

Respect. Now. Always. Taskforce
Meeting 4/17

AGENDA

10 November 2017

10:00am – 12:00pm

Student Seminar Room, The Hub

FORMAL MATTERS

1. Apologies/Acknowledgements

Apologies received from;
Ms Colleen Lewig, Master Rose Alwyn (Ms Raphaela Oest as proxy)

2. Minutes – Attachment A

3. Actions

Who?	Action?	Completed?
Executive Officer	Seek flowchart of reporting process	✓ (Attachment B)

UPDATES / DISCUSSION

4. Follow Up/Further Information from Meeting 2/17

- Contact UA in regards to the timelines expected around the resources they have committed to (Recommendation 7).
- Contact The Office of Research Ethics, Compliance and Integrity (ORECI) regarding gender inclusivity in research and surveys.
 - ANU Policy: https://policies.anu.edu.au/ppl/document/ANUP_000744
- Further information to be sought re: policy on students using alternative names.
- Further information to be sought re: policy on gender neutral toilets and other accessible/inclusive facilities from Infrastructure.

5. Open Forum

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

6. Draft Summary of Actions & Progress – Attachment C

7. Any Other Business

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

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

9 November 2017

F. 2017/5914

Attachment A (Item 2)

Respect. Now. Always. Taskforce
Meeting 3/17

MINUTES

27 October 2017

10:00am – 12:00pm

Student Seminar Room, The Hub

FORMAL MATTERS

1. Apologies/Acknowledgements

We welcomed Loc Le (Preferred name: Logan), as a new member of the RNAT.

We welcomed Mr Richard Best from Marketing and Communications.

Apologies were received from;

Mr Mike Liebelt, Mr Brodie Scott, Ms Céline McInerney, Ms Meg Mackie and Ms Alison Gunning.

2. Minutes

The minutes from 29/09 that were circulated Friday 13/10 were accepted.

3. Actions

Who?	Action?	Completed?
Executive Officer	Update the RNA section of the Safer Campus Community Website to include Taskforce Information.	✓
Executive Officer	Check and circulate the full EOC report	✓
Executive Officer	Invite a representative from Marketing and Communications to attend Meeting 03.	✓

ACTION ITEM: Seek current flow charts/reporting etc. (Executive Officer)

UPDATES / DISCUSSION

4. Follow Up/Further Information from Meeting 2/17 (Executive Officer)

- Request PWC internal auditor to increase the scope of the current audit to look at the items listed under AHRC recommendation 7.
 - This has been requested from PwC. Results from the audit will not be available for a few months.
- Contact UA in regards to the timelines expected around the resources they have committed to (Recommendation 7).
 - UA have been contacted, with no response yet – further follow up will be undertaken.
- Provide further information on how discrimination can be reported.
 - Discrimination can be reported on the [‘Report an incident’](#) form on the Safer Campus Community page.
- Contact The Office of Research Ethics, Compliance and Integrity (ORECI) regarding gender inclusivity in research and surveys
 - ORECI have been contacted, with no response yet – further follow up will be undertaken.
- Further information to be sought re: policy on students using alternative names.

Discussion	Actions	Progress
<ul style="list-style-type: none"> • Currently students must use the ‘Change of Personal Details for Students’ form which must be accompanied by official documents (i.e. Birth Certificate etc.) for Official Name or Gender Changes. • Preferred name changes must be a derivative of the first name. 	<p>Look at broadening the policy around preferred names.</p> <p>If this is not successful, look more closely at what is required for official reporting and seek to update this (/lobby appropriate parties).</p>	Agreed 27/10

<ul style="list-style-type: none"> Such student details are monitored closely, following Australian national standards to ensure accuracy and consistency of information and correct matching of records. 		
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- Further information to be sought re: policy on gender neutral toilets and other accessible/inclusive facilities from Infrastructure.

Discussion	Actions	Progress
<ul style="list-style-type: none"> Infrastructure have been contacted, with no response yet – further follow up will be undertaken. A list of accessible facilities is currently available online, and could also be added to the Safer Campus Community page. In early 2016, at least 4 accessible facilities were rebadged as All Gender facilities. 	Look at adding All Gender toilets to the official Campus Map.	Agreed 27/10

5. Marketing and Website Information (Richard)

Discussion	Actions	Progress
<ul style="list-style-type: none"> Safer Campus Community is in the top 15% of hits for University Websites. There is currently a promo pod on the homepage of the University of Adelaide website. The International Students website is currently being redeveloped, and the Safer Campus Community page can be linked with a culturally sensitive context. Marketing and Communications are able to provide analytics to track clicks, referrals, search phrases etc. and these can be used to shape where and how the Safer Campus Community page is linked. The Safer Campus Community page is designed on Drupal, so is fully responsive to mobile devices etc. Promotion of the Safer Campus Community page will be included in the 2018 Student Guide. Further dates for ALLY training have been released, so there will be more ALLY's in faculties soon. Declan advised that he is meeting with Claudia Szabo (ALLY convenor) regarding clubs as ALLYs. 	<p>As suggested by Marketing and Communications;</p> <ul style="list-style-type: none"> Link in Global Footer Link under 'About' on the Mega Menu Promo Pod to remain on the homepage Increase prominence on the 'Current Students' page with an image and short description Use an announcement in Unified, which will then appear in the dashboard <p>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.</p> <p>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).</p> <p>Safer Campus Community desktop image to be displayed globally in lecture theatres and tute rooms.</p>	Agreed 27/10

	ALLY information to be transferred its current location on the HR website, to the Safer Campus Community page.	
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6. Discuss recommendations and actions in relation to;

- Social Clubs, Sports Clubs and Student Events

Discussion	Actions	Progress
<ul style="list-style-type: none"> • Sharon recently provided tailored Recognise and Respond training to AUES (Adelaide University Engineering Society) and it was recommended that this is rolled out to all clubs. • Currently clubs must complete a Risk Assessment Matrix for events based on a standard template, it was suggested that this should be updated to include risks such as sexual harassment or sexual assault. • Clubs use pub crawls as their main source of income and to supplement other events. Income is generated through the sale of t-shirts, which cannot be tracked to specific purchasers/end users. • It was noted that all clubs must adhere to the AUU and Brand Licence Agreement. 	<p>Recommend to AUU or the Clubs Committee that Recognise and Respond training is compulsory for all students in a Club leadership role.</p> <p>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.</p> <p>Further benchmarking to take place regarding other University student clubs.</p>	Agreed 27/10

- Work Placements and Internships

Discussion	Actions	Progress
<ul style="list-style-type: none"> • Work placements and internships and increasingly becoming part of the curriculum and are most relevant to Nursing, Medicine, Teaching and Veterinary Sciences. • There are increasing concerns re: students going on placements with no requirement for a visit from a University staff member. • Australian Medical Students' Association (AMSA) and Auckland University Medical Students Association (AUMSA) are both looking into this issue. • The Royal Australian and New Zealand College of Obstetricians and Gynaecologists have developed a set of relevant resources and policies. • Pascale advised that it is expected that future changes in Commonwealth Support will mean that there is funding for 	<p>Seek further information from departments and associations that are already looking at this issue.</p> <p>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.</p> <p>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.)</p>	Agreed 27/10

<p>placements which will increase the need for academic supervision, assessment etc.</p> <ul style="list-style-type: none"> Leah advised that the Minister for Health is seeking more information on this issue. 	<p>Include Placement Coordinators and Postgraduate Coordinators in Recognise and Respond training.</p>	
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- Specific Culturally and Linguistically Diverse (CALD) strategies

Discussion	Actions	Progress
<ul style="list-style-type: none"> All agreed that this is an important group to target. This also including Aboriginal and Torres Strait Islander groups. 	<p>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.</p> <p>Chinese/Mandarin would be the first additional language.</p> <p>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.</p>	<p>Agreed 27/10</p>

- Colleges / Student Accommodation

Discussion	Actions	Progress
<ul style="list-style-type: none"> It was noted that Kathleen Lumley College may have different needs/views as a Postgraduate only college. Rose reported that a number of colleges nationally are undertaking an independent expert led review as per Recommendation 9 from the AHRC report. Additionally, University Colleges Australia are setting up a working party, chaired by an independent expert to look at good practice regarding policy, training opportunities and how to best work with host universities. All College Heads in SA have completed Recognise and Respond training and two colleges have previously provided first responder and consent training to student leaders. They are currently considering how else to incorporate bystander awareness training and other types of consent training. It is important for the Universities and Colleges to share their policies and procedures to ensure consistency and also to ensure that reporting is consistent and 	<p>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).</p> <p>Identify further ways of engaging with commercial accommodation providers that are less organised around culture and community.</p>	<p>Agreed 27/10</p>

<p>shared at a high level (for reporting, to ensure information is not duplicated etc.). It is also important to ensure that information is shared regarding access to resources and not duplicating mandatory training for students.</p> <ul style="list-style-type: none"> Rose noted that the key issues in colleges have been identified as; Alcohol, Hierarchy and the Prurient interest in other peoples sex lives. 		
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- Public Transport

Discussion	Actions	Progress
<ul style="list-style-type: none"> This was a key concern following the release of the AHRC report – due to high numbers of incidents occurring in this environment. External Relations have contacted Stephen Mullighan MP (Minister for Transport and Infrastructure), however he has not been available to meet. It was noted that there is no general messaging about safety visible on buses, trains etc. or on the Adelaide Metro App. 	<p>Consider approaching Study Adelaide to discuss another approach to the transport industry.</p> <p>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.</p>	Agreed 27/10

7. Any Other Business

Colleen & Rose advised that they are attending a 'Sexual Violence: Positive Prevention and Response, Engaging your University and Community' Epigeum event on Friday 10 November and will be apologies for the next meeting.

8. Date of Next Meeting – Friday 10 November, 10 am to 12 pm

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

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Stephanie Ducker

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Tamsin Anspach

Student

Declan Price Brooks

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Andrew Carter

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Student

Alison Gunning

Student

Kayla Bremert

Student

Meg Mackie

Student

Meika Liveris

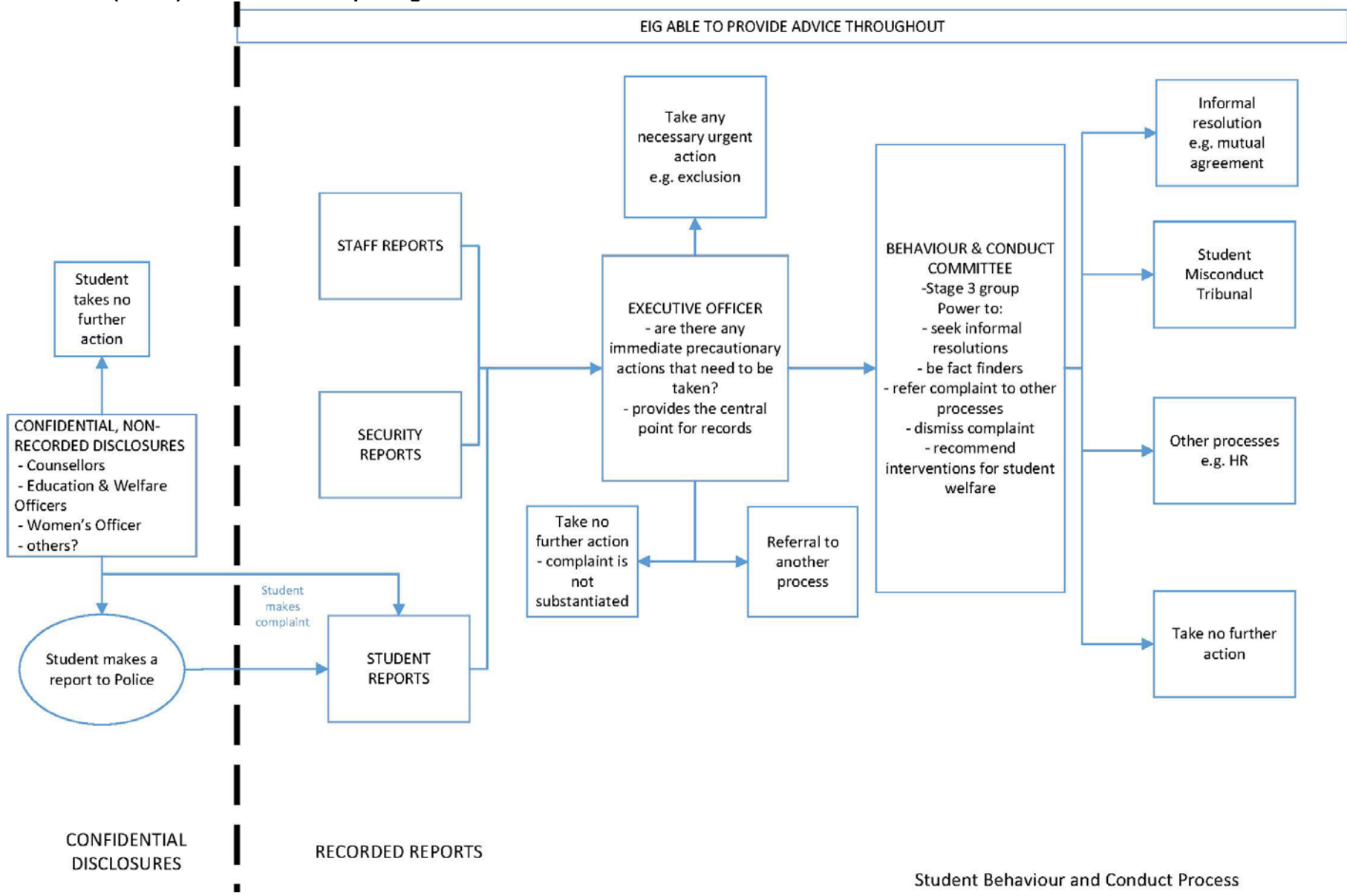
Executive Support:

Natalie Kourtidis, Project Manager & Alice Cameron, Project Officer

9 November 2017

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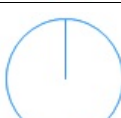



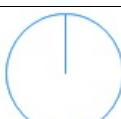
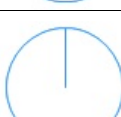
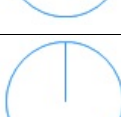
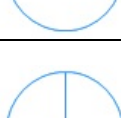
Attachment B (Item 3) – Flowchart of Reporting Processes




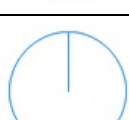
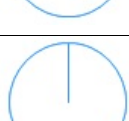


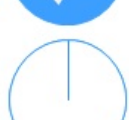
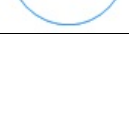


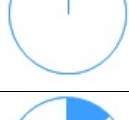









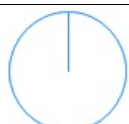




Respect. Now. Always. Taskforce












Summary of Actions & Progress (Draft)










The below table provides a summary of the agreed actions resulting from each Respect. Now. Always. Taskforce meeting.





#	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 agree 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: • SRC • AUU Board • Club leaders • AU Sports • Selected Wirltu Yarlu staff/students • Heads of School • Adelaide Graduate Centre front line staff • Faculty frontline staff & student advisors	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; • Clubs & Sports • Residential College staff and students	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	Pascale 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	Pascale 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 gender neutral 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"> • Link in Global Footer • Link under 'About' on the Mega Menu • Promo Pod to remain on the homepage • Increase prominence on the 'Current Students' page with an image and short description • Use an announcement in Unified, which will then appear in the dashboard 	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 understand 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).	Agreed 27/10 Ref: Colleges / Student Accommodation		
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		



Not Started



Started



Half-way there



Almost Finished



Complete



Removed/Merged