

# University of Melbourne

## Respect Action Plan 2023–24

This action plan sets out the University of Melbourne’s work for 2023–24 in four approaches to addressing sexual misconduct:

- **Focus Area 1 – Primary prevention:** to prevent sexual misconduct from occurring at the University of Melbourne by changing attitudes and behaviours;
- **Focus Area 2 – Early intervention:** to minimise harm caused by sexual harassment by intervening early and appropriately;
- **Focus Area 3 – Response and recovery:** to reduce ongoing harm to victim-survivors of sexual misconduct by providing timely and appropriate support.
- **Focus Area 4 – Best Practice:** to ensure that University of Melbourne’s prevention, early intervention, response and recovery approaches are evidence-based and meet best practice standards.

Together this work will contribute to the achievement of our long-term goal:

***The University of Melbourne is a safe environment for staff and students, free from sexual misconduct.***

## On a page: Respect Action Plan 2023–24

Focus Area 1 Primary Prevention	Focus Area 2 Early Intervention	Focus Area 3 Response and Recovery	Focus Area 4 Best Practice
<ul style="list-style-type: none"> <li>• Ongoing Respect Education for leaders and supervisors</li> <li>• “Let’s Talk About Respect” Reflection Workshop</li> <li>• Respect Education for all staff in non-supervisory, fixed-term and continuing roles</li> <li>• Respect Education for casual staff, honoraries, and contractors</li> <li>• Respect toolboxes (including facilitator guide, speaking notes, lesson plans)</li> <li>• Resource repository for all staff</li> <li>• “Consent Matters” training compulsory for students</li> <li>• New Respect Education program for students to be launched in early 2024</li> <li>• “Flip the Script” pilot with up to 25 facilitators from colleges and student clubs</li> <li>• “Multiple masculinities” pilot for up to 25 participants from colleges and student clubs</li> <li>• Working with Children Checks compliance</li> <li>• Recruitment policy and associated guidance documents and templates</li> <li>• Protocols for sharing information about staff and students found to have engaged in sexual misconduct</li> </ul>	<ul style="list-style-type: none"> <li>• Bystander action integrated into Respect Education for University leaders, supervisors, and staff</li> <li>• Workshops for leaders, supervisors and staff to deepen knowledge and practice on upstander action</li> <li>• Bystander capacity building interventions for students</li> <li>• Awareness raising workshops for student SASH cases result in educative outcomes</li> <li>• Options for integrating early intervention approaches within a range of university services, including Counselling and Psychological Services and Health Services</li> </ul>	<ul style="list-style-type: none"> <li>• Sexual Misconduct Annual Report</li> <li>• Case studies from the “Let’s Talk about Respect” workshop</li> <li>• Component within the new 2024 Respect Education program on sexual misconduct supports and reporting processes</li> <li>• Barriers to access and solutions identified jointly</li> <li>• Updated university webpages, complaint process maps, and a resource guide</li> <li>• Enhanced capacity of SEDS, CAPS, Health Services</li> <li>• Feedback from participants in formal staff complaints-handling processes</li> <li>• Content within Respect Education on how to receive and manage disclosures from students</li> <li>• Capacity, skills and professional development of student complaints team</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring &amp; Evaluation framework</li> <li>• Baseline and progress data, including data</li> <li>• Work with academics, Go8, Universities Australia, TEQSA, Our Watch and Government stakeholders</li> <li>• SAGE Cygnet Award and GEAP requirements</li> <li>• Gender Impact Assessments of key sexual misconduct related policies and programs</li> <li>• 2024 review of Sexual Misconduct Prevention and Response Policy</li> <li>• Community of Practice with faculty representation to cover handling of student conduct matters</li> <li>• Review of SMPR and Student Conduct processes and procedures</li> <li>• Implementation of Resolve in the Safer Community Program</li> <li>• Specialist training for Student Discipline Committee members</li> <li>• Safer Community Program practice guidelines</li> </ul>

## Focus Area 1: Primary Prevention

*Purpose: Through changing attitudes, behaviours, and processes, prevent sexual misconduct from occurring at the University*

Objectives	Activities	Timeframe	Respect Committee Member Accountability
1.1 University leaders have the knowledge, skills and support to lead cultural change to prevent sexual misconduct	<ul style="list-style-type: none"> <li>Deliver Respect Education to leaders and supervisors who have not yet completed it, and new leaders/supervisors as they are recruited or promoted</li> </ul>	2023–24	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>Hold “Let’s Talk About Respect” Reflection Workshop for leaders and supervisors to report on their Respect Education commitments</li> </ul>	Q4 2023	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>Deliver specific skills workshops – <i>details in Focus Area 2</i></li> </ul>		
1.2 University staff have the knowledge and skills needed to play an active role in preventing sexual misconduct	<ul style="list-style-type: none"> <li>Deliver Respect Education for all staff in non-supervisory, fixed-term and continuing roles</li> </ul>	2023–24	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>Deliver Respect Education for casual staff, honoraries, and contractors</li> </ul>	Q3 2023	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>Develop Respect toolboxes (including facilitator guide, speaking notes, lesson plans) to support any leader, supervisor or staff member to run short sessions with their teams on specific Respect themes</li> </ul>	Q2 2023	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>Provide easy access to prevention resources through a resource repository for all staff including tip sheets, fact sheets, how-to guides</li> </ul>	Q2 2023	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>Deliver specific skills workshops – <i>details in Focus Area 2</i></li> </ul>		
1.3 Students have the knowledge and skills needed to play an active	<ul style="list-style-type: none"> <li>Deliver “Consent Matters” training as a compulsory course for all undergraduate and postgraduate coursework students</li> </ul>	Q1 2023	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> <li>Executive Director, SASS &amp; Academic Registrar</li> </ul>

role in preventing sexual misconduct	<ul style="list-style-type: none"> <li>Design a new Respect Education program for students to be launched in early 2024, with a primary prevention focus</li> </ul>	Q1 2024	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> </ul>
	<ul style="list-style-type: none"> <li>Together with UMSU, pilot the “Flip the Script” program, a sexual assault resistance education program for young women, training up to 25 facilitators from colleges and student clubs</li> </ul>	Q4 2023	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> </ul>
	<ul style="list-style-type: none"> <li>Together with UMSU, pilot a “multiple masculinities” course for up to 25 young men, within colleges and student clubs</li> </ul>	Q4 2023	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> </ul>
1.4 Recruitment and screening processes and employment practices address and manage the risk of sexual misconduct	<ul style="list-style-type: none"> <li>Review Working with Children Checks compliance and build monitoring controls into Enterprise Resource Planning system (Workday)</li> </ul>	Q2 2024	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>Review recruitment policy and associated guidance documents and templates to incorporate assessment of candidates’ demonstrated values and conduct</li> </ul>	Q4 2023	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>Develop protocols for sharing information about staff and students found to have engaged in sexual misconduct</li> </ul>	Q4 2023	<ul style="list-style-type: none"> <li>Deputy Vice-Chancellor, People and Community</li> <li>Chief HR Officer</li> <li>Executive Director, SASS &amp; Academic Registrar</li> </ul>
1.5 The consequences for perpetrators of sexual misconduct are known to staff, students and the public, and act as a deterrent	<ul style="list-style-type: none"> <li>University web pages prominently include a clear plain English explanation of disciplinary measures and how they are applied for both staff and students</li> </ul>	Q2 2023	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> <li>Strategic Communications</li> </ul>

## Focus Area 2: Early Intervention

*Purpose: Minimise harm caused by sexual harassment by intervening early and appropriately*

Objectives	Activities	Timeframe	Respect Committee Member Accountability
2.1 University leaders and staff have the knowledge, skills and confidence to lead cultural change to intervene early in cases of sexual harassment	<ul style="list-style-type: none"> <li>Bystander action integrated into Respect Education for University leaders, supervisors, and staff</li> </ul>	2023–24	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>Deliver workshops to leaders, supervisors and staff to deepen knowledge and practice on upstander action:               <ul style="list-style-type: none"> <li>Topic 1: Courageous and respectful conversations</li> <li>Topic 2: Creating a culture of active upstanders</li> <li>Topic 3: Applying trauma-informed care</li> </ul> </li> </ul>	Q2 2023	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>
2.2 Students have the knowledge and skills and confidence needed to take action as a bystander to sexual harassment	<ul style="list-style-type: none"> <li>Identify bystander capacity building interventions for students and begin to support and enable implementation</li> </ul>	Q3 2023	<ul style="list-style-type: none"> <li>Executive Director, SASS &amp; Academic Registrar</li> </ul>
	<ul style="list-style-type: none"> <li>Develop a suite of awareness raising workshops that can be delivered where student SASH cases result in educative outcomes</li> </ul>	Q4 2023	<ul style="list-style-type: none"> <li>Executive Director, SASS &amp; Academic Registrar</li> </ul>
2.3 Processes are in place for early identification of possible sexual harm through a range of university services	<ul style="list-style-type: none"> <li>Research options for integrating early intervention approaches within a range of university services, including Counselling and Psychological Services and Health Services</li> </ul>	Q4 2023	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> </ul>

### Focus Area 3: Response and Recovery

*Purpose: Reduce ongoing harm to victim-survivors of sexual misconduct by providing timely and appropriate support*

Objectives	Activities	Timeframe	Respect Committee Member Accountability
3.1 Increase transparency about sexual misconduct and our responses	<ul style="list-style-type: none"> <li>Publish Sexual Misconduct Annual Report including data on complaints and their handling</li> </ul>	Q1 2023 Q1 2024	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> </ul>
	<ul style="list-style-type: none"> <li>Document and publish case studies from the “Let’s Talk about Respect” workshop which demonstrate progress made as a result of Respect Education</li> </ul>	Q1 2024	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>
3.2 Increased access by students and staff to support when sexual misconduct is experienced	<ul style="list-style-type: none"> <li>Include a component within the new 2024 Respect Education program which builds students’ knowledge of the available sexual misconduct supports and reporting processes</li> </ul>	Q1 2024	<ul style="list-style-type: none"> <li>Associate, Director, Respect</li> </ul>
	<ul style="list-style-type: none"> <li>Respect Committee and Reference Group identify solutions to address barriers to student access, with input from UMSU, GSA and other student organisations</li> </ul>	2023–24	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> </ul>
	<ul style="list-style-type: none"> <li>Launch an updated series of university webpages, complaint process maps, and a resource guide, enabling updated SASH content to be shared across our community</li> </ul>	Q2 2023	<ul style="list-style-type: none"> <li>Executive Director, SASS &amp; Academic Registrar</li> </ul>
3.3 University staff managing disclosures and complaints are appropriately resourced to comply with policy and take a trauma-informed approach	<ul style="list-style-type: none"> <li>Enhance the capacity of SEDS, CAPS, Health Services to deliver services to students impacted by sexual misconduct that reflect and are aligned to the Sexual Misconduct Prevention and Response Policy and SOPs</li> </ul>	Q4 2023	<ul style="list-style-type: none"> <li>Executive Director, SASS &amp; Academic Registrar</li> </ul>
	<ul style="list-style-type: none"> <li>Actively seek feedback from participants in formal staff complaints-handling processes after the process is complete, including consideration of the experience of staff at the intersection of various social categories</li> </ul>	Q3 2023	<ul style="list-style-type: none"> <li>Chief HR Officer</li> </ul>

	<ul style="list-style-type: none"> <li>• Include content within Respect Education for supervisors, leaders and staff on how to receive and manage disclosures from students</li> </ul>	Q3 2023	<ul style="list-style-type: none"> <li>• Chief HR Officer</li> </ul>
	<ul style="list-style-type: none"> <li>• Review capacity, skills and professional development of student complaints team and implement changes and provision of professional development accordingly</li> </ul>	Q4 2023	<ul style="list-style-type: none"> <li>• Executive Director, SASS &amp; Academic Registrar</li> </ul>

## Focus Area 4: Best Practice

*Purpose: University of Melbourne's prevention, early intervention, response and recovery approaches are evidence-based and meet best practice standards*

Objectives	Activities	Timeframe	Committee Member Responsible
4.1 Monitoring & Evaluation systems enable the measurement of the University's progress in relation to sexual misconduct prevention and response	<ul style="list-style-type: none"> <li>Develop a Monitoring &amp; Evaluation framework aligned with this workplan, including best-practice indicators</li> </ul>	Q2 2023	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> </ul>
	<ul style="list-style-type: none"> <li>Collect baseline and progress data, including data disaggregated by gender, sexuality, ethnicity to better understand who is most affected by sexual misconduct and how</li> </ul>	Q4 2023	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> </ul>
4.2 Our work addressing sexual misconduct draws on sectoral expertise and is benchmarked against best practice	<ul style="list-style-type: none"> <li>Work with internal and external partners and stakeholders to strengthen the relevance, impact and quality of our prevention and response work including UoM academics, Go8, Universities Australia, TEQSA, Our Watch and Government stakeholders</li> </ul>	2023–24	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> </ul>
	<ul style="list-style-type: none"> <li>Successfully complete SAGE Cygnet Award and GEAP requirements</li> </ul>	Q3 2024	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> </ul>
4.3 Our policies relating to sexual misconduct (either directly or indirectly) are reviewed to ensure their quality and relevance	<ul style="list-style-type: none"> <li>Undertake Gender Impact Assessments of key sexual misconduct related policies and programs</li> </ul>	2023–24	<ul style="list-style-type: none"> <li>Associate Director, Respect</li> </ul>
	<ul style="list-style-type: none"> <li>Conduct 2024 review of Sexual Misconduct Prevention and Response Policy, with consultation across the University and additional relevant expertise</li> </ul>	Q3 2024	<ul style="list-style-type: none"> <li>Chief HR Officer</li> <li>Associate Director, Respect</li> </ul>



4.4 Our programs and services addressing sexual misconduct are reviewed and adjusted to ensure quality and relevance	<ul style="list-style-type: none"> <li>Develop a Community of Practice with faculty representation to cover handling of student conduct matters including SASH matters, other misconduct, Fitness to Study and Fitness to Practice to ensure appropriate policy frameworks are leveraged effectively in individual cases and students are supported</li> </ul>	Q3 2023	<ul style="list-style-type: none"> <li>Executive Director, SASS &amp; Academic Registrar</li> </ul>
	<ul style="list-style-type: none"> <li>Review of processes and procedures relating to SMPR and Student Conduct with implementation of enhancements</li> </ul>	Q2 2023	<ul style="list-style-type: none"> <li>Executive Director, SASS &amp; Academic Registrar</li> </ul>
	<ul style="list-style-type: none"> <li>Implementation of Resolve in the Safer Community Program</li> </ul>	Q3 2023	<ul style="list-style-type: none"> <li>Executive Director, SASS &amp; Academic Registrar</li> </ul>
	<ul style="list-style-type: none"> <li>Provision of specialist training for Student Discipline Committee members who hear SASH cases</li> </ul>	Q2 2023	<ul style="list-style-type: none"> <li>Executive Director, SASS &amp; Academic Registrar</li> </ul>
	<ul style="list-style-type: none"> <li>Through 2023-24, continue to document our Safer Community Program practice guidelines, to ensure service delivery is informed by evidence-based best practice, and to support the ongoing professional development of staff</li> </ul>	2023–24	<ul style="list-style-type: none"> <li>Executive Director, SASS &amp; Academic Registrar</li> </ul>