



HIRING OF CITY OF BUNBURY BILLBOARDS AND BANNERS COUNCIL POLICY

POLICY STATEMENT

To ensure that Council manages the hiring of City of Bunbury owned billboards and banners to promote events held within the City of Bunbury, and to meet Council standards and expectations of the public.

POLICY SCOPE

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

POLICY DETAILS

The City of Bunbury owns and manages a number of billboards and banners located in various areas of Bunbury, that are available for hire to promote community events held within the City of Bunbury.

The following conditions apply to the hire of the City of Bunbury owned billboards and banners:

1. Use of the billboards and banners are strictly for community events that are open to the public and must take place within the City of Bunbury boundaries.
2. The Hirer must first contact the City of Bunbury to ascertain billboard and banner availability.
3. An application to hire the billboard and banner holder must be submitted, approved and paid for, prior to producing any artworks pertaining to the billboard.
4. The maximum hire period for each billboard and banner holder is six (6) weeks, subject to availability.
5. Costs related to the hire of the billboards and banner holders are as per the current City of Bunbury Fees and Charges.
6. The Hirer must have a valid public liability insurance policy.
7. The Hirer's temporary billboard and banner must not use any form of paint, and that only plastic/vinyl lettering is permitted.
8. The Hirer is to ensure the standard of advertising cannot reasonably be construed as offensive and the City of Bunbury reserves the right to cancel any booking should material be deemed offensive.

9. Once approved, the Hirer cannot sublet any area or section of the billboard or banner.

Specially, additional billboard conditions also include:

1. The Hirer is responsible for all costs pertaining to the design, production, installation and removal of the temporary billboard.
2. The Hirer is required to remove the temporary billboard within 24 hours of the conclusion of the booking period
3. Any damage caused to the City of Bunbury billboard or the Hirer's temporary billboard during the installation or removal is the responsibility of the Hirer to repair or replace at the Hirer's cost.
4. Any damage, including graffiti, caused to the Hirer's temporary billboard is the responsibility of the Hirer to repair or replace at the Hirer's cost. Removal of graffiti is the responsibility of the Hirer and must be removed within 48 hours or being reported.
5. The Hirer is responsible for all costs pertaining to the design and production of the banner.
6. The City of Bunbury is responsible for the installation and removal of the Hirer's temporary banners which will take place on Wednesdays. The Hirer must deliver their banners to the City of Bunbury Depot at 10 Sutherland Way, Picton, one (1) week prior to the installation date, and retrieve the banners no later than one (1) week after the removal date. Storage of banners is not possible and uncollected banners within the specified timeframe may be destroyed.
7. The City of Bunbury does not accept any responsibility of damage(s) caused to the banner by inclement weather, other than that directly attributable to a negligent act of a City of Bunbury officer.

COMPLIANCE REQUIREMENTS

LEGISLATION

Local Government Act 1995

Codes of Practice, Worksafe WA

INDUSTRY

ORGANISATIONAL

Management Policy: Community Use of Banner Masts Located in Victoria Street

City of Bunbury Occupational Safety and Health procedures

City of Bunbury adopted Fees and Charges

Document Control**Document Responsibilities:**

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