



Community Notice Boards in Council Operated Facilities

Status	Council
Responsible Division	Office of the Chief Executive Officer
Objective	To define the use of community notice boards provided in council operated facilities.

Context

This policy sets the parameters and conditions for the use of community notice boards in Council operated facilities which have dedicated space to display community information.

Definitions:

- Community notice boards – dedicated spaces for the display of community generated notices.
- Council operated facilities – for the purpose of this policy, the Council operated facilities include:

The City's Administration building
Nedlands Library
Mt Claremont Library
Mt Claremont Community Centre
Tresillian Arts Centre
Point Resolution Child Care Centre

Statement

- Subject matter of items to be displayed on community notice boards must be of general community interest and benefit. Preference will be given to promoting:

Local clubs, service clubs, schools and organisations
Community events and festivals
Self-help and support groups
Cultural events
Public education programmes



- The following items will not be displayed:

Items advertising commercial products and services, or personal monetary gain
Petitions, or references to petitions, will not be displayed in any Council operated facility

- The City's Chief Executive Officer will consider requests to display materials on the community notice boards. The City reserves the right to refuse to accept materials considered unsuitable under the guidelines of this policy.

- All materials for display must be handed to a staff member either:

At the specific location the material is intended to be displayed, or
if it is to be displayed in more than one facility, multiple copies can be given to the one centre, to be forwarded to other designated facilities.

- As a general rule, materials will be displayed for one month maximum. Materials will be clearly dated upon receipt to manage the display time frames. City staff will remove items from display according to these time frames and the items will be recycled.
- Due to limited space on community notice boards, priority will be given to local material. Items which are not considered local will be displayed when space allows.
- Items up to A4 size are preferred, A3 size will be considered if space is available.

Related documentation

Nil.

Related Local Law/legislation

Nil.

Related delegation

Nil.

Review History

23 February 2021 (CEO Report Item 13.1)
25 August 2015 (report CPS20.15)
26 March 2013