

Removal of Printed Promotional Materials Policy

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1. Scope

- 1.1 This Policy applies to all Printed Promotional Materials being placed on or attached to Public Assets within the City of Parramatta Local Government Area (LGA).
- 1.2 This Policy further applies to City of Parramatta Council (Council) Employees engaged in regulating such materials.

2. Purpose

- 2.1 This Policy sets out the action Council may take in relation to unauthorised Printed Promotional Materials Displayed on Public Assets, without prior approval.
- 2.2 This Policy aims to prevent the negative impacts on the visual amenity and pollution risk caused by Displaying unauthorised Printed Promotional Materials on Public Assets. Additionally, this Policy aims to ensure the safety of pedestrians relative to the use of A-Frames.

3. Policy

- 3.1 The Display of any Printed Promotional Materials on Public Assets is prohibited, unless prior authorisation is obtained from Council.

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- 3.1.1 The placement of A-Frames on public footpaths, nature strips or road related areas is generally prohibited in the LGA.
- 3.1.2 Exemptions permitting the Display of Printed Election Campaign Materials and the use of A-Frames are set out in clause 3.5.
- 3.2 Council will protect the visual amenity of the LGA by exercising its powers under Part 4 of the *Graffiti Control Act 2008* (NSW) to remove unauthorised Printed Promotional Materials that have been reported or identified as being Displayed on Public Assets within the LGA. All removed materials can be treated as waste and destroyed.
- 3.3 As set out in Division 9.3 and Schedule 5 of the *Environmental Planning and Assessment Act 1979* (NSW) and Parts 4.2, 5.6A, and Chapter 7 of the *Protection of the Environment Operations Act 1997* (NSW), Council may investigate the unauthorised placement of Printed Promotional Materials and take action against Offenders. Council will regard the prompt removal of these materials as the most effective deterrent; however, fines may also be issued.
- 3.4 Where unauthorised Printed Promotional Materials are affixed to Public Assets other than Council-owned assets, Council will refer to specific agreements made with the public asset owners regarding the removal of materials. Council is committed to working with public asset owners to allow prompt removal of unauthorised Printed Promotional Materials, to protect the visual amenity and safety of pedestrians in the LGA.
- 3.5 The following additional special conditions will also apply to Council's regulation of Printed Election Campaign Materials, Displayed on Public Assets, and include Local, State and Federal Elections:
- 3.5.1 Subject to the conditions set out in this clause 3.5, A-Frames may be used as Printed Election Campaign Materials or by current Councillors or Members of State or Federal Parliament for the purposes of carrying out their official duties (e.g. community consultation). No more than two (2) A-Frames can be placed on a footpath or nature strip so as not to obstruct pedestrians, and they cannot be more than ten (10) metres apart, without a candidate or their representative being within five (5) metres of the A-Frames, to ensure pedestrian safety.

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3.5.2 Where feasible, any Printed Election Campaign Materials removed by Council under this Policy will not be immediately destroyed. Materials will be kept for a period of fourteen (14) days after the election to allow for collection, after which they will be treated as waste and destroyed.

3.5.3 Placement of Printed Election Campaign Materials on public trees is prohibited. Any Printed Election Campaign Materials placed on public trees will be immediately removed and destroyed, and fines may be issued

3.5.4 All other requirements and guidelines under the relevant State or Federal Electoral Commission for the placement of Printed Election Campaign Materials must be adhered to, relevant to the placement of posters in the entry and internal building areas (Please refer to the *Electoral Act 2017 (NSW)* and the *Commonwealth Electoral Act 1918 Cth*), as relevant).

3.5.5 All other requirements under the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (NSW)* for the Display of Printed Election Campaign Materials.

4. Delegation

4.1 There are Administrative and/or Legislative Delegations applicable to this Policy, which are provided for in Council's Delegations Manual.

5. Procedures

5.1 Removal of material from or near power poles must comply with the *Work Health and Safety Act 2011 (NSW)* and *Work Health and Safety Regulation 2017 (NSW)*, Council Policies and Procedures, and the WorkCover NSW, *Work Near Overhead Power Lines Code of Practice (2006)*.

5.2 This Policy should be read in conjunction with Council's Street Activity Policy, which sets out the process for applying to Council for authorisation to Display Printed Promotional Materials on Council's Public Assets.

6. Definitions

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A-Frame	A-Frame signs (also known as foldable signs or sandwich boards) are generally made of metal, PVC, or plywood and are portable outdoor, two-sided signs that stand up like an easel to form an A shape and are foldable for ease of movement, typically used for advertising or promotions.
Display/Displaying/Displayed	Refers to where Printed Promotional Materials are placed on or attached to a Public Asset.
Employee/s	A person who is directly employed by Council on a full time, part time, temporary or casual basis.
Offenders	Refers to both the persons who install unauthorised Printed Promotional Materials and persons who contract the installation of unauthorised Printed Promotional Materials.
Printed Election Campaign Materials	Print materials used for promotion related to a scheduled election, including posters, placards, corflutes, and A-Frame signage.
Printed Promotional Materials	Promotional materials such as placards, posters, bills, flyers, banners, papers, corflutes, and A-Frame signage.
Public Assets	Refers to public roads, road related areas such as nature strips and footpaths, and includes public infrastructure such as buildings, fences, bridges, trees, bus shelters, power poles, light poles, power substation boxes, street posts, traffic signposts, traffic lights, seats, and rubbish bins. This list is not exclusive or exhaustive.

REFERENCES	<i>Commonwealth Electoral Act 1918 (Cth)</i> <i>Electoral Act 2017 (NSW)</i> <i>Environmental Planning and Assessment Act 1979 (NSW)</i> <i>Graffiti Control Act 2008 (NSW)</i> <i>Protection of the Environment Operations Act 1997 (NSW)</i> <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (NSW)</i> <i>WorkCover NSW, Work Near Overhead Power Lines Code of Practice (2006)</i> <i>Work Health and Safety Act 2011 (NSW)</i> <i>Work Health and Safety Regulation 2017 (NSW)</i>
ASSOCIATED POLICIES	Street Activity Policy

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	Regulatory Enforcement Policy Work Health and Safety Policy
ATTACHMENTS	Nil

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