



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Procedure:

Disclosing Sexual Assault and Sexual Harassment

Effective: 8 November 2023

Audience: Students and Staff

Policy Category: Governance
Policy Sub-category: Health, Safety
and Wellbeing

Key words:	Sexual assault, sexual harassment
Policy Owner:	Pro Vice Chancellor, Student Experience and Pro Vice Chancellor, People and Culture
Responsible Officer:	Director, Student Life and Wellbeing and Director, Human Resources Business Partners
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Fremantle

Broome

Sydney

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1 PURPOSE

- 1.1 The purpose of this Disclosing Sexual Assault and Sexual Harassment Procedure (**Procedure**) is to set out what to do in the event of an incident of Sexual Assault or Sexual Harassment.
- 1.2 This Procedure should be read together with the University's Sexual Assault and Sexual Harassment Policy (**Policy**).

2 RELATED POLICIES AND REGULATIONS

- 2.1 [Policy: Sexual Assault and Sexual Harassment](#)
- 2.2 [Sexual Assault and Sexual Harassment Incident Disclosure Record and Checklist Form](#)
- 2.3 [Employee Code of Conduct and Ethical Behaviour](#)
- 2.4 [Student Code of Conduct](#)
- 2.5 [Enterprise Agreement](#)
- 2.6 [General Regulations](#)
- 2.7 [Policy: Managing Misconduct](#)
- 2.8 [Procedure: Student Grievance](#)

3 IN AN EMERGENCY

- 3.1 For someone in immediate danger or requiring immediate medical attention, contact:
 - 3.1.1 Emergency Services, if appropriate – dial 000; and
 - 3.1.2 Campus Security:
 - 3.1.2.1 Fremantle: 0438 923 955 or the 24 hour security patrol call (08) 9433 0123 (extension 2123)
 - 3.1.2.2 Broadway: 0403 458 011 or dial the pre-programmed number on an office phone
 - 3.1.2.3 Darlinghurst: 0406 318 213 or dial the pre-programmed number on an office phone
 - 3.1.2.4 Broome: 0475 985 197 and;
 - 3.1.3 Respect Officer – specialist University staff who have received training on responding to a Disclosure of Sexual Assault or Sexual Harassment. For Respect Officer contact details, see: www.notredame.edu.au/respect-at-nd.
 - 3.1.4 If the Respect Officer is unavailable, contact must be made with the Pro Vice Chancellor, Student Experience or other Senior Staff Member.

4 DISCLOSURE OF AN INCIDENT

- 4.1** If any member of the University community has experienced Sexual Assault or Sexual Harassment, they are encouraged to disclose the matter to the University so that they can be provided with help and support.
- 4.2** A person can make a Disclosure by contacting a Respect Officer. Respect Officers have received specialist training on responding to Disclosure of Sexual Assault and Sexual Harassment, and will provide information and co-ordinated support for the person making the Disclosure, including:
- 4.2.1 explaining the University's process for responding to a Disclosure of Sexual Assault and Sexual Harassment, including what happens to a person's information once it is disclosed. The Respect Officer will give the person copies of the University's Sexual Assault and Sexual Harassment Policy and Procedure;
 - 4.2.2 providing information about support services that are available within the University and externally for people who have experienced Sexual Assault or Sexual Harassment. The Respect Officer will assist the person making the Disclosure to access services, if they would like assistance;
 - 4.2.3 providing information regarding formal reporting options the person may wish to consider, including reporting the matter to the Police and, if the matter relates to another member of the University community, making a Formal Report of Sexual Assault or Sexual Harassment for investigation by the University (for further information about these options, see clauses 7 and 8 below). If the person wishes to make a formal report, the Respect Officer will provide the person with appropriate support;
 - 4.2.4 arranging co-ordinated study support for the person making the Disclosure, as needed; and
 - 4.2.5 further information and support as appropriate in the circumstances.
- 4.3** The University recognises that a person making a Disclosure of Sexual Assault or Sexual Harassment may wish to make the disclosure to a member of University staff who is not a Respect Officer. In such case, a person is encouraged to speak with:
- 4.3.1 a counsellor:
 - 4.3.1.1 students are encouraged to contact the University's Counselling Service, which is free for students;
 - 4.3.1.2 staff are encouraged to contact the University's Employee Assistance Program provider, Access Wellbeing Services;
 - 4.3.2 a member of Chaplaincy staff;
 - 4.3.3 Access and Inclusion staff;
 - 4.3.4 Student Success staff;
 - 4.3.5 Indigenous Support staff; or
 - 4.3.6 any other member of University staff with whom the person feels comfortable.
- 4.4** A person making a Disclosure of Sexual Assault or Sexual Harassment has a right to decide which information they wish to disclose.
- 4.5** If a Disclosure is made to a member of University staff, the staff member receiving the Disclosure will assess and ensure the immediate safety and security of the person making the Disclosure and/or any other members of the University community.

- 4.5.1 If there is an immediate risk to health, safety or security of any person, the staff member will seek emergency assistance in accordance with clause 3.1.
- 4.5.2 If there is no immediate risk to health, safety or security of any person, the staff member will:
 - 4.5.2.1 treat the person making the Disclosure with compassion, empathy, understanding and respect, take the matter seriously, and act in accordance with University policies and procedures;
 - 4.5.2.2 encourage and assist the person to contact the University's Counselling Service (in the case of a student) or the University's Employee Assistance Program provider (in the case of a staff member);
 - 4.5.2.3 provide the person disclosing the incident with copies of the University's Sexual Assault and Sexual Harassment Policy and Procedure;
 - 4.5.2.4 find out if the person is willing to be contacted directly by a Respect Officer, so that the person can be supported by someone who has received specialist training in responding to Disclosure of Sexual Assault and Sexual Harassment. Depending on the person's response, either the Respect Officer or the staff member will provide the person with the following additional information:
 - 4.5.2.4.1 in the case of a person who says they do not wish to be contacted directly by a Respect Officer, the staff member will provide contact details for the Respect Officer to enable the person to make contact with a Respect Officer at another time, if they wish to do so;
 - 4.5.2.4.2 information about University support services and external support services for people who have experienced Sexual Assault or Sexual Harassment (for further details regarding these services, see clause 9 below);
 - 4.5.2.4.3 information about how a person making a Disclosure can (if they wish to) formally report the matter to the Police, and/or formally report the matter to the University if the matter relates to another member of the University community (for further information about reporting options, see clauses 7 and 8 below);
 - 4.5.2.4.4 for international students, information regarding the Commonwealth Ombudsman (see clause 9 below for information about how to contact the Commonwealth Ombudsman).

5 CONFIDENTIALITY AND RECORD OF DISCLOSURE

- 5.1 A Disclosure of Sexual Assault or Sexual Harassment will be treated confidentially by the University. The University will not disclose personal information or other identifying information about the disclosure unless:
 - 5.1.1 consent has been obtained from the person making the disclosure; or
 - 5.1.2 the conduct disclosed is of a nature that the law imposes an obligation on the University to report the information.

- 5.2** A staff member who receives a Disclosure is required to complete a *Sexual Assault and Sexual Harassment Incident Disclosure Record and Checklist* in relation to every disclosure made to them.
- 5.3** The purpose of the *Sexual Assault and Sexual Harassment Incident Disclosure Record and Checklist* is to:
- 5.3.1 provide a reminder to staff of steps they are required to take if they receive a Disclosure;
 - 5.3.2 enable a Respect Officer to get in contact with the person making the Disclosure to offer coordinated support and assistance, subject to the consent of the person making the Disclosure; and
 - 5.3.3 to assist the University to gather information about general trends with respect to the incidence and prevalence of Sexual Assault and Sexual Harassment on campus and within the University community. Any information that is gathered is de-identified prior to analysis.
- 5.4** Where the person making the disclosure does not consent to the recording of personal information in accordance with clause 5.1, only de-identified general information will be recorded on the *Sexual Assault and Sexual Harassment Incident Disclosure Record and Checklist* for the purposes outlined in clause 5.3.3 above.
- 5.5** A staff member who receives a Disclosure is required to forward the *Sexual Assault and Sexual Harassment Incident Disclosure Record and Checklist* to a Respect Officer as soon as possible following the disclosure.
- 5.6** *Sexual Assault and Sexual Harassment Incident Disclosure Record and Checklists* are treated confidentially and stored securely by Respect Officers.
- 5.7** Respect Officers are required to report on the nature and number of Disclosures received during a specific reporting period however no personal or identifying information regarding the person making the Disclosure, or the alleged offender, is included. The purpose of reporting is to inform the University about general trends with respect to the incidence and prevalence of Sexual Assault and Sexual Harassment on campus and to identify required improvements to policy, process and/or sexual harm prevention or response initiatives.

6 ANONYMOUS DISCLOSURE OF AN INCIDENT

- 6.1** The University will consider anonymous Disclosures and determine what action, if any, should be taken in response.
- 6.2** An anonymous Disclosure may be made to a Respect Officer by telephone or in writing. Respect Officer telephone numbers and address details appear on the [University website](#).
- 6.3** The University may take action if an anonymous Disclosure includes prima facie evidence of misconduct by an individual and/or evidence of a significant institutional issue.
- 6.4** In responding to an anonymous Disclosure, the University may share information with relevant staff and take such action as it considers appropriate in the circumstances to address any concerns and to ensure the safety and security of individuals as well as the broader University community and the University itself.
- 6.5** An anonymous Disclosure may be subject to further investigation where it is found to be vexatious or intended to result in abuse, harassment or victimisation of any person.

7 FORMAL REPORT AND UNIVERSITY INVESTIGATION

- 7.1** If a student or staff member experiences an incident of Sexual Assault or Sexual Harassment where the alleged perpetrator is a member of the University community, the student or staff member may elect to make a Formal Report of the incident.
- 7.2** The University recognises that a person who has disclosed Sexual Assault or Sexual Harassment may not wish to formally report the matter to the University. The University will respect a person's decision in this regard, and will provide information and support in accordance with clause 4 above, whether or not the person makes a Formal Report.
- 7.3** If a Formal Report of Sexual Assault or Sexual Harassment is made, the University will investigate and act in accordance with its policies and procedures and any applicable Commonwealth and State legislation, and take action against any alleged perpetrator of Sexual Assault or Sexual Harassment in accordance with the University's disciplinary and misconduct procedures including:
- 7.3.1 section 8 'Student Discipline' of the General Regulations, if a Formal Report of Sexual Assault or Sexual Harassment is made against a student. In such case the allegation shall not be dealt with by the Dean or School Discipline Committee but will be immediately referred to a University Disciplinary Committee in accordance with General Regulation 8.12.
- 7.3.2 clause 24 'Managing Misconduct' of the Enterprise Agreement and/or clause 4 'Process' of the *Policy: Managing Misconduct*, if a Formal Report of Sexual Assault or Sexual Harassment is made against a staff member. In such case the allegation shall not be dealt with at the Local Level but will be immediately referred under Clause 24.3.6 of the Enterprise Agreement and/or Clause 4.6 of the *Policy: Managing Misconduct*, to the Vice Chancellor for formal investigation under 24.3.7 of the Enterprise Agreement/Clause 4.7 of the *Policy: Managing Misconduct*.
- 7.4** The principles of natural justice will apply to all allegations where a Formal Report of Sexual Assault or Sexual Harassment is made. This means, amongst other things, that:
- 7.4.1 an alleged perpetrator will be given notice of the allegations against them, and an opportunity to respond to the allegations;
- 7.4.2 the parties involved in an allegation will not be required to meet with one another to reach a resolution;
- 7.4.3 decisions relating to allegations will be based on evidence provided. Such evidence may include a written or oral statement, documentary evidence, screen shot or similar;
- 7.4.4 where the health, safety or wellbeing of a witness is at risk, the University may de-identify relevant materials;
- 7.4.5 all parties may be accompanied to any meeting by a support person, if they wish; and
- 7.4.6 a person may not hear or determine a misconduct allegation if they are personally involved in any aspect of the allegation, if they have a prior relationship with the person being investigated for misconduct, or with the person who has made an allegation of misconduct.
- 7.5** Where a report of Sexual Assault or Sexual Harassment has been made, students involved in any report, investigation or response (whether as a complainant, respondent, witness or

support person) may only disclose information if seeking support or advice from:

- 7.5.1 a confidential communication to immediate family members;
- 7.5.2 a registered health profession, such as a General Practitioner or psychologist;
- 7.5.3 a priest, spiritual leader or Elder;
- 7.5.4 a registered legal practitioner;
- 7.5.5 the Police;
- 7.5.6 staff from relevant government agencies, including the WA Equal Opportunity Commission, NSW Anti-Discrimination Board, Australian Human Rights Commission, Tertiary Education Quality and Standards Agency, Ombudsman WA, NSW Ombudsman's Office or the Commonwealth Ombudsman.

Any other disclosure of information about a report, University response or investigation may be a breach of the Student Code of Conduct.

- 7.6 Where the University investigates a Formal Report of Sexual Assault or Sexual Harassment, the University will investigate and potentially make findings only in relation to alleged student and/or staff misconduct, not criminal matters. The University's investigation process is not a substitute for a criminal investigation conducted by the Police.
- 7.7 If the University becomes aware of an incident of Sexual Assault or Sexual Harassment that has occurred on campus, at a University event, or involving an alleged perpetrator who is a member of the University community, the University may instigate its own action in accordance clause 7.3 above.

8 EXTERNAL REPORTING TO THE POLICE OR GOVERNMENT AGENCIES

- 8.1 A person who has experienced Sexual Assault is encouraged to report the matter to the Police. For further information about how to make a report to the Police, see clause 10 below.
- 8.2 The University recognises that a person who has experienced Sexual Assault may not wish to report the matter to the Police. The University will respect a person's decision in this regard, and will provide information and support to a person making a Disclosure whether or not they report the matter to the Police.
- 8.3 In limited circumstances the University is required by law to report conduct to:
 - 8.3.1 the Police, where that conduct relates to a serious indictable offence; or
 - 8.3.2 the relevant state Department, where the conduct relates to a child or young person and falls within the scope of the mandatory reporting requirements of state legislation.
- 8.4 If a report is made to both the University and the Police, the University may be required to suspend any internal investigation pending the outcome of the Police investigation. Whilst waiting for the outcome of a Police investigation, the University may put in place interim measures against a student to protect the wellbeing of any member of the University community. Interim measure may include temporary restrictions or requirements about who a student may contact, or how they may contact someone, or where and when they can go on campus. Interim measures are not a penalty and do not anticipate the outcome of a Police investigation. Interim measures can be put in place only if a Formal Report has been made.
- 8.5 If any court or tribunal makes a finding that a student or staff member of the University has perpetrated Sexual Assault or Sexual Harassment against any person, the University may rely on this finding as evidence in any subsequent misconduct investigation undertaken by the University in accordance with the University's disciplinary and misconduct procedures.

- 8.6** In the case of a student or staff member visiting the University from another university, the University may be required to comply with reporting obligations established by the 'home' university. Before a report is made, the University will work with the student or staff member to determine how the required report should be made.

9 UNIVERSITY AND EXTERNAL SUPPORT SERVICES

University support services for people who have experienced Sexual Assault or Sexual Harassment

- [Campus security](#)
- [Counselling Service for students](#)
- [Counselling service for staff](#)
- [Respect Officers](#)
- [Access and Inclusion Office](#)
- [Campus Ministry and Chaplaincy](#)
- [Sexual Assault and Sexual Harassment website information](#)

External support services for people who have experienced Sexual Assault or Sexual Harassment

- [Rape & Domestic Violence Services Australia](#) – 24/7 sexual assault counselling service
- [1800RESPECT National Sexual Assault, Domestic Family Violence Counselling Service](#) – 24/7 information, counselling and support service
- [NSW Health Sexual Assault Services](#)
- [Perth Sexual Assault Resource Centre](#)
- [Kimberley Sexual Abuse Prevention and Support Service](#)
- [Victoria Sexual Assault Crisis Line](#)
- [Reach Out](#) – specially targeted help and information for young people
- [Lifeline](#) – 24 hour crisis support and suicide prevention service
- [Beyond Blue](#) – 24 hour mental health support
- [Commonwealth Ombudsman](#) – assistance for overseas students
- [QLife](#) – anonymous LGBTIQ peer support and referral
- [Living Proud](#) – LGBTIQ support and information for people in WA
- [Twenty10](#) – LGBTIQ support and information for people in NSW
- [Immigrant Women's Speakout](#) – information service for immigrant and refugee women in NSW
- [Indigenous Women's Legal Service NSW](#)
- [Wurringa Baiya Aboriginal Women's Legal Centre NSW](#)
- [Aboriginal Legal Service WA](#)
- [Women's Legal Service WA](#)
- [Women's Legal Service NSW](#)
- [Transcultural Mental Health Centre](#) – supporting people from culturally and linguistically diverse communities
- [1800RESPECT](#) – support for people from culturally and linguistically diverse communities, migrants and refugees in relation to sexual, domestic or family violence
- [Mensline Australia](#)
- [No To Violence](#) – working to end men's family violence

- [Domestic Violence Resource Centre Victoria](#)
- [Link2Home](#) – NSW Emergency housing and crisis accommodation referral service
- [EntryPoint](#) – WA Emergency housing and crisis accommodation referral service
- [Mission Australia](#) – Homelessness crisis and prevention services

10 HOW TO CONTACT THE POLICE

If you wish to report an incident of Sexual Assault to the Police, you can:

10.1 Telephone 000

10.2 Visit your nearest police station and make a report in person. For more information about what will happen if you choose to report an incident of Sexual Assault to the Police, visit:

10.2.1 Western Australia Police Force [website information](#) about reporting sexual assault to police

10.2.2 NSW Police Force [website information](#) about reporting sexual assault to police

10.2.3 Victoria Police [website information](#) about reporting sexual assault to police

10.3 Police stations located near University campuses:

10.3.1 Fremantle Police Station, 88 High Street, Fremantle WA 6160

10.3.2 Broome Police Station, 7 Frederick Street, Broome WA 6725

10.3.3 Sydney:

10.3.3.1 Broadway - Redfern Police Station, 1 Lawson Street, Redfern NSW 2016

10.3.3.2 Darlinghurst - Kings Cross Police Station, 1/15 Elizabeth Bay Road, Elizabeth Bay NSW 2011

10.3.4 Clinical Schools:

10.3.4.1 Auburn Police Station, Queen Street, Auburn NSW 2144

10.3.4.2 Ballarat Police Station, 10/20 Dana Street, Ballarat Central VIC 3350

10.3.4.3 Hawkesbury - Windsor Police Station, 13 Mileham Street, Windsor NSW 2756

10.3.4.4 Lithgow Police Station, 244-270 Mort Street, Lithgow NSW 2790

10.3.4.5 Wagga Wagga Police Station, 217-219 Tarcutta Street, Wagga Wagga NSW 2650

10.3.4.6 Werribee Police Station, 134 Princes Highway, Werribee VIC 3030

11 DEFINITIONS

11.1 For the purpose of this Procedure, the following definitions apply:

11.1.1 **Consent** occurs when a person freely and voluntarily agrees to engage in a sexual act.

Consent cannot be given by people who are:

11.1.1.1 incapacitated due to intoxication or the influence of drugs;

11.1.1.2 incapacitated due to their age or intellectual capacity;

11.1.1.3 unconscious or asleep;

11.1.1.4 under threat of or actual force;

11.1.1.5 intimidated, coerced or threatened;

11.1.1.6 unlawfully detained or held against their will; or

11.1.1.7 tricked or manipulated due to the person being in a position of trust into

providing consent.

11.1.2 **Sexual Assault** occurs when a person is forced, coerced or tricked into sexual acts against their will or without their consent.

11.1.3 **Sexual Harassment** is any unwelcome sexual behaviour that causes a person to feel offended, humiliated or intimidated. Sexual Harassment may include:

11.1.3.1 staring or leering;

11.1.3.2 unnecessary familiarity, such as deliberately brushing up against a person or unwelcome touching;

11.1.3.3 suggestive comments or jokes;

11.1.3.4 insults or taunts of a sexual nature;

11.1.3.5 intrusive questions or statements about someone’s private life;

11.1.3.6 displaying posters, magazines or screen savers of a sexual nature;

11.1.3.7 sending sexually explicit emails or text messages;

11.1.3.8 inappropriate advances on social networking sites;

11.1.3.9 requests for sex or repeated unwanted requests to go out on dates; and

11.1.3.10 behaviour that may also be considered to be an offense under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

11.1.4 **Disclosure** means the disclosure by a student or staff member of sexual assault or sexual harassment.

11.1.5 **Formal Report** means a formal allegation of Sexual Assault or Sexual Harassment under the University’s misconduct or disciplinary processes.

11.1.6 **Respect Officer** is the University staff member responsible for managing Disclosures of Sexual Assault or Sexual Harassment.

Version	Date of approval	Approved by	Amendment
1	27 July 2017	Vice Chancellor	Effective date – new Procedure.
2	10 July 2018	Executive Director, Professional Standards and Conduct	Minor editorial amendments to remove incorrect weblink
3	October 2019	Vice Chancellor	Amended in accordance with external reviewer’s recommendations; incorporation of existing content from former <i>Procedure: Responding to Disclosure of Sexual Assault and Sexual Harassment</i>
4	20 July 2020	National Executive Director, Professional Standards & Conduct	Minor editorial amendments to clauses 2 and 9 to improve information / update hyperlinks. Clause 5.3.3 amended to clarify that any

			information that is gathered is de—identified prior to analysis. Clause 12 amended to include current Respect Officer contact details in the flowchart.
5	5 August 2021	Pro Vice Chancellor, Student Experience	Updated Policy Owner and Responsible Officer details on cover page; clause 3.1.4 updated to refer to Pro Vice Chancellor Student Experience; clauses 4.3.2 and 4.3.4 updated to refer to Chaplaincy and Student Success; minor typographical errors corrected in clauses 4.5, 4.5.2.3 and 5.3.2; reference to General Regulations updated in clause 7.3.1; minor typographical errors amended in the list of external support services in clause 9, and additional housing and crisis accommodation services added; minor updates to address details in clause 10.3.3.2 and 10.3.4.3; updated process summary in clause 12.
6	13 June 2022	University Secretary	Policy owner and responsible officer updated to reflect joint ownership across People and Culture and Student Experience portfolios.
7	8 November 2023	University Secretary	Consequential edit to add reference to <i>Employee Code of Conduct and Ethical Behaviour</i> (replaced Staff Code of Conduct)



HOW TO RESPOND TO A DISCLOSURE OF SEXUAL ASSAULT OR SEXUAL HARASSMENT

DISCLOSURE

Listen with empathy, compassion, understanding and respect.

A disclosure must be treated confidentially, in accordance with the Sexual Assault and Sexual Harassment Policy & Procedure

Step 1

You must assess and ensure the immediate safety of the person making the disclosure

Step 2

For someone in immediate danger or requiring immediate medical attention, you must contact:

- emergency services, if appropriate;
- **AND**
- campus security; **AND**
- a Respect Officer or PVC Student Experience.

The Respect Officer or PVC Student Experience will provide support and guidance about how to proceed.

OR

Where there is no immediate danger or need for medical attention, you must:

- encourage and assist the person to contact the University's Counselling Service
- give them copies of the Sexual Assault and Sexual Harassment Policy and Procedure – see website
- ask if they are willing to being contacted by a Respect Officer. Respect Officers have received specialist training on responding to disclosure of sexual assault and sexual harassment, and will provide information and coordinated support for the person making the disclosure



Step 3

If YES, contact a Respect Officer on your campus so they can connect with the person making a disclosure:

Fremantle
Rachel Fuller
(08) 9433 0879
fremantle.respectofficer@nd.edu.au

Sydney
Charlotte Armstrong
(02) 8204 4687
sydney.respectofficer@nd.edu.au

Broome
Maria Morgan
(08) 9192 0631
broome.respectofficer@nd.edu.au

If NO, you must provide the person making a disclosure with:

- a. contact details for a Respect Officer, so they can contact the Respect Officer later if they wish to do so
- b. information about University and external support services for people who have experienced sexual assault or sexual harassment – see List of University Services and External Support on the University website
- c. information about how to report the matter to police, if the person wishes to do so – see the Sexual Assault & Sexual Harassment Procedure (section 10) for further information
- d. information about how to formally report the matter to the University, if the matter relates to another member of the University – see the Sexual Assault & Sexual Harassment Procedure (section 10) for further information
- e. contact details for the Commonwealth Ombudsman, if the person making the disclosure is an international student

Step 4

You must complete a Sexual Assault and Sexual Harassment Incident Disclosure Record and Checklist (see website) and send it to a Respect Officer at your campus – within 24 hours

Note: If the University becomes aware of an incident of sexual assault or sexual harassment that has occurred on campus or at a University event, or if the matter relates to another member of the University community, the University may instigate its own actions to ensure the safety and security of individuals as well as the broader University community.