



Guidelines for the Robertson Community Information Centre Electronic Sign

Background

The electronic sign at the Community Information Centre in Robertson is a joint project between the Robertson Rural Fire Brigade and the CTC@Robertson (The Robertson Shed Inc – Community Information Centre Committee). This part of the Community Information Centre project was funded by the Veolia Mulwaree Trust, the Robertson Rural Fire Brigade and community donations in the form of volunteer expertise and labour.

The following guidelines have been drafted by the Robertson RFS in consultation with the management committee of the CTC to ensure that the electronic sign is used for the benefit of the community and that its use is equitable, safe, effective and appropriate. The guidelines are also informed by the location of the sign being on community (Council) property.

Guidelines for notices that can be displayed on the electronic sign

1. Registered Robertson not for profit Community organisations can use the sign
2. Businesses do not qualify – the sign cannot be used for commercial purposes
3. Not for profit organisations based outside Robertson may qualify to use the sign for events held in Robertson of interest to the Robertson community and visitors to Robertson
4. Council and some NSW Government organisations e.g. the School, may use the sign for notices that specifically relate to the Robertson community
5. Only major events will be advertised on the sign - weekly or monthly regular activities or meetings do not qualify
6. Emergency incidents involving local RFS SES brigades or the like are always given priority
7. RFS, SES activities taking place within 20km of Robertson are also given priority. i.e. RFS Hazard Reductions.
8. RFS, SES notices, specifically relating to weather or other environmental conditions are given Priority. i.e. Any forecast of bad fire or storm weather is given priority
9. Any day during the Fire season that the predicted Fire danger rating is Severe or higher OR a Total Fire Ban is declared the Sign will be used exclusively to relay that information. Where possible all emergency/fire related information will be sourced from the **RFS website** or **Fires Near Me** app.
10. The sign may also be used for announcements relating to general community health and safety issues
11. The sign will be segmented so that the Date/time and current temperature will always be displayed along with a Welcome to Robertson notice and website
12. Notices will be display for a maximum of 2 weeks before an event

The following table provides examples of the types of notices and organisations that qualify or do not qualify to be displayed on the sign.

Qualify	Do not Qualify
<ul style="list-style-type: none"> • Robertson community organisations - for major events • Major events e.g. Robertson Show, Open Gardens, Classic Car Day • Sporting Clubs e.g. for annual registration days or major tournaments • Robertson Bowling Club – for any major community events • Robertson School – for major events involving the community e.g. annual concert • Churches for events to which the general community is invited e.g. Carols by Candlelight • Robertson Markets • Council – for notices and events specific to Robertson or emergency related • Robertson Doctor for community health notices e.g. immunisation • Not for profit organisations holding events in Robertson of interest to the Robertson community and visitors e.g. annual Wool Festival • RFS and SES – emergency notices and warnings – these are given priority 	<ul style="list-style-type: none"> • Notices submitted by businesses – the sign cannot be used for commercial purposes • Regular weekly, fortnightly or monthly meetings and events (exception Robertson Market days) • Individuals or unincorporated organisations • Political notices

Programming of the sign

In order to limit any miscommunication, only two people at a time will be authorised to edit/change the sign. This will be the Robertson RFS captain and the CTC/Robertson Shed Inc President or their nominated representative.

Review of Guidelines

These guidelines will be subject to ongoing review at least every 12 months.

Questions about the guidelines

Community organisations are invited to contact either the Robertson RFS Captain or the CTC President to discuss the notices they might like to include on the electronic sign and whether they would be within the guidelines.

The guidelines will be available on the websites of Robertson Rural Fire Brigade <https://robertsonrfs.org.au/> and CTC@Robertson www.robertsonctc.org.au

Contacts

Enquiries about eligibility of notices

RFS Captain robertsonrfb@icloud.com or CTC President info@robertsonctc.org.au

To submit notices for the sign

robertson.sign@gmail.com

When submitting notices, an image in jpg format and a small amount of text that includes date and location can be included. The more text, the smaller it will have to be so minimal text is best.

At least 7 days' notice is needed to ensure the sign can be programmed in time.