

# Public assembly risk assessment form



## Purpose:

UNSW is committed to the principles of the [Model Code for the Protection of Freedom of Speech and Academic Freedom in Australian Higher Education Providers](#) that forms part of our [Code of Conduct and Values](#). UNSW has a duty of care to all staff and students. This form will be used to assess potential risk factors prior to a public assembly taking place and the necessary controls that may be required to protect the physical and psychological health & safety (wherever reasonably possible) of our community and the public. We aim to prevent incidents, reduce hazards and ensure that public assemblies are conducted in a controlled, safe environment and in accordance with legislation and the university's policies.

## Scope:

This form applies to public assemblies (that may include any march, procession, speak-out, rally, sit-in, sit-down, or other form of protest or demonstration) on any UNSW campus or virtually through UNSW channels. This form is not applied in the context of industrial action.

## Responsibilities:

It is the responsibility of the organiser/s of the public assembly, to complete this form accurately and thoroughly, providing all information necessary for the university to understand the potential risks associated with a public assembly, for the purposes of assisting UNSW to comply with appropriate legislation. Controls must then be agreed with UNSW Protective Services before the public assembly proceeds.

If you are engaging invited or external visiting speakers as part of the public assembly, you must comply with the UNSW [Standard for Visiting Speakers](#).

## Contact details of the organiser of the public assembly

1. Name

2. Email address

3. Phone number

## Public assembly details

4. Please give a short description of the public assembly including the purpose and intended persons who are expected to participate and the desired outcome:

5. Please state the proposed date of the public assembly:

6. What is the proposed start and finish time?

7. What UNSW location/s or virtual space/s are you planning (or have requested) to use?

8. Will the public assembly intend to move across the campus through multiple locations (i.e., a rally or procession for example, instead of something static)?

☐ Yes

☐ No

If you selected "Yes" - please outline below your intended path and activities at each location where the assembly may stop along the way (mark your path on the relevant campus map including start and finish locations and submit with this form):

9. Statements and actions on UNSW campuses and in UNSW virtual spaces must be lawful. Please confirm that content shared during the public assembly will not be unlawful, discriminatory, or cause harassment, defamation, disinformation, misinformation, hate speech, or incitement to violence

☐ Yes, I confirm that content shared during the public assembly will be lawful

10. Will you bring equipment / objects (i.e., banners, loudhailers) on campus?

☐ Yes (please comment below what they are)

☐ No

### Other considerations

11. Who is participating (including the organisers that will be at the public assembly)? Select all applicable answers and provide details below

☐ University staff (professional or academic)

☐ University students (UG, PG and research)

☐ External individuals (including family and friends)

☐ External groups or organisations

☐ Others

12. What is the expected number of attendees?

13. Will the content be broadcasted, live streamed or made available online (including marketing materials before the public assembly)?

☐ Yes (please state them below)

☐ No

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

☐ Local

☐ State

☐ National

☐ International

☐ Others (please state below):

☐ None (or N/A)

15. Will there be future iterations of this public assembly as a direct result of the momentum, outcomes or unresolved issues?

☐ Yes (or possibly)

☐ No

## Declaration

*For this declaration to be accepted by UNSW Protective Services, it must be signed by the organiser of the assembly and the approver.*

### **Public assembly 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 public assembly. 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](#), [UNSW 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 for the proposed public assembly and/or refuse or permit invited or external visiting speakers via email response.

I acknowledge that I have notified [UNSW Protective Services](#) about the public assembly with at least 48 (business) hours' notice and have forwarded them a copy of this completed and signed form. **I understand that I must receive written approval before commencing the public assembly.**

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

Full Name:

Role:

Signature:

Date: