



Ararat Rural City

Ararat Town Hall External Lighting Policy

DOCUMENT CONTROL

Category Type: Policy

Type: Council

Responsible Officer: Performing Arts Coordinator

Date Approved: XX

Review Date: XX

Revision No: new

Stakeholder Engagement:

CEO

Council

PURPOSE

To provide a consistent and transparent process for the illumination of the Ararat Town Hall, balancing community requests with Council's civic priorities, operational resources, and organisational values.

SCOPE

This policy applies to all requests (internal and external) for the illumination of the Ararat Town Hall façade.

Principles

- The Town Hall's default illumination is white, reflecting its heritage and civic identity.
- Alternative colour illumination is limited to once every 14 days.
- Only events of civic, cultural, or community significance are eligible for alternative illumination.
- Requests are assessed against published criteria to ensure fairness and transparency.
- Approvals consider operational feasibility, resourcing, and Council OHS obligations.

Selection Criteria and Weighted Evaluation

Applications will be assessed using the following criteria (0–5 scale).

A weighted total score of 3.5 or higher (70%) will normally be required for approval.

Criteria	Weight
National/International Significance	30%
Relevance to Ararat Community	25%
Consistency with Council Values & Policies	20%
Operational Feasibility & Frequency	15%
Visibility & Impact	10%

Application Requirements

Applicants must submit the following at least eight weeks in advance:

- A written request specifying the proposed date(s) and colour(s).
- A draft media release (Council may edit for style and consistency).
- Contact details for a nominated media spokesperson (name, phone, email).
- Supporting evidence demonstrating national or international recognition, or relevance to the Ararat community.
- Council may issue a media release for any approved illumination; publication is at Council's discretion and is not guaranteed.

Approval and Scheduling

- Applications are assessed by the Chief Executive Officer (or delegate) against the published selection criteria.
- Approved illuminations are entered into the Town Hall Lighting Calendar.
- Where multiple requests fall within the same 14-day period, priority is given to:
 - Council-led civic or commemorative events
 - Nationally or internationally recognised campaigns
 - Locally significant causes

Disclaimer / Liability

While every effort will be made to implement approved illuminations, technical issues, maintenance requirements, or unforeseen circumstances may prevent them from proceeding as planned. Ararat Rural City Council accepts no liability for any risk, cost, or loss arising from such events.

ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change, leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State department, and a minor update to legislation that does not have a material impact. However, any change or update that materially alters this document must be by resolution of Council.

RELATED DOCUMENTS

Media and Communications Procedure.

REFERENCES

Nil.

DRAFT