

HIRING OF CITY OF BUNBURY BILLBOARDS AND BANNERS

POLICY STATEMENT

To ensure that Council manages the hiring of City of Bunbury billboards and banners infrastructure to promote community events held in the City of Bunbury and Bunbury Geographe region, and to meet Council standards and expectations of the public.

POLICY SCOPE

This policy applies to: City of Bunbury staff, external event organisers

POLICY DETAILS

The City of Bunbury owns and manages several billboard frames located in main entry points into Bunbury, and banner holders located along Victoria Street in the Central Business District. These infrastructures can be hired to promote community events and campaigns held within the Bunbury Geographe region.

The following conditions apply to the hire of billboard and banner infrastructures:

- The event being promoted must take place within the Bunbury Geographe region
- The maximum hire period is six (6) weeks for billboards and two (2) weeks for banners
- Costs related to the hire of billboards and banners are as per the current City of Bunbury Fees and Charges
- The Hirer is to pay the total invoice within four (4) weeks of the booking acceptance date; until this payment is made the booking is considered reserved but not secured
- The Hirer must have a valid public liability insurance policy
- The Hirer is to ensure the standard of advertising cannot reasonably be construed as offensive and the City reserves the right to cancel any booking should material be deemed offensive
- The Hirer cannot sublet any area or section of the billboard or banner
- The Hirer is responsible for all artwork and production
- The Hirer is required to remove signs from the billboard within 24 hours of the conclusion of the booking period
- No paint is to be used on billboard signs – plastic/vinyl lettering only

- The Hirer is responsible for the installation and removal of billboard signs
- Any damage to the Hirer's billboard sign or banner is the responsibility of the Hirer to repair, replace or remove
- Any damage to the City's billboard occurring during install or removal is the responsibility of the Hirer to repair or replace
- The City will not remove graffiti from the Hirers billboard sign. Removal of graffiti is the responsibility of the Hirer and must be removed within 48 hours of reporting
- The City is responsible for the installation and removal of banners which will take place on Wednesdays. The Hirer must deliver banners to the City of Bunbury Depot at 10 Sutherland Way Picton, one (1) week prior to the installation date, and retrieve the items no later than one (1) week after the removal date. Storage of banners is not possible and uncollected banners may be destroyed
- The Hirer is responsible for any damage caused to banners other than that directly attributable to a negligent act of a City staff member

COMPLIANCE REQUIREMENTS

LEGISLATION

- *Local Government Act 1995*
- *Codes of Practice, Worksafe WA*

INDUSTRY

ORGANISATIONAL

- *Corporate Guideline: Community Use of Banner Masts Located in Victoria Street*
- *City of Bunbury Occupational Safety and Health procedures*
- *City of Bunbury adopted Fees and Charges*

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