

2.24

ADMINISTRATION POLICIES

POLICY NO:	2.24
POLICY:	Community Events Board

2.24 Community Events Board

2.24.1 Background

At the Ordinary Council Meeting held on 14 September 2005 Council endorsed the construction of a community events board. The aim was to provide a consistent and controlled location on Shire land where signage could be placed to advertise upcoming community events. At the Ordinary Council meeting 21 December 2005 it was resolved that a structure that could display four (4) signs (1200 x 600) on each side of the structure be built on the corner of Marmion Street and South Western Highway. The intent is to limit the uncontrolled display of advertising signage on Shire owned or controlled land.

2.24.2 Usage and Content

- The advertising can be used to promote community activities within the Shire of Donnybrook-Balingup
- The events board is located at the corner of Marmion Street and South Western Highway. The events board is visible to traffic travelling north and south on the highway and from Marmion Street. Four panels are available each side of the board. The applicant will require two signs, one for each side to be seen by north and south traffic.
- Political, commercial and non-community event advertising (eg shopping specials, real estate etc) are not permitted
- Events such as private parties, weddings etc are not permitted
- Final decision of permissible content will be made by the Chief Executive Officer.

Adopted: *27 September 2006*
Reviewed: *23rd January 2008*
Amended: *23rd January 2008*

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- The Chief Executive Officer reserves the right to request changes to the sign content and/or colour.
- It may not be possible to install signs on the exact date requested, depending on other signage already in place
- If insufficient space is available, the Chief Executive Officer will decide which events shall be advertised; based on event size and/or relevance to the wider community.
- Council will not be responsible for any damage that may occur to the applicants sign while attached to the events board.
- Events promoter will be responsible for the sign design and cost of preparation.
- Generally in Donnybrook townsite event advertising will only be allowed on the specified signboard. The Chief Executive Officer may at his discretion allow advertising at other sites.

2.24.3 Application Process

Item	Description	Due
1.	Application form (Appendix 1) to be completed and submitted to Council.	6 weeks prior to event
2.	Application processed and will be approved, approved with conditions or rejected.	Shire reply within 5 working days
3.	If approved, Event Promoter is permitted to install sign/s.	4 weeks prior to event
4.	Event Promoter to remove sign/s immediately after event.	Remove sign within 2 days

Adopted: *27 September 2006*
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Shire of Donnybrook – Balingup



COMMUNITY EVENTS BOARD APPLICATION

Details of Event:

Organisation			
Name			
Postal Address			
Phone number		Fax No	
Email			
Event Name			
Event Date			
Date Sign to be Erected			

Declaration:

I confirm that the signs I shall supply and install will be: (Please tick applicable box/s)		
<input type="checkbox"/> 1200 x 700cm (1 panel) <input type="checkbox"/> 1200 x 1350cm (2 panels) <input type="checkbox"/> Other *		
There are 4 panels per side, please mark the ones you wish to use:		
<ul style="list-style-type: none"> Two signs the same will be required. One for each side of the notice board. Will be visible to north and south traffic. 		<ul style="list-style-type: none"> * Larger signs or arrangements may be possible. Contact Works & Services on 9780 4209 before submitting application
<input type="checkbox"/> I have attached a photograph or sketch of a board that clearly shows its content.		
<input type="checkbox"/> I understand that the Shire of Donnybrook-Balingup can remove the sign at any time without notice.		
<input type="checkbox"/> I confirm that this event complies with clause 2.24.2 Usage and Content of the community events board policy.		
<input type="checkbox"/> The signage will be removed within 2 days after completion of the event		
Applicants Signature:		Date:
Office Use Only		
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Approved with conditions	Officers Signature Date	Conditions/Reason

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