



## **COMMUNITY DIGITAL NOTICEBOARD GUIDELINES**

### **COMMUNITY DIGITAL NOTICEBOARD**

The Community Digital Noticeboard is a place for residents and visitors to find the latest news from Council, and the community about what is happening in the Federation Council area.

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 general public.

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

### **LOCATION**

Currently there are two Community Digital Noticeboards which are wall mounted monitors located at:

Memorial Plaza  
90 Sanger Street,  
Corowa.

Corowa Civic Centre  
100 Edward Street,  
Corowa



## **OPERATING HOURS**

The Memorial Plaza noticeboard is operational between the hours of 7:00am and 7:00pm; 7 days per week.

The Civic Centre noticeboard is operational between 8:30am and 5:00pm, Monday to Friday

## **BOOKINGS**

- All requests for display of notices should be submitted to Council on the Community Digital Notice Board Application Form. The application form is an online form found on Council's Website ([www.federationcouncil.nsw.gov.au](http://www.federationcouncil.nsw.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 Community Digital Noticeboard, longer if the booking schedule allows.

There is no charge for listing on the noticeboard.

## **STYLE GUIDELINES**

Users are responsible for creating their own notices and submitting in the correct format. Council is unable to create notices for you.

1. All notices will only be accepted in digital formats; PDF, PNG or JPG or Mp4 are preferred.
2. Photocopies of printed files will not be accepted.
3. Use brief, positive language and correct spelling.
4. The user should have permission when displaying photographs or copyrighted material.



## **ELIGIBILITY OF USE**

It is free to list on the noticeboard as long as you meet the following eligibility.

The Federation Council will accept notices for public display from

1. Not-for-profit organisations
2. Sporting clubs
3. Community groups
4. 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 the Federation Council area or surrounding towns or villages.

## **CONDITIONS OF DISPLAY**

The following conditions of display apply:

1. Community notices will only be accepted in digital formats; PDF or JPG are preferred.
2. Notices will be displayed on our screens in landscape orientation with an image size of 1920px wide by 1080px high. If your notice does not fit these dimensions, we may decline your request.
3. Animated posts must be uploaded as individual Mp4 files formatted to 1920px wide x 1080px high and be no longer than 30 seconds.
4. Videos must be uploaded as individual Mp4 files formatted to 1920px wide x 1080px high and be no longer than 30 seconds.
5. The wording used must be appropriate for public viewing. Council will review and approve all notices to be displayed and reserves the right to request edit notices if required and/or refuse any works potentially deemed inappropriate.
6. Information regarding promotion of commercial products or businesses will not be displayed.
7. The Council does not display notices of a political nature representing specific candidates or political affiliations relating to local, State or Federal elections.
8. The Council does not display notices which promote religious views. Notices for events and programs that are for the broader community hosted by religious groups will be considered, e.g. church fete, Easter or Christmas themed events.
9. Notices that deemed to be offensive or illegal will not be displayed.
10. Notices must be generally suited for an audience of all ages.

11. The Council will remove material that is no longer current.
12. Council public notices or information will be given priority.
13. Each message will be displayed for a minimum time period of 10 seconds.
14. Each message will be displayed for a maximum time period of 30 seconds including videos and animated posts.
15. Each message will be contained within the one screen (a message will not continue over more than one screen).
16. Listings will not be exclusive. By submitting a listing you acknowledge and agree that your listing may be listed alongside others or Council public notices.
17. Each submission will be reviewed and if it meets the guidelines, Council will endeavour to start your listing on the date requested. If your submission does not meet the guidelines an email will be sent requesting you to revise and resubmit.
18. Submission of a listing does not guarantee a space. Listings may be declined if they do not meet the guidelines or insufficient space is available to display all submitted listings.
19. Display of notices on the Community Digital Noticeboard does not indicate an endorsement by Council of the services, programs or events.
20. Council reserves the right to decide which notices, if any, will be displayed and to prioritise them accordingly.