

Event Information Risk Form



Purpose:

UNSW has a duty of care to all staff and students who are present on university premises. This risk assessment form helps to identify potential risks associated with holding a university event and necessary controls, prior to it taking place. This is to ensure the safety and wellbeing of all participants, organisers, university communities and public. We aim to prevent incidents, reduce hazards and ensure that events are conducted in a controlled, safe environment and in accordance with the university's regulations and policies.

Scope:

This form applies to events on any UNSW campus or virtually through UNSW channels, including guest speaker events. For external group gatherings, protests and demonstrations (planned or spontaneous) please refer to the [Public assembly assessment form](#). For simplicity purposes, we will refer to these as "events". The form will be used to assess various risk factors including health & safety (physical & psychosocial), [university scholarly standards](#), environment and legal considerations.

Responsibilities:

It is the responsibility of the event organiser, responsible business unit and all involved stakeholders to complete this form accurately and thoroughly. Staff or the UNSW Event Team are required to work with the relevant and responsible Head of School, PVC/DVC, ARC Board or Chief of Staff to review the completed form to obtain approval. Controls must then be agreed with Security before the event proceeds.

Please note that UNSW requires all event organisers to provide all information necessary for the university to understand the potential risks associated with an event, for the purposes of assisting UNSW to comply with its health and safety duties.

High risks (identified in relation to the Standard for Visiting Speakers and the Model Code for the Protection of Freedom of Speech and Academic Freedom in Australian Higher Education Providers), must be promptly escalated to the Chief of Staff for consideration by the Vice-Chancellor and President's office.

1. Please give a short description of the event:

2. Please state the date and time of the event:

3. What is the expected duration?

4. Who is organising this event?

☐ UNSW staff

☐ UNSW students

☐ UNSW ARC clubs or representatives

☐ Others (please state name, role/organisation below)

Please state the name of the main person responsible:

5. Is it intended to be a protest or demonstration?

☐ Yes (please move to question 6)

☐ No (please move to question 9)

Protest & demonstration considerations

If you are intending this event to be in the form of protest, demonstration or rally, please complete the following questions 6-8. Otherwise, you can skip ahead to question 9.

6. What space or facilities are you planning (or have requested) to use at the university?

7. What is the objective or desired outcome (limited to this occurrence only)?

8. Will the protest / event intend to move across the campus through multiple locations (i.e., a rally for example, instead of something static)?

☐ Yes

☐ No

If you selected "Yes" - please outline below your intended path (or mark your path on the relevant campus map and attach to this form):

Assessment for the Code of Conduct and Values and the Standard of Visiting Speakers

Please provide details in relation to the [UNSW Code of Conduct and Values](#) & [Standard for Visiting Speakers](#). You are required to share relevant documentations as instructed in question 15.

9. What is the subject matter or content of the event? Please give a short description of its context:

10. (If applicable) Please list all event speakers.

11. Has the speaker(s) been accused of, or found to have made previous statements and actions which are below scholarly standards or any other content that may cause harm (e.g., unlawful discrimination, harassment, defamation, disinformation, misinformation, hate speech, incitement to violence)?

☐ Yes (please provide evidence)

☐ No

Please explain what investigations you have done and the results.

12. Please identify what cohorts/groups could have their health & safety (physical and psychosocial) negatively impacted as a result of topics discussed or actions taken at the event. Consider all cohorts within the UNSW and local communities and describe any potential impacts.

13. Please outline what controls will be in place to mitigate the risk of harm to these cohorts/groups (e.g., support programs, disclaimer/disclosure of event information).

14. Will the event organisers plan (or have requested) to bring equipment / objects (i.e., banners, speakers) on campus?

☐ Yes (please comment below what they are)

☐ No

15. Please attach with this form, any relevant contextual documents related to the event such as:

- Synopsis of the proposed content of discussion or speech
- Biography of the speaker
- Evidence of background checks & vetting conducted

Other risk considerations

16. Who is participating (including the organisers that will be at the event)? Select all applicable answers

- | | |
|--|--|
| ☐ University staff (professional or academic) | ☐ University students (UG, PG and research) |
| ☐ External individuals (including family and friends) | ☐ External groups or organisations |
| ☐ Others (please state below) | |

17. What is the expected number of attendees?

18. Will the content be broadcasted, live streamed or made available online (including pre-event marketing materials)?

- ☐ Yes (please state them below) ☐ No

19. What types of media coverage is expected? (Select all applicable answers)

- | | |
|---|--|
| ☐ Local | ☐ State |
| ☐ National | ☐ International |
| ☐ Others (please state below): | ☐ None (or N/A) |

20. Will there be future iterations of this event (or subsequent protests/counters) as a direct result of the momentum, outcomes or unresolved issues?

- ☐ Yes (or possibly) ☐ No

Declaration

For this declaration to be accepted by UNSW Security, it must be signed by the event organiser and their supervisor / approver.

Event Organiser

I agree that the information provided in this form is accurate, complete, and truthful to the best of my knowledge, and I understand that UNSW is relying on this information to conduct a risk assessment of the proposed event. I acknowledge that any intentional misrepresentation or omission of relevant information could result in adverse consequences to people or property.

I acknowledge that I have read, understood, and agree to comply with the [UNSW Campus Policy](#), [UNSW Code of Conduct and Values](#), [Standard for Visiting Speakers](#) and other related policies. If there are significant risks of non-compliance identified, UNSW reserves the right to refuse or reject the request to hold the event.

I acknowledge that I have notified [UNSW Protective Services](#) about the event and given at least 48 hours' notice and have forwarded them a copy of this completed and signed form.

I agree to immediately contact [UNSW Protective Services](#) if I consider that the risk profile of this event has increased.

Full Name:

Role:

Signature:

Date:

Supervisor / Approver

I approve the proposed event and am satisfied all necessary precautions and risk mitigations are sufficient to ensure the safety of the university staff, students, local communities and event participants (all related parties).

I acknowledge that I have read, understood the [UNSW Campus Policy](#), [UNSW Code of Conduct and Values](#), [Standard for Visiting Speakers](#) and other related policies. I am confident that the precautions/mitigations in place to ensure the safety and wellbeing of all related parties are appropriate and adequate.

Full Name:

zID:

Signature:

Date:

Please email the completed form to security.services@unsw.edu.au for review or other enquiries.