

Implementation of recommendations from
Change the Course: National report on sexual assault and sexual harassment at Australian Universities

Update September 2020

University name: Charles Darwin University		
Recommendation	Action taken since last milestone	Planned/future action
<p>1. Vice-Chancellors take direct responsibility to implement recommendations, including decision-making and monitoring and evaluation of actions taken. Establish an advisory body. Develop an action plan.</p>	<p>a) Respect.Now.Always (RNA) Committee continues to meet and review CDU's undertakings in regards to CDU's 10-Point Action Plan and additional items raised by the Committee. The Committee meets quarterly and reports to the Vice Chancellor and the Executive Leadership Group meetings twice per year.</p> <p>b) RNA Committee actions and reporting against the AHRC Change the Course recommendations has been streamlined and managed, with action items and activities reported at each meeting and made available to all Committee members in-between meetings.</p> <p>c) The CDU Master Risk Register was implemented in 2019 and includes behaviour management.</p>	<p>a) Staff orientation sessions continue to include information on the Respect.Now.Always campaign, CDU policy and procedures and the CDU counselling and support services and how to access them.</p> <p>b) Due to COVID the 2020 RNA Community Forum will be postponed until 2021.</p>
<p>2. Universities develop a plan for addressing the drivers of sexual assault and sexual harassment that includes education programs, and identifies existing resources and communications campaigns that reinforce key messages</p>	<p>a) Consent Matters course has been identified as mandatory for staff and is allocated to all staff on commencement of employment and monitored through our internal compliance tracking system (eCentre). Consent Matters is voluntary for students.</p> <p>b) Staff orientation has moved from face to face to online and includes information regarding the RNA campaign.</p> <p>c) Since 2019 the Epigeum Consent Matters course is discussed in all new staff orientation, with access provided to the course on staff intranet.</p>	<p>a) Continued promotion of <i>Consent Matters</i> for staff as a mandatory training requirement.</p> <p>b) Implementation of another <i>Consent Matters</i> awareness and social media campaign to encourage students to complete <i>Consent Matters</i>. This will also include a competition and community forum to raise awareness of the importance of a safe and inclusive community that will involve students</p>

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	<p>d) Consent Matters remains voluntary for students; however, it is mandatory for CDU Student Council office-bearers and Student Ambassadors. CONFIRM Mita</p> <p>e) Consent Matters has been made compulsory for all residential accommodation staff at International House Darwin (9) and all Resident Leaders (9), a total 18.</p> <p>f) CDU provided access to the Consent Matters course to staff and students at the International College of Hotel Management (a CDU entity), and the ICHM Sexual Assault and Sexual Harassment (SASH) Advisory Committee has implemented a RNA response and is informed of CDU RNA Committee actions.</p> <p>g) IHD Orientation Week includes sessions with all incoming students on Respect.Now.Always and Consent Matters. The sessions are led by the Manager of Equity Services and International House Darwin Coordinator of Resident Services. IHD's website includes a section on sexual harassment and bullying and links to CDU's own website and its section on the same issues. It includes definitions, aspects of criminality and various resources in the case of an assault occurring.</p> <p>h) Inclusion of student members on the RNA Committee.</p>	<p>submitting their thoughts and ideas in video/written format.</p> <p>c) Work with the CDU Student Council Women's Officer, Access and Inclusion Officer, President and student clubs to increase student involvement in RNA activities.</p> <p>d) Recruitment of a Safer Communities Project Officer to take the lead in implementing education programs, both online and on-campus in promoting safe and inclusive communities including raising awareness of the RNA Campaign and promotion of information about the elimination of sexual assault and sexual harassment at CDU.</p>
<p>3. Universities should ensure students and staff know about support services and reporting processes for sexual assault or sexual harassment</p>	<p>a) CDU provided updated training to a network of Contact Officers across all university campuses. Information about the Contact Officer network continues to be promoted in many channels.</p> <p>b) The SafeZone mobile application (a quick response security app that covers the university premises and identifies a person's location when instigated) was implemented at CDU, and was investigated as an option for access to services but would require customisation.</p>	<p>a) A review of the CDU Sexual Harassment Prevention Policy is continuing and planned to be finalised by end 2020. CDU is working to include sexual exploitation within its policy, and it will be renamed the Prevention of Sexual Exploitation, Abuse and Harassment Policy.</p> <p>b) The Respect.Now.Always Committee is developing a framework for tracking</p>

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	<p>c) The RNA website is now linked to the Contact Officer network, and information has been updated to provide a better overview of the support provided by Contact Officers</p> <p>d) The Contact Officer network was revitalised and extended to include new members to the network. New internal training has been provided including quarterly networking sessions designed to share experiences and challenges (confidentially) and update on any changes to processes, legislation, and any new support available.</p> <p>e) The new Employee Assistance Program providers are promoted to support staff and includes a Manager Support Program.</p>	<p>notification of the provision of policy, procedures, support materials and services so that we can put annual monitoring in place.</p> <p>c) The Respect.Now.Always website will continue to be reviewed regularly and updated to be responsive and mobile friendly to make it easier to access based on feedback from staff and students.</p> <p>d) Work with the CDU Student Council Women's Officer and President to increase student involvement in RNA activities.</p>
<p>4. Within a year, universities should commission an independent, expert led review of existing university policies and response pathways in relation to sexual assault and sexual harassment, to assess effectiveness and make specific recommendations to universities about best practice responses.</p>	<p>a) A review of the availability of information provided to staff and students has informed the design and rollout of education campaigns, CDU staff intranet information and the continuing development of the Respect.Now.Always website.</p> <p>b) A Master Risk Register was implemented in 2019 and is located on the CDU intranet. This includes behaviour management. The Hazard and Risk procedure has been drafted awaiting approval. Business processes have been created, and published online, to complement the procedure.</p>	<p>Colleges, VET and research areas are reviewing and amending individual risk and hazard registers for local teams and areas, to be completed by end 2020.</p>
<p>5. Universities should conduct an assessment to identify staff members and student representatives within their</p>	<p>The Respect.Now.Always Training Subcommittee conducted a review of university job roles to determine the staff most likely to receive disclosures of sexual violence. The Epigeum online training in <i>Responding to Disclosures of Sexual Violence</i> was rolled out to</p>	<p>The rollout of the Epigeum online training <i>Responding to Disclosures of Sexual Violence</i> will continue with identified staff in roles likely to receive disclosures, and CDU (People and</p>

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institution most likely to receive disclosures of sexual assault and sexual harassment and ensure those identified receive appropriate training.	staff in each of the identified areas and was completed by all members of the Contact Officer network.	Capability) are identifying further roles that require this training to enable staff to respond appropriately.
6. Universities should ensure that information about individual disclosures and reports of sexual assault and sexual harassment is collected and stored confidentially and used for continuous improvement of processes.	The Respect.Now.Always Committee consulted across the university on current databases and best practise to manage data and reporting. Data about incidents is managed confidentially by specialist trained staff in the Complaints Management Unit and appropriate access controls are in place. The need for streamlined collection, storage, management and appropriate access to data about incidents for use in continuous improvement has been referred to the Director Strategic Services and Governance and incorporated into the review of the university safety and risk management environment that is currently underway.	CDU is currently developing a reporting framework that will include documenting processes linking all reporting avenues together to include formal governance processes and security and storage of confidential records. An update to the RNA website is underway with increased level of information on reporting processes (including anonymous reporting), contact details and assistance provided.
7. Within six months of this report, universities should conduct an audit of university counselling services to assess adequacy of capacity and training and undertake data collection.	a) CDU regularly reviews the counselling services and since 2018 has provided the Epigeum course <i>Responding to Disclosures of Sexual Violence</i> training which has been completed by counselling staff. b) Counselling staff has knowledge and experience in working with and referring clients to appropriate support organisations where required.	a) CDU will implement specialist training for all staff to increase understanding of, and responding to disclosures of, sexual violence. Due to Covid-19 this training has been delayed. b) A review of the Counselling service is planned for early 2021, with a framework developed for that review.

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8. Universities should engage an independent body to conduct the National university student survey of sexual assault and sexual harassment at three yearly intervals to track progress in reducing the prevalence of these incidents at a sector-wide level.	CDU Planning and Performance team will implement the 2021 survey of students and monitor data and improvements as referred by the RNA Committee.	CDU will implement the survey in 2021, delayed from 2020 due to COVID-19, in line with expected timelines as directed by Universities Australia.
9. Residential colleges and university residences should consider implementing report recommendations, and commission an independent, expert-led review of the factors which contribute to sexual assault and sexual harassment in their settings.	<ul style="list-style-type: none"> a) Student residencies policy and procedures were reviewed and updated. b) CDU's student resident's average age is 27 and more than 50% are graduates/postgraduates. Many are from cultures that minimise or do not promote alcohol. c) Alcohol is not provided at any student residency on-campus social events. This program of events is semester-long and includes orientation week. d) Policy and procedure have been detailed and publicised on the website, in social media and provided literature such as resident handbooks. Links have been provided to the CDU <i>Respect Now Always</i> website and resources. Promotion of the <i>Consent Matters</i> module to residents has been undertaken and is ongoing. e) Resident surveys have been and continue to be conducted to determine if students staying in residencies feel safe and secure, and to test their level of awareness of CDU policy and the <i>Respect Now Always</i> campaign. f) Student residencies have always had high levels of supervision 24/7 as a preventative measure. An after-hours duty officer is 	Plans have been submitted for budget approval to enhance security for student residents on the Casuarina Campus. This includes perimeter surveillance cameras at all entry points and staged replacement of existing residential campus cameras with infra-red units.

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	<p>provided, and key staff and CDU security are available on call. New emergency phones have been installed for every building.</p> <p>g) Perimeter fencing has been completed for the student residences campus, with electronic gates (pedestrian and vehicular).</p> <p>h) The Orientation program for residents each semester has been updated to include briefings from Student Equity Services, plus the Complaints Unit, on the Respect.Now.Always campaign and materials.</p> <p>i) The CDU orientation program per semester is free of any traditions and rituals. The program is created and controlled by staff, not students or alumni.</p> <p>j) CDU residents are linked to Contact Officers and Student Equity Services through the website.</p> <p>k) CDU Resident Leader training includes sessions on Respect.Now.Always, including first response and referral.</p> <p>l) Training of resident leaders includes mandatory completion of the <i>Consent Matters</i> course.</p> <p>m) Training for all staff, including contract cleaners, includes mandatory completion of the Consent matters course.</p> <p>n) CDU has introduced recognition of community leaders/model residents through the student residency community scholarship program.</p>	