

Policy:	Policy Manual No.	Authorised By:	Policy Section:	Effective:	Review Date:
Noticeboard/ Signage (MC)	Communication & Media - NS	Governance	Communication & Media	27/06/2017 Motion 2/24/6	01/01/2023; 3-Yearly

## NOTICEBOARD/ SIGNAGE (NS) POLICY

### 1 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.

### 2 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.

### 3 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.

### 4 Audience:

General Public, Staff

<b>Policy:</b>	<b>Policy Manual No.</b>	<b>Authorised By:</b>	<b>Policy Section:</b>	<b>Effective:</b>	<b>Review Date:</b>
Noticeboard/ Signage (MC)	Communication & Media - NS	Governance	Communication & Media	27/06/2017 Motion 2/24/6	01/01/2023; 3-Yearly

## 5 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)

## 6 Related procedures / documents:

- Media and Communications Policy
- Style Guide

## 7 Document Management Control:

<b>Prepared by:</b>	GCC Manager
<b>Authorised by:</b>	Governance
<b>Approved by:</b>	Motion# 27/4/17
<b>Date issued:</b>	26/04/2017
<b>Last review:</b>	February 2024
<b>Review frequency:</b>	Yearly
<b>Next review:</b>	2025
<b>Effective Date:</b>	April 2017