

CS 4 - Banners

1 Objectives

This policy sets out Council's position regarding the use of the banners, including the six banner poles situated adjacent to Nelson Street along the northern South West Highway entrance to town.

2 Definitions

2.1 Event

An event can range from a Council sponsored event such as Anzac Day or Australia Day through to a major national awareness campaign. An "event" is defined the following way:

- A cultural, sporting, recreational and/or charity event or festival that is community based.
- Major events that result in an influx of visitors.
- Conferences/conventions/meetings being hosted that warrant a community awareness campaign.
- Community minded messages or campaigns.

3 Policy

3.1 Introduction

Council is committed to the promotion of local events and celebrations and to provide a welcoming and vibrant atmosphere to its town sites.

To achieve this Council has developed a policy regarding the display of promotional banners.

Council has a responsibility to ensure that banners displayed in public areas do not cause offence.

Banner poles are to be utilised for festivals, special events and general promotion of Bridgetown and Greenbushes.

Council banners celebrating significant cultural dates will be considered a priority.

3.2 Procedure

Applicants book the banner poles by submitting a written request to the Shire a minimum of 6 weeks prior to installation of banner(s). The application is to include a photograph or graphic design component that enables the design of the banner to be clearly ascertained. Where the banners are for an annual event and remain unchanged from the previous year this requirement will be waived and only advance notification of dates for displaying of the banners is required.

Banners are to be delivered to the Shire Depot a minimum of five working days prior to the proposed installation date and will be installed for a minimum of two weeks and a maximum of six weeks (due to the rapid deterioration of the banners from sun and wind conditions). Once removed, all banners must be collected from the Shire Depot within 14 days.

The installation and removal of the banners will be undertaken by Council's Works & Services staff at a subsidised charge outlined in the annual Fees and Charges.

Where annual events and booking times are contested Shire officers will fairly rotate between groups over alternate years.

Community owned banners will only be installed for a period of two (2) weeks unless otherwise agreed.

The Shire Welcome Banners (once designed and produced) will be installed and remain in place when other event or celebratory banners are not installed.

3.3 Standard Banner Size

Banner measurements - 6 x Double sided banners. No pocket, just 4 eyelets in each corner, top and bottom. 1.85 m x 1.2 m. Banners are required to meet the size and specifications to enable the banner to fit the banner poles, with eyelet reinforcing and rope for the purpose of anchoring the banner to its mounting.

4 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government’s policies
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

5 Administration

Original Adoption Date	24 November 2022
Last Reviewed	
Scheduled Reviewed Date	27 April 2023