

Respect. Now. Always. Taskforce  
Meeting 5/17

AGENDA

29 November 2017

10:00am – 12:00pm

Student Seminar Room, The Hub

**FORMAL MATTERS**

**1. Apologies/Acknowledgements**

Apologies received from;  
Ms Céline McInerney  
Ms Elysia Ryan  
Ms Leah Grantham  
Ms Natalie Kourtidis  
Mr John Williams (Proxy is Anne Witt)  
Ms Tamsin Anspach (Proxy is Stella Child)  
Ms Meika Livris (Proxy is Patrick Kennewell)

New Member for the remaining two meetings;  
Ms Alexandra Lawrence

**2. Minutes** – Attachment A

**3. Actions**

Who?	Action?	Completed?
Executive Officer	Follow up Medical Student Societies re: advocacy around work placements.	Outstanding
Executive Officer	Seek further information from UA regarding the modules they are developing and the 2018 Higher Education Conference.	✓
Professor Turnbull	Raise the ANU Gender inclusive language guideline at GED, to determine if University of Adelaide should develop a similar resource.	See Agenda Item 4

**UPDATES / DISCUSSION**

**4. Gender inclusive language guideline/policy**

- ANU Policy: [https://policies.anu.edu.au/ppl/document/ANUP\\_000744](https://policies.anu.edu.au/ppl/document/ANUP_000744)

**5. Summary of Actions & Progress** – Attachment B

- Review Actions
- Prioritise / Add Timelines
- Discuss how this will be displayed online, how often to update etc.

**6. Any Other Business**

**7. Date of Next Meeting** – Friday 15 December, 10 am to 12 pm (Final Meeting)

**Distribution:**

**Chair**

Professor Pascale Quester, DVCA

**Executive Dean/ Faculty Representative**

Professor Mike Liebelt (Acting)

**Executive Dean/ Faculty Representative**

Associate Professor Suzanne Le Mire

**General Counsel**

Ms Céline McInerney

**Associate Director Student Life**

Ms Colleen Lewig

**Pro Vice-Chancellor - Research Operations**

Professor John Williams

**Director, Human Resources**

Ms Elysia Ryan

**Director - Partnerships & Corporate Relations**

Ms Leah Grantham

**CEO, St Marks College**

Master Rose Alwyn

**Chair, Gender Equity and Diversity Committee**

Professor Deborah Turnbull

**Student Counsellor**

Ms Sharon Lockwood

**President, AUU**

Brodie Scott

**President, SRC**

Mark Pace

**Postgraduate Officer, SRC**

Stephanie Ducker

**Women's Officer, SRC**

Tamsin Anspach/ Stella Child

**Student**

Declan Price Brooks

**Student**

Andrew Carter

**Student**

Loc Le (Logan)

**Student**

Alison Gunning

**Student**

Kayla Bremert

**Student**

Meg Mackie

**Student**

Meika Liveris/Patrick Kennewell

**Executive Support:**

Natalie Kourtidis, Project Manager & Alice Cameron, Project Officer

24 November 2017

F. 2017/5914

Attachment A (Item 2)

Respect. Now. Always. Taskforce  
Meeting 4/17

MINUTES

10 November 2017

10:00am – 12:00pm

Student Seminar Room, The Hub

**FORMAL MATTERS**

**8. Apologies/Acknowledgements**

Apologies received from;

Ms Colleen Lewig, Master Rose Alwyn (Ms Raphaela Oest as proxy), Mr Brodie Scott and Ms Alison Gunning

**9. Minutes**

The minutes from 27 October (which were provided as Attachment A to the Agenda) were accepted.

**10. Actions**

Who?	Action?	Completed?
Executive Officer	Seek flowchart of reporting process	<p style="text-align: center;">✓</p> <p style="text-align: center;">(Provided as Attachment B to the Agenda)</p>

**UPDATES / DISCUSSION**

**11. Follow Up/Further Information from Meeting 2/17**

Alice provided updates on the following items;

- Contact UA in regards to the timelines expected around the resources they have committed to (Recommendation 7).
  - UA are developing a number of online modules that will be provided to Universities in 2018; these include a staff module, student leader module and mental health worker module.
    - Action Item: Seek further information on module content (EO).
  - Best Practice Guidelines have been drafted and are currently being circulated to Universities for feedback.
  - Respectful Relationships material is currently being worked on and will likely be available to Vice Chancellors in April/May 2018.
  - Postgraduate Guidelines have been drafted and are with CAPA and NTEU for comment.
  - UA are planning to hold Best Practice 2 Day Workshops across Australia in 2018 that will include panel discussions, themed topics and external organisations.
  - UA will be contacting VC's shortly regarding a progress report of activities.
    - Action Item: The UA 2018 Higher Education Conference will be held in Canberra in Feb/March 2018 and this presents an ideal opportunity for discussion – seek further information (EO).
- Contact The Office of Research Ethics, Compliance and Integrity (ORECI) regarding gender inclusivity in research and surveys.
  - ORECI have confirmed that they do take gender inclusivity into account, however would welcome additional guidance around this and provided an ANU policy as an example of what is available at other Universities.
  - ANU Policy: [https://policies.anu.edu.au/ppl/document/ANUP\\_000744](https://policies.anu.edu.au/ppl/document/ANUP_000744)
    - Action Item: Members to review the ANU policy and determine if the University of Adelaide should develop something similar; Professor Turnbull to raise this with GED.
- Further information to be sought re: policy on students using alternative names.
  - This is being further progressed with Student Administration.

- Further information to be sought re: policy on all gender toilets and other accessible/inclusive facilities from Infrastructure.

Discussion	Actions	Progress
<ul style="list-style-type: none"> <li>• It was agreed that 'All Gender Accessible Toilet' should be used in the legend of the campus map.</li> </ul>	<p>Confirm this with Infrastructure for inclusion on 2018 map.</p> <p>In future, review symbols/icons used to represent 'All Gender' on physical facilities and maps.</p>	Agreed 10/11

## 12. Open Forum

- Opportunity to discuss any topics/issues that require further consideration or have not yet been raised.

Discussion	Actions	Progress
<ul style="list-style-type: none"> <li>• Céline advised that there were cases of LGBTIQ students being discriminated against in relation to student placements (i.e. students not being accepted for placements based on their sexuality/gender expression etc.).</li> <li>• The group discussed whether the University should have a specific statement on this, or if it falls into the current placement/WHS suite of policies/information regarding student safety.</li> </ul>	<p>Request a copy of what information/correspondence is currently provided to work placement hosts, and review this for where further information about student safety and expectations can be included.</p> <p>As per Action Item # 51 - develop a resource that includes information for students on how they can report incidents regarding finding alternative placements for students experiencing issues.</p>	Agreed 10/11

Discussion	Actions	Progress
<p><u>Flowchart</u></p> <ul style="list-style-type: none"> <li>• The group wished to discuss the flowchart (Provided as Attachment B to the Agenda) in detail, to determine improvements.</li> <li>• It was noted that that the steps need to apply regardless of the timing around reporting (i.e. immediately or 10 years after an incident).</li> <li>• It was noted that it is difficult to add timeframes to the process, as each case is different; and in some cases the process may be suspended if being dealt with by Police etc. (and may be resumed).</li> <li>• It was noted that the flowchart should make it clear that students can access support/counselling and dedicated support people the entire way through the process.</li> <li>• It was noted that an open cases does not impede a student from</li> </ul>	<p>Seek further information from the Behaviour and Conduct Committee (and relevant others) regarding the complaint/reporting process, specifically around communication and progress updates and a clearly articulated rights statement for both victim &amp; accused.</p> <p>Seek further information regarding access to counselling for victim &amp; accused and the management of this.</p> <p>Review flowchart that describes the disclosure/reporting process to ensure the following;</p> <ul style="list-style-type: none"> <li>• Add 3-4 guiding principles</li> <li>• It can be used by both victim &amp; accused</li> <li>• Language is student friendly</li> </ul>	Agreed 10/11

<p>graduating if they meet academic requirements.</p> <ul style="list-style-type: none"> <li>Colleges have own reporting process / flowchart, and it is recognised that at some points there would need to be sharing of information.</li> </ul>		
--	--	--

### 13. Draft Summary of Actions & Progress

The group agreed to the format of the document (provided as Attachment C to the Agenda), however would like to include a contact email address & the ability for people to provide feedback when it is published online.

### 14. Any Other Business

A concern was raised regarding International students in accommodation being encouraged/coerced into engaging in illegal work for income. This will be followed up by University staff, however information on this topic is useful to include in International student information (Ref: Action Item #55) or living away from home information.

Leah advised that she is meeting with The Honourable Peter Malinauskas, Minister for Health on 20 December and would like any updates regarding advocacy work from medical students societies in the work placement space.

### 15. Date of Next Meeting – Wed 29 November, 10 am to 12 pm (Change of date from original schedule).

Meika advised that she is unable to attend the next two meetings, but will send a proxy. Céline, Leah, Elysia all advised they are not able to attend the meeting on 29 November.

#### Distribution:

##### Chair

Professor Pascale Quester, DVCA

##### Executive Dean/ Faculty Representative

Professor Mike Liebelt (Acting)

##### Executive Dean/ Faculty Representative

Associate Professor Suzanne Le Mire

##### General Counsel

Ms Céline McInerney

##### Associate Director Student Life

Ms Colleen Lewig

##### Pro Vice-Chancellor - Research Operations

Professor John Williams

##### Director, Human Resources

Ms Elysia Ryan

##### Director - Partnerships & Corporate Relations

Ms Leah Grantham

##### CEO, St Marks College

Master Rose Alwyn

##### Chair, Gender Equity and Diversity Committee

Professor Deborah Turnbull

##### Student Counsellor

Ms Sharon Lockwood

##### President, AUU

Brodie Scott

##### President, SRC

Mark Pace

##### Postgraduate Officer, SRC

Stephanie Ducker

##### Women's Officer, SRC

Tamsin Anspach

##### Student

Declan Price Brooks

##### Student

Andrew Carter

##### Student

Loc Le (Logan)

##### Student

Alison Gunning

##### Student

Kayla Bremert

##### Student

Meg Mackie

##### Student

Meika Liveris

#### Executive Support:

Natalie Kourtidis, Project Manager & Alice Cameron, Project Officer









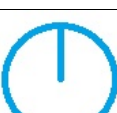

24 November 2017













**Attachment B (Item 5)**













# Respect. Now. Always. Taskforce

## Summary of Actions & Progress

The below table provides a summary of the agreed actions resulting from each Respect. Now. Always. Taskforce meeting **as at 17/11/2017**.










#	Action	Context	Timeline	Progress
1	RNA to be a standing item at Vice Chancellors Executive (VCE)	Agreed 15/09 Ref: AHRC Recommendation 1		
2	RNA to be a standing item in each faculty's Senior Management Meeting (these include student reps).	Agreed 15/09 Ref: AHRC Recommendation 1		
3	An annual survey to be established/questions added to existing survey regarding not just the incidence of sexual harassment and sexual assault, but also student perceptions.	Agreed 15/09 Ref: AHRC Recommendation 1		
4	Inclusion of front-line sexual assault services staff; invite Ms Sharon Lockwood to join the RNA taskforce.	Agreed 15/09 Ref: AHRC Recommendation 1		
5	Communications regarding RNA to be distributed across the following mediums; Website, all student emails, hub (digital) screens, posters, AUU and SRC Facebook pages, unified 'News'. All communications to direct back to the Safer Campus Community website.	Agreed 15/09 Ref: AHRC Recommendation 1		
6	Reminder update to be sent for Student Forum today, to Voluntary All Student email list.	Agreed 15/09 Ref: AHRC Recommendation 1		
7	Include RNA/campus culture/Student Charter standard setting in the VC's Welcome Orientation Talk	Agreed 15/09 Ref: AHRC Recommendation 2		
8	Include RNA/campus culture/Student Charter standard setting in Enrolment Checklist and Re-Enrolment Checklist – allowing students to agreement their understanding/adherence.	Agreed 15/09 Ref: AHRC Recommendation 2		
9	Include RNA/campus culture/Student Charter standard setting content in the MyUni module for Global IQ – Connect.	Agreed 15/09 Ref: AHRC Recommendation 2		
10	Further investigate ways to ensure that HDR students are able to access and agree to the same information as part of their inductions and ongoing support. Consider cohort activities to better connect students and improve their awareness of services.	Agreed 15/09 Ref: AHRC Recommendation 2		











11	Student Life to offer regular Recognise and Respond training for staff, students, clubs etc.	Agreed 15/09 Ref: AHRC Recommendation 2		
12	Add mandatory training for PhD Supervisors as part of joining the Supervisor Register.	Agreed 15/09 Ref: AHRC Recommendation 2		
13	Review induction processes to ensure that all staff (inc. casual) include appropriate content around respectful relationships, power imbalance, responding to disclosures etc.	Agreed 15/09 Ref: AHRC Recommendation 2		
14	Review of information that is available online that describes the reporting process. In conjunction with Student Life, Legal & Risk and student input, update this to be clearer.	Agreed 15/09 Ref: AHRC Recommendation 3		
15	Recognise and Respond training to be extended to student leaders (current, and new) as part of taking on a club/sport leadership role.	Agreed 15/09 Ref: AHRC Recommendation 3		
16	Tailored training/resources to be made available on running safe/inclusive events etc.	Agreed 15/09 Ref: AHRC Recommendation 3		
17	Circulate full EOC report to RNAT, pending check of content (for confidentiality).	Agreed 29/09 Ref: AHRC Recommendation 4		
18	An independent review (i.e. similar to EOC) to be conducted again at the end of 2019	Agreed 29/09 Ref: AHRC Recommendation 4		
19	Recognise and Respond training to be made available to: <ul style="list-style-type: none"> <li>• SRC</li> <li>• AUU Board</li> <li>• Club leaders</li> <li>• AU Sports</li> <li>• Selected Wirtlu Yarlu staff/students</li> <li>• Heads of School</li> <li>• Adelaide Graduate Centre front line staff</li> <li>• Faculty frontline staff &amp; student advisors</li> </ul>	Agreed 29/09 Ref: AHRC Recommendation 5		
20	Identify student leader roles across the University and identify times (/processes) that capture these students for training (i.e. induction, re-registration of club, election etc.).	Agreed 29/09 Ref: AHRC Recommendation 5		
21	Review Recognise and Respond Training and update to include specific UoA content, including reporting and responsibilities.	Agreed 29/09 Ref: AHRC Recommendation 5		
22	Develop tailored Recognise and Respond Training for; <ul style="list-style-type: none"> <li>• Clubs &amp; Sports</li> <li>• Residential College staff and students</li> </ul>	Agreed 29/09 Ref: AHRC Recommendation 5		

23	The University 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.	Agreed 29/09 Ref: AHRC Recommendation 6		
24	Follow up UA in regards to the timelines expected around the resources they have committed to.	Agreed 29/09 Ref: AHRC Recommendation 7		
25	Request PWC internal auditor to increase the scope of the current audit to look at the items listed under AHRC recommendation 7.	Agreed 29/09 Ref: AHRC Recommendation 7		
26	DVC&VP(A) to meet with all UoA associated Residential Colleges and report back to the Taskforce regarding their plans for independent audits/reviews.	Agreed 29/09 Ref: AHRC Recommendation 9		
27	Further consideration to be given to engagement with non-/University and non-College accommodation providers (i.e. urbanest).	Agreed 29/09 Ref: AHRC Recommendation 9		
28	DVC&VP(A) to have 6-monthly meetings with all accommodation provider stakeholders (Residential Colleges, private providers etc) to discuss policy, reporting, trends etc. This meeting should include student reps. i.e. Residential Advisors.	Agreed 29/09 Ref: AHRC Recommendation 9		
29	Future audits identified throughout these actions and those conducted by colleges to include not only policy or occurrences, but the factors/drivers etc. that contribute to sexual harassment and sexual assault (i.e. alcohol, culture etc.).	Agreed 29/09 Ref: AHRC Recommendation 9		
30	Tamsin Anspach - Student Representative to raise these recommendations with GED for further consideration.	Agreed 29/09 Ref: LGBTIQ/Gender Equity		
31	Further investigate the ease of finding reporting mechanisms on the University website.	Agreed 29/09 Ref: LGBTIQ/Gender Equity		
32	Provide further information on how discrimination can be reported.	Agreed 29/09 Ref: LGBTIQ/Gender Equity		
33	Contact The Office of Research Ethics, Compliance and Integrity (ORECI) regarding gender inclusivity in research and surveys.	Agreed 29/09 Ref: LGBTIQ/Gender Equity		
34	Look at further promotion of ALLY network, including increasing student members, increasing awareness and considering ALLY clubs (i.e. an existing club could become an ALLY rather than only individual membership).	Agreed 29/09 Ref: LGBTIQ/Gender Equity		



35	Further information to be sought re: policy on students using alternative names and change of gender/name and how this is processed through University systems in a timely manner.	Agreed 29/09 Ref: LGBTIQ/Gender Equity		
36	Further information to be sought re: policy on All Gender toilets and other accessible/inclusive facilities from Infrastructure	Agreed 29/09 Ref: LGBTIQ/Gender Equity		
37	HR to further consider how the University security contractor can be encouraged to employ more female security officers.	Agreed 29/09 Ref: LGBTIQ/Gender Equity		
38	Report an Incident information to be reviewed, and specific information for HDR students to be included.	Agreed 29/09 Ref: HDR		
39	Look at broadening the policy around preferred names.  If this is not successful, look more closely at what is required for official reporting and seek to update this (/lobby appropriate parties).	Agreed 27/10 Ref: Action Item #36		
40	Look at adding All Gender toilets to the official Campus Map.	Agreed 27/10 Ref: Action Item #37		
41	Online presence updated; as suggested by Marketing and Communications; <ul style="list-style-type: none"> <li>• Link in Global Footer</li> <li>• Link under 'About' on the Mega Menu</li> <li>• Promo Pod to remain on the homepage</li> <li>• Increase prominence on the 'Current Students' page with an image and short description</li> <li>• Use an announcement in Unified, which will then appear in the dashboard</li> </ul>	Agreed 27/10 Ref: Action Item #5 & #32		
42	Following an update of the Safer Campus Community page (perhaps early 2018), have an announcement refresh ensuring that students know what kind of content is on the Safer Campus Community page.	Agreed 27/10		
43	Safer Campus Community materials to be included in some or all of the following; Orientation activities, Faculty information sessions, first lecture, link/promo at end of online recordings (also consider online resources for those not able to attend O'Week in person).	Agreed 27/10		
44	Safer Campus Community desktop image to be displayed globally in lecture theatres and tute rooms.	Agreed 27/10		

45	ALLY information to be transferred its current location on the HR website, to the Safer Campus Community page.	Agreed 27/10		
46	Recommend to AUU or the Clubs Committee that Recognise and Respond training is compulsory for all students in a Club leadership role.	Agreed 27/10 Ref: Social Clubs, Sports Clubs and Student Events		
47	Provide guiding/support documentation to clubs such as a tailored Risk Assessment Matrix, risk management suggestions (responsible persons, deterrents) and good practice guidelines that include sexual harassment and sexual assault as a risk and outline the link with alcohol. Such documents can include suggestion such as; promoting Safer Campus Community on social media/invites/shirts, using 'The Green Team' or 'The Red Frogs' type services and endorsing responsible persons on event promotions.	Agreed 27/10 Ref: Social Clubs, Sports Clubs and Student Events		
48	Further benchmarking to take place regarding other University student clubs.	Agreed 27/10 Ref: Social Clubs, Sports Clubs and Student Events		
49	Seek further information from departments and associations that are already looking at this issue.	Agreed 27/10 Ref: Work Placements and Internships		
50	Further investigate how the University can best communicate its expectations to providers of student work placements and internships both at the organisational level and the coordinator/supervisor level, noting that this could be best achieved as a joint approach from the three major SA unis.	Agreed 27/10 Ref: Work Placements and Internships		
51	Further investigate how best to support students during their work placement / internship including advising them of the reporting mechanisms through the placement provider and also the university, ensuring that they understate that they will be supported in meeting the requirements of their program (i.e. to find another placement etc.)	Agreed 27/10 Ref: Work Placements and Internships		
52	Include Placement Coordinators and Postgraduate Coordinators in Recognise and Respond training.	Agreed 27/10 Ref: Work Placements and Internships		
53	Posters and communications should be reproduced in a number of key languages (noting cultural sensitivities and language differences); consider using the Confucius Institute to assist with this as well as training modules, acceptable behaviour information, reporting forms etc. Chinese/Mandarin would be the first additional language.	Agreed 27/10 Ref: Specific Culturally and Linguistically Diverse (CALD) strategies		

54	Consider the University's responders and the availability of gender diverse or culturally/linguistically diverse staff that students may have a preference to speak with.	Agreed 27/10 Ref: Specific Culturally and Linguistically Diverse (CALD) strategies		
55	Further investigate ways of identifying students living out of home and providing additional resources regarding appropriate behaviour, expectations, ways of reporting and seeking University support (regardless of being located off campus). Include information on illegal/forced work for International Students.	Agreed 27/10 Ref: Colleges / Student Accommodation & Open Forum, Meeting 04/17		
56	Identify further ways of engaging with commercial accommodation providers that are less organised around culture and community.	Agreed 27/10 Ref: Colleges / Student Accommodation		
57	Consider approaching Study Adelaide to discuss another approach to the transport industry.	Agreed 27/10 Ref: Public Transport		
58	Ensure that appropriate behaviour messaging clearly includes day-to-day behaviour including on public transport/in accommodation etc. not just what is expected on campus. This messaging will also need to set realistic expectations around what the University can do/influence.	Agreed 27/10 Ref: Public Transport		
59	Review symbols/icons used to represent 'All Gender' on facilities and maps.	Agreed 10/11 Ref: Action Item #36 & #40		
60	Request a copy of what information/correspondence is currently provided to work placement hosts and review this for where further information about student safety and expectations can be included.	Agreed 10/11 Ref: Open Forum, Meeting 04/17		
61	Seek further information from the Behaviour and Conduct Committee (and relevant others) regarding the complaint/reporting process, specifically around communication and progress updates and a clearly articulated rights statement for both victim & accused.	Agreed 10/11 Ref: Open Forum, Meeting 04/17		
62	Seek further information regarding access to counselling for victim & accused and the management of this.	Agreed 10/11 Ref: Open Forum, Meeting 04/17		
63	Review flowchart that describes the disclosure/reporting process to ensure the following; <ul style="list-style-type: none"> <li>• Add 3-4 guiding principles</li> <li>• It can be used by both victim &amp; accused</li> </ul>	Agreed 10/11 Ref: Open Forum, Meeting 04/17 & Action Item #14		

	<ul style="list-style-type: none"> <li>Language is student friendly</li> </ul>			
--	--	--	--	--



Not Started



Started



Half-way there



Almost Finished



Complete



Removed/Merged

**Further information:**

Alice Cameron

Project Officer, Office of Academic and Student Engagement

[Alice.cameron@adelaide.edu.au](mailto:Alice.cameron@adelaide.edu.au)

08 8313 3025