

## **ACTION PLAN - Sexual Assault and Sexual Harassment as at 31 May 2020**



This Action Plan reflects work that was predominately undertaken in 2018, in response to recommendations from the *Change the course* report and an University commissioned external review by Rosenthal and Banks.

All recommendations have now been implemented, apart from participation in a national follow up survey. Universities Australia had planned to run this survey in September 2020 however due to COVID-19, it has been delayed.

The University continues to review its policies and practices in preventing and responding to sexual assault and sexual harassment. This forms part of a continuous improvement focus, while also using data analytics and lived experience to make adjustments or to inform new initiatives.

The Safe and Fair Community Unit reports regularly to its internal Governance Group, Student Experience Committee, Academic Senate and Audit & Risk Committee (committee of University Council) on (de-identified) disclosures and incidents of sexual assault and sexual harassment; as well as continuous improvement initiatives.

## SUMMARY

### Summary of the University's response to recommendations from Change the Course and the Rosenthal/Banks report

<b>Leadership</b>	<p>The change in process and culture required to implement these recommendations will only be achieved with the full support and engagement of the University's most senior leaders. Leadership commitment and good governance is necessary to enable fast change in process, but also to manage the longer-term cultural change that is required.</p> <p>The Vice-Chancellor is fully committed to taking responsibility for the changes. To ensure that our Action Plan is implemented thoroughly and effectively, we have established a governance structure that includes a University Safer Community Taskforce, which will have input from all relevant areas of the University. The external Expert Advisory Group will ensure that the Action Plan is guided by the best knowledge available from external experts. The Independent Oversight Committee on Sexual Assault and Sexual Harassment, to be made up of University Council members (including the Council's student member) and expert external representatives, will oversee the implementation of the Action Plan. This committee, with its strong external presence, will ensure the University is publicly accountable for tackling these issues, as well as accountable to our own community. Progress will be publicly reported from February 2019 onwards.</p> <p>At all opportunities University leaders will communicate that safety from sexualised misconduct is a core value of the University. Education and training will ensure that leaders have the capacity to oversee and support the implementation of the recommendations.</p>
<b>Prevention and culture</b>	<p>Our aim is to change behaviours and increase awareness of unacceptable behaviour. The University will develop and provide expert-led education and communication on sexual assault and sexual harassment to all students and staff. To ensure clarity, we will adopt a definition of sexual assault, review our definition of sexual harassment and ensure consistency in the use of these definitions across University protocols, policies and procedures. Communications expertise will be commissioned to ensure that training and other awareness-raising materials on sexual assault and sexual harassment are clear, accurate and accessible.</p> <p>The University has online learning modules in place aimed at education and prevention of sexual harassment and sexual assault, but to ensure we are adopting best practice these – and the way they are applied – will be reviewed. Formally including sexual assault and sexual harassment in operational risk registers will demonstrate an on-going commitment and accountability in the management of these operational risks.</p>
<b>Reporting, support, investigation and discipline</b>	<p>An important aspect of supporting victims of sexual assault and harassment is ensuring that staff and students who are 'first responders' are well trained and accessible. To this end, the University will evaluate and provide expert-led training to those staff and students who are likely to be first responders in instances of sexual assault and sexual harassment. Campus "security" will become "safety and security", with roles clarified and training needs assessed. The suitability of the existing online reporting product for sexual assault, sexual harassment and other sensitive issues is being reviewed and an alternative product investigated.</p> <p>Expert and accessible counselling is a vital part of our response to sexual assault and sexual harassment and so an internal assessment of the University's counselling services has taken place ahead of an external audit. The number of counsellors is being increased to ensure appropriate staffing, including availability in an emergency. The visibility of the service and the communication of information on how to contact a counsellor will be improved.</p> <p>Following the recommendations of the Change the Course report, the University commissioned an independent, expert-led review of existing University policies and response pathways in relation to sexual assault and sexual harassment (the Rosenthal/Banks report). This report has been received and all recommendations from it have been adopted (see Appendix 1).</p>
<b>Audit, data and continuous improvement</b>	<p>To increase our ability to safeguard our students and staff and to ensure we can measure our performance, we will collect and evaluate data on individual disclosures and reports of sexual assault and sexual harassment. Data and analysis of this data (noting appropriate confidentiality) will be reported at least every six months to the Vice-Chancellor and University Executive team with a view to considering and implementing improvements where required.</p>

CHANGE THE COURSE - RECOMMENDATIONS	REC NO	ROSENTHAL/BANKS - RECOMMENDATIONS	RESPONSIBLE OFFICER	Stream of Work	DUE DATE	STATUS -	EVIDENCE OF COMPLETION/PROGRESS
<b>RECOMMENDATION 1: Leadership &amp; Governance</b>		<b>Leadership: Recommendations 1 - 11</b>					
Vice-Chancellors should take direct responsibility for the implementation of these recommendations, including decision-making and monitoring and evaluation of actions taken. <sup>(Rosenthal/Banks)</sup>	1	Commits, at a senior leadership level, to reviewing and implementing the changes recommended in this report	Vice-Chancellor - working with University Executive Team and University Strategic Forum (USF)	Leadership and Governance	25 June 2018	Completed	University of Tasmania statement of commitment and outline of response (released 25 June 2018)
To assist and advise them in this respect, Vice-Chancellors should have an advisory body within their institute which has responsibility for guiding the implementation of the recommendations made in this report. <sup>2</sup>	2	2 Develops an Action Plan on sexual assault and sexual harassment responses and prevention that: <ul style="list-style-type: none"> <li>a) addresses all the areas identified in this report as requiring further review and change</li> <li>b) takes into account any recommended practice from the <i>Respect.Now.Always</i> initiative and the Change the Course Report</li> <li>c) maps out further next steps the University needs to take to achieve a sexual assault and sexual harassment strategy that meets best-practice standards</li> </ul>	Pro Vice-Chancellor (Culture and Wellbeing), Executive Director Student Experience	Leadership and Governance	30 July 2018	Completed	SASH Taskforce is responsible for the development of an action plan (see Terms of Reference), which has been completed. This plan will be updated as work is progressed and as other matters become apparent.
The advisory body should report directly to the Vice-Chancellor of each university and include representatives from: <ul style="list-style-type: none"> <li>• the university's senior leadership</li> <li>• the student body</li> <li>• academic staff</li> <li>• residential colleges affiliated with the university</li> <li>• student services, such as: counselling services, medical services and campus security, and</li> <li>• frontline sexual assault services.</li> </ul>	3	Formally establishes a taskforce, or similar University-wide group, to lead the development of the Action Plan. The taskforce should have sufficient authority and resources, be chaired by a member of UET, and involve key stakeholders. The establishment of the taskforce could build on the University's existing <i>Respect.Now.Always</i> working group	Pro Vice-Chancellor (Culture and Wellbeing)	Leadership and Governance	25 June 2018	Completed	Establishment of Independent Oversight Committee on Sexual Harassment and Sexual Assault; Expert Advisory Group, SASH Taskforce (with Terms of Reference).
The advisory body should be responsible for developing an action plan for the implementation of these recommendations. <sup>3</sup>	4	Establishes a permanent, whole-of-University working group on sexual assault and sexual harassment, chaired by a member of the Senior Executive, and which is part of the University's governance structure, to oversee implementation of the Action Plan and to be responsible for the ongoing monitoring and evaluation model. This permanent group should include University leadership from the administrative and academic functions of the University, as well as diverse representation from undergraduate and postgraduate students. The membership of the group should be gender balanced; it should not only have women members.	Pro Vice-Chancellor (Culture and Wellbeing)	Leadership and Governance	25 June 2018	Completed	The SASH Taskforce was responsible for developing and implementing the action plan. This work was informed by the Expert Advisory Group, and overseen by the Independent Oversight Committee. The Taskforce met fortnightly up until 21 December 2018.
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.	5	Conduct a specific and comprehensive review into sexual assault and sexual harassment at University residential accommodation	Executive Director Student Experience	Commission External Reviews	31 December 2018	Completed	Nous Group was engaged to conduct review into residential accommodation. Report received and actions plans were developed.
<b>COMPLETE</b>	6	Adopt safety from sexualised misconduct as a core value	Vice-Chancellor and Pro Vice-Chancellor (Culture and Wellbeing)	Leadership and Governance	25 June 2018	Completed	The adoption of safety from sexualised misconduct as a core value is reflected in the University's public commitment. This is supported by the University's Statement of Values and now also in the revised University Behaviour Policy: <a href="http://www.utas.edu.au/_data/assets/pdf_file/0006/1181985/University-Behaviour-Policy.pdf">http://www.utas.edu.au/_data/assets/pdf_file/0006/1181985/University-Behaviour-Policy.pdf</a>
	7	Ensure consistent and sufficient resourcing to all of the relevant initiatives and to the Taskforce and Working Group to undertake their role in a timely and professional way, and with appropriate expert input	Pro Vice-Chancellor (Culture and Wellbeing)	Leadership and Governance	Ongoing	Completed	The appointment of Pro Vice-Chancellor (Culture and Wellbeing) to lead the project. The establishment of a Project Team to support this action plan.
<b>RECOMMENDATION 9: Residential colleges and university residences</b>	8	Ensure that messaging from leadership is consistent across the University and reflects the core value of safety from sexualised misconduct	UET and Pro Vice-Chancellor (Culture and Wellbeing)	Leadership and Governance	Ongoing	Completed	Senior leaders briefed - messaging will continue
In addition to considering the 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. <sup>5</sup>	9	Ensure the University's senior leadership: <ul style="list-style-type: none"> <li>a) responds in strong and unequivocal terms to incidents of inappropriate sexualised conduct</li> <li>b) identifies opportunities for senior leadership to reiterate that core value, for example, when welcoming new and returning students, and when welcoming new and visiting staff</li> </ul>	Vice-Chancellor and Pro Vice-Chancellor (Culture and Wellbeing)	Leadership and Governance	Ongoing	Completed	Senior leaders briefed - messaging will continue
This review should consider: <ul style="list-style-type: none"> <li>• appropriate responses by a college or university residence to reports of sexual assault and sexual harassment</li> <li>• a trauma-informed and rights-based approach in a situation in which an allegation of sexual assault has been made</li> <li>• the ways that housing practices and college 'traditions' facilitate a culture which may increase the likelihood of sexual violence</li> <li>• the role of alcohol in facilitating a culture which may increase the likelihood of sexual violence</li> <li>• the level and nature of supervision in a twenty-four hour residential setting in which large numbers of young people are living away from home, and the level and adequacy of training required to equip residential advisors to serve as first responders or in response to matters of sexual assault and harassment</li> </ul> <b>COMPLETED</b>	10	The Vice-Chancellor report at least annually to the whole of the University community on progress being made to implement the action plan recommended in the report and any other relevant initiatives	Vice-Chancellor and Pro Vice-Chancellor (Culture and Wellbeing)	Reporting and Data	Initial reporting Feb 2019 and at least annually thereafter	Completed	Report submitted to Australian Human Rights Commission, and available on <a href="http://www.utas.edu.au/respect-now-always">http://www.utas.edu.au/respect-now-always</a>
	11	Identify relevant professional development opportunities for University leadership to enhance their capacity to oversee and support the implementation of the action plan and thus to reflect the core value of safety from sexualised misconduct	Executive Director Human Resources	Leadership and Governance	Ongoing	Completed	Leaders, including Taskforce members encouraged to seek PD opportunities, including attending training sessions delivered by Sexual Assault Support Service (SASS) to help inform their work. PD opportunities will continue.

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<b>RECOMMENDATION 2: Changing attitudes and behaviours</b>		<b>Prevention and Culture: Recommendations 12 - 26</b>					
Universities develop a plan for addressing the drivers of sexual assault and sexual harassment that:	12	Adopt a definition of 'sexual assault' that is consistent with the meaning of the term under Tasmanian criminal law, and which covers a full range of sexualised criminal conduct	Pro Vice-Chancellor (Culture and Wellbeing)	Policy Documents	31 August 2018	Completed	<a href="http://www.utas.edu.au/_data/assets/pdf_file/0006/1181985/University-Behaviour-Policy.pdf">http://www.utas.edu.au/_data/assets/pdf_file/0006/1181985/University-Behaviour-Policy.pdf</a>
<ul style="list-style-type: none"> <li>provides students and staff with education about: behaviours that constitute sexual assault and sexual harassment<sup>12,14</sup>, consent and respectful relationships, 'violence supportive attitudes' and bystander intervention, and</li> <li>identifies existing resources and communications campaigns that reinforce key messages of education programs for dissemination to staff and students<sup>14</sup></li> </ul>	13	Review the definition of 'sexual harassment' currently found in the University Behaviour Policy to determine whether it is clear and encompasses all the conduct that could be sexual harassment, and include examples. Regard could be had to the definitions in the Anti-Discrimination Act 1998 (Tas) and the Sex Discrimination Act 1984 (Cth)	Pro Vice-Chancellor (Culture and Wellbeing)	Policy Documents	31 August 2018	Completed	<a href="http://www.utas.edu.au/_data/assets/pdf_file/0006/1181985/University-Behaviour-Policy.pdf">http://www.utas.edu.au/_data/assets/pdf_file/0006/1181985/University-Behaviour-Policy.pdf</a>
Education programs and communications should: <sup>16</sup>	14	Ensure the definitions are consistently applied in all relevant governance documents (policies, ordinances, codes of conduct and procedural codes, risk register), and in campaign, awareness-raising and educational initiatives on sexual assault and sexual harassment	Pro Vice-Chancellor (Culture and Wellbeing)	Policy Documents	30 October 2018	Completed	Definitions consistent across all documents - policy, procedure, ordinance and risk register.
<ul style="list-style-type: none"> <li>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</li> <li>be based on best practice and research<sup>17, 18</sup></li> <li>be developed and delivered by individuals and/or organisations with expertise in sexual violence prevention</li> <li>be developed in consultation with university students,<sup>20a</sup> and include measures for evaluating and refining the actions taken<sup>21, 25</sup></li> </ul>	15	Develop materials and training to inform and educate the University community about what constitutes sexual assault and sexual harassment, and about the difference between them	Pro Vice-Chancellor (Culture and Wellbeing)	Training and Education	31 December 2018	Completed	Website updated to reflect new policy and procedure. Induction materials for new students also updated. Will continue to be reviewed. <a href="http://www.utas.edu.au/students/shw/safe-fair-community-unit/sash">http://www.utas.edu.au/students/shw/safe-fair-community-unit/sash</a>
	16	Develop a sexual assault and sexual harassment communication strategy	Director Strategic Communications and Media and new individual to be seconded (or external expertise sought)	Training and Education Documents Policy	1 February 2019	Completed	Communication plans were built into the roll out of all initiatives.
<b>COMPLETED</b>	17	Review Consent Matters to evaluate whether it is effective and meets best practice for effective eLearning	Executive Director Student Experience	Training and Education	July 2018	Completed	Renewed for a further 12 months pending suitable alternative resources and units being developed by Universities Australia. Ongoing review.
	18	Develop new, or tailor existing, training modules for staff and students that cover material about broader problematic sexual behaviour, as well as sexual assault and sexual harassment, consent issues, how to report incidents, and what the University will do in response to a report	Executive Director Student Experience and Executive Director Human Resources	Training and Education	31 December 2018	Completed	Developed and delivered in consultation with Sexual Assault Support Service during 2018. Training will continue in 2019 and 2020.
	19	Identify as key performance indicators for all staff a demonstrated understanding of sexual assault and sexual harassment prevention and the University's policies and procedures	Executive Director Human Resources	Leadership and Governance	2019	Completed	New performance framework includes a review/discussion of employee's demonstration of University values. This is aligned with the holistic approach to policy and procedure
	20	Ensure all eLearning or online training modules for students and staff are fully accessible to people with disability	Executive Director Student Experience	Training and Education	July 2018	Completed	Updated versions are accessible to people with a disability (basic requirements met)
	21	Consider whether or not relevant eLearning modules should be compulsory for students and, if so, how completion will be audited and what the consequences of non-completion will be	Vice-Chancellor, Pro Vice-Chancellor (Culture and Wellbeing), University Executive Team	Training and Education	31 December 2018	Completed	Modules are compulsory for certain student cohorts, and staff. In particular, student leaders and students living in University residential accommodation.
	22	Adopt a risk-assessment model that expressly includes sexual assault and sexual harassment as a stand-alone form of risk, and clearly covers both students and staff	Pro Vice-Chancellor (Culture and Wellbeing), Director Audit and Risk	Reporting and Data	31 December 2018	Completed	Risk assessment model complete. Comprehensive risk register has been developed and finalised. Updates to Risk Management Policy have also been made to reflect the additional considerations for "Community, Safety and Wellbeing" consequence factors.
	23	Conduct a comprehensive University-wide risk-assessment review for sexual assault and sexual harassment to identify: <ul style="list-style-type: none"> <li>a) the full range of relevant risk factors, many of which are identified in this report, for example whether there is a clear process for complaining, reporting and responding and</li> <li>b) mitigation and control strategies</li> </ul>	Pro Vice-Chancellor (Culture and Wellbeing), Director Audit and Risk	Reporting and Data	31 December 2018	Completed	Risk workshops held in October 2018 with key stakeholders. Risk assessment complete
	24	Ensure a consistent approach to sexual assault and sexual harassment in all University risk registers	Pro Vice-Chancellor (Culture and Wellbeing), Director Audit and Risk	Reporting and Data	30 March 2019	Completed	Risk register completed. Operational risk registers expected to be consistent.
	25	Commit to monitoring the effectiveness of risk-mitigation strategies and controls for sexual assault and sexual harassment in internal audit processes	Pro Vice-Chancellor (Culture and Wellbeing), Director Audit and Risk	Reporting and Data	2019+	Completed	Will be considered as part of internal audit planning from January 2019
	26	The University further considers the impact of University culture and its impact on sexual assault and sexual harassment. The consideration should include an assessment of: <ul style="list-style-type: none"> <li>a) the effectiveness of the Respect.Now.Always initiative at the University</li> <li>b) the impact of excessive alcohol consumption, particularly at University events</li> <li>c) the culture at University residential accommodation</li> <li>d) whether the University's organisational culture tolerates or normalises sexual violence or violence-supporting attitudes</li> <li>e) cultural issues raised by the findings of the Australian Human Rights Commission in the National Student Survey</li> <li>f) the nature of the supervisory relationship for higher degree students and the potential for exploitation and abuse</li> <li>g) best practice adopted by other universities in Australia and overseas</li> <li>h) comprehensive feedback from all key University stakeholders, including the full range of perspectives from the diverse student body</li> </ul>	Pro Vice-Chancellor (Culture and Wellbeing), University Executive Team	Commission External Reviews Policy Documents	2018-9	Completed	<ul style="list-style-type: none"> <li>a) Ongoing review in conjunction with reporting and data analytics</li> <li>b) Alcohol on campus policy reviewed.</li> <li>c) External report received; action plans developed and being monitored</li> <li>d) New policy documents approved. Communication and training initiatives continue.</li> <li>e) Considered as part of the policy drafting and consultation, and other initiatives.</li> <li>f) Considered as part of the policy drafting, with reference to personal relationships for staff/student added to the new University Behaviour Policy. Also addressed in HDR Supervisors Policy.</li> <li>g) Seeking out best practice for all SASH initiatives with a focus on continuous improvement.</li> <li>h) Wide consultation sought from University community on draft policy and procedure documents.</li> </ul>

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3	<p><b>RECOMMENDATIONS 3 - 5: University's responses to sexual assault and sexual harassment</b></p> <p>In order to ensure students and staff know about support services and reporting processes for sexual assault or sexual harassment, universities should: <sup>27</sup></p> <ul style="list-style-type: none"> <li>widely disseminate information about university reporting avenues to staff and students <sup>28</sup></li> <li>widely disseminate information about internal and external services to staff and students, including: university counselling and medical services, campus security <sup>29</sup>, local sexual assault services, police, medical centres, hospitals, counselling services and anti-discrimination agencies</li> <li>ensure that information about internal and external reporting procedures and support services is displayed clearly, in a logical place(s) on the university website <sup>30</sup></li> <li>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 <sup>31</sup></li> <li>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 <sup>32</sup></li> <li>develop relationships with external services (local sexual assault service, local hospital) to enable referral of students to these services where necessary. <sup>33a</sup></li> </ul> <p>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. <b>COMPLETED</b> <sup>33b</sup></p>	<p><b>Reporting, support, investigation and discipline: Recommendations 27 - 43</b></p>	27	Reframe 'security' as 'safety and security'	Executive Director Infrastructure Services & Development, Associate Director Facilities Management	Safety and Security	31 December 2018	Completed	University Safety and Security re-named. New provider in place.
			28	Clarify the role of security staff as first responders only to sexual assault, including training needs	Executive Director Infrastructure Services & Development, Associate Director Facilities Management	Safety and Security	31 December 2018	Completed	Role clarified, and team have undergone training with SASS. Will be reviewed periodically.
			29	Review the levels, patrols and visibility of duty staff	Executive Director Infrastructure Services & Development, Associate Director Facilities Management	Safety and Security	31 December 2018	Completed	Review completed in conjunction with a tender process for a new provider.
			30	Explore, for possible adoption, complementary security measures used by other Australian universities, for example, the Safe Zone app	Executive Director Infrastructure Services & Development, Associate Director Facilities Management	Safety and Security	30 September 2018	Completed	Review completed. SafeZone is now available for use by the University community.
			31	Develop a first responders' protocol that clearly distinguishes between sexual assault and sexual harassment responses	Pro Vice-Chancellor (Culture and Wellbeing)	Policy Documents	31 December 2018	Completed	Available at <a href="http://www.utas.edu.au/students/shw/safe-fair-community-unit/sash">http://www.utas.edu.au/students/shw/safe-fair-community-unit/sash</a>
			32	Develop a stand-alone policy and procedure for the reporting of and responding to, sexual assault and sexual harassment, irrespective of who is the alleged victim or perpetrator. The policy and procedure should encompass the following: <ul style="list-style-type: none"> <li>a) a clear definition of sexual assault/violence (see recommendation 12) and sexual harassment (see recommendation 13)</li> <li>b) clearly distinct mechanisms for emergency and non-emergency reporting</li> <li>c) the investigation process (including where the matter is also being dealt with by police or through an external discrimination complaint process)</li> <li>d) the discipline process that applies where the alleged perpetrator is a member of the University community (whether staff or student)</li> <li>e) sources of support (both counselling and advocacy)</li> <li>f) a first responders' protocol covering steps to be taken in emergency and non-emergency situations</li> </ul>	Pro Vice-Chancellor (Culture and Wellbeing)	Policy Documents	31 December 2018	Completed	The University has decided to take a holistic approach to behaviours, which are set out in a revised policy: <a href="http://www.utas.edu.au/_data/assets/pdf_file/0006/1181985/University-Behaviour-Policy.pdf">http://www.utas.edu.au/_data/assets/pdf_file/0006/1181985/University-Behaviour-Policy.pdf</a>
			33	Identify and implement the best approach to managing and administering the policy and procedure, for example, identifying or creating a single unit within the University with responsibility and oversight by the Working Group (see recommendation 4)	Pro Vice-Chancellor (Culture and Wellbeing)	Reporting and Data	31 December 2018	Completed	Safe and Fair Community Unit in operation <a href="http://www.utas.edu.au/students/shw/safe-fair-community-unit">http://www.utas.edu.au/students/shw/safe-fair-community-unit</a>
			34	Investigate whether the Report It workflow of MySafety can be better tailored to reporting sexual assault and sexual harassment and other similarly sensitive issues, or if that is not possible, investigate, adopt or develop an alternative reporting and case management mechanism	Executive Director Student Experience	Reporting and Data	February 2019	Completed	Report It deemed not suitable. Sourced and implemented a new product (Advocate by Symplixity). <a href="https://utas-advocate.symplixity.com/titlex_report/index.php/pid6557917">https://utas-advocate.symplixity.com/titlex_report/index.php/pid6557917</a>
4	<p>In the interim, and at an institutional level, universities should draw on sexual violence counselling expertise to develop and review processes for responding to sexual assault and sexual harassment of students to ensure that they:</p> <ul style="list-style-type: none"> <li>secure the immediate safety and wellbeing of the individual who has experienced the sexual assault or sexual harassment</li> <li>are clear and accessible</li> <li>provide individuals with control over what happens to their report</li> <li>have the flexibility to suit individual circumstances</li> <li>provide students with support to continue with their studies</li> <li>provide specialist support, from someone who has specialist expertise and training in sexual assault, sexual harassment and trauma counselling of sexual assault survivors, and</li> <li>accommodate the needs of students from a diverse range of backgrounds <b>COMPLETED</b> <sup>34</sup></li> </ul>	35	Ensure all University materials, including Ordinance 8 (if retained), the University Behaviour Policy, the University Behaviour Procedure and MySafety clearly refer anyone wishing to complain of sexual assault or sexual harassment to any new stand-alone policy and procedure	Pro Vice-Chancellor (Culture and Wellbeing)	Policy Documents	30 October 2018	Completed	As per above - has been incorporated into existing policy, procedure and ordinance.	
		5	36	Evaluate what training is in place for potential first responders and develop further training as required to provide clear and concise guidance on a first responders' protocol	Executive Director Student Experience, Executive Director Human Resources, Executive Director Infrastructure Services & Development	Training and Education	31 December 2018	Completed	Training plan developed in consultation with SASS ( <a href="#">Sexual Assault Support Service</a> ).
			37	Training in the first responders' protocol to be mandatory for: <ul style="list-style-type: none"> <li>a) safety and security staff</li> <li>b) counselling staff of the University</li> <li>c) advocates and front-line staff of the TUU</li> <li>d) anyone attending events, eg barrels, O-Week events etc as a University of TUU representative or responsible person</li> </ul>	Executive Director Student Experience, Pro Vice-Chancellor (Culture and Wellbeing)	Training and Education	31 December 2018	Completed	Incorporated into training plan for 2019
5	<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. <b>COMPLETED</b> <sup>35,37</sup></p>	38	Review the e-learning module responding to disclosures of sexual violence to evaluate its effectiveness, and consider, if necessary, alternatives, amendments or complementary modules	Pro Vice-Chancellor (Culture and Wellbeing), Executive Director Student Experience, Executive Director Human Resources	Training and Education	July 2018	Completed	Renewed module for a further 12 months. Will be part of an ongoing review.	
		39	Benchmark the level of counselling services available for students against Australian or international standards, ensure that there are counsellors available on an emergency basis, and ensure widespread publicity of the availability of counselling services	Executive Director Student Experience	Commission External Reviews	31 December 2018	Completed	Internal assessment completed in early 2018. Entered into an Agreement with Lifeline to provide 24/7 support ('University of Tasmania After Hours Crisis Line') to enhance availability of support. External report received and action plans in development.	
		40	Review the role and training of University Behaviour Contact Officers, their level of availability and their relationship with the specialist unit proposed	Executive Director Human Resources	Policy Documents Reporting and Data	March 2020	Completed	BCO continue their annual training, with Equal Opportunity Tas and SASS. Website content updated; BCOs report matters to SaFCU. Role of BCO continually reviewed in context of continuous improvement initiatives.	
		41	Ensure there are clear, accessible and transparent processes for students and staff affected by incidents of sexual assault or sexual harassment to have those effects properly considered when determining performance (whether academic or work)	Executive Director Student Experience, Executive Director Human Resources	Policy Documents	31 December 2018	Completed	Reference in Behaviour Policy and Procedure, which was approved in December 2018	
		42	Develop an approach to investigation of allegations of sexual assault and harassment and to discipline following a finding of sexual assault or harassment that treats findings against students and staff equitably, including in terms of process, rights, and severity of outcomes. In this regard, we note that the University's enterprise bargaining agreement may need to be taken into account	Pro Vice-Chancellor (Culture and Wellbeing), Executive Director Student Experience, Executive Director Human Resources, Student Complaints & Discipline Coordinator	Policy Documents	31 December 2018	Completed	Process outlined in University Behaviour Procedure. <a href="http://www.utas.edu.au/_data/assets/pdf_file/0005/1182092/University-Behaviour-Procedure.pdf">http://www.utas.edu.au/_data/assets/pdf_file/0005/1182092/University-Behaviour-Procedure.pdf</a> Disciplinary outcomes outlined in new Ordinance 21 (Student Behaviour and Conduct) and Staff Agreement.	
43	Document and/or further develop protocols for internal investigation and disciplinary processes when parallel statutory processes (for example, police or statutory discrimination investigations) are underway. In doing so, consult with relevant external investigative bodies	Pro Vice-Chancellor (Culture and Wellbeing), General Counsel	Policy Documents	28 February 2019	Completed	Parallel guidelines completed. University engages with external agencies, including Tas Police when necessary.			

REC NO	CHANGE THE COURSE - RECOMMENDATIONS	REC NO	ROSENTHAL/BANKS - RECOMMENDATIONS	RESPONSIBLE OFFICER	Stream of Work	DUE DATE	STATUS	EVIDENCE OF COMPLETION/PROGRESS
6	<p><b>RECOMMENDATIONS 6 - 8: Monitoring and Evaluation</b></p> <p>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:<sup>44</sup></p> <ul style="list-style-type: none"> <li>• details of the complaint/incident</li> <li>• steps taken to respond to the complaint/incident, ie: whether the individual reported to police, whether the perpetrator was moved to a different lecture/tutorial</li> <li>• support or assistance received, ie: whether the person received counselling from university services, whether they reported to police, whether they received support from an external sexual assault service</li> <li>• time taken to respond to the report and/or refer the person to support services, and</li> <li>• any feedback provided by the complainant/respondent in relation to the process.</li> </ul> <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><b>COMPLETED</b></p>	<b>Audit, data and continuous improvement Recommendations 44 - 45</b>						
		44	Ensure all aspects of the processes for dealing with sexual assault and sexual harassment have internal data collection systems that enable easy generation of statistics for analysis of patterns, timeliness, participants, and key issues arising	Pro Vice-Chancellor (Culture and Wellbeing), Chief Information Officer	Reporting and Data	28-Feb-19	Completed	New software system implemented in February 2019, which will allow for more efficient and clear reporting. <a href="https://utas-advocate.symplicity.com/titleix_report/index.php/pid049627?">https://utas-advocate.symplicity.com/titleix_report/index.php/pid049627?</a>
		45	Require the Working Group (see recommendation 4) to report on a regular basis (at least six-monthly) to the University Council, the Senior Executive and the University Executive Team on:	Vice-Chancellor, Pro Vice-Chancellor (Culture and Wellbeing)	Reporting and Data	Ongoing	Completed	Governance bodies updated regularly, this will continue.
7	<p>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"> <li>• the capacity of university counselling services to respond to students' requests for counselling in an appropriately timely manner, and</li> <li>• how many university counselling staff have received training in working with sexual assault survivors</li> </ul> <p>As part of this audit, universities should collect data on:</p> <ul style="list-style-type: none"> <li>• the average length of time students are required to wait to see a university counsellor, and</li> <li>• the number of urgent/crisis requests for counselling received</li> </ul> <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 <b>COMPLETED</b><sup>39</sup></p>			Reporting and Data Commission External Reviews	31-Dec-18	Completed	Internal audit conducted in early 2018, resulting in recruitment of additional counsellors. External audit conducted during September 2018. Action plans developed.	
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 <b>NOT YET COMMENCED</b>			Reporting and Data Commission External Reviews	1/08/2020	In progress	UTAS will participate in the UA survey, which was due to be rolled out in second half of 2020.	