

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

Updated as at 4 April 2019

University name: Charles Darwin University		
Recommendation	Action already taken	Planned/future action
<p>1. Vice-Chancellors should take direct responsibility for the implementation of these recommendations, including decision-making and monitoring and evaluation of actions taken.</p> <p>To assist and advise them in this respect, Vice-Chancellors should have an advisory body within their institution which has responsibility for guiding the implementation of the recommendations made in this report.</p> <p>The advisory body should report directly to the Vice-Chancellor of each university and include representatives from:</p> <ul style="list-style-type: none"> • the university's senior leadership • the student body • academic staff • residential colleges affiliated with the university • student services, such as: counselling services, medical services and campus security, and • frontline sexual assault services. <p>The advisory body should be responsible for</p>	<p>a) CDU has created a Respect.Now.Always Committee that meets regularly, chaired by the Pro Vice-Chancellor Student Engagement and Success. This Committee reports directly to the Vice Chancellor.</p> <p>The Committee is responsible for implementing actions against the AHRC <i>Change the Course</i> report recommendations and the Universities Australia 10-Point Action Plan. The membership of the Committee includes senior staff from across the university including, Student Engagement, Student Administration, Equity Services, Health and Safety, Security, Indigenous Leadership, Complaints Management Unit, Strategic Services and Governance, People and Capability, Planning and Performance, Student Residency and a student representative.</p> <p>b) CDU has discussed the operation of the Respect.Now.Always Committee and progress with Sally Sievers, the NT Anti-Discrimination Commissioner, and will continue to update the Commissioner annually and on request.</p>	<p>a) Respect.Now.Always 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 reports to the Vice Chancellor and to the Executive Leadership Group meetings. In January 2019 ELG reconsidered the voluntary status of the Consent Matters course for students, and opted for it to remain voluntary.</p> <p>b) As previously, during 2019 all student and staff orientation sessions will 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>c) CDU will host a Community Forum again in 2019 to update on Respect.Now.Always campaign activities and actions taken, and provide an opportunity to engage students and staff in how we can continue to improve the safety of students and staff, inform about new</p>

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<p>developing an action plan for the implementation of these recommendations.</p> <p>The development of an action plan should involve broad and extensive consultation with all relevant stakeholders from the university community and, where relevant, the wider community. The advisory body should also seek independent expertise where relevant and draw on existing research and best practice.</p> <p>The advisory body should assess and publicly report on the university's progress towards implementation of these recommendations within 18 months of the release of this report. From then on, public reporting on progress should occur on an annual basis.</p>	<p>c) As with other CDU committees the membership and terms of reference of the Respect.Now.Always Committee will be periodically reviewed.</p> <p>d) CDU Community Forum has been held each October in 2017 and 2018 to update on RNA activities and actions taken, and provide an opportunity for discussion.</p>	<p>developments or policies, profile support services as well as how students and staff can continue to participate in a range of ways such as providing feedback, nominating for membership of committees like the Respect.Now.Always Committee, joining the Contact Officer network and participating in advocacy programs. CDU's vision is for the university community as a whole to be our partners in improving safety and wellbeing.</p>
<p>2. Universities develop a plan for addressing the drivers of sexual assault and sexual harassment that:</p> <ul style="list-style-type: none"> provides students and staff with education about: behaviours that constitute sexual assault and sexual harassment, consent and respectful relationships, 'violence supportive attitudes' and bystander intervention, and, 	<p>a) The Epigeum <i>Consent Matters</i> course is available to all CDU students and staff.</p> <p>b) CDU Support & Equity Services developed and led a communication campaign during 2018 to promote the Consent Matters course to students.</p> <p>c) In 2019 the Epigeum <i>Consent Matters</i> course is discussed in all new staff orientation, with access provided to</p>	<p>a) The communication campaign on <i>Consent Matters</i> will continue throughout all semesters. Engagement and communication with students will also be undertaken via Orientation week, liaising with the CDU student associations, clubs and societies and the Flycatcher student magazine.</p> <p>b) International House Darwin (CDU's residential accommodation) includes a flyer in every O Week pack for students and an explanatory handout on sexual</p>

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<ul style="list-style-type: none"> identifies existing resources and communications campaigns that reinforce key messages of education programs for dissemination to staff and students. <p>Education programs and communications should:</p> <ul style="list-style-type: none"> target all levels of the organisation – current and future students, staff, residential colleges, public transport to/from university, sports clubs, student societies and student unions be based on best practice and research be developed and delivered by individuals and/or organisations with expertise in sexual violence prevention be developed in consultation with university students, and include measures for evaluating and refining the actions taken. 	<p>the course on staff intranet.</p> <p>d) <i>Consent Matters</i> remains voluntary for students; however, it is mandatory for Student Union office-bearers and Student Ambassadors.</p> <p>e) <i>Consent Matters</i> has been made compulsory for all residential accommodation staff at International House Darwin (9) and all Resident Leaders (9), a total 18.</p>	<p>harassment.</p> <p>c) IHD Orientation Week includes sessions with all incoming students on Respect.Now.Always and <i>Consent Matters</i>. 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>d) Residents at IHD are urged to spend 30-60 minutes to complete the on-line <i>Consent Matters</i> course. However, at the moment, the course remains voluntary.</p>
<p>3. In order to ensure students and staff know about support services and reporting processes for sexual assault or sexual harassment, universities should:</p>	<p>a) Orientation sessions were held across CDU communicating key Respect.Now.Always messages including introduction to the CDU Sexual Harassment Prevention Policy and CDU Code of Conduct.</p>	<p>a) A review of the CDU Sexual Harassment Prevention Policy is underway.</p> <p>b) The Respect.Now.Always Committee is developing a framework for tracking notification of the provision of policy,</p>

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<ul style="list-style-type: none"> widely disseminate information about university reporting avenues to staff and students widely disseminate information about internal and external services to staff and students, including: university counselling and medical services, campus security, local sexual assault services, police, medical centres, hospitals, counselling services and anti-discrimination agencies ensure that information about internal and external reporting procedures and support services is displayed clearly, in a logical place(s) on the university website ensure that information about internal and external reporting procedures and support services is provided to students as part of their orientation into university and to new staff as part of their human resources induction/on-boarding ensure that information about internal and external reporting procedures and support services is accessible to all students and staff, including: people with disability, people from CALD backgrounds, and 	<p>b) A dedicated webpage was created for the Respect.Now.Always campaign to ensure staff and students has simple access to relevant programs and support services. This was widely promoted and referenced across different platforms, including the CDU Mobile app.</p> <p>c) CDU created, trained and commenced the rollout of a network of Contact Officers across all university campuses except one. The CDU Contact Officers received training on how to receive reports of sexual assault or violence sensitively and appropriately prior to launching the network. Information about the Contact Officer network has been promoted in many channels including being made the default login background for all CDU managed staff and student computers, and on the staff intranet.</p> <p>d) CDU Employee Assistance Program information and contacts have been made prominent on the university People and Capability website and the staff intranet to improve accessibility for all staff.</p> <p>e) A Respect.Now.Always University Community Forum was led by the Vice Chancellor in September 2017. This</p>	<p>procedures, support materials and services so that we can put annual monitoring in place.</p> <p>c) The Respect.Now.Always website is continuously reviewed and updated to be responsive and mobile friendly with the content updated to make it easier to access based on feedback from staff and students.</p> <p>d) The SafeZone mobile application is also being investigated to see if this can simplify and improve access to services.</p> <p>e) The Respect.Now.Always website will be linked to the Contact Officers program and how to access their assistance.</p> <p>f) CDU is working to extend the Contact Officer network to the one remaining delivery location as soon as possible.</p> <p>g) A new Employee Assistance Program provider was contracted in 2019 to provide greater support to staff.</p>

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<ul style="list-style-type: none"> develop relationships with external services (local sexual assault service, local hospital) to enable referral of students to these services where necessary. Universities should evaluate the activities undertaken to increase awareness of support services and reporting processes to ensure that these measures have been effective in increasing awareness among staff and students. 	<p>was open to all students and staff of the university both physically present and online. Feedback from the forum was incorporated into planning.</p> <p>f) CDU works with external agencies and utilises contacts where necessary to monitor external factors, ie contact with the Darwin Sexual Assault Referral Centre, who have been invited to participate as an external member of our Respect.Now.Always Committee.</p>	
<p>4. In order to ensure that actions taken by universities to prevent and respond to sexual assault and sexual harassment are appropriate, within a year of the release of this report, universities should commission an independent, expert-led review of existing university policies and response pathways in relation to sexual assault and sexual harassment. This review should assess the effectiveness of existing university policies and pathways and make specific recommendations to universities about best practice responses to sexual assault and sexual harassment.</p> <p>In the interim, and at an institutional level, universities should draw on sexual violence counselling expertise to develop and review</p>	<p>A review of the availability of information provided to staff and students has informed the design and rollout of education campaigns and the development of the Respect.Now.Always website.</p>	<p>a) CDU is currently in the process of reviewing the whole of the university safety and risk management environment and further review of this policy and related processes will be incorporated via that process in 2019.</p>

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<p>processes for responding to sexual assault and sexual harassment of students to ensure that they:</p> <ul style="list-style-type: none"> • secure the immediate safety and wellbeing of the individual who has experienced the sexual assault or sexual harassment • are clear and accessible • provide individuals with control over what happens to their report • have the flexibility to suit individual circumstances • provide students with support to continue with their studies • provide specialist support, from someone who has specialist expertise and training in sexual assault, sexual harassment and trauma counselling of sexual assault survivors, and • accommodate the needs of students from a diverse range of backgrounds. 		
<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</p>	<p>Rollout of the Epigeum online training in Responding to Disclosures of Sexual Violence will continue with identified staff in roles likely to receive disclosures.</p>

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<p>institution most likely to receive disclosures of sexual assault and sexual harassment.</p> <p>Universities should ensure that these staff members and student representatives receive training in responding to disclosures of sexual assault and sexual harassment, delivered by an organisation with specialist expertise in this area.</p>	<p>violence. The Epigeum online training in Responding to Disclosures of Sexual Violence was rolled out to staff in each of the identified areas as part of the Contact Officer training.</p>	
<p>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, including:</p> <ul style="list-style-type: none"> • details of the complaint/incident • steps taken to respond to the complaint/incident, i.e.: whether the individual reported to police, whether the perpetrator was moved to a different lecture/tutorial • support or assistance received, i.e.: whether the person received counselling from university services, whether they reported to police, whether they received support from an external sexual assault service 	<p>The Respect.Now.Always Committee has met to discuss how to best 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.</p>	<p>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 to be incorporated into the review of the university safety and risk management environment that is currently underway. It is expected this work will be completed in 2018/2019. In the meantime the reports can be created manually and quarterly reports are currently being setup to go to the Council and Vice Chancellor. The first quarterly report will be tabled at the next CDU Council meeting scheduled for the 16th August 2018.</p>

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<ul style="list-style-type: none"> time taken to respond to the report and/or refer the person to support services, and any feedback provided by the complainant/respondent in relation to the process. <p>Access to this information should be limited to staff members with responsibility for responding to disclosures and reports and those responsible for improving university responses to disclosures and reports.</p> <p>On a regular basis – at least every six months – Vice-Chancellors should be provided with de-identified reports of this data, including any trends or identifiable concerns which arise, along with recommendations for any necessary improvements to processes.</p>		
<p>7. Within six months of this report, but as soon as possible, universities should conduct an audit of university counselling services to assess:</p> <ul style="list-style-type: none"> the capacity of university counselling services to respond to students' requests for counselling in an appropriately timely manner, and how many university counselling staff have received training in working with sexual 	<p>The CDU Equity Service conducts regular annual reviews of the counselling service, resulting in identifying the need for further specialist training and additional staff, and increase in clinical supervision of counselling staff.</p>	<ul style="list-style-type: none"> a. In 2018 an additional Counsellor was recruited, with specialist training. b. Epigeum Responding to Disclosures of Sexual Violence training is being provided to all counselling staff. c. CDU has contacted external agencies in Darwin about the possibility of combining specialist training for all our staff across the local agencies to build connections and skills where appropriate.

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<p>assault survivors.</p> <p>As part of this audit, universities should collect data on:</p> <ul style="list-style-type: none"> the average length of time students are required to wait to see a university counsellor, and the number of urgent/crisis requests for counselling received. <p>This data should be assessed to determine whether additional counselling services are required to meet the urgent needs of students who have experienced sexual assault or harassment.</p> <p>If additional counselling services are required, universities should ensure that these additional resources are in place as soon as practicable.</p>		
<p>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.</p>	<p>Planning on how to best survey students and monitor data and improvement was referred to the Respect Now Always Committee.</p>	<p>Further deployment of the survey is being considered.</p>
<p>9. In addition to considering the</p>	<p>a) Student residencies policy and procedures were reviewed and updated.</p>	<p>a. Extended training of resident leaders as first responders is currently underway</p>

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<p>implementation of the university recommendations made in this report, residential colleges and university residences should commission an independent, expert-led review of the factors which contribute to sexual assault and sexual harassment in their settings.</p>	<p>b) CDU's student resident community is typically older, with few fresh out of school. Its average age is 27 and more than 50% are graduates/postgraduates. Many are from cultures that minimise or do not promote alcohol.</p> <p>c) Alcohol is not provided at any student residency on-campus social events. This program of events is semester-long and includes orientation week.</p> <p>d) Policy and procedure has 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> to residents has been undertaken.</p> <p>e) Resident surveys were 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.</p> <p>f) Student residencies have always had high levels of supervision 24/7 as a preventative measure. An after-hours duty officer is provided, and key staff and CDU security are available on call. Enhanced emergency phones, increased lighting and CCTV have been rolled out.</p>	<p>and will mandate completion of the <i>Consent Matters</i> course.</p> <p>b. All CDU student residency staff are required to complete the <i>Consent Matters</i> course as part of ongoing training.</p> <p>c. Work is soon to be completed to make the CDU student residency at Casuarina Campus, Darwin a gated community after dark including perimeter fencing, electronic gates, and increased surveillance to deter any external intruders.</p>

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	<p>g) The Orientation program for residents each semester has been updated including a briefing by Equity Services staff on the Respect.Now.Always campaign and materials.</p> <p>h) 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>i) CDU residents are linked to Contact Officers and Equity Services through the website.</p> <p>j) CDU Resident Leader training includes sessions on Respect.Now.Always, including first response and referral.</p> <p>k) CDU has introduced recognition of community leaders/model residents through the student residency community scholarship program.</p>	