



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:

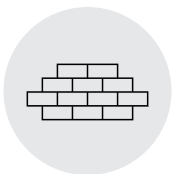
- Blu tack
- Pins
- Tape
- Staples
- Other non-permanent and easily removed methods



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.

