



# A quick guide to the *Promotional and Display Materials Policy*



This is a **general guide** only. You can find the full policy in the [Policy Register](#).

## Summary

The Promotional and Display Materials Policy explains our requirements for promotional or display materials on University lands to ensure **safety, accessibility, and respect for property**.

This policy applies to any user of University lands, including staff, affiliates, students, contractors and visitors



## What is authorisation?



The policy requires that someone has to authorise, which means take responsibility for, promotional materials such as displays, banners, A-frames, and posters.



The materials must state the name of the authoriser, and if you are authorising on behalf of an organisation (such as a club), the name of the organisation as well. The policy details the ways in which you can provide authorisation information.



If the materials relate to a demonstration, the authoriser will be assumed to be an organiser of the demonstration and responsible for making sure that the University is notified of the demonstration under the [Campus Access Policy](#).

## Where can I put flyers and posters?



### You can put materials on:

- Notice boards
- Other places the University designates for notices



### You must not put materials on:

- Notice boards restricted to official University use
- University information plinths and directional signage
- Official notices or signs
- Trees, posts, footpaths, fences, railings, or walls



### You can attach materials with:

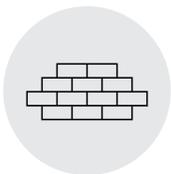
- Blu tack
- Pins
- Tape
- Staples
- Other non-permanent and easily removed methods



### You must not use:

- Glue
- Nails

## Signs



### Permanent signs

Only permitted with University approval.

You should speak to:

- University Infrastructure about large permanent signs
- Central Operations Services about other permanent signs.



### Temporary portable signs

Permitted if:

- You book the space using the [Service Portal](#)
- They do not block corridors, walkway or access points
- They do not create safety hazards, including psychosocial hazards

## Banners

The University may display official banners on University lands, including on fences.

Anyone else who wants to display a banner must obtain permission and book the space, using the [Service Portal](#).

You don't need permission or a space booking for banners carried during demonstrations that are conducted consistently with the [Campus Access Policy](#).

For safety reasons, you must not hang banners on:

- The Murray Footbridge on City Road
- The Parramatta Road Footbridge, unless you have permission from Transport for NSW



## Graffiti and Chalking



The graffiti tunnel may be used without prior permission for:

- Displaying or attaching promotional or display materials
- Chalk messages
- Painted images or words, on walls



No chalk is permitted in the Main Quadrangle on Camperdown Campus

- You may use dry, stick-form chalk on footpaths and roadways on other University lands.



Except in the graffiti tunnel, you must not use any of:

- Wet chalk mixtures which need to be painted on
- Crayons
- Ink
- Paint



You must not use paint:

- On horizontal surfaces
- Any walls or buildings outside the graffiti tunnel

## What is a breach of this policy and what happens?

### You breach the policy if you:



Act inconsistently with it



Help or encourage someone else to act inconsistently with it



Promote conduct that breaches the policy on social media or in some other way

### If you breach the policy:

- We may remove your materials. Only Central Operation Services staff may do this.
- We may charge you, or the group you represent, for the reasonable cost of removing your materials and repairing any damage caused.
- You may be subject to misconduct proceedings.
- You may breach other University policies, such as codes of conduct.
- You may breach laws, and be subject to civil or criminal proceedings.

