Shire of Moora;
- Emergency & Tourist information;
- Entertainment Information

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

Conditions of Display

The following conditions of display apply:

- The Shire of Moora reserves the right to decide which notices, if any, will be displayed, and 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.

Message Style

To meet Shire and Main Roads WA requirements for electronic message signs the guidelines below will be applied:

- Red, Green, Yellow and background colours are not used;
- 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 as an image file (JPG, PNG or GIF)**

Operating Hours

The electronic noticeboard is operational from 6am to 6pm, seven 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 to be emailed to cdo@moora.wa.gov.au
- Requests will be endeavoured to be uploaded regularly.
- Images are removed on completion of the event.