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## PROMOTIONS AND PUBLICATIONS POLICY

<b>Commencement Date:</b>	28/09/2015	<b>Review Date:</b>	28/01/2018
<b>Division Responsible:</b>	Engagement Department		
<b>Approval Authority:</b>	Guild Council		
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### 1.0 AIM

UWA is multicultural and diverse campus made up of students from all walks of life and everything the Guild undertakes, including its promotions and publications, is for them. As such, the organisation is committed to ensuring that each and every promotion and publication displayed (both digitally and in printed form) is inclusive and does not discriminate in any way, shape or form.

The aim of this policy is threefold. Firstly, to define promotions and publications content and the process for managing such activities; secondly, to outline the distribution areas under Guild management and who can action display requests; and thirdly, to describe when materials can be removed and the compulsory steps involved.

The Guild's Engagement department is available to assist students, clubs and organisations in a broad range of engagement related areas including design, copy, layout and formatting related matters. If you are unsure or require further assistance do not hesitate to contact them at [marketing@guild.uwa.edu.au](mailto:marketing@guild.uwa.edu.au).

### 2.0 SCOPE

#### **This Policy:**

- Provides a definition of terms used to identify digital and printed publication and promotional tools and outlines what constitutes displayed material



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- Provides content creation guidance, clearly stating what content would be in breach of the Guild's content policy and the systems in place to manage publications and promotions
- Identifies where the Guild has responsibility over publications and promotions
- Identifies the approval process for the placement of posters on campus within the Guild area
- Identifies the location, allocated quotas and approval and removal process for Guild and non-Guild posters
- Explains the content guidelines pertaining to digital and online promotions and the process taken if content is found to be in breach of these rules
- Provides a process for complaints regarding the decisions of the Guild in relation to the approval of publications/promotions and requests for the removal of any such material
- Demonstrates the fundamental role the Event Department plays in the approval and execution of event related publication and promotional material
- Provides a brief overview of the publication and promotional processes which exist for areas outside of the Guild's control

### **3.0 DEFINITIONS**

#### **3.1.1 DEFINITION OF PUBLICATIONS**

For the purposes of this policy, 'publications' can be produced in printed or digital form and include but are not limited to:



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- All Guild publications including Guild Weekly, Prosh, Pelican, Damsel, Postscript and Lighthouse
- All Guild connected websites including Cafes on Campus, Clubs and Events, main Guild site, Elections, Volunteering, Catering and Venue Hire, Texchange and MyGuild sites
- All publications produced by Guild Departments and Sub-Councils, and any other publications funded by Guild budgets
- All publications supported by the Guild (such as faculty society publications) are not bound by this policy **unless** they apply for a grant from Education Council, Public Affairs Council or Societies Council which partly or fully covers the cost of their publication
- All posters, printed material, and/or digital material distributed and/or displayed in the Guild village area, including tickets for events.

### **3.1.2 DEFINITION OF PROMOTION**

For the purposes of this policy, 'promotions' can be produced in both digital and printed form and include but are not limited to:

- All avenues of social media including Facebook, Instagram, Twitter, Youtube, Google + and Snapchat
- All social media pages held or run by the Guild or Guild affiliated clubs, faculty societies and departments
- All promotional T-shirts, clothing and products created by the Guild or Guild affiliated clubs, faculty societies and departments
- All submissions and advertisements in Guild publications including in Guild Weekly, Pelican, Damsel, Postscript, Prosh and Lighthouse
- All submissions and advertisements featured in Guild connected websites including those included on the Cafes on Campus, Clubs and Events, main Guild, Elections, Volunteering, Catering and Venue Hire, Text Exchange and MyGuild sites
- All events and event descriptions detailed in the Events Calendar or in main events section on the Guild Events website
- All jobs and job descriptions details on [www.guildvolunteering.com](http://www.guildvolunteering.com)
- All posters, printed material, and/or digital material distributed and/or displayed in the Guild village area, including tickets for events.

### **3.1.3 DEFINITION OF DISPLAYED**

For the purposes of this policy, 'displayed' can refer to promotions and publications (in both the digital and printed form) including but not limited to those which:

- Feature visible or readable text, imagery, artwork, symbols or a combination of all four
- Can be seen by more than just the content's creator



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## 4.0 PUBLICATION & PROMOTIONAL MATTERS FOR WHICH THE GUILD IS RESPONSIBLE

The University has authorised the Guild to be responsible for the approval of publication and promotional materials and the management of how they are displayed and removed in areas that fall under the responsibility of the Guild, which includes but is not limited to the rotunda and in or around Guild Village. Content guidelines are provided to ensure that neither the Guild, nor our members, are at risk of action being taken against us by the University, the State Equal Opportunities Commission or the Federal Human Rights and Equal Opportunities Commission. They also reflect our duty of care, and are necessary to ensure the student cohort is protected from undue harm, oppression, offence or risk. To display or distribute publications or promotional material in the Guild precinct area or through the Guild's digital channels this policy needs to be adhered to.

## 5.0 CONTENT GUIDELINES

Promotions and publications distributed in Guild areas, through the Guild's digital channels (including on social media) or in Guild and Guild-funded publications must comply with the guidelines for **Alcohol**, **Anti-Discrimination** and **Political Comment** as outlined below:

### 5.1 Alcohol

There are strict rules pertaining to the promotion of alcohol and consumption of liquor on campus. These include but are not limited to:

- **Sponsorship:** Events, promotions and publications can be sponsored by businesses that sell alcohol however this cannot be promoted (e.g. via logos on artwork, images of their alcohol etc.)
- **Warnings:** If alcohol will be sold or distributed at an event, the following text must be included on all the event's publications and promotions:
  - 18 + ID Required
  - I.D. is required
- Discounted drinks, reduced priced drinks (etc.) must be stated as **"student priced drinks only"**

Although not compulsory, the Guild also recommends that the following additions are considered:

- Please Drink Responsibly
- Scantek in use (if the event will have Scantek)

Alternately, if no alcohol will be present at the event then the publication and promotional material for the event must state **"Alcohol Free Event"**.

#### 5.1.1 University

According to the university's policies and procedures, advertising for functions should:



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- Not emphasise the availability of alcohol
- Not refer to the amount of alcohol available
- Not encourage the excessive consumption of alcohol
- Not encourage attendance at a function by advertising alcohol at reduced prices
- Make equal reference to the availability of non-alcoholic beverages
- Ensure that no promotional material concerning consumption of liquor will be permitted in connection with Student Orientation Week and related activities

For the full policy guidelines see:

<http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP09%2F5>

### **5.1.2 State Liquor Licensing Laws**

Further to this, the state government sets out the follow as unacceptable practises. **Please note that these supersede UWA's liquor policies and procedures:**

- Emphasising the availability of alcohol
- Referring to the amount of alcohol available
- Encourage the excessive consumption of alcohol
- Encouraging attendance at a function by advertising alcohol at reduced prices
- External advertising of a free drink upon arrival
- Any promotional activity that encourages a patron to consume liquor excessively.  
This can include the following
  - All you can drink
  - Two-for-one
  - Cheap drinks
- Complimentary drinks except those offered as part of a package that includes food

For the full policy guidelines see: <http://www.rgl.wa.gov.au/liquor/information-for-licences/policies-promotion-of-liquor/liquor-promotions-policy> and [http://www.rgl.wa.gov.au/docs/default-source/rgl/responsible\\_promotion\\_of\\_liquor\\_for\\_consumption\\_on\\_premises.pdf?sfvrsn=2](http://www.rgl.wa.gov.au/docs/default-source/rgl/responsible_promotion_of_liquor_for_consumption_on_premises.pdf?sfvrsn=2)

### **5.1.3 BYO (Bring Your Own) Events**

The Guild strictly controls the use of the term BYO (Bring Your Own) and the process involved with events planning to promote or action BYO messages. The following policy applies to club and society events held on and off campus, and includes but is not limited to the following:



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- No advertising through Guild controlled avenues shall refer to events as "BYO"
- Identification is required to enter an event where alcohol will be available or permitted
- When selling or giving away tickets or admissions to a "BYO" event, proof of age and identification must be checked at point of sale

Any club or society planning on running an event must submit an Event Management Plan as per the Event Management Policy.

## **5.2 Anti-discrimination policies**

We define discrimination as the unjust or prejudicial treatment of different categories of people. This unfavourable treatment can (potentially) disadvantage a person or group causing them detriment and or suffering.

The Guild is driven to protect the students from undue harm, including that caused by discriminating promotional and publication material. This duty of care includes discrimination on the basis of sex, marital status, pregnancy, race, age, sexual orientation, gender identity, religious beliefs, impairment or disability. As a result, Guild promotions and publications **cannot** employ content that features:

**Sexual Discrimination.** Including but not limited to content that is sexually charged, contains unnecessary sexual references and or imagery, or features content that could constitute sexual harassment (including unwelcome physical touching, staring or leering, suggestive comments or jokes, requests to go out on dates, requests for sex, pornographic or rude jokes, sexually explicit references, intrusive private and or bodily questions).

**Marital Status Discrimination.** Including but not limited to content that puts down, pokes fun at, teases, hurts, harms or unfairly disadvantages a person or group of people due to their actual or perceived marital status (such as married, engaged, divorced, partnered and single).

**Pregnancy Discrimination.** Including but not limited to content which treats a woman or a group of women less favourably because she/they are pregnant or because she/they intended to or may become pregnant.

**Race Discrimination.** Including but not limited to content that is likely to offend, insult, humiliate or intimidate someone because of their race, ethnicity and or cultural background. Further to this, no content should incite racial hatred, perpetuate racial stereotypes or unfairly disadvantage a person or group of people due to their actual or perceived race.

**Age Discrimination.** Including but not limited to content that treats, or proposes to treat someone unfavourably because of their age. For example, if a publication or promotion imposes a requirement, condition or practice which disadvantages a person or group of persons because of their age (perceived or actual).



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**Gender Identity Discrimination.** Gender identity refers to one's gender-related identity. This includes their appearance, mannerisms, way people express themselves, how people present their gender or other gender-related characteristics, which may be an identity other than male or female. It does not matter what sex the person was assigned at birth, or whether the person has undergone any medical intervention, they should not be treated unfavourably or discriminated against in Guild publications or promotions because of their gender identity. Gender labels (such as male, female, men and women) may be hurtful, inaccurate or contribute to excluding a person or group of persons. As a result, particular care and sensitivity must be used if employing them by ensuring they are used correctly and in an empowering way. Please contact the Guild Pride Department or Women's department if you intend to use any gender identity labels to ensure they are correct, appropriate and necessary.

**Sexual Orientation Discrimination.** Sexual orientation refers to a person's sexual orientation towards persons of the same sex or persons of a different sex. No Guild content should incite sexual orientation hate or discrimination, perpetuate sexual orientation stereotypes or unfairly disadvantages a person or group of people due to their actual or perceived sexual orientation. Sexual orientation labels (such as gay, lesbian, homosexual, bisexual, straight and heterosexual) may be offensive or inaccurate so particular care and sensitivity must be used if employing them, ensuring they are used correctly and in an empowering way. Please contact the Guild Pride Department if you intend to use any sexual orientation labels to ensure they are correct, appropriate and necessary.

**Religious Belief Discrimination.** Including but not limited to content that incites hatred, contempt, revulsion or severe ridicule of a person or group of people because of their religion or belief system (whether overt, true or otherwise). As such, it is not acceptable for publications or promotions to feature content which encourages violence and or hate against people who belong to a particular religion, features unverified claims that a religious group is involved in a serious crime, or mocks or pocks fun at a person because of their religion.

**Impairment or Disability Discrimination.** Including but not limited to content that treats people with a disability or impairment less fairly than people without a disability or impairment. It also extends to cover those that are treated less fairly because they are relatives, friends, carers, co-workers or associates of a person with a disability. Thus, Guild publications and promotions must ensure all content (including that relating to employment, education, access to locations, provisions of goods and services, and access or attendance at clubs, events, activities and sports) facilitates equal and easy access for all, regardless of their ability.

Further to our own policies, the Guild is bound by the University's anti-discrimination policies and those outlined in state and federal law. In order to comply with these, you need



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to ensure the content of your promotions and or publications, including the imagery, text, symbols employed, is not in breach of the following;

### **5.2.1 University Policy**

The university is committed to creating an environment free from discrimination on the grounds of sex, marital status or pregnancy, race, age, sexual orientation, gender history, religious or political beliefs, impairment, family responsibility or family status. A student who feels that this policy has been breached and they have been discriminated against can make a complaint to the Guild or to the University. For further details of the relevant policy see: <http://www.hr.uwa.edu.au/policies/policies/equity/equal-opportunity>

### **5.2.2 State Law**

According to state law, it is unlawful to discriminate in education on the grounds of age, family responsibility, family status, gender history, impairment, marital status, political conviction, pregnancy, race, religious conviction, sex and sexual orientation. Discrimination includes 'harassment' which includes the display of offensive posters and material. For more information see: [www.equalopportunity.wa.gov.au](http://www.equalopportunity.wa.gov.au). Students who feel this policy has been breached can lodge a complaint with the Equal Opportunities Commission.

### **5.2.3 Federal Law**

Australian federal law prohibits the advertisement or promotion of messages that are likely to offend, insult, humiliate or intimidate a person or group of people on the basis of race or disability. It also prohibits sexual harassment which includes the display of pornographic posters and material. Federal law does not cover discrimination on the basis of religion. Additionally, Federal Law includes guidelines to cover publications and the media under the Racial Hatred Legislation which is designed to allow people to complain about publicly offensive behaviour based on racial hatred. A student who feels that this law has been breached can make a complaint to the Human Rights and Equal Opportunity Commission. For further federal policy details see: [www.humanrights.gov.au/racial\\_discrimination/media\\_guide](http://www.humanrights.gov.au/racial_discrimination/media_guide)

## **5.3 Content Relevancy and Accuracy**

To the best of the creator's knowledge, the content displayed in a promotion or publication must accurately reflect the activity or event in question. If lewd or possibly offensive material (including but not limited to adult language and sexual references) is expected to be featured in the activity or event, the following disclaimer must be present: ***"Some people may find the content of this event offensive."***

## **5.4 Political Comment**

The Guild remains committed to freedom of political comments on campus and in the digital sphere and will not refuse to authorise material on grounds of political controversy alone. If however the promotion or publications content breaches the content guidelines set out in 5.0 – 5.2.3 it will not be approved.



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## 6.0 POSTERS – AROUND THE GUILD AREA & ROTUNDAS

### 6.1 *Rights to Distribute*

Guild-affiliated clubs, departments, subsidiary councils and faculty societies may display posters in approved areas. There are a limited number of display spaces available, thus priority for posters in the Guild Village precinct and rotundas is to promote the Guild and affiliated groups. Posters promoting external organisations or events may only be approved according to section 6.3 of this policy.

### 6.2 *Approval of Posters for Guild-affiliated groups*

Guild departments and affiliated clubs must follow the steps below to have posters displayed in Guild managed areas. It is recommended that you **do not** produce any more than two (2) copies of your poster until you have followed this process as they may not be approved, resulting in you having to amend and reprint the document.

1. If the poster is for an event, you must submit an Event Management Plan via MyGuild before your poster can be approved.
2. Ensure your poster complies with the content guidelines in this policy and includes:
  - A current Guild (or if applicable, Guild department) logo (formatted in navy blue, white or black and sized so that all text is readable) AND
  - Your club or faculty society logo (if applicable. Please note this must be the club's unique logo, not that of a national body) OR
  - In the case of NUS or CAPA posters, the NUS or CAPA logo (no Guild logo required)
  - A light-coloured space where the approval stamp can be placed on it.
3. Submit your poster for approval either via email or by taking a hard copy to any of the following Guild staff or departments who have authorisation to approve your poster:
  - a) Associate Director of Student Services
  - b) Event Department | [events@guild.uwa.edu.au](mailto:events@guild.uwa.edu.au)
  - c) Engagement Department | [marketing@guild.uwa.edu.au](mailto:marketing@guild.uwa.edu.au)
  - d) Student Centre | [hello@guild.uwa.edu.au](mailto:hello@guild.uwa.edu.au)

Provided that you have complied with all aspects of this policy, then your poster will be approved and you can proceed to step 4.

If submitted by email, the approver will copy in the Student Centre. If in hard copy, the approver will sign and date the back of one copy.

If your poster is not approved, an explanation will be provided regarding why the poster cannot be displayed and or what changes will need to be made to have it



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approved. If you are unhappy with the decision you can appeal the decision according to the appeal guidelines in section 8.3 of this document.

Where a publication contains potentially discriminatory content, the approving officer should consult with other persons who are authorised to approve posters, as well as relevant Guild officers such as the Queer Officer, Women's Officer and International Student Officer, where appropriate. If this is not possible, the materials can be lodged at the Guild Student Centre until one such individual has reviewed it.

4. Print your copies (we recommend printing no more than 30 A3s and 20 A4s) and take them to the Guild Student Centre to get the Guild 'Approved' stamp on the front of all copies. If you obtained approval via hard copy, the Guild Student Centre will keep the signed copy (with your name, phone number and student number on the back) for filing.

5. Distribute your posters in accordance with section 6.4.

### **6.3 Approval of Non-Guild Posters**

External organisations outside of the Guild (including non for profits, UWA, UWA Sport, and UWA departments) can request to display information and promotional posters in the Guild area. Outside organisations and events may be approved for poster display provided they abide by all content guidelines in this policy and are subjected to a fee as specified in the Guild Advertising Kit. Posters are limited to A4 and A3 size. The Guild logo is generally not permitted to be used by non-affiliated groups, however may be required if the Guild is sponsoring or participating in the event.

The following series of steps has been developed to assist you with the poster approval process:

1. Liaise with the Engagement Department to confirm the purchase of advertising space, material deadlines and poster approval (contact [marketing@guild.uwa.edu.au](mailto:marketing@guild.uwa.edu.au))
2. If you are a department from UWA or an organisation from outside of UWA get all of your posters printed and supply them to the Guild Student Centre. The ideal poster size is A3, portrait orientation, no greater than 110gsm. The posters must be received by the Guild Student Centre by 12 noon on Friday to be displayed by the following Monday. If they are received after this time they will not be displayed until the second following Monday.
3. After your event has passed or after one (1) month of your poster artwork being displayed (whichever is sooner) the Guild reserves the right to remove the publication following the steps set up in 6.4.6 – 6.4.7.



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## **6.4 Poster Display and Removal**

### **6.4.1 Approved Materials**

Only approved materials (see section 6.2 and 6.3) may be displayed in the Guild area. All other materials will be removed.

### **6.4.2 Approved Areas and Quantities for Display**

Approved posters **can** be displayed in the following areas:

- The five concrete rotundas on the Crawley campus  
Poster numbers per rotunda are limited to:
  - 1 x A1
  - 2 x A2
  - 5 x A3 (ideal size and number); or
  - 5 x A4
- All pillars (in the provided A4/A3 display frames **only**) within the Koort Kwoba Dandjoo also known as Guild Village Precinct and in front of Catalyst Cafe
  - For each club or society only **two** snap frames per pillar may be used
- The notice boards outside the Guild toilets and the Tavern
- All the open notice boards on campus (for the closed ones the permission of the department where the notice boards are located is required)

Posters **cannot** be displayed on:

- All walls surrounding the Guild Refectory
- All walls within Guild Village
- All windows
- Inside the Guild toilets (the exception being the Women's Department which has a notice board)
- Anywhere on the ground around the Guild
- Anywhere else on campus (including colleges) except notice boards, except if approval has been granted by the University.

### **6.4.3 Poster Display Frames**

The display frames fixed to the pillars and walls of the Guild Village and Guild Courtyard are the property of the Guild. As such, any damage that can reasonably be assumed to have been committed by an individual or group against them will be considered an act of vandalism. If this occurs the Guild must be compensated for the full amount of fixing said damage.

### **6.4.4 Distribution of Posters**

Posters must be fixed within the appropriate sized display frame, with all corners and plastic coverings securely fastened. If this does not happen then the posters can be removed by the Guild as outlined in 6.4.6.

Posters must not be placed over other posters unless it is clear that the event has passed. If this does not happen then the posters can be removed by the Guild as outlined in 6.4.6-6.4.8. Where possible, all previous promotional material must be removed from the display



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frames. Excessive material (i.e. more than two posters) can cause damage to both the frame and the material inside. *Any club or society found maliciously to have removed another club or societies poster material will be reported to the relevant governing body.*

#### **6.4.5 Poster Display Time Restrictions**

Approved posters can be displayed for up to a maximum of one (1) month or until the event has passed whichever comes first. Anyone seeking to have their approved posters on display for longer than the specified period of time must seek approval from the Event Manager, Engagement Manager or Guild President.

#### **6.4.6 Removal of Posters**

Posters will be removed when:

- One month has passed since the poster was approved
- The event has been held
- The poster is not stamped
- The poster is damaged
- The poster is unapproved
- If the poster is breach of the **promotions and publication policy**
- The poster has had a complaint made against it
- The poster exceeds the Guild's strict quota limit
- The poster is not installed correctly

#### **6.4.7 Removal of Approved Materials**

Groups and individuals may remove approved material under the direction of any person with the authority to approve posters (as listed in 6.2) OR in the event that the date of the advertised function has already passed OR in the event the poster becomes damaged (for example, by the weather or acts of vandalism).

Additional posters can be removed if they exceed the strict poster display quotas. For a reminder on the poster quotas please see 6.4.2.

All removed materials will be taken to the Guild Student Centre, held for 7 days and then placed in a paper recycling bin where practical.

#### **6.4.8 Removal of Unapproved / Offensive Materials**

If promotions and publications have not been approved and are found to be displayed they can be removed by groups and individuals under the direction of any person with the authority to approve posters (as listed in 6.2.) The material can be placed in a paper recycling bin immediately. The onus is on the promotion's creator to ensure the publication or promotion is approved, therefore any and all costs incurred through the act of removal (including but not limited to reprinting) will not fall on the Guild.

Material displayed in Guild sites (including digital and print) that are not approved and found to feature offensive material, including but not limited to that which is discriminatory



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or in breach of the Guild's content policy, will be removed immediately and without hesitation. The material will then be photographed for reference and can proceed through the Complaint process as outlined in section 8.0 if the Guild President so desires.

## **7.0 ONLINE PROMOTIONS**

### **7.1 *Materials Posted Online***

All online publications and promotions which reference a Guild event, club, society, department or sub-council, and/or are distributed through Guild communication channels must be in accordance with content guidelines outlined in section 5 of this policy. This includes but is not limited to text, imagery, artwork, music and symbols published by individual committee members on social media and websites, as well as those made in an official manner by the organisation. If digital material is found to breach this policy the offending club will be dealt with as section 8 of this policy, and where the Guild has the ability to remove or request the removal of the content, it may do so immediately.

## **8.0 GRIEVANCES (COMPLAINTS)**

The Guild will ensure the following process is followed when a breach of policy or complaint arises. Natural justice principles will be applied to ensure that all parties are provided with the opportunity to make comment and to understand the process to be followed. In some cases, further action may be required resulting in a referral being made to other documents such as the Equal Opportunity and Affirmative Action Policy or the Enterprise Bargaining Agreement. If this is required, the parties involved will be informed about the process to be followed. In this instance, the Guild President will take the matter to the University's Equity and Diversity unit, who will make the decision in conjunction with the University policy as summarised in section 5.1.1 and 5.2.1 of this document.

### **8.1 *Breaches of Policy***

This section refers specifically to cases where the policy and procedures identified in this document are not followed. The Guild will always consider that honest mistakes occur and information regarding the correct process will always be the first step. Where significant or consistent breaches of policy are found to occur, a report will be made to the Guild Executive for consideration. In the event that it is confirmed that significant or consistent breaches have occurred the following penalties may be applied:

- Raising of charges to cover the costs of removal
- In severe cases forfeiting of rights to display in the Guild area or be involved in Guild publications
- Posters placed outside the areas specified in this Policy may be dealt with by UWA Security and may incur any penalties that are applicable under UWA regulations. The Guild will not act to prevent any penalties that may be enforced by UWA Security as a result of this policy breach.



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## **8.2 Complaints about Material Displayed or Distributed**

Despite the approval process outlined above, it is possible that a member of the university community or broader community may take offence at the content of a publication or promotional material. In the event that someone would like to make a complaint the process is as follows:

- In the case of publications (both digital and print), lodge a copy with the Guild Student Centre or in the case of posters advise the Guild Student Centre of the poster details (including the group if possible);
- The Guild Student Centre will record the complaint and refer the matter to a meeting of at least three people responsible for approving posters. This must include the minimum of:
  - a. Guild President
  - b. Associate Director (Student Services)
  - c. The original person who approved the poster
- At the same time the Guild will remove the material and save it where possible following the process set out in 6.4.6 – 6.4.8 until the final judgement has been made.
- A decision will be made by this group or referred to the Guild Executive where required. The complainant will be advised of this step and finally of the outcome of the consideration.
- A decision made by the group can be appealed to Guild Executive if the complainant is not happy with the outcome.
- Students and staff should be advised that a person objecting to material displayed or distributed may also choose to take their complaint to the University or to outside organisations such as the Equal Opportunity Commission.

## **8.3 Complaints Regarding Material Not Approved for Display or Distribution**

In cases where material has not been approved for display or distribution feedback will be provided by the decision maker. Anyone not satisfied with the decision may appeal the decision and the appeal will be heard by either the decision making group of the three identified above or by Guild Executive where required.

## **9.0 EVENT MANAGEMENT AND PLANNING PRIOR TO PUBLICATION**

All events held on or off campus by a Guild-affiliated club, faculty society or department require an Event Management Plan (EMP) to be submitted to the Guild before the event can be promoted. The publication material will need to be submitted online when completing the EMP application which is located on the Guild website.

Promotional material for an event can only be approved once an EMP has been received by the Guild Events Department (or, in the case of camp events, once the EMP has been approved by the Guild Events Department).



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## **10.0 PUBLICATION & PROMOTIONS OUTSIDE THE GUILD AREA/GUILD CONTROL**

The University has both policy and by-laws that govern the display of promotional and publication material and the distribution of literature on campus. If you wish to distribute material in other areas, you must obtain approval from the Project Officer in Facilities Management. For more information on the University's policy, go to:

<http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP07%2F79>