

LEADERS WANTED
BECOME A BOARD DIRECTOR

Candidate
Handbook

2011

Information for members considering running
in the 2011 USU Board Elections

2011 Candidate Handbook

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Introduction

Acknowledgement of Country

The University of Sydney Union (USU) occupies part of the traditional lands of the Gadigal people of the Eora nation. The USU pays its full respects to the elders of this group and recognises the cultural importance and spiritual significance of this site to the Aboriginal people of that community.

From the President, David Mann

Hi there!

Congratulations on considering nominating as a candidate in the 2011 USU Elections! As a candidate you will be vying for a spot on the Board of Australia's oldest and most prestigious student organisation. Most importantly, the USU is Australia's last standing autonomous student union, a quality that has enabled genuine student control and the output of Australia's #1 ranked student experience.

As a candidate you need to be well versed in the Union's governance, programs base, operational scope and stakeholder environment. As a board director you will face an unparalleled level of responsibility to make decisions aimed at preserving the best interests of the USU, especially in light of the University's proposal to fundamentally and irreversibly change the autonomous structure of the Union.

This candidate booklet has been designed to help you comply with our new electoral regulations and begin your preparations for your campaign.

Whilst it isn't for the faint hearted, it truly is the experience of a life time. Sitting on the USU board provides rare and valuable experience to make decisions across a range of areas, an experience that most people will not get until much later in their careers.

Be confident. Be prepared. Have fun.

The University of Sydney Union

The University for Sydney Union, in partnership with the University of Sydney, continues to provide the best co-curricular experience at any Australian University. Recent research at student information days has shown that at least 75 per cent of prospective students rate the quality of campus life, social events and amenities as having a strong or moderate impact of their choice of university.

2010 was the fourth year in a row that the University of Sydney was recognised by the

National Union of Students as providing the best student experience in the country. Our student experience program was also recognised in international university rankings.

The USU has extended its depth and breadth of the co-curricular experience over the past 12 months continuing to create a vibrant cultural, social and diverse Campus for students and the broader community.

Most students get their first taste of the University of Sydney at the USU's O-Week. This year we welcomed everyone aboard for three days of high seas high jinks as we introduced students to the many and diverse benefits of membership of Australia's first university union.

For a record fifth time, USU won the World University Debating Championships placing us at five wins (one more than Yale University) and firmly establishing USU as the number one ranked debating society in the world. In August, the USU celebrated its first taste of success in non-English speaking debating taking silver in the Asia-Pacific Championships in Taiwan. In 2011 the USU will continue to grow Mandarin language debating and will introduce an ESL Debating program.

The USU's Club and Societies are another active ingredient to the cultural mix on campus. More than 200 Clubs and Societies kept the events calendar full all year, with some of the larger clubs contributing significantly to larger USU events such as the Verge Festival. Verge brings together the talents and enthusiasm of our diverse on-campus artistic and cultural communities, and presents a fun and exciting program for everyone to enjoy.

The USU works passionately to create a community that blends every boundary, encouraging its members to experience an important part of a world class university experience. The USU has continued to develop emerging artists through the Cultural Partnerships Program, supporting groups such as Project 52, The Sydney Chamber Opera, Bambina Borracha, the Axis of Awesome and Tumbleweed Productions, the latter two appearing at the Edinburgh Fringe Festival for the second consecutive year in 2010. Also going from strength to strength is the USU's School Tutoring Program, the Student Leadership program, the Revue Season held at the Seymour Centre, 26 years of the USU Band Competition and a live, student focused entertainment program that brings acts from Sydney, Australia and around the world.

The USU recognises the enormous contribution made by our international students on campus, providing a volunteer "Meet and Greet" program at Sydney's International Airport and an international lounge on level four of the Wentworth Building. USU also works closely with international-focused clubs and societies.

USU has an agreement with the residential colleges on campus supporting the Intercol programs and providing college students with greater co-curricular experiences on campus. There is also a close relationship between the USU and the Faculty Societies.

The USU provide the campus with diverse food and retail services. 2011 sees the refurbishment of several USU outlets. Research into the tastes and desires of students and staff is ongoing, to ensure all needs are met.

Membership of the USU means you belong to the most successful university union in Australia. In 2010, the USU family consists of more than 11,000 members and countless life members. Part of the appeal of membership is the Access Benefits Programs, which offers members specials at most food and retail outlets on campus, and more than 100 different partners off-campus.

The University of Sydney Venue Collection – the USU’s functions and event management arm meets the needs of the community by looking after more than 24,000 events throughout the course of each year. From simple room bookings to lavish dinners and major corporate events, the USVC operates with the highest standards in place, holding gold licenses and HACCP accreditation.

The USU is committed to working closely with the University of Sydney to ensure students and the broader University community are offered a world class co-curricular experience. We have done this successfully for more than 136 years and look forward to continuing this tradition well into the future.

What is a Board Director?

The Board of Directors is a body of eleven elected USU members who jointly direct the activities of the USU in accordance with the USU Regulations and Constitution. The Board aims to fulfil the USU Constitutional Objective to foster the social, cultural and intellectual well being of members and to enrich the University Community. There are 13 Board Directors. Eleven directors are elected by members for a two year term; the Immediate Past President holds office for one year; and two Senate Representatives are appointed, or reappointed, annually by the University.

The Directors are elected in May of each year, with approximately half the directors being replaced (five Directors in years ending in an even number, six in years ending in an odd number).

All members of the Union are entitled to vote. On the day of the election, students of the university are able to join the Union, free of charge, as Associate Members. The only

benefit of Associate Membership is the right to vote in that year's election. This ensures that the widest possible range of electors have a say.

The Executive (President, Vice President, Honorary Secretary and Honorary Treasurer) are elected to those positions by their fellow board directors: there is no direct election, by the electorate, to these roles.

The Immediate Past President (IPP) remains for one year beyond their presidential term. The IPP attends Board meetings in a non-voting capacity.

Senior USU staff attend Board Meetings in a non-voting capacity.

As mentioned above, the University of Sydney Senate appoints two representatives to sit on the Union Board. These representatives, who are voting members of the Board, may be Fellows, senior members of the University staff, or influential members of the wider community.

The Board is required by the Regulations to meet at least ten times in each year. Meetings are usually held on the third Friday of each month or fourth Friday if there are five weeks in a month. Board meetings are chaired by the President, or in his/her absence, by the Vice-President.

The President may convene a special meeting to discuss issues that need urgent resolution.

Board meetings are open to all members of the Union. Open Question Time is a standing agenda item, during which members may bring to Board's attention any matter relating to Union affairs, and ask questions of Directors and senior staff. Members are free to remain throughout the meeting, but may be asked to leave if the meeting moves onto confidential matters.

What do you get?

Members of the Board are entitled to certain benefits in recognition of the work they carry out on behalf of and for the membership. All directors receive an honorarium, paid monthly into their nominated bank accounts.

The 2011 Honoraria are set at:

Role	Honorarium
Directors	\$2,323
Hon Secretary	\$8,018
Hon Treasurer	\$8,018
Vice President	\$8,018
President	\$25,551

Directors also receive a daily meal allowance of \$11 to spend at USU outlets.

Important Election Related Dates for Candidates

Date / Time	Event	Location
Wed March 23rd 9am	Board Nominations Open	NA
Wed March 30 th 5pm	Potential Candidate Information Session	Holme Reading Room
Thurs March 31st 4pm	Women’s Mentoring Session	The Loggia
Wed April 13th	Board Nominations Close	
4.30pm	Ballot Order Drawn	Holme Reading Room
5.00pm	Candidate Information Session	Holme Reading Room
Mon May 9th NA	Campaigning can begin (See regulations for rules)	See regulations for rules
Fri April 22nd NA	Proposed Release of Candidate Booklet	Bull
Tues May 10th 12.45pm	‘Tuesday Talk’ – Electoral Soapbox	Manning Bar
Mon May 16 th 9am	Pre Polling (absentee voting) opens	Access and ISL
Tues May 24 th 4pm	Pre Polling (absentee voting) closes	NA
Wed May 25 th 5pm	ELECTION DAY! Election Day Party	Hermann’s Bar

Regulations and Director's Duty Statements

Directors are required to act in accordance with the Constitution, Regulations and Director's Duty Statements. These are available at www.usuonline.com/elections or you can collect a printed copy from the Access Desk. There have been a number of Regulation changes for the 2011 Elections. These can be viewed in section 17.

Nomination Process

Apply online at http://www.usuonline.com/Get_Involved/Elections

You must submit your form and statutory declaration prior to 4pm on Wednesday 13 April. To complete the online process you will need to provide information about yourself and also nominate ten people to second your application. These people will be contacted via email to confirm they are happy to support your nomination.

Only members of USU are eligible to nominate for election. If you are not already a member of the Union, you must become one prior to submitting your nomination forms. Application for **membership is available from the Access Desk or the International Students Lounge.**

A statutory declaration will be emailed to you once you commence the online application process, you can either find a JP yourself to witness this, or make an appointment with the Director of Student Programs who is also a JP. He can be contacted via Jo Morrison on 9563 6159. More information is on page 11.

TEN (10) valid seconders are required and only the first ten valid seconders will be published in the Bull Elections Supplement: *Candidate*. **Please check the validity of your nominators. Only valid, current USU members may support candidates for election.**

The position of candidates on all voting papers will be determined by ballot. The final list of nominees will be in this order. The ballot will be drawn after nominations **close at 4pm on Wednesday 13th April 2011, in the Reading Room, Holme Building.**

As part of the online nomination process you will need to submit a photo.

Photos should be:

- of you looking directly at the camera
- in sharp focus and clear
- be close up of your head and top of your shoulders
- show you facing square on to the camera
- not looking over one shoulder (portrait style) or tilted
- Show both edges of your face clearly.

“Funny” photos will not be accepted. The Returning Officer shall determine whether or not a photo is “funny”.

As part of the online nomination process you should submit a resume. This can contain a list of offices held and will be published on line and in the Bull Elections Supplement. This list should consist of positions currently, or previously, held in the USU, the University, and University Clubs & Societies. Other offices held may also be included. The Returning Officer reserves the right to declare invalid any nominations which falsely list positions held by a candidate for election. Candidates standing for election will be required to sign a statutory declaration attesting to their belief of the veracity of the statements contained in their nomination forms. The Electoral Officer will, where practicable, check for validity all information included for publication.

As part of the online application process you will be required to submit a Policy Statement. Statements are limited to 200 words and will be published on line and in the Bull Election Supplement. Please note that it is not possible for two or more candidates to publish a joint Policy Statement. The limit to Policy Statements will be strictly applied and statements will be curtailed at the 200th word.

When lodging nomination papers you will be required to produce your current student card and your 2011 Access Card as identification. A photocopy of these will be taken and filed.

Nominations will not be accepted unless they are received **by 4.00pm on Wednesday 13 April 2011**, the time at which nominations close. The close off time will be decided by the Returning Office. All relevant material, including your statutory declarations must also be received by the USU Access office no later than 4pm on Wednesday 13 April 2011. It is the candidate’s responsibility to ensure that this deadline is met. You will receive an email confirmation when your online nomination process is complete. **The USU will not be held accountable for late or delayed submission, including IT-related issues or any other delays. No late nominations will be permitted.** You are bound by the Regulations of the University of Sydney Union.

Voting

The following proof of membership will be required to vote:

Full Members	2011 Access Card – As per Regulation 17.7.2 Full Members must produce their current Access Card to vote
Life Members	Life Membership Access Card**
Associate Members	‘Enrol to Vote’ Form (completed at time of voting) and your 2011 University of Sydney Student Card

Postal voting facilities are no longer available due to a change to Regulation 17.8

****Life Members:** If you are a Life Member and want to vote you must visit the Access Desk, Manning House with your passport or drivers licence prior to Election Day and obtain a photographic 2011 Access Card. It is the Life Members responsibility to prove Life Membership. If Life Membership cannot be proven you will not be able to vote. If you are in any doubt please see the Access Desk staff well before Election Day.

Polling Booth Location	Operating
Cadigal Green	0730-1730
ISL, Wentworth Building	0830-1700
Bosch Building	0800-1530
Manning House	0830-1800
P.N.R. Building	1100-1400
Sydney College of the Arts, Rozelle	1100-1400
Union Plaza (Jane Foss Russell Building)	0830-1930
Fisher Library / Eastern Avenue	0830-1900
Merewether Building	0830-1800
Mallett Street (Nursing)	1100-1400
Holme Building	0830-1500
Sydney Conservatorium of Music	1100-1400

Election Information and Training Sessions

The USU takes very seriously the important fiduciary role played by directors. It is essential that the integrity of the board and the election processes are beyond reproach. To this end the USU has instituted a number of training sessions, some of which are compulsory, for candidates in our elections.

The ***Information for Potential Candidates*** session, being held on Wednesday March 30 is an opportunity for interested people to find out a bit more about the USU and what the duties and responsibilities of Directors are. Anyone thinking about nominating for Board should attend this session.

In 2008 the Union adopted a policy of affirmative action in response to a diminution of the number of women running for Board. This policy, enshrined in our Constitution, ensures that at least two women are elected in years for which five directors are elected and at least three women are elected in which six directors are elected. In support of this stance,

the USU runs a ***Women's Election Mentoring*** afternoon during which female candidates are offered advice from current and past women directors. This is being held on Thursday March 31.

The ***Candidate Information Session***, held after the draw of ballots on Wednesday April 13, is a more in depth look at the USU finances, policies and strategic direction. This session will also include legal and ethical training, provided by our lawyers and the St James Ethics Centre. **This session is compulsory for all candidates**; failure to attend will see your name removed from the ballot.

Finally, after you have been elected, there will be a further ***Board Induction Retreat***. Again, this session is **compulsory** for all elected candidates and failure to attend will see your place on Board taken by the next highest polling candidate. The board retreat is an opportunity for you to learn more about the USU and meet and build rapport with your fellow directors and senior staff.

As noted above, two of the above sessions are compulsory and as part of the nomination process you will be required to sign ***statutory declarations*** that commit you to attending. In fact you will be required to sign three statutory declarations as part of the nomination process.

Statutory Declaration # 1 commits you to attend training sessions on April 13 and in June. It also acknowledges your understanding of the fact that you will be required to sign an additional two statutory declarations.

Statutory Declaration # 2 will be provided to you to be signed after the training session held on April 13 and commits you to agree to allow the Returning Officer to investigate your election spending patterns and acknowledges your agreement to complying with the rules and regulations governing the USU and the Director's Duty Statement (the code of conduct for Board Directors). Basically you are acknowledging that you will manage your election campaign fairly, legally and ethically and that, if elected, you will abide by the USU Constitution, Regulations and Director's Duty Statements.

Statutory Declaration # 3 Needs to be signed 48 hours before the polls open. At this time candidates must hand in to the Returning Officer a statement of their electoral campaign expenses and associated receipts. The Declaration acknowledges the veracity of the information provided.

Failure to provide any of the above statutory declarations will result in your candidature being declared invalid and therefore prevent your election to Board.

Election Spending

There have been a number of changes to the way you can spend money on your election campaign. You must read this section in full. If you do not understand these rules contact Jo Morrison, or the Returning Officer. These rules will be strictly enforced in accordance with the USU Regulations. **Candidates can be expelled from the Election for not following them.**

The Cap

The spending cap for 2011 is set at \$700 per candidate. **You may not spend in excess of this amount.**

T-Shirts

Each candidate may purchase up to 40 Campaign T-shirts.

All campaign T-shirts are to be purchased through the USU supplier at a set rate. The rate will be announced at the information session after close of nominations.

The T-shirts shall be double sided. The front of the T-Shirt may be designed by the candidate. The back of all T-Shirts shall be designed by the USU and shall contain the same, generic USU Election Information.

If you order T-shirts by April 15 they will be ready for collection at 5pm on the day before campaigning commences (Friday May 6 for a Monday May 9 commencement).

Candidates may chose to print fewer t-shirts and use the additional funds to bolster other spending (see below). **However, there is a minimum print run of 25 T-Shirts. Candidate information will only be printed in one colour, either black or white.**

Other Spending

The remainder of the cap can be spent on fliers, posters and miscellanea with the following conditions:

Posters

Max 100 x A3 posters to be printed at Office Works Camperdown (Cnr Parramatta Rd and Ross St)

All posters must be authorised by you or someone in your campaign team who is a current member of the USU, thus: "Authorised by John Brown, AID 76000."

All posters must be stamped as "approved" by the USU before they can be posted. Posters delivered to the Access Desk (L1 Manning) before 4pm on Wednesday May 4 will be approved, if appropriate, in time to be collected by 5pm on Friday May 6.

The USU reserves the right not to approve posters. You are therefore advised to have the poster design checked by the Electoral Officer (Jo Morrison) before the printing is done.

Flyers

Max 500 x A4 pages to be printed at Office Works

Can be double sided and cut to size (i.e. 1A4 page can be cut into as many flyers as you like)

Miscellaneous

Anything else within the spending cap not otherwise prohibited; eg
Balloons, hats, streamers, face paint, etc.

Outside the Cap

Certain things will not be considered in the spending cap. These are things that are both easily and equitably borrowable or things that are generally owned and need not be purchased specifically for the campaign. They include:

Staplers, chairs, tables, video cameras, laptops.

If in doubt, you should check with the Electoral Officer or the Returning Officer.

Other information

A copy of each item of promotional material must be given to the Electoral Officer for archival purposes.

Chalking

Chalking is an ancient university practice that predates this university.

Both the USU and the University have very strict rules about chalking. These will be gone over in more detail in the training sessions and can be read about in USU Regulations and University Policy documents at the end of this booklet. It would be a great shame if the rights of future students to chalk across the campus be denied because today's students were unable to comply with simple and reasonable rules.

Under no circumstances may you make your own chalk. University officials have been known to conduct chemical tests on chalk used in previous campaigns to detect the use of paint. Students have been charged with criminal offences for damaging public property as a result of ill informed chalking practices. Candidates have also been billed for clean-up operations. Please do not underestimate the seriousness with which the University, and the USU, treat this subject.

Candidates may only use USU approved and provided chalk.

Candidates will be given, free of charge, five tubs of approved chalk for use in their campaign. This is not included in the spending cap.

If you need more chalk, you can purchase it from the Access Desk at \$6.50 per tub. The cost of the purchase of additional chalk must be included in your spending cap.

Where can I chalk?

Any flat horizontal, uncovered surface. Chalk where the rain will be able to wash the chalking away. Be respectful to University buildings and use your common sense

Where can I NOT chalk?

Do not chalk on any vertical surface, eg walls, buildings. Do not chalk on any space that is under cover. Do not chalk on any USU grounds: this includes balconies, pathways, courtyards, walls and any other surfaces within the USU confines. The Wentworth, Holme Buildings and Manning House are all Union grounds (this restriction applies so that the USU, as an entity, is not seen to be endorsing any individual or group of candidates. Do not chalk on any sandstone or anywhere in or around the Quad.

Stop! - It might cost you more than the Election

Should you or any of your supporters fail to chalk within the Regulations, the University might charge you for the cleaning of any surfaces in question. The University has confirmed that any “chalking” that appears to contain paint or other substances that cannot be easily removed by regular wear, rain or similar will be removed by professional cleaners at the expense of the candidate. In the event that the chalking cannot be removed and the stone work needs to be replaced, you will be held liable for the full costs of the replacement.

Criminal charges of vandalism may be brought.

As per the USU Regulations *17.11.1 – Forbidden Practices* include the following:

- “(g) Causing damage or defacement to any public or private property inside or outside the University for the promotion of any candidate(s) in any election of USU. For the purpose of this section, damage or defacement includes, but is not limited to: stickers, posters, paint and chalking that cannot be removed with water, that is on the inside or outside of buildings, steps, handrails, footpaths, trees, poles, bins, signs or on any part of the University and/or the USU and its surrounds not specifically set aside for such purposes.
- (h) Chalking in any USU grounds. This includes balconies, pathways, courtyards, walls and any other surfaces within the USU confines.
- (i) Contravening the University’s or USU’s policy on Advertising on Campus.
- (j) Using any form of campaign material which contains an adhesive that is designed to secure the material to any surface except where such usage is allowed under the University and USU Regulations and Policies.”

This is a very serious matter. You may have seen examples of election chalking in previous years that contradict the policy above. Please understand that this year The

Returning Officer will be strictly enforcing the rules and candidates may be removed from the ballot for non-compliance.

Campaigning Rules

Apart from the above restrictions and conditions (see posters, and t-shirts) there will be a few other changes to this year's campaigning rules.

- Social media can be used as soon as nominations close.
- All other campaigning (posters, t-shirts, badges, flyers, spruiking, etc) can commence on 12.01am on Monday May 9th.
- Flyers and leaflets must be handed to people; do not drop them around campus buildings including computer labs.
- You may only use designated notice boards on campus for postering. Please consider the environment and don't waste paper. Do not post over C&S posters or USU notices. You have limited access to posters, use them wisely.

In addition to candidates' campaigning, the USU will also be promoting each candidate as part of its overall election promotion. The USU values the role the elections play in highlighting the services we provide to the University Community. You can therefore expect the usual posters, banners and flags. We will also be providing candidate specific profiles on our website and all-candidate posters and banners in on and around USU buildings.

All the USU Regulations must be followed. Please bear in particular regard the following

17.11.1 – Forbidden Practices;

“A person shall not, in relation to an election, print, publish or distribute, or cause, permit or authorise to be printed, published or distributed, any matter or thing containing a statement:

- (i) that is untrue; or
- (ii) that is, or is likely to be, misleading or deceptive; or
- (iii) that is discriminatory on the grounds of sex, sexuality, race and ethnicity, or disability. “

What happens if I or someone else in my campaign team does the wrong thing?

You are responsible for briefing your team prior to going out campaigning. It's your name out there so make sure they know and follow the rules. Failing to comply with these instructions and breaching the Electoral Regulations could result in the Returning Officer ruling that your name be removed from the ballot.

The Complaints Process

This process is detailed in full in the Regulations.

Complaints may be lodged if candidates believe a breach of the Electoral Regulations has occurred.

Complaints must be lodged BEFORE the end of polling.

Only candidates may lodge complaints; however the RO may investigate any aspect of the electoral process without having received a formal complaint.

Complaints must be lodged in writing (email is sufficient: ro@usu.usyd.edu.au).

The Returning Officer shall deal with all complaints in a timely manner which shall be no later than 5 working days from the receipt of the complaint.

Per the Regulation (17.12.6) the RO may

1. Remedy the matter
2. Dismiss the matter
3. Exclude any candidate /s from the ballot
4. Disqualify any candidate /s irrespective of whether the vote has been held or the votes already counted

Candidates may appeal against the RO's ruling. Such appeals must:

- be made within 24 hours of the RO's ruling
- be made in writing
- be directed to the USU CEO

For Appeals lodged before the Polling Day, The EA shall, where possible, rule within 24 hours.

All other Appeals must be lodged within 24 hours of the declaring of the provisional results.

Once the vote has been counted the RO shall publicise the results of the election and make a *Declaration of the Provisional Results* on official union noticeboards and on the USU Website.

Candidates may appeal against the *Provisional Results* by making a written submission, giving details of the grounds for the complaint, to the RO within 24 hours of the *Declaration of the Provisional Results*.

As per Regulation 17.13.5 if no appeals are lodged within the 24 hours after the *Declaration of the Provisional Results* and any investigations being conducted by the Returning Officer or Electoral Arbiter are concluded then the election shall be *Formally and Finally Declared*.

Only candidates in the election may appeal the Provisional Results. The appeal must be lodged, in writing, within a period of 24 hrs after the *Declaration of the Provisional Results*. The onus of proof lies with the complainant and all supporting material concerning the complaint must also be lodged within the same 24 hour period. No supporting documentation will be received by the EA after the expiry of the 24 hour period.

If satisfied that there has been a defect in the conduct of the election which has materially affected the result, the EA may:

Order a recount

- Declare that a candidate not be elected
- Declare that another candidate be elected
- Declare that a new poll be conducted
- The EA's decision shall be final

The EA and the RO shall hold office until such time as all appeals have been finalised and the poll can be formally declared.

Contacts

General enquiries and questions:

The Electoral Officer

Jo Morrison

9563 6159, j.morrison@usu.usyd.edu.au

Electoral process questions and complaints

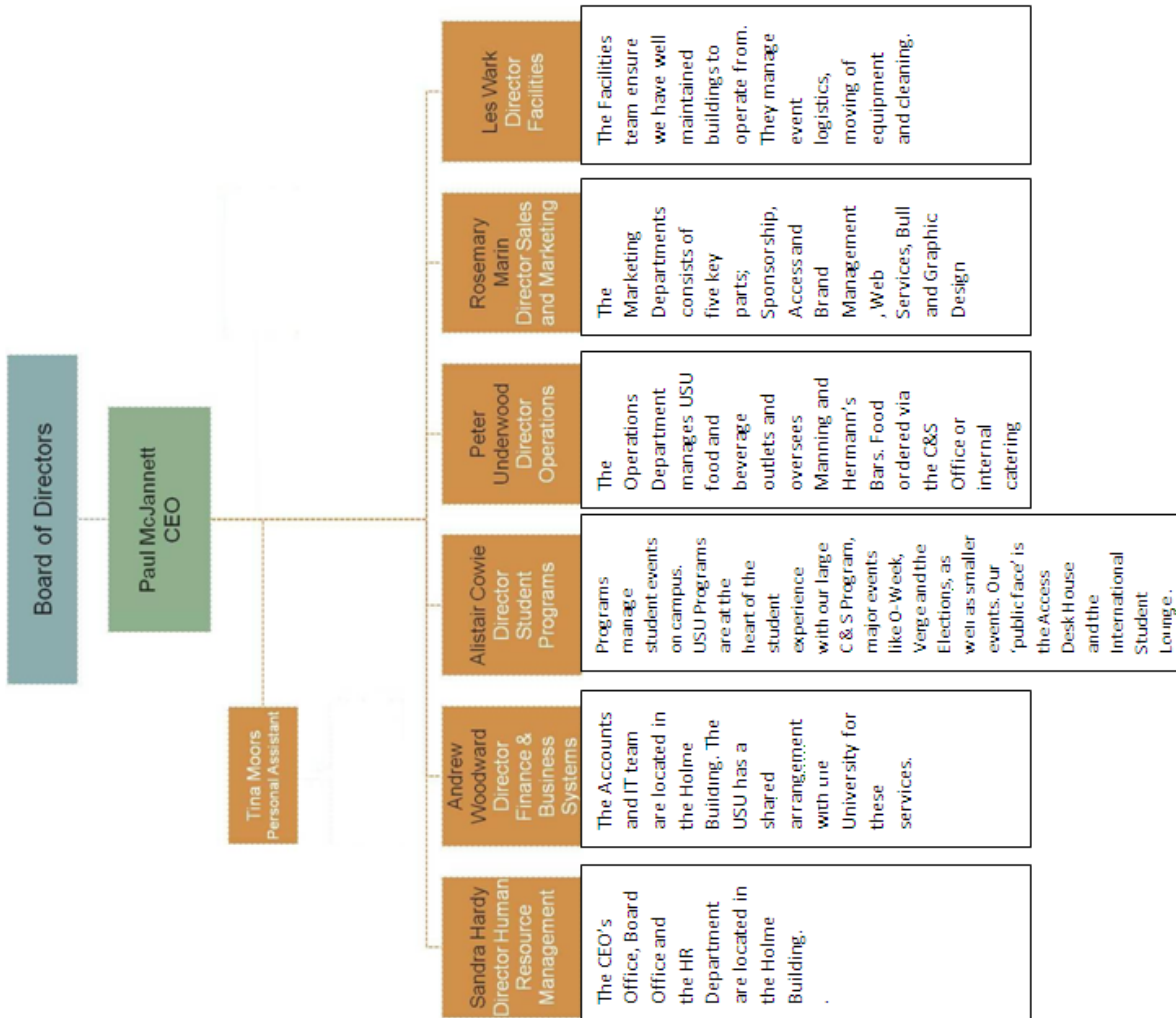
The Returning Officer

Penny Crossley

9351 0388, ro@usu.usyd.edu.au

USU Access Desk: 9563 6000

USU Management



Policy: Advertising on Campus

The University of Sydney - Facilities Management Office
Last Updated 01/12/1999

Boards

1. Introduction

The purpose of this policy is to establish the guidelines that are necessary to control the use of banners, posters and advertising boards and the display of notices and acceptable graffiti. Adherence to this policy will provide protection to the University buildings and infrastructure, minimise the potential for personal injury or the giving of offence, establish the parameters for displaying material, and clarify the forms of activity that are acceptable within the University Community. Experience over a long period has shown that the fabric of most University buildings is damaged when notices and posters are affixed to them, even when so-called "harmless" materials such as Blu-Tac are used. It is also evident that the hanging of banners can seriously affect paint finishes, building masonry and window and door fittings, and that rain penetration through windows partially opened to accommodate banner fixing devices has often been the cause of significant damage to interior walls, carpentry, personal effects and University equipment. This policy is designed to establish where and under what conditions the placement of signs, banners, posters and so on is acceptable.

2. Noticeboards and Information Plinths

Within the University there are numerous noticeboards spread about. Some of these are specifically tagged for student use. The University does not place any official notices on those boards. This material is displayed on those noticeboards that are clearly identified as official University noticeboards. This delineation in usage is an essential one. It is designed to ensure that information for students may be located readily and that it is not obscured by other material. It follows then that the University's official noticeboards are reserved for its use and that any offending materials that are placed there will be removed without notice. The University also wishes to ensure that the Information Plinths located on campus are obvious to all visitors, students and staff and that they do not become de facto noticeboards. **There is no authorisation for the display of notices or posters or directional signs on these Information Plinths.** Any offending material will be removed without notice.

3. Portable Advertising / Sign Boards

The University recognises the benefits to be gained from a strategic usage of portable advertising boards, the so-called "sandwich boards". In order to protect its building fabric, the University allows the use of such devices provided that they do not obstruct corridors, walkways and so on nor create safety hazards.

In the vicinity of the Quadrangle (Building A14), the University has provided a number of temporary signage forms that are designed to be used when functions are underway and during enrolment, Information Day, and Courses and Careers Day. These devices are under the control of the Yeoman Bedell's Office. Some are designed to carry standard directional messages to the various locations and facilities, while others are designed to accommodate the more temporary notices that are required especially during the enrolment process, Summer School, and conference-type activities. There is no charge levied for use of these items. They are made in a style that reflects the University's signage style manual.

No signs of any type are to be fixed, in any form, to building walls or doors or windows.

The placement of a permanent or temporary advertising sign is governed by the following:

1. The placement of long-term portable advertising boards is prohibited on the Camperdown and Darlington Campuses.
2. The placement of short-term portable advertising boards on those campuses to announce special University events will be considered on a case-by-case basis by the Facilities Management Office.
3. All signage must comply generally with the University's signage policy.
4. The procedure for obtaining approval to place a sign of this type is as set out below.

Permanent Advertising, Information and Identification Signs

An application to erect a permanent advertising, information or identification sign must be forwarded to the Facilities Management Office, Facilities Strategic Planning Unit.

- The application must contain the following information:
- The applicant's contact details
- The proposed wording of the sign
- The proposed size of the sign, indicating the height and placement of lettering
- The proposed colours of the sign and pole
- The proposed location of the sign
- The proposed pole type
- The proposed fixing details

Temporary Portable Advertising Boards

An application to display a temporary board must be made to the Facilities Management Office, Facilities Strategic Planning Unit.

The application must contain the following information:

- The applicant's contact details
- The special University event to be advertised
- The proposed wording of the sign
- The proposed location of the sign
- The proposed duration, ie., start and removal date of the sign.

To ensure stability and uniformity, it is suggested that the size of the portable sign be approximately 800mm High x 600mm Wide, with at least 200mm Gap at the base for wind resistance. It is also suggested that the signs be chained to a pole or post if possible.

Note: All costs associated with the design, construction and erection of either permanent or temporary signs are at the responsibility of the applicant.

4. Graffiti

In this policy context, "graffiti" is defined to include the placement of posters, notices, advertisements and similar items, as well as the printing of signs within the area specified in the "tunnel" and the "chalking" of messages and signs on footpaths and roadways. Posters and notices may only be placed on noticeboards erected around the University for students' use. The noticeboards to be used for this purpose are readily identified and are not to be confused with those designated for official notices. Posters and notices may not be placed over official notices on existing noticeboards or attached to trees, posts, footpaths, fences, railings, walls or any other unapproved areas.

The tunnel providing access between Science Road and the Griffith Taylor Building is also available for the display of notices. This tunnel, often referred to as the 'graffiti tunnel', is the usual route between the Holme Building and Manning House. It is the only site in the University where paint may be used.

No posters, notices or painted signs are permitted around the entrances at either end of the tunnel nor may they be displayed above the indicator mark on the wall in the "uncovered" section of the tunnel. For safety reasons, signs are not to be painted on the horizontal surfaces of any steps. The University of Sydney Union has installed chalkboards and noticeboards in the Wentworth Building along the main corridor to Darlington. These chalkboards, which are cleared of all messages overnight, are for anyone to use for any message in chalk. The practice of chalking elsewhere around the University is permitted only on footpaths and roadways and not at all in the Main Quadrangle. Only sticks of chalk may be used. It is not permitted to use a chalk mixture painted onto any surface with a brush. Any chalk used must be able to be removed using water. The Facilities Management Office is entitled to refuse or remove at its discretion any sign which is offensive, conflicts with University objectives or has been the subject of a complaint.

5. Banners

From time to time, the University approves of the placement of banners on the fences adjacent to the entrances to the campus. These banners usually refer to University-wide events such as Information Day, Courses and Careers Day, and the Chancellor's Committee Bookfest. They are placed for a specific period of time and removed as soon as the particular event is concluded. Any proposal by other academic, administrative or student groups within the University for the erection of a banner will be subject to the following:

- (a) approval to erect such a banner and the terms under which it is erected will be determined by the Deputy Vice-Chancellor (Planning and Resources) on a case-by-case basis;
- (b) no approval will be given for a banner to be suspended or hung on a building where such an action would in any way damage the building fabric or raise the possibility of such damage;
- (c) any approval to place a banner will be given for a shorter rather than a longer period;
- (d) for legal reasons, no banners may be affixed to the Murray Footbridge crossing City Road; and
- (e) the placement of any banner on the Parramatta Road Footbridge is governed by the Roads and Traffic Authority, Sydney Region, which has very specific guidelines regarding banner design and layout, construction, liability, attachment and removal.

Any proposal for the placement of a banner should be referred, in the first instance, to the Facilities Management Office. Once evaluated, the proposal will be referred by that Office to the Deputy Vice-Chancellor (Planning and Resources) for consideration. A proposal for the placement of a banner on the Parramatta Road Footbridge must first gain University approval. If that is given, the proponent will then be responsible for gaining RTA concurrence.