

Report on implementation of AHRC's *Change the Course* report recommendations

April 2019

This document records progress towards implementing recommendations made by the Australian Human Rights Commission ('AHRC') in its report titled *Change the Course: National Report on Sexual Assault and Sexual Harassment at Australian Universities* (August 2017).

The following symbols are used to indicate progress:



Not started



Started



Halfway there



Nearly finished



Completed

AHRC Recommendation 1: Leadership and governance

UNDA Progress Overview: The Vice Chancellor takes direct responsibility for implementation of the AHRC recommendations, and is guided by a committee that was established for that purpose – known as the Vice Chancellor's Advisory Committee for Addressing Sexual Assault and Sexual Harassment on Campus. The Committee, which reports directly to the Vice Chancellor, meets at least four times a year and includes representatives from the University's senior leadership, students, general staff (including staff who manage the University's student residences), academic staff and health professionals (including staff from the University's counselling service). The Advisory Committee has settled an action plan for the implementation of these recommendations. The action plan was developed following consultation within the University and externally, drawing on research and best practice, and is reviewed and updated on an ongoing basis. This report is provided in accordance with AHRC Recommendation 1.

#	Action	Timing	Progress
1.	The University's Statement of Inclusion is published on the UNDA website	July 2017	
2.	Establishment of the Vice Chancellor's Advisory Committee for Addressing Sexual Assault and Sexual Harassment	October 2017	
3.	Commencement of public reporting on progress towards implementation of the AHRC recommendations (Respect. Now. Always. Summary of UNDA Actions & Progress). Public reporting commenced in October 2018.	October 2018 (last updated 15 March 2019)	
4.	Submission of the Advisory Committee's Report (this Report) to the AHRC on the University's progress towards implementation of the AHRC recommendations	March 2019	

AHRC Recommendation 2: Changing attitudes and behaviours

UNDA Progress Overview: The University is committed to the development and implementation of education and awareness programs to address the drivers of sexual assault and sexual harassment for all members of the University community. The University has undertaken research into best practice programs in the areas of sexual assault and sexual harassment prevention, consent and respectful relationships, ‘violence supportive attitudes’ and bystander intervention and this research has culminated in the development of recommendations for the implementation of a comprehensive education program for students and staff. Programs under consideration will be delivered by individuals/organisations with expertise in sexual violence prevention. Alongside education programs, the University will continue to engage in communications campaigns that reinforce key messages targeting all levels of the University community including current and future students, staff, residential accommodation, sports clubs and other student societies and clubs. Education programs and communications campaigns will be evaluated on an ongoing basis, and refined as needed.

#	Action	Timing	Progress
5.	Advisory Committee discussions regarding education and awareness programs for students and staff to address the drivers of sexual assault and sexual harassment	May and July 2018	
6.	Consultant engaged to undertake research into options for education programs and communications campaigns	August 2018	
7.	Recommendations made by the Advisory Committee for the implementation of a comprehensive education program and communications campaign	March 2019	
8.	Design, development and implementation of education programs and communications campaign	May 2019 and ongoing	
9.	The University will continue to monitor the development of Universities Australia’s <i>Respectful Relationships Education Program for Australian University Students</i> (due to be piloted in 2019 and 2020)	2019 & 2020	

AHRC Recommendation 3: University responses to sexual assault and sexual harassment

UNDA Progress Overview: In July 2017 the University implemented dedicated sexual assault and sexual harassment policies and procedures, to support students and staff who make a disclosure. The [Sexual Assault and Sexual Harassment Policy](#) sets out Notre Dame’s clear and unequivocal statement that sexual assault and sexual harassment on our campuses will not be tolerated. The policy articulates and confirms the University’s commitment to the prevention of sexual assault and sexual harassment and to the protection of the safety and wellbeing of students and staff. The [Disclosing Sexual Assault and Sexual Harassment Procedure](#) for students and staff includes guidance on how to make a disclosure of sexual assault or harassment, information about formal reporting options within and outside of the University, information about confidentiality, and contact details for support services within Notre Dame and externally. The [Responding to Disclosure of Sexual Assault and Sexual Harassment Procedure](#) is a staff procedure providing guidance on managing and responding to disclosures of sexual assault and sexual harassment. The [Sexual Assault and Sexual Harassment Incident Disclosure Record and Checklist](#) provides further structured guidance for staff on how to respond if they receive a disclosure. A [Flowchart](#) provides an additional resource for staff, summarising the processes encapsulated in the Responding to Disclosure Procedure and the Incident Disclosure Record and Checklist.

In response to the *Change the Course* report, the University developed and implemented a new [Support Officer](#) role on all campuses, to:

- provide care, guidance and support to individuals following disclosure of sexual assault and sexual harassment;
- ensure coordinated oversight of additional support services and resources; and
- provide information and support regarding University formal reporting avenues for individuals who wish to make a formal report.

Any member of the Notre Dame community who makes a disclosure is encouraged to meet in person with a Support Officer. The Support Officer provides ongoing individual support to the person and connects him/her with other internal University or external support services as appropriate in the circumstances. In instances where a person making a disclosure does not wish to meet with a Support Officer, the Support Officer works with the staff member to whom the disclosure is made, to ensure that the individual is provided with appropriate information and support in relation to their disclosure. Throughout the course of 2017 and 2018, additional female and male Support Officers have been appointed to increase numbers and accessibility. Regular Support Officer group meetings are held to share experiences and promote best practice in relation to responding to disclosures of sexual assault and sexual harassment, and each Support Officer receives monthly one-on-one guidance and mentoring.

To ensure students and staff know about the support services that are available and the reporting processes for sexual assault and sexual harassment, information has been widely disseminated through face-to-face training sessions, campus communications, and the University website which has been specifically reviewed and redesigned to make information about sexual assault and sexual harassment more accessible. Through these avenues, students and staff have received information about University reporting pathways, University processes for responding to and managing disclosures, and information about how a formal report can be made within Notre Dame or externally. Students and staff have also received information about internal support services including the University Counselling Service, Campus Ministry, and campus security, as well as external support services including counselling and medical services, specialist sexual assault services including Rape & Domestic Violence Services Australia (RDVSA) in Sydney, the Sexual Assault Referral Centre (SARC) in Fremantle, police, hospitals and other external agencies. The information is accessible to all students and staff, including people with a disability, and people from CALD backgrounds. Relationships have been developed with external services, including SARC in Western Australia and RDVSA in Sydney, as well as local hospitals to enable referral of students to those services where appropriate.

On an ongoing basis, Notre Dame is committed to seeking feedback from students and staff, and evaluating activities undertaken in the areas noted above, to ensure there is a culture of best practice collaboration and continuous improvement in the University's work in these areas.

#	Action	Timing	Progress
10.	Implementation of a Sexual Assault & Sexual Harassment Policy	July 2017	
11.	Implementation of Disclosing Sexual Assault and Sexual Harassment Procedure	July 2017	
12.	Implementation of Responding to Disclosure of Sexual Assault and Sexual Harassment Procedure	July 2017	
13.	Implementation of Incident Disclosure Record and Checklist	July 2017	
14.	Update of the University's website and University App	July 2017	
15.	Development and implementation of a new Support Officer role	August 2017	
16.	Internal training for Support Officers on the new policies, procedures and response pathways for responding to disclosures of sexual assault and sexual harassment, together with front line responder training by external providers (SARC (WA) and RDVSA (NSW)).	Late 2017	
17.	Provision of training to all University staff (Fremantle, Sydney and Broome) on responding to disclosures of sexual assault and sexual harassment. Additional targeted training also conducted with specific groups of staff and Student Board representatives.	Late 2017	

#	Action	Timing	Progress
18.	Appointment and training of additional Support Officers for all campuses	Various occasions in 2018	
19.	Review of website information following introduction of new University website	April 2018	
20.	Implementation of regular Support Officer group meetings for ongoing training, development, and sharing of best practice	April 2018	
21.	Implementation of confidential storage facilities for Support Officers' records	May 2018	
22.	Development and publication of flowcharts to assist Support Officers and other staff in understanding University reporting processes and pathways	June 2018	
23.	Confirmation of Support Officer reporting requirements	July 2018	
24.	Preparation of student communications including new student orientation information on sexual assault and sexual harassment	July 2018	
25.	Further review of website information	August 2018	
26.	Review and redevelopment of the Incident Disclosure Record and Checklist	September 2018	
27.	Implementation of website changes	October 2018	
28.	Preparation and installation of campus communications regarding support options for students affected by sexual assault and sexual harassment	October 2018	
29.	Staff training on website changes and campus communications concerning sexual assault or sexual harassment	October and November 2018	
30.	Implementation of further staff and student training on responding to disclosure	October and November 2018	
31.	Additional monthly, one-on-one Support Officer catch-ups implemented	December 2018	
32.	Orientation sessions delivered to new, incoming students regarding the Student Code of Conduct and support services for students who disclose sexual assault or sexual harassment	January / February / March 2019	
33.	Further training provided for Support Officers and other staff and students, including front line responder training by external organisations (SARC (WA) and RDVSA (NSW))	February and March 2019	
34.	Planning for further 'all staff' and student training	March 2019	
35.	Development of induction materials for new staff regarding sexual assault and sexual harassment	April 2019	
36.	Implementation of further 'all staff' and student training	April / May 2019	
37.	Appointment of additional Support Officers (Fremantle & Broome)	May 2019	
38.	Implementation of additional training for Support Officers	June 2019	
39.	Implementation of further campus communications	Mid 2019	

AHRC Recommendation 4: Independent, expert-led review of policies and response pathways

UNDA Progress Overview: In accordance with AHRC recommendation 4, the University commissioned an independent expert-led review of its policies, procedures and response pathways in relation to sexual assault and sexual harassment. The reviewer's report, which was finalised in March 2019, assesses the effectiveness of the University's existing policies and pathways and makes specific recommendations about best practice responses to sexual assault and sexual harassment. The findings of the report have been reviewed and endorsed by the Advisory Committee and will form the basis of recommendations to the Vice Chancellor in the near future.

#	Action	Timing	Progress
40.	Preparation of Terms of Reference for the University to commission an independent, expert-led review of University policies, procedures and response pathways	June 2018	
41.	Appointment of reviewer (Code Black Threat Management 'Code Black'), to carry out an independent, expert-led review of University policies, procedures and response pathways	August 2018	
42.	Report received from external reviewer Code Black. Amongst other things, the Code Black review included assessment of compliance with the AHRC <i>Change the Course</i> Report Recommendations and Universities Australia's <i>Guidelines for University Responses to Sexual Assault and Sexual Harassment</i> (July 2018)	March 2019	
43.	Code Black report considered by the Advisory Committee and findings endorsed	March 2019	
44.	Recommendations prepared for the implementation of additional actions/initiatives to further enhance the University's policies, procedures and response pathways	April 2019	
45.	Implementation of approved actions and initiatives (to be completed by September 2019)	Sept 2019	

AHRC Recommendation 5: Specialist training for identified first responders

UNDA Progress Overview: The University has conducted assessments to identify staff members and student representatives who are most likely to receive disclosures of sexual assault and sexual harassment. These staff members and student representatives have been targeted to receive training on responding to disclosures of sexual assault and sexual harassment. The training has been delivered by external organisations with specialist expertise in the area, so that staff and students know how to respond in an effective, supportive way and to recognise and take appropriate action in response to trauma. In addition, targeted groups of staff and students have received internal training on University sexual assault and sexual harassment policies and procedures so they understand University processes for responding to, managing and collecting information about disclosures.

#	Action	Timing	Progress
46.	Internal training undertaken with targeted staff, including counselling and residential accommodation staff on the new policies, procedures and response pathways for responding to disclosures of sexual assault and sexual harassment	July 2017	
47.	Internal training undertaken with student representatives on the new policies, procedures and response pathways for responding to disclosures of sexual assault and sexual harassment	July and August 2017	
48.	Front line responder training provided by external specialist providers to targeted staff and students (SARC (WA) and RDVSA (NSW))	October 2017	
49.	Provision of training to all University staff regarding University policies, procedures and response pathways concerning sexual assault and sexual harassment	Late 2017	

#	Action	Timing	Progress
50.	Internal training undertaken with targeted staff regarding policies, procedures and response pathways for responding to disclosures of sexual assault and sexual harassment, including the redesign of website information	October and November 2018	
51.	Front line responder training provided by external specialist providers to targeted staff and students (SARC (WA) and RDVSA (NSW))	February and March 2019	
52.	Implementation of further 'all staff' and student training	May 2019	

AHRC Recommendation 6: Monitoring & Evaluation

UNDA Progress Overview: The University has implemented reporting processes to monitor and evaluate the prevalence of sexual assault and sexual harassment on all campuses and the effectiveness of response and prevention initiatives. Through input provided by Support Officers and the Advisory Committee, the reporting and monitoring processes have been refined and improved, and they continue to be reviewed on an ongoing basis. Every six months, the Vice Chancellor and governing boards of the University are provided with a report that includes de-identified data relating to disclosures of sexual assault and sexual harassment across the University, with identification of any trends or identifiable concerns that arise, along with recommendations for any necessary improvements to processes.

Information regarding disclosures of sexual assault and sexual harassment is stored securely, and access to the information is limited to the smallest possible number of staff with responsibility for responding to disclosures and for improving University responses to disclosures and reports. The information that is collected is de-identified, and includes details of the incident, steps taken to respond to the incident, support provided by the University to the person making the disclosure, time taken to respond to the report, and any feedback provided by the person in relation to the process.

#	Action	Timing	Progress
53.	Implementation of process for recording de-identified information regarding disclosures of sexual assault and sexual harassment	August 2017	
54.	Implementation of six-monthly reporting of disclosures, together with overview and analysis in order to identify trends or any identifiable concerns that arise	December 2017	
55.	Review and redevelopment of the Incident Disclosure Record and Checklist	September 2018	
56.	Review and redevelopment of Support Officer recording processes	September 2018	
57.	Internal training provided to Support Officers, and targeted staff and student leaders who may be likely to receive a disclosure, regarding improvements made to processes for recording de-identified information regarding disclosures of sexual assault and sexual harassment	October and November 2018; February 2019	

AHRC Recommendation 7: Counselling Services

UNDA Progress Overview: The University sought to ensure that appropriate numbers of University counsellors were available to respond to disclosures of sexual assault and sexual harassment, in the period immediately following publication of the *Change the Course* report, and ongoing – with increased hours for counsellors where indicated. An internal review of counselling staff qualifications and training re specialist expertise in sexual assault and sexual harassment trauma counselling was undertaken, and found to be satisfactory. University counsellors have received training in internal and external reporting requirements, and University policy, processes and response pathways. In addition, as identified frontline responders, University counsellors have received specific additional training, including sessions provided by the Sexual Assault Referral Centre

(Fremantle) and Rape & Domestic Violence Services Australia (Sydney). Further review of the University counselling service may occur following consideration of Code Black Threat Management’s report (March 2019) of its independent, expert-led review of the University’s policies, procedures and response pathways in relation to sexual assault and sexual harassment.

#	Action	Timing	Progress
58.	Initial audit of University Counselling Services in anticipation of increase in disclosures following release of AHRC Report (including review of ongoing needs)	July / August 2017	
59.	University Counselling Service included as part of an independent, expert-led review by Code Black Threat Management of University policies, procedures and response pathways regarding sexual assault and sexual harassment	August 2018 to March 2019	
60.	Code Black findings and recommendations with respect to counselling services considered and endorsed by the Advisory Committee with recommendations to follow as required	March 2019	
61.	Monitor progress of Universities Australia’s new training module for university counsellors, currently under development by UA and the Australian Psychological Society	Not known, dependant on UA	

AHRC Recommendation 8: Participation in future national surveys

UNDA Progress Overview: The University is committed to participating in further student surveys of sexual assault and sexual harassment. It is understood Universities Australia intends to conduct a three-year follow-up survey in due course to track progress in reducing the prevalence of these incidents at a sector-wide level.

#	Action	Timing	Progress
62.	Monitor development of Universities Australia’s three-year follow-up survey	Not known, dependant on UA	

AHRC Recommendation 9: University Residences

UNDA Progress Overview: The University is liaising with Universities Australia regarding UA initiatives in relation to the development of specific resources for University residences to assist them to prevent and address sexual assault and sexual harassment. Meanwhile, student residences staff have received training regarding internal and external reporting requirements, and responding within the University to disclosures of sexual assault and sexual harassment. University residences staff have also been given specific front line responder training, as they are identified as being among the staff who are most likely to receive disclosures of sexual assault and sexual harassment. This includes external training provided by the Sexual Assault Referral Centre in Fremantle, where the University’s residences are located. This year, the University plans to commission a review of the factors which contribute to sexual assault and sexual harassment in University residential settings.

#	Action	Timing	Progress
63.	Training for University residences staff on University policies, procedures and response pathways, and external training by SARC on responding to disclosure	August & October 2017; February 2019	
64.	Monitor development of Universities Australia’s best practice guideline	Not known, dependant on UA	
65.	Conduct a review of the factors that contribute to sexual assault and sexual harassment in student residences	2019	

Postgraduate students

UNDA Progress Overview: The University is committed to ensuring compliance with Universities Australia's *Principles for Respectful Supervisory Relationships*. The Advisory Committee has endorsed the principles and has recommended that assessment of compliance is undertaken by the University to identify actions, initiatives and/or training required with respect to supervisory relationships.

#	Action	Timing	Progress
66.	Assess compliance with Universities Australia's <i>Principles for Respectful Supervisory Relationships</i>	Mid 2019	
67.	Implementation of changes as needed	Sept 2019	