



## Noticeboard/ Signage Policy (NS)

<b>Section</b>	Management
<b>Contact</b>	GCC Manager
<b>Last Review</b>	May 2017
<b>Next Review</b>	May 2020
<b>Approval</b>	TBA
<b>Effective Date</b>	July 2017

### Purpose:

The purpose of this policy is to ensure that all notices, banners and other material displayed at the Centre do not contravene the requirements of the Centre's branding, policy requirements, or Legislation.

### Principles:

Glenfield Community Centre ("the Centre") recognises that posting of notices and displaying of banners is an important means of communication at the Centre. The Centre also has an obligation to ensure that such material is not offensive, is posted in appropriate locations, and wishes to preserve the attractiveness of the Centre by minimising haphazard placement of banners and posters.

### Policy:

The key aspects associated with posting notices/erecting banners:

- Notices, banners or other materials displayed may not be offensive, defamatory or illegal.
- Notices in languages other than English must be accompanied by an English translation.
- Larger notices may require Resource Management Act related approvals (e.g. event signage, exterior building signage).
- Surfaces not intended for the posting of notices are not to be used (e.g. walls, windows, doors).
- Appropriate authorisation is required to post notices on notice boards (this requirement is advertised on each Centre noticeboard).
- Use of Centre branding on notices/ banners is to be approved by the Centre Manager.

## **Audience:**

General Public, Staff

## **Legal compliance:**

Health & Safety at the Workplace Act 2015

S88 Resource Management Act 1991

Auckland City Council Unitary Plan

Auckland Council and Auckland Transport Signage Bylaw 2015

Billboards Bylaw 2007 (formerly Auckland City only)

## **Related procedures / documents:**

Media and Communications Policy

Style Guide

## **Document Management Control:**

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<b>Authorised by:</b>	Governance Group
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