



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

21 December 2018

The Hon Robert French AC  
[freedomofspeechreview@education.gov.au](mailto:freedomofspeechreview@education.gov.au)

Dear Sir

Thank you for your correspondence of 29 November 2018 regarding the independent review of policies supporting freedom of expression and intellectual inquiry in Australian higher education.

Please find below the information you requested concerning the existing principles and practices adopted by the University of Wollongong as per your requests.

I note the distinction made in your questions between academic freedom and to freedom of speech relating to expressive conduct by staff, students or visitors engaging in public discussion. However, I note that these categories can overlap, such that expressive conduct by staff or students can include commentary on academic and non-academic issues. Consequently, some of the provisions listed below in response to your questions appear in more than one category. I also note that there is a range of terminology pertaining to these concepts which appears in our legislation, policies and procedures (free inquiry, intellectual freedom, intellectual openness, freedom of opinion) and have included the full suite of documents for your information.

**1. University statutes, regulations, rules or by-laws, not available on the University website, relating to expressive conduct by staff or students or persons visiting the University for the purpose of delivering speeches or lectures or otherwise engaging in public discussion.**

The University's statutes, regulations and rules are available on our website. However, for ease of reference, the following relevant instruments are listed:

- [University of Wollongong Act 1989](#) – In particular :
  - Section 6 (1) *"The object of the University is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence."*
  - Section 6 (2)(b) *"the encouragement of the dissemination, advancement, development and application of knowledge informed by free inquiry."*
  - Section 6(2)(f) *"the provision of teaching and learning that engage with advanced knowledge and inquiry."*
- [Student Conduct Rules](#) – Section 2.6 *"these Rules affirm the Principles of UOW which include commitment to intellectual openness and freedom of opinion."*
- [Campus Access and Order Rules](#) – Section 8 provides authorised persons with the authority to request people to leave the campus if they engage in disorderly conduct including 8(b) *"any conduct which impairs the reasonable freedom of other persons to pursue their studies, researches, duties or lawful activities in the University or to participate in the life of the University, or that threatens the health, safety or welfare of staff, students and visitors to the University"*

Professor Paul Wellings CBE  
Vice-Chancellor

2. **Administrative codes, policies or principles relating to the above including internal audit and risk policies and practices and standard provisions in academic employment contracts.**

- UOW Code of Conduct –

- Section 1.1(a) “As the University of Wollongong pursues its Mission to be a global leader in discovery and learning, working to transform people and the world in which we live, it will encourage: a. intellectual openness, collegiality and connectivity”
- Section 7.3-7.5

Academic Freedom

3. The University is committed to the protection and promotion of intellectual freedom within the University. In the performance of their duties, academic staff have the right to:

- a. pursue critical and open inquiry;
  - b. research and publish;
  - c. participate in public debates and express opinions, including unpopular or controversial opinions about issues and ideas;
  - d. participate in an appropriate form in decision making processes and structures germane to their field of expertise and onus of responsibility within the University;
  - e. teach, assess and develop curricula within the processes laid down by the University Council; and
  - f. participate in professional and representative bodies, including unions, and engage in community service;
- without fear of harassment, intimidation, bullying, victimisation, vilification or unfair treatment and without using these as a basis for personal attack on others.

Public Comment

4. The University recognises the traditional role of staff and affiliates in making informed comment on societal values, behaviours, customs and practices, in challenging beliefs, practices, policies and structures, and in participating in public debate on issues of professional and public concern. Members of the University community are encouraged to participate in public debate on issues of professional and public concern.

5. Views which are attributed to the University as a corporate body may be expressed to the public only in accordance with the University's Use of University Name in Public Statements Policy, Delegations of Authority Policy and Social Networking Use Guidelines. When making public comments that are not made as an official representative of the University pursuant to the above policies, staff and affiliates of the University must make it clear that they are expressing individually held opinions that are not necessarily those of the University.

- UOW Use of the University Name Policy – Section 1.1 “Members of the University Community are encouraged to participate in public debate on issues of professional and public concern. This policy stipulates how the University of Wollongong's name should be used in relation to public statements made by members of the University Community.”

- UOW Academic Staff Enterprise Agreement 2015 – Clause 16:

Academic Freedom

16.1. The University is committed to the protection and promotion of intellectual freedom within the University. In the performance of their duties academic staff members have a right to:

- 16.1.1. Pursue critical and open inquiry;
- 16.1.2. Research and publish;
- 16.1.3. Participate in University and public debates and express opinions, including unpopular or controversial opinions about issues and ideas;
- 16.1.4. Participate in an appropriate form in decision making processes and structures germane to their field of expertise and onus of responsibility within the University;
- 16.1.5. Teach, assess and develop curricula within the processes laid down by the University;
- 16.1.6. Be involved in the processes of Academic Senate; and

- 16.1.7. Participate in professional and representative bodies, including unions, and engage in community service without fear of harassment, intimidation, bullying or unfair treatment.
- 16.2. Notwithstanding the rights expressed in sub-clause 16.1, no staff member has the right to harass, vilify, bully, intimidate, act vexatiously or defame.
- UOW Protocol Procedures (see attached) Section 7 deals with the notification and management of events including high profile persons: “7.1 Risk Assessment and Security of Visiting Dignitaries and High Profile Speakers:
    1. The Manager, Security must be contacted and provided with details of any visit or UOW event involving a dignitary or person with a high profile within the local, national or international community. Such persons include members of the State or Federal government, overseas governments, ambassadors or consulates as well as high profile speakers. The Manager, Security must be notified of such visits as soon as possible and at least three weeks in advance of the proposed visit.
    2. The Manager, Security will undertake a risk assessment of the proposed visit, taking into account the profile of the speaker/dignitary and consulting with relevant key officers as required (for example: the Director Government Relations, Media Manager, Director Advancement, Director Governance and Legal and the individual or organisation inviting the dignitary/speaker).
    3. Risk assessments will seek to uphold the University's commitment to academic freedom and freedom of speech whilst balancing concern for the safety of the University community and seeking to ensure freedom from discrimination, harassment, vilification or intimidation. The assessment will also take into consideration any risk to UOW's reputation.
    4. The Manager, Security will refer risk assessments for visits by high profile speakers and high level dignitaries to the CAO or Vice-Chancellor for approval.
    5. Once the risk assessment is approved, the Manager, Security will determine the level of security required for the visit/event and will put in place appropriate security measures for escort on arrival and the level of support required for the visit e.g. designated parking.
3. **Any of the above categories which deal with the topic of academic freedom.**
- As noted, this list substantially overlaps with the documents listed above, specifically
- [University of Wollongong Act 1989](#)
  - [UOW Code of Conduct](#)
  - [Student Conduct Rules](#)
  - [UOW Use of the University Name Policy](#)
  - [UOW Academic Staff Enterprise Agreement 2015](#)

4. **The reports of relevant non-confidential reviews which your university may have undertaken in relation to its rules, policies and practices in this area.**

While there haven't been any reviews specifically concerning academic freedom or freedom of speech, the 2017 External Review of the UOW Council undertaken by consultant, Peter Forster from the Consultancy Bureau, did look into whether the University meets its object of upholding and safeguarding intellectual inquiry. The relevant sections of the review report are copied below:

Executive Summary

12. *The University has a culture of safeguarding the freedom of intellectual inquiry and a strong set of policies, principles and code of conduct to support this.*”

Main Report

9.1 *Culture of Upholding and Protecting Freedom of Intellectual Inquiry*

*Over the history of the University, the University Council and successive Vice-Chancellors have ensured that prevailing values, attitudes and policies protecting and upholding intellectual inquiry have been built into all facets of University operations. The University of Wollongong Act 1989 emphasises that one of the principal functions of the University is “to encourage the*

*dissemination, advancement, development and application of knowledge informed by free inquiry.*

*The Governing Council ensures that this principal function is reflected in the strategic plan and core strategies of the University. The University's mission is described as research-intensive, where a spirit of inquiry drives research and learning environments. The University's stated values include and emphasise intellectual openness, mutual respect and the promotion of equity and social justice.*

*Most importantly, UOW aims to develop graduates who are "intellectually fearless and socially connected leaders in their chosen fields and vocations". Graduates are to be "creative and critical thinkers, able to challenge and cross disciplinary boundaries."*

*The University of Wollongong core strategies further reinforce the culture of upholding and protecting freedom of intellectual inquiry:-*

- *The core education strategy seeks to transform the way students and staff discover and engage with information, to build and sustain a culture of self-assurance based on the promotion and support of evidence-based quality enhancement in all educational undertakings, and to ensure student wellbeing through effective support structures and engagement programs.*
- *The core research strategy emphasises preparing graduates who are career ready, able to contribute to an ever-changing world where challenges cross disciplinary boundaries.*
- *The University Research Committee of Academic Senate emphasises the value placed on emerging researchers, the support provided to research-active staff and informing and advising the Academic Senate on research and research training matters.*
- *The University Education Committee emphasises the importance of driving and creating innovative and challenging curricula.*
- *The Education Policy Review subcommittee emphasises the development of education-related policy consistent with sector good practice where all Australian universities have a requirement to promote and protect freedom of intellectual inquiry.*
- *Student conduct rules incorporate guiding principles committed to:-*
  - *intellectual openness and freedom of opinion;*
  - *integrity;*
  - *mutual respect and collegiality;*
  - *foresight, quality and accountability as an institution;*
  - *equity and social justice.*
- *The University's code of conduct emphasises that the University is accountable to its staff, students and to the broader community and Government. It recognises its staff as its greatest asset, and aims to sustain a staffing culture distinguished by enterprise, creativity, inclusiveness and mutual respect. The code establishes the University's commitment to the protection and promotion of intellectual freedom and encourages academic staff in the performance of their duties to:-*
  - *pursue critical and open inquiry;*
  - *participate in public debates and express opinions including unpopular or controversial opinions about issues and ideas;*
  - *participate in appropriate decision-making processes relative to their field of expertise within the University;*
  - *participate in professional and representative bodies, engage in community service without fear of harassment, intimidation, bullying, victimisation, vilification or unfair treatment and without using these as a basis for personal attack on others.*

*There is evidence at many levels within UOW (e.g. Academic Senate and Faculty Committees) that policies, rules and principles supporting freedom of intellectual inquiry are (in practice) being upheld and protected. Council is provided reports through Academic Senate which ensure that the policy framework upholding intellectual freedom is appropriate and practical.*

**5. Any observations that you would like to make which you think might be helpful to the Review.**

I note that the principles of academic freedom and freedom of expression have been enshrined in university legislation and policy for hundreds of years and that the sector's management of such issues is robust and appropriate.

I trust this information is of use to your review. If you have any questions about the information provided please do not hesitate to contact Dr Nancy Huggett, Director of the Governance and Legal Division on [nhuggett@uow.edu.au](mailto:nhuggett@uow.edu.au) / (02) 4221 5684.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Wellings', with a large, stylized loop at the end.

Professor Paul Wellings CBE  
Vice-Chancellor



# PROTOCOL PROCEDURE

<b>Date first approved:</b>	<b>Date of effect:</b>	<b>Date last amended:</b> (refer to Version Control Table)	<b>Date of Next Review:</b>
15 December 2015	15 December 2015	18 December 2018	21 August 2023
<b>First Approved by:</b>	Chief Administrative Officer		
<b>Custodian title &amp; e-mail address:</b>	Senior Executive Assistant to Vice-Chancellor staceyt@uow.edu.au		
<b>Author:</b>	Senior Executive Assistant to Vice-Chancellor		
<b>Responsible Division &amp; Unit:</b>	Vice-Chancellor's Unit		
<b>Supporting documents, procedures &amp; forms:</b>	<a href="#">Employee Assistance Program</a> <a href="#">Guidelines and Protocols for Welcome to Country, Acknowledgement of People and Country and Aboriginal Cultural Performances</a> <a href="#">Guidelines on the Use and Management of Alcohol at University Functions</a> <a href="#">Philanthropic Fundraising, Gift Acceptance and Recognition Policy</a> <a href="#">UOW Brand Guidelines</a> <a href="#">Purchasing and Procurement Policy</a> <a href="#">General Course Rules</a> <a href="#">UOW Council</a>		
<b>Relevant Legislation &amp; External Documents:</b>	<ol style="list-style-type: none"><li>1. Form of address, Etiquette &amp; Protocol:<ol style="list-style-type: none"><li>1.1. <a href="#">Debrett's Correct Form Handbook</a></li><li>1.2. <a href="#">International Gift Giving</a></li><li>1.3. <a href="#">Vice Regal Guidelines - Governor of New South Wales</a></li><li>1.4. <a href="#">Forms of Address - Department of Premier and Cabinet</a></li></ol></li><li>2. For UOW collateral: <a href="#">UOW Pulse</a> <a href="#">NSW Government Environmental Health Cremation ashes</a></li></ol>		
<b>Audience:</b>	Internal		

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UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

## Contents

1	Introduction/Background .....	3
2	Scope/Purpose .....	3
3	Inviting the Chancellor, Deputy Chancellors, Vice-Chancellor and/or Council members to events .....	4
4	VIP / Special Events.....	5
5	Presentation of Gifts.....	7
6	Media at UOW Events .....	7
7	Risk Assessment and Security of Visiting Dignitaries and High Profile Speakers.....	7
8	Government Correspondence .....	8
9	Congratulatory Correspondence.....	8
10	Condolence Letters.....	8
11	Memorial Protocol.....	8
12	Posthumous Awards.....	9
13	Flag Protocol .....	10
14	National Anthem .....	10
15	Acknowledgement of Country / Welcome to Country.....	10
16	Roles & Responsibilities .....	10
17	Version Control and Change History .....	12



## 1 Introduction/Background

1. UOW values its many relationships with leading educational institutions, government bodies, research and industry organisations, local, national and international businesses. The University attracts delegations and distinguished/high profile visitors both nationally and internationally, and values the contribution of such visits. This procedure has been prepared as a guide to hosting such visits, and highlights courtesy and cultural awareness.
2. Official visit requests from representatives of international universities and institutions are coordinated by the International Office in liaison with the Deputy Vice-Chancellor (Global Strategy). Visits by research organisations are to be coordinated via the relevant Faculty Executive Dean and the Deputy Vice-Chancellor (Research & Innovation) and/or Research Office. VIPs such as Ministers (State and Federal), and government bodies are to be coordinated in liaison with the Director, Government Relations and the Protocol Office.
3. The International Office and the Protocol Office will work with the office of the Vice-Chancellor or Deputy Vice-Chancellor (Global Strategy) to schedule high level visits to UOW. These schedules aim to maximise opportunities to exchange experiences, information and develop or build on collaborative relationships for the University.

## 2 Scope/Purpose

1. This procedure should be read in conjunction with existing procedures associated with UOW annual events such as Graduation, Orientation and Open Day, where required.
2. Examples of the types of VIP events, visiting delegations and officials to the University and the units responsible for these visits are set out below:

Type of Delegation and Visitor	Responsibility
Foreign government ministers, senior officials and other high level dignitaries	VC Office Director, Government Relations Protocol Officer
Chancellors/Vice-Chancellors (or equivalent) of other universities and educational institutions	VC Office DVC's Office International Office Protocol Officer
Honorary degree recipients	Governance & Legal Division Advancement Division
Representatives of international universities, research and industry organisations and government bodies with which UOW has a formal agreement	International Office Faculty International Office Research Office





Chief Executive Officers of major corporations	Senior Executive & Executive Deans Director, Government Relations
Delegations and visitors organised via Australian Commonwealth and State Departments, e.g. Austrade, Department of Premier and Cabinet, Department Foreign Affairs & Trade	Director, Government Relations Protocol Officer
Agents and representatives of UOW offshore partners	International Office
UOW Education Abroad partners	International Office
UOW Alumni and philanthropic donors	Advancement Division
Visiting academics and other speakers	Relevant Faculty/School/Division

### **3 Inviting the Chancellor, Deputy Chancellors, Vice-Chancellor and/or Council members to events**

1. As the University's highest officials, the Chancellor, Deputy Chancellor(s) and Vice-Chancellor preside over Graduation ceremonies and related events (refer to the Graduation web page for relevant procedures), attend Council and Council sub-committee meetings, as well as attend the Fellowship and Alumni Awards Dinner and other special events.

#### **Chancellor and Deputy Chancellors**

2. To invite the Chancellor or the Deputy Chancellor(s) to an event, staff members should contact the Senior Executive Assistant (SEA) to the Chief Administrative Officer (CAO) in the first instance. Due to diary constraints, for an invitation to be considered, as much lead time as possible is required.
3. The Chancellor/Deputy Chancellor will require details of the event such as: date, time, venue, purpose, role for the Chancellor/Deputy Chancellor (if any) and intended guest list.
4. The SEA to the CAO will advise of the Chancellor's/Deputy Chancellor's availability, or otherwise, and any requirements for their attendance at an event.
5. If the Chancellor or Deputy Chancellor agrees to attend a UOW event, prior to the event, she/ he will require a briefing paper as well as a verbal briefing, a copy of the guest list and order of proceedings, and details of transfers and accommodation (if relevant). This information should be provided to the SEA to CAO at the earliest opportunity. An event profile template can be provided by the SEA to CAO.

#### **Vice-Chancellor**

6. To invite the Vice-Chancellor (VC) to an event, staff members should contact the SEA to the VC with details of the event such as date, time, venue, purpose, role for the Vice-Chancellor (if any) and intended guest list. If the VC is attending a UOW event, prior to the event, he will require a briefing paper, a copy of the guest list and order of proceedings. This information is to be provided



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

to the SEA at the earliest opportunity. An event profile template can be provided by the SEA to VC.

### **Council members**

7. To invite Council members to an event, staff members should contact the Deputy Secretary to Council (Director, Governance and Legal) in the first instance. The Deputy Secretary will require details of the event such as date, time, venue, purpose and intended guest list.

## **4 VIP / Special Events**

### **Hosting Visiting International Dignitaries**

1. Depending on the visitor's level of seniority (refer to the table noted under 2.2), staff members should liaise with the office of the Deputy Vice-Chancellor (Global Strategy) (DVC(GS)), the International Office and, where relevant, the Protocol Officer.
2. When coordinating Visiting International Delegations staff should be mindful of cultural expectations, e.g. a President of an institution will expect to meet with the VC and/or DVC(GS); any language barriers; and that gifts should always be presented at such meetings (refer to Section 5).
3. The Director, Government Relations can advise on appropriate UOW liaison for officials/dignitaries visiting UOW to ensure suitable representation by UOW is afforded VIPs during their visit. The Director, Government Relations will liaise with Australian State/Federal Minister counterparts if required/relevant and, as a courtesy, local Members/Ministers may be invited to attend as appropriate.
4. University Security must be advised of high profile visitors to UOW (refer to Section 7).
5. The Media Manager should be contacted to arrange local media support and/or UOW coverage of the visit (refer to Section 6).

### **Hosting Visiting Australian Officials/Dignitaries**

6. Depending on the visitor's level of seniority (refer to the table noted under Clause 2.2), staff members liaise with the Office of the Vice-Chancellor, the Director, Government Relations and the Protocol Officer.
7. Visits from the Governor General/ Governor – The VC's office must be advised well in advance of any Australian official/dignitary visit. The VC's office will work with the Protocol Officer and Director, Government Relations with regard to arrangements for the visit.
8. Visits from the Prime Minister/ Premier/ Senior Minister - The VC's office is to be advised in advance and will work with the Protocol Officer and Director, Government Relations with regard to arrangements for the visit.
9. When inviting a State or Federal Minister, Members of Parliament, Ambassadors, High Commissioners, and high level Consulate Officials to UOW and/or a University event, the invitation is to be signed and sent from the VC's office, and copied to the Director, Government Relations.



### **Annual Events / Official Functions / Major Events**

10. Before extending an invitation to a dignitary such as the Governor, Premier or an Ambassador, staff members must liaise with the Director, Government Relations, the Protocol Officer and the SEA to the VC to advise of the intended invitation.
11. When dignitaries accept an invitation to UOW, the VC's office is to be advised of the visit and, if available, the VC will meet the dignitary(s).
12. University Security can offer assistance with events and functions involving high profile visitors. The Security office is to be contacted by the organiser of the visit to allow necessary security measures to be put in place.
13. Relevant procedures for annual UOW events such as Graduation, the Fellowship and Alumni Awards Dinner, Ceremony of Appreciation (biennial) where the Chancellor / Deputy Chancellor(s) / VC are in attendance can be found on the intranet, or can be provided by the relevant administrative unit organising the event.
14. For major events such as Building Openings, Building Naming and Project Milestones, the Protocol Officer will prepare a run sheet for the event for approval by the VC. Where an event is expected to attract dignitaries, media and other community interest, the University will follow a streamlined structured format for running such events and ensuring consideration of funding/partnership agreements and arrangements in place are adhered to.
15. Typically, events will include:
  - 15.1. Master of Ceremonies – a member of the Senior Executive team
  - 15.2. Welcome to Country – refer to the Guidelines and Protocols for Welcome to Country, Acknowledgement of People and Country and Aboriginal Cultural Performances
16. Officiating at the event:
  - 16.1. Chancellor and/or
  - 16.2. Vice-Chancellor
  - 16.3. Visiting Dignitary/Partnership representative if relevant.
17. If alcohol is being served at a University event, the Guidelines on the Use and Management of Alcohol at University Functions must be followed.

### **Invitations for University Council members**

18. The Office of the CAO, as Secretary to University Council, along with the Governance Unit, supports and manages the affairs of the University Council, its members, and committees. The University's Council meet six times a year in the Council Room, Building 36. Meeting set up, catering and any other special requirements are managed jointly by the SEA to the CAO and the Governance Unit.
19. To facilitate an invitation for Council members to attend an official University function/event, for example ground-breaking, building openings, events involving visiting dignitaries, staff members should liaise with the Deputy Secretary to Council and the Protocol Officer.
20. For further information on the University Council, its members and committees, refer to the UOW Council webpage.



## 5 Presentation of Gifts

1. There are three levels of gift presentation for visiting dignitaries to UOW:
  - 1.1. Faculty/unit for first visit
  - 1.2. International Office for first/second visit
  - 1.3. Protocol/DVC(GS) office for VIPs.
2. The above should also be taken into account where UOW personnel are visiting overseas institutions.
3. Faculties/Units requesting gifts from the International Office should transfer funds via journal entry to the relevant International cost centre upon receipt.
4. It is important to keep accurate and up-to-date records of gifts presented by UOW to avoid duplication of gifts.
5. Gifts presented to visiting guests of international universities and institutions arranged by the International Office should be registered within the International Office database.
6. Gifts presented to visiting dignitaries (VIPs) are arranged by the Protocol Officer. A database will be maintained by the International Office and DVC(GS) Office to identify gifts presented to both visiting dignitaries at UOW and for presentation at international visits made by members of the UOW Senior Executive to avoid duplication/repetition.
7. Consideration of appropriate cultural protocols with regard to gift etiquette should be observed. For example, clocks are not acceptable to be presented to Chinese delegates and, depending on religious beliefs, leather should be avoided. Printed publications such as *Kiss, Bow or Shake Hands* and the *Debrett's Handbook* are also useful resources.
8. Gifts for alumni and philanthropic donors are handled by the Advancement Division.
9. Merchandise used for UOW marketing and promotional purposes, including items such as shirts, pens, bags, corporate gifts, other clothing and caps, lanyards, USB's and other peripheral products can be sourced through UOW Pulse. For merchandise that is not sourced via UOW Pulse, it must align to the UOW Brand Guidelines. Consideration must also be given to the University's preferred suppliers.

## 6 Media at UOW Events

10. To invite media to a UOW event, contact the Media Office to arrange.
11. If media is invited to a VIP/official event, a draft press release is prepared. Prior to the event consult with the Media Manager who will arrange for the draft to be approved by the VC or a Senior Executive (if relevant).

Prior to departing for an international visit (Professorial level and above), contact the Media Office

## 7 Risk Assessment and Security of Visiting Dignitaries and High Profile Speakers

1. The Manager, Security must be contacted and provided with details of any visit or UOW event involving a dignitary or person with a high profile within the local, national or international



community. Such persons include members of the State or Federal government, overseas governments, ambassadors or consulates as well as high profile speakers. The Manager, Security must be notified of such visits as soon as possible and at least three weeks in advance of the proposed visit.

2. The Manager, Security will undertake a risk assessment of the proposed visit, taking into account the profile of the speaker/dignitary and consulting with relevant key officers as required (for example: the Director Government Relations, Media Manager, Director Advancement, Director Governance and Legal and the individual or organisation inviting the dignitary/speaker).
3. Risk assessments will seek to uphold the University's commitment to academic freedom and freedom of speech whilst balancing concern for the safety of the University community and seeking to ensure freedom from discrimination, harassment, vilification or intimidation. The assessment will also take into consideration any risk to UOW's reputation.
4. The Manager, Security will refer risk assessments for visits by high profile speakers and high level dignitaries to the CAO or Vice-Chancellor for approval.
5. Once the risk assessment is approved, the Manager, Security will determine the level of security required for the visit/event and will put in place appropriate security measures for escort on arrival and the level of support required for the visit e.g. designated parking.
6. The Manager, Security and/or delegate will liaise with any escort provided by either the NSW Police or Federal Police Protective security units regarding such visits.

## **8 Government Correspondence**

1. Invitations, submissions or requests for funding to Government offices must be copied to the Director, Government Relations to ensure communication of such is shared and a record of correspondence is kept to assist in informing any future requests/visits by Government departments.

## **9 Congratulatory Correspondence**

1. Staff members should liaise with the SEA to the VC or the Director, Governance and Legal Division for assistance with the preparation of appropriate correspondence for students, staff members, distinguished alumni, philanthropic donors and members of the external community, with regard to Australia Day Honours Awards, Queen's Birthday Honours and other awards of high standing. These letters are signed by the VC.

## **10 Condolence Letters**

1. In the event a letter of condolence for a student is required, staff members must liaise with the Director, Student Services and/or Executive Dean to arrange for the preparation of a letter to a student's family, to be signed by the VC.

## **11 Memorial Protocol**

1. The loss of a colleague, a student or a UOW community member can be a traumatic and an emotionally challenging time. The University offers a counselling service for staff through the Employee Assistance Program for support at this difficult time. Counselling services for students is available through UOW Counselling Services.



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OF WOLLONGONG  
AUSTRALIA

2. In the event that the University is notified that a staff member, or a student, or a member of the public with a strong association with the University has passed away, the VC will correspond with the family of the deceased to pass on condolences (refer to Section 10). Student Services Division will co-ordinate this correspondence in the event of a student incident.
3. Should a memorial service for a serving member of staff be sought by their colleagues, the Head of the Unit or Faculty may choose to sponsor the service within that area's budget.
4. In some circumstances the VC and/or CAO may request a University-wide memorial service be held for a former senior university official.

### **Reflective Space**

5. The University cannot accommodate individual memorial plaques in garden areas on campus but recognises that colleagues or families may wish to commemorate a former staff member or student or a member of the public with a strong association with the University. The University has created a memorial garden as a reflective space on the Wollongong campus (opposite the Hope Theatre) to allow University staff, students (past and present) and community members to gather for quiet reflection and remembrance of a deceased colleague, student or UOW community member.
6. Should a large gathering seek to attend the area for reflection of someone's passing, the CAO's office must be advised.
7. Fresh flowers may be placed at the reflective space. In the interests of maintaining the area and keeping with the sustainability of the campus environment, balloons, plastic paraphernalia, soft toys, additional plaques or statues may not be left and will be removed. The location of the reflective space may be subject to change. Should the location need to change staff, students and the community will be advised.

### **Other memorial activities**

8. As part of the University's Body Donation Program, the University has a memorial garden for UOW's body donors located within the Lakeside Memorial Park at Kanahooka. Further details can be obtained from the Co-ordinator of the UOW Body Donation Program (within the Faculty of Science, Medicine and Health).
9. The University campus grounds are multi-use facilities and have the potential for future development, indoor and outdoor research, teaching, and community engagement activities. The grounds are not a suitable site for the scattering of ashes. Further details on scattering of ashes can be found on the NSW Government Environmental Health Cremation ashes webpage.
10. For current and former staff who have passed away, a Vale notice can be included in the University's 'all staff' electronic newsletter, Universe and include funeral details if known and respecting the wishes of family. The associated Faculty/Unit will be responsible for arranging any related media activities with the Media Unit. In some circumstances, the VC may notify the University community via an 'all staff' email of a senior University official passing.

## **12 Posthumous Awards**

1. For students that have passed away, the University Council may confer a posthumous award at its discretion. Refer to Section 6.55 of the General Course Rules.





2. Queries regarding potential posthumous awards should be directed to the Governance Unit in the first instance.

### **13 Flag Protocol**

1. The CAO is advised by the Commonwealth Flag Officer regarding official requests for flags to be flown. In turn, the CAO advises University Security of these requirements, e.g. Australia Day, Anzac Day or half-mast for official mourning of dignitaries or other University community members.
2. University Security is responsible for the management of flags flown at the entrance to the campus on the direction of the CAO.
3. Requests to fly or display flags on University grounds should be made to the CAO for consideration and decision.

### **14 National Anthem**

1. At the beginning of Graduation ceremonies and any major sporting events the National Anthem is played. There is no requirement for the National Anthem to be played at general University events.

### **15 Acknowledgement of Country / Welcome to Country**

1. Refer to the Guidelines and Protocols for Welcome to Country, Acknowledgement of People and Country and Aboriginal Cultural Performances, listed on the University's policy directory.
2. For events such as Close the Gap, NAIDOC Week, Reconciliation Week and other special events, liaise with the Director, Woilyungah Indigenous Centre and Protocol Officer for assistance in securing a local Elder to perform a Welcome to Country.

### **16 Roles & Responsibilities**

1. The Director, Government Relations is responsible for liaising with Government officials (Australian and international).
2. The Protocol Officer is responsible for major VIP events such as building openings, ground-breaking, special corporate events, and events including Council members on campus.
3. The Event Co-ordinator, Student Services Division is responsible for set up for events such as Enrolment Days, Open Day, Orientation and Graduation.
4. The Graduation Co-ordinator, Student Services Division is responsible for administering processes and procedures relevant to Graduation ceremonies.
5. The Senior Executive Assistant to the Vice-Chancellor is responsible for liaising with Vice-Chancellor on attendance to special events and any role the Vice-Chancellor will perform at such events.
6. The Executive Assistant to the Chief Administrative Officer is responsible for liaising with the Chancellor and Deputy Chancellor on attendance to special events and any role the Chancellor/Deputy Chancellor will perform at such events.
7. The International Office is responsible for arranging programs for visiting international delegations to UOW.



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8. The Advancement Division is responsible for alumni and philanthropic donor events and assisting with distinguished and honorary alumni or donors visiting UOW.
9. The Governance Unit is responsible for assisting honorary degree recipients during graduation ceremonies (in conjunction with the Advancement Division and the Graduation Co-ordinator) and assisting Council members when on campus for Council meetings, committee meetings and Council related events.
10. The Student Services Division is responsible for managing student critical incidents with UOW Security, posthumous conferrals and letters of condolence co-ordination for students.
11. UOW Security is responsible for risk assessing visiting dignitaries and high profile persons and ensuring appropriate security measures are in place.



## 17 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	15 December 2015	Chief Administrative Officer	First Version
2	19 January 2016	Chief Administrative Officer	Repaired Links
3	21 August 2018	Chief Administrative Officer	Minor amendments and inclusion of Memorial Protocol
4	18 December 2018	Chief Administrative Officer	Minor amendments giving clarity to the security risk assessment process at Section 7