



Candidate  
Handbook

2025

**Information for members considering  
running in the 2025 USU Board Elections**

# 2025 Candidate Handbook

## Contents

- What is a Board Director? .....3
- What do you get? .....3
- Important Election Related Dates for Candidates: 2023 .....4
- Regulations and Director’s Duty Statements .....5
- Nomination Process .....5
- Voting .....6
- Election Information and Training Sessions .....7
- Campaigning .....8
- Election Spending.....8
- Chalking..... 10
- Additional Campaigning Rules ..... 10
- The Complaints Process ..... 11
- Contacts ..... 13
- Policy: Advertising on Campus ..... 14

## What is a Board Director?

There are 14 Directors of the USU Board of Directors:

- 11 Directors are elected by members of the USU for a two-year term;
- Two Directors are appointed by the University Senate (who are generally Fellows, senior members of the University staff, alumni or influential members of the wider community); and
- The Immediate Past President, who holds office for a one-year term in a non-voting capacity.

The Board aims to fulfil the objects contained in article 3.1 of the *Constitution*. This includes promoting the interests and welfare of the USU and the members of the University community.

Jointly the Board directs the activities of the USU in accordance with the *Constitution* and *Regulations*.

The Directors are elected in May of each year. Five Directors are elected in years ending in an even number and six Directors are elected in years ending in an odd number. Pursuant to article 10.2(b) of the *Constitution*, at least two Directors must be women-identifying in an even year and three Directors must be women-identifying in an odd year.

Ordinary and Life members of the USU are entitled to vote in the Annual Election.

The Executive (President, Vice President, Honorary Secretary and Honorary Treasurer) are elected to their positions in a Special Meeting of the Incoming Board in June. They are not directly elected by the electorate to these roles.

Pursuant to section 1.1.1 of the *Regulations*, the Board of Directors meets at least ten times in each calendar year. Formal Board meetings are usually held on the last Friday of each month. Additionally, there are Special Meetings or informal meetings over the course of the year.

Board meetings are open to all members of the USU. 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 *in camera*.

## 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 organisation. All Directors receive a stipend, paid monthly into their nominated bank accounts. The 2025 honoraria are set at the following stipends, as of this date, subject to a CPI increase:

Role	Stipend
Directors	\$5,094.08
Hon Secretary	\$15,282.24
Hon Treasurer	\$15,282.24
Vice President	\$15,282.24
President	\$30,564.47

Directors also receive a daily meal allowance of \$15 to spend at USU outlets. Directors also receive countless opportunities to develop their personal and interpersonal skills, to create networks and to make a lasting contribution to the University and the student community.

## Important Election Related Dates for Candidates: 2025

Date	Time	Event	Location
Monday, March 3rd	9:00am	Notice of Election given by CEO	EDM, Noticeboard, and Website
Monday, March 17th	9:00am	Board nominations open	Online
Monday, March 24th	1:00pm	Election information session	Sutherland Room and Online
Monday, March 24th	2:00pm	Women's mentoring session	Sutherland Room and Online
Monday, April 7th	5:00pm	Board nominations close	Online
Wednesday, April 9th	6:00pm	Compulsory candidate briefing	Reading Room and Online
Monday, April 14th	5:00pm	Candidate T-shirt artwork deadline	Online
Thursday, April 17th	12:00pm	Notice of ballot	EDM, Noticeboard, and Website
Friday, May 2nd	12:00pm	T-Shirts delivered to USU	Level 6
Saturday, May 3rd	8:00am	Social media and in person campaigning may begin	Online and per regulations
Wednesday, May 7th	1:00pm	Election 'Soapbox'	The Refectory and Online
Friday, May 9th	4:00pm	Voter registration closes	Online
Monday, May 12th	9:00am	Voting opens	Online
Friday, May 16th	5:00pm	Voting closes	Online
Friday, May 16th	6:00pm	Election night party	Manning Bar
Tuesday, June 10th	6:00pm	Executive election	Reading Room

## Regulations and Director's Duty Statements

Directors are required to act in accordance with the *Constitution* and *Regulations*, which also include the Director's Duty Statements. These are available at <http://www.usu.edu.au/about/governance.aspx>. Article 10 of the *Constitution* and part 8 of the *Regulations* pertain to the conduct of the election.

## Nomination Process

Apply online at [www.usu.edu.au/elections](http://www.usu.edu.au/elections). You must submit the online form and provide a scanned copy of your statutory declaration to [g.roffe@usu.edu.au](mailto:g.roffe@usu.edu.au) before **5:00pm on Wednesday 7<sup>th</sup> April**.

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. You can become a member by applying online.

To complete the online process, you will need to provide information about yourself and be nominated by two people (nominators cannot be USU Directors or staff members). **Please check the validity of your nominators. Only valid, current USU members with a 2025 USU Membership may support candidates for election. It is the candidate's responsibility to ensure nominators are valid, and that they complete the online confirmation process.** These people will be contacted via email to confirm they are happy to support your nomination.

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 online, on the USU website and USU Election publications. This list should consist of positions currently, or previously, held in the USU, the University, and University Clubs & Societies, and the period in which the position was held.

As part of the online application process, you will be required to submit a Policy Statement, which is limited to 200 words. In addition, there are five optional questions that you can answer, which are limited to 100 words each. Your statement and any answers you give to the questions will be published on the USU website and may be used on other USU promotional materials. Please note that it is not possible for two or more candidates to publish a joint Policy Statement. The word limit to Policy Statements and addition questions will be strictly applied and statements will be curtailed.

A statutory declaration will be emailed to you once you commence the online application process. You will need to find a JP yourself to witness this. To find a JP close to you visit <https://www.jp.nsw.gov.au/Pages/justices-of-the-peace/finding-a-jp.aspx>. If you are unable to see a JP due to self-isolation requirements, please contact the EO and RO immediately to work out a solution.

The position of candidates on all voting ballots will be electronically randomised during voting and alphabetical order by surname, where published otherwise.

The Returning Officer reserves the right to declare invalid any nominations which falsely lists positions held by a candidate for election. Candidates standing for election will be required to sign a statutory declaration affirming the validity of the information provided. The Electoral Officer will, where practicable, check the validity of all information included for publication.

When lodging your nomination, you will be required to supply a copy of your current student card and provide your 2025 Digital USU Membership as identification. This needs to be scanned and emailed to [g.roffe@usu.edu.au](mailto:g.roffe@usu.edu.au) before the close of nominations before **5:00pm on Wednesday 7<sup>th</sup> April**.

Nominations will not be accepted unless they are received **after 5:00pm on Wednesday 7<sup>th</sup> April**, the time at which nominations close. All relevant material, including your signed statutory declarations must be received by the Electoral Officer, in the Holme Building no later than **5:00pm on Wednesday 7<sup>th</sup> April**. 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.**

## Voting

Voting will be conducted through an electronic voting system. All ordinary and Life members of the USU, as of the close of the Electoral Roll (Friday 9<sup>th</sup> May at 4.00pm), will receive an email on Monday 12 May 2025 with a link to vote. Voting will open at 9.00am Monday 12<sup>th</sup> May and will close on Friday 16 May 2025 at 5:00pm.

It is the responsibility of USU members to ensure that the USU has their correct email address before the close of the Electoral Roll. Any student at the University of Sydney can become a USU member by joining online. The Electoral Roll will close at **4pm Friday 9<sup>th</sup> May 2025**.

## Election Information and Training Sessions

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

The **Compulsory Candidate Briefing**, held on **Wednesday 9<sup>th</sup> April 2025 from 5pm**, is a more in depth look at the USU finances, policies, and strategic direction. This session will also include defamation and ethical training. **This session is compulsory for all candidates.** Failure to attend for the duration of the session will see your name removed from the ballot.

Finally, after you have been elected, there will be a further **Board Induction Training**. This session will be held over a number of days, in the July holidays and is **compulsory** for all elected candidates. This 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 two statutory declarations as part of the nomination process.

**Statutory Declaration # 1** It also commits you to attend Board training sessions. It also acknowledges your understanding of the fact that you will be required to sign an additional statutory declaration in regard to your campaign expenditure. It affirms the validity of the information in their nomination form. It also 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). 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. If you have accepted a USU Election Grant this will acknowledge that you know you need to sign an additional contract to get the grant.

**Statutory Declaration # 2** 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. Signing it commits you to agree to allow the Returning Officer to investigate your election spending.

**Failure to provide any of the above statutory declarations will result in your candidature being declared invalid and therefore prevent your election to Board. Falsifying evidence or providing incorrect or misleading information breaches the Regulations and may constitute a breach of the Oaths Act 1900 (NSW).**

## Campaigning

Social media and in-person campaigning can begin from 8:00am (AEST) Saturday 3<sup>rd</sup> April. The account details/handles for all social media accounts associated with your campaign need to be provided to the Returning Officer.

## Election Spending

There have been several 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 the Electoral Officer or the Returning Officer. These rules will be strictly enforced in accordance with the *Regulations*. **Candidates can be disqualified from the Election for not following them.**

### **The Cap**

The spending cap for 2025 is set at \$700 per candidate. You must not spend in excess of this amount. A grant is available of up to \$500 which is part of the spending cap. You are required to apply for this grant by writing a policy statement of up to 100 words in your nomination application. Half of this amount is usually spent on t-shirts.

The Returning Officer has ruled that your campaign may spend money on advertising and promoted posts. All expenditure for promoting your candidacy, whether that be on your official social media accounts or on another person's social media accounts, must be fully costed. Promotional expenditure by another person or organisation on your campaign's behalf may count towards your spending cap. If you pay for a photographer or video maker, you must also cost their services.

If your campaign coordinates with third parties who purchase advertising relating to the election, this must be reported under your spending limits.

### **T-Shirts**

All campaign T-shirts are to be purchased through the USU supplier at a set rate of \$5 per shirt.

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.

### **Key Dates**

Shirt colour and design to be submitted	5:00pm, Wednesday 14 <sup>th</sup> April
Design sign-off	5:00pm, Wednesday 21 <sup>st</sup> April
T-Shirt collection	12:00pm, Thursday 2 <sup>nd</sup> May

Candidates may choose to print fewer t-shirts and use the additional funds to bolster other spending (see below). **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 any Officeworks store.

All posters must be authorised by you or someone who takes responsibility for its contents. For example, "Authorised by John Brown, USU Member ID."

#### **Flyers**

Max 1500 x A4 sheets to be printed at any Officeworks store.



Can be double sided and cut to size (i.e. 1 x A4 sheet can be cut into as many flyers as you like) **each individual flyer needs to be authorised by you or someone** who takes responsibility for its contents. For example, “Authorised by John Brown, USU Member ID.”

Flyers and posters need to comply with all *Regulations*. You are advised to have your flyer and poster design checked by the Electoral Officer before the printing is done.

### ***Prohibited items***

Please note that for the 2025 Annual Elections, **balloons and stickers are prohibited**.

### ***A-Frames***

The rules for A-frames, as set by the Electoral Committee and the Returning Officer are as follows:

- All A frames must be supervised by a responsible person at all times.
- In accordance with the University policies, A-Frames must not cause a trip hazard, block corridors or exits. Please be considerate of the presence of visually impaired people on campus. It is somewhat safer to place these signs close to an existing pole or structure.
- Instructions from University Security, the Electoral Officer, USU staff and the Returning Officer must be adhered to in regard to A-frames.
- Depending on the weather (including the speed of wind), the Returning Officer has the power to add additional conditions for use of A-frames, including prohibiting the use of A-frames for all campaigns for a specified period (e.g. 1 day or 3 hours); or requiring that A-frames be weighted. This will be communicated to all campaigns by the Electoral Officer or Returning Officer.
- For the purposes of determining the campaign expenditure limit, A-frames are accounted for at a nominal cost of **\$10 each**. Here, an A-frame is defined as ‘2 x A1 freestanding posters and any weights (if required by the Returning Officer)’.
- There is a **maximum of 10 A-Frames per candidate**.

### ***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:

- Staples/ers
- Chairs
- Tables
- Video cameras
- Laptops
- Multi-sockets
- Extension leads
- Design and editing software

If in doubt about such items, you should check with the Electoral Officer or the Returning Officer before you begin to use them in your campaigning.

## **Other information**

If you use a USU or University power supply you must ensure it is safely used with no leads causing a hazard. You must also be prepared to share the power supply with other candidates by using a multi-socket. Instructions from University Security, the Electoral Officer, USU Staff and the Returning Officer must be adhered to in regard to any electrical supply.

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

## **Chalking**

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.

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, up to two tubs of approved chalk for use in their campaign.**

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

### **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, e.g. 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.** In addition, any cleaning/replacement/repair costs will be included in your spending cap calculations.

See the USU Regulations for a full list of prohibited practices.

## **Additional Campaigning Rules**

- **Please note that the Returning Officer has the power to make Rules under the *Regulations* about campaigning. These Rules will be sent to all candidates before campaigning begins. Given the ongoing health pandemic, the Returning Officer may make Rules to protect the health and safety of candidates, campaigners, students and USU and University staff. You must not breach Rules made by the Returning Officer.**

- Social media can only be used during the official campaign period from 12.01am Saturday 29th April.
- Flyers and leaflets must be handed to people; do not drop them around campus buildings including computer labs. You must observe any University policies that prohibit flyer distribution in some buildings.
- 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.
- No campaigning, postering or leaflet dropping in Manning Bar or Hermann's Bar.

Please note that section 8.8.11 of the *Regulations* states:

*People other than USU members, university staff and students enrolled at the University of Sydney may not campaign for and on behalf of candidates*

In this context the word "campaign" includes online campaigning, physical campaigning on campus, or being featured in a campaign video.

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 and banners. We will also be providing candidate specific profiles on our website.

Please remember that all the *Regulations* must be adhered to. Please have regard to section 8.8.14 of the *Regulations*, which provides:

(a) Print, publish or distribute; or

(b) Cause or authorise to be printed, published or distributed;

Any matter or thing containing a statement in relation to a candidate, the USU, the election or any referenda that:

(c) Is untrue or materially false; or

(d) Is, or is likely to be, misleading or deceptive; or

(e) Is discriminatory on the grounds of sex, sexuality, race, ethnicity, religion 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 *Regulations* could result in the Returning Officer imposing sanctions or disqualifying a candidate from the election.

Please reference the *Constitution* and *Regulations* for further information.

### **The Complaints Process**

This process is detailed in full in sections 8.9, 8.10 and 8.11 of the *Regulations*.

#### **Before the close of polling**

Ordinary and Life members may lodge a complaint to the Returning Officer in writing. Nevertheless, the Returning Officer may investigate any aspect of the electoral process without having received a formal complaint.

Complaints must be lodged in writing by emailing the Returning Officer, Simone Whetton, at the email address below.

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.

Pursuant to section 8.9.5 of the *Regulations*, the Returning Officer may:

- (a) Dismiss the breach;
- (b) Make directions to remedy the breach, including, but not limited to:
  - (i) Directing that a thing ceases, be removed or altered; or
  - (ii) If a cost is incurred, directing that the person shall be responsible for the costs incurred;
- (c) Impose a penalty or penalties in the form of a formal warning, suspension of a person from campaigning, suspension of a candidate's campaign or disqualification, and/or repayment of issued or unspent grants.

Candidates may appeal against the Returning Officer's ruling. Pursuant to section 8.11.2 of the *Regulations*, such appeals must be:

- Made within 24 hours of the Returning Officer's ruling;
- Made in writing; and
- Directed to the Chief Executive Officer ([j.jancu@usu.edu.au](mailto:j.jancu@usu.edu.au)) who will forward the complaints to the Electoral Arbiter

For appeals lodged before the Voting Days, the Electoral Arbiter shall, where possible, rule within 48 hours.

### **After Counting of the Vote**

After the counting of the vote, complaints may be lodged if candidates believe a breach of the *Regulations* has occurred.

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

Pursuant to section 8.7.6 of the *Regulations*, 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 may appeal against the Provisional Results by making a written submission, giving details of the grounds for the complaint, to the Returning Officer within 24 hours of 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 Returning Officer 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 Returning Officer may:

- Order a recount
- Declare that a candidate is not elected
- Declare that another candidate be elected
- Declare that a new poll be conducted

Candidates may appeal against the RO's ruling. Pursuant to section 8.11 of the *Regulations*, such appeals must be:

- Made within 24 hours of the Returning Officer's ruling;
- Made in writing; and
- Directed to the Chief Executive Officer ([j.jancu@usu.edu.au](mailto:j.jancu@usu.edu.au)) who will forward the complaints to the Electoral Arbiter

For appeals lodged after the declaration of the Provisional Results, the Electoral Arbiter shall make a ruling within 14 calendar days from the date of lodgement of the complaint with the Chief Executive Officer. The Electoral Arbiter's decision shall be final.

### **Contacts**

Electoral Officer (general enquiries, administration and questions)

Geraldine Roffe

9563 6221, [g.roffe@usu.edu.au](mailto:g.roffe@usu.edu.au)

Returning Officer (*Regulations* and complaints)

Simone Whetton

[simonewhetton@gmail.com](mailto:simonewhetton@gmail.com)

Electoral Arbiter (final appeals)

Emma McDonald

Contact via Chief Executive Officer Janina Jancu, [j.jancu@usu.edu.au](mailto:j.jancu@usu.edu.au)

USU Info Hub: 9563 6000

# Policy: Advertising on Campus

The University of Sydney - Facilities Management Office

## Banners, Notices, Posters, Graffiti and the Use of Portable Advertising 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, i.e., 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.