

Recommendation no.	Action taken since last milestone report in February 2019	Planned/future action
<p style="text-align: center;">1</p> <p style="text-align: center;"><i>Vice-Chancellors take direct responsibility to implement recommendations, including decision-making and monitoring and evaluation of actions taken. Establish an advisory body. Develop an action plan.</i></p>	<ul style="list-style-type: none"> • The Vice Chancellor is responsible for the overarching culture and actions of the University. Under the direction of the Vice Chancellor, CQUniversity has implemented the Change the Course recommendations including the recommendations to establish an advisory body, the <i>Respect. Now. Always</i> (RNA) Working Group. • COVID-19 has caused many structural changes to CQUniversity. The RNA Working Group is currently undergoing revision to ensure appropriate representation from across the University in line with our new structure and to reinvigorate our commitment through tangible actions and to further enforce the responsibility of our staff to engage in addressing and responding to sexual harassment and assault. • CQUniversity's commitment to <i>Respect. Now. Always</i> continues to be communicated and emphasised to staff through multiple key channels, including staff forums, posters around many campuses, StaffNet (Staff intranet) and through consultation with key stakeholders via our RNA Working Group. 	<ul style="list-style-type: none"> • CQUniversity will implement a student Focus Group for feedback on <i>Respect. Now. Always</i> Awareness, Support Services available to staff and students and our overall campus culture. These activities will be led by our Residential Assistant network and facilitated by our Student Mentor team.

<p style="text-align: center;">2</p> <p style="text-align: center;"><i>Universities develop a plan for addressing the drivers of sexual assault and sexual harassment that includes education programs, and identifies existing resources and communications campaigns that reinforce key messages</i></p>	<ul style="list-style-type: none"> • In response to the recommendation to develop a plan to address the drivers of sexual assault and harassment, CQUniversity has implemented a number of key strategies and key communication activities to reinforce key messages of the Change the Course Report. • CQUniversity invested in a dedicated communication training package for staff – Class Act Communication. The training package is designed to create positive, productive behaviours and to establish a university wide Communication Conduct Charter, that outlines a shared commitment to living out that responsibility. • CQUniversity’s Mindwaves Strategy was also launched in 2020. The purpose of the strategy is to embed Mental Health and Wellbeing and to provide a positive educational and workplace experience via a healthy, resilient, inclusive, compassionate, and connected university community. • The UA/APS developed Education Module has been made available to all university staff, including academic staff, professional staff, general staff, and university counsellors through StaffNet. • CQUniversity’s Study Abroad team have implemented changes to procedures in accordance with the <i>Preventing</i> 	<ul style="list-style-type: none"> • CQUniversity will require all staff, including senior management to undergo domestic violence training in which the impact of sexual assault (along with other behaviours) is discussed in depth to ensure a consistent approach on how to handle disclosures of sexual assault. • A compulsory sexual health and safety e-course for all students will be implemented. The aim of this program is to eliminate taboo associated with sexual health and safety and to equip students with necessary information to promote open discussion among peers and family. • Our University Life Team will be implementing an educational unit which will be made compulsory for students who will be travelling to represent CQUniversity at sporting and other recreational events. This unit will address the University’s expectations for student behaviour, consent training and how to report an incident of sexual assault or sexual harassment.
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	<p><i>Sexual Exploitation, Abuse and Harassment Policy</i> applied to all DFAT funded activities. This includes the implementation of a pre-departure educational unit as a compulsory component before embarking on any CQUGlobal Outbound program.</p> <ul style="list-style-type: none"> • With the changes to physical campus events, CQUniversity launched OTV, our Online Orientation broadcast. This features a segment, under the Student Life session, named <i>Behaving Responsibly and Respectfully as a Student</i>. The segment talks explicitly on the RNA Campaign, CQUniversity’s zero tolerance approach and our commitment to being a safe and peaceful place to work. The segment also includes a consent video for students. The resources in this segment are then available for continued access through our Online Orientation page. • Our School of Graduate Research has adopted a series of six videos from the Australian Council of Graduate Research (ACGR) which have been made available on the Research Moodle site and is accessible by all RHD Supervisors. 	
<p>3 <i>Universities should ensure students and staff know</i></p>	<ul style="list-style-type: none"> • CQUniversity has dedicated communication channels to share information, resources and processes relating to the 	<ul style="list-style-type: none"> • CQUniversity is partnering with external bodies to provide support to students and to increase awareness

<p><i>about support services and reporting processes for sexual assault or sexual harassment</i></p>	<p>reporting of sexual assault and sexual harassment in an open and transparent manner.</p> <ul style="list-style-type: none"> • There is a dedicated RNA page on the Student Portal which details the ways students can report incidents, referral points to the Counselling and Wellbeing Team and confirms CQUniversity’s commitments to responding to a report of sexual assault. • This dedicated page is housed under a wider Health and Wellbeing page which includes Counselling, Multi-faith Chaplaincy, OHS and SafeZone and the Share Clean Air initiative. • Our Student Critical Incident Policy and Procedure and our Student Misconduct Policy and Procedure are under review to expand the scope of the policies to include, more definitively, sexual assault and harassment and to ensure appropriate input from stakeholders as to the reporting processes of disclosures. • As per recommendation from Universities Australia (UA), the University adopted a stand-alone policy, Sexual Harassment Policy and Procedure, to address sexual assault and sexual harassment on our physical and digital campuses. This was 	<p>and promotion of support services across our national footprint.</p> <ul style="list-style-type: none"> • The RNA information hub on the CQUniversity website is continuously reviewed to ensure a clear procedure for students and staff to report instances of sexual assault or sexual harassment by way of an eForm which links directly to our official complaints channels.
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	<p>approved in November 2019 through our Governance framework.</p> <ul style="list-style-type: none">• Our Research Division have undergone numerous training sessions, based on the aforementioned Australian Council of Graduate Research videos and the training materials from the ACGR. These sessions are usually facilitated by Dr Jeanette Delamoir (Student Ombudsman) or Professor Susan Kinnear (Dean of the School of Graduate Research). The sessions have also been conducted with student groups as part of our Intensive training series. There have also been specific sessions for RHD Supervisors (staff) that are advertised and tracked through our staff training platform <i>Totara</i>.• RNA content is also a mandatory session included in the RHD 'accelerate' training for new principal supervisors.• CQUniversity has added information about the RNA campaign to the new staff online induction and compulsory online staff refresher program. The information provides staff with reference material and documentation, specific information, resources, and key contacts via the StaffNet page. All new staff need to review this information as part of the mandatory new staff induction process and all existing	
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	<p>staff need to review this information as part of the annual corporate refresher program.</p>	
<p>4</p> <p><i>Within a year, universities should commission an independent, expert led review of existing university policies and response pathways in relation to sexual assault and sexual harassment, to assess effectiveness and make specific recommendations to universities about best practice responses.</i></p>	<p>Discussions with an external expert regarding CQU’s policies, procedures and response had commenced at the beginning of 2020. Due to COVID related challenges, this review has been delayed. Discussions will continue in 2020 and planning for this review will occur by the end of 2020.</p> <p>The CQU Internal Audit team conducted a full internal audit in March 2020. The audit objectives were to map and assess the University’s response to the 2017 campaign and survey. The University’s Audit, Finance and Risk Committee and the University Council noted progress and audit recommendations.</p>	<ul style="list-style-type: none"> • CQUniversity will utilise the services of an external consultant in support of the internal University Audit on the Change the Course recommendations.
<p>5</p> <p><i>Universities should conduct an assessment to identify staff members</i></p>	<ul style="list-style-type: none"> • CQUniversity conducted an assessment of areas within the institution that are most likely to receive disclosures of sexual assault and harassment. • Based this review, the University has identified five key staffing units that would be most likely to receives any 	<ul style="list-style-type: none"> • CQUniversity’s First Response training is continually reviewed and updated to ensure the most efficient and accessible training program for staff is provided.

<p><i>and student representatives within their institution most likely to receive disclosures of sexual assault and sexual harassment and ensure those identified receive appropriate training.</i></p>	<p>disclosures. Training for these staff have been tailored to their work units and are ongoing to ensure staff are equipped with the knowledge and skills to appropriately respond to disclosures.</p> <ul style="list-style-type: none"> • CQUniversity has also made mental health first response training compulsory for all student facing staff members, student peer leaders and residential advisors. This training is also recommended professional development for all other professional and academic staff. • All frontline staff are also provided with copies of the following Staff Guidelines as a handy reference point: <ul style="list-style-type: none"> ▪ Responding to a Student in Distress ▪ Responding to a Student who makes a disclosure of Sexual Harassment or Sexual Assault (Sexual Violence) • The above guidelines are also available in an online module, provided through our staff training platform <i>Totara</i>, these guidelines will be developed to include an assessable element. Once fully implemented, this will be made compulsory for all staff to complete. • CQUniversity security staff have also been identified as a key work unit that would be receiving disclosures sexual assault 	
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	<p>and sexual harassment and training had been undertaken to ensure that these staff were equipped to utilise equipment confidentially and appropriately (i.e. CCTV footage) and to ensure that they were able to report any disclosures in a consistent and timely manner.</p>	
<p>6 <i>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.</i></p>	<ul style="list-style-type: none"> • CQUniversity has three platforms for storing disclosures and reports of sexual assault and sexual harassment, including our Sugar CRM (under restricted access), under our Employee Management System (ESSO) and via our Complaints channel (Logged via email in a secure common drive). • Our Student Critical Incident Policy and Procedure (effective from July 2019) sets clear expectations for the disclosure of incidents which includes a debriefing with relevant staff to review and further inform processes. • CQUniversity is committed to the secure management of information and systems utilising a policy framework based on the international standard for security management systems. • CQUniversity applies rigid controls to manage logical access to sensitive data to protect the confidentiality of information as well as integrity and availability requirements. Access 	<ul style="list-style-type: none"> • Student Misconduct Policy and Procedure is under review with key stakeholders to ensure University staff are more adequately placed to respond quickly to disclosures of this nature. • Due to recent organisational change, our Safety and Wellbeing Manager will be working with security teams across our campuses to commence updated training for staff on responding to disclosures and necessary escalation points. • Ongoing discussions between our Safety team and Counselling and Wellbeing team regarding continuous improvement opportunities for a more streamlined storage process for deidentified disclosures and reports of sexual assault and sexual harassment

	<p>requirements are assessed against the Queensland Government Authentication Framework and the Information Assets Security Classification Policy.</p> <ul style="list-style-type: none"> • Access to University information and systems is: <ul style="list-style-type: none"> ▪ attributable to a uniquely identifiable individual who is responsible for actions performed with their system account ▪ based on the requirements of the individual's role, that is audited and reviewed regularly ▪ authorised formally by data asset owners, routinely revalidated, removed if no longer required, and managed by passwords and multifactor authentication (MFA) according to the Information and Communications Technology Passwords Procedure. 	
<p>7</p> <p><i>Within six months of this report, universities should conduct an audit of university counselling services to assess</i></p>	<ul style="list-style-type: none"> • Early 2020 saw the completion of an overall Audit of CQUniversity's response to the Change the Course recommendations. Part of this Audit reassessed results from a benchmarking exercise in 2018, which identified that the CQUniversity Counselling and Wellbeing team had a Counselling Coordinator and five Counsellors, equating to one counsellor for approximately 5800 students. In response 	<ul style="list-style-type: none"> • CQUniversity Management have committed to an annual assessment of CQUniversity Counselling Services to be undertaken and reported to assess capacity, wait times and monitoring of urgent/crisis requests, due for completion again in December 2020.

<p><i>adequacy of capacity and training and undertake data collection.</i></p>	<p>to this initial assessment, two new staff were appointed in 2019 to assist with managing intake/triage and to ensure a more sustainable model for responding to students who contact the service.</p> <ul style="list-style-type: none"> • Training for the Counselling and Wellbeing Team has been provided through professional development opportunities that are informed through formal learning experiences and through consultation with experts in this area, including sexual and gendered violence experts from CQU Queensland Centre for Domestic and Family Violence Research. • As mentioned previously, the University has also implemented Mindwaves, a university wide mental health strategy, led by a newly appointed Chief Wellbeing Officer and further supported by a project officer and a student health promotion staff. 	
<p>8</p> <p><i>Universities should engage an independent body to conduct the National university student survey of sexual</i></p>	<ul style="list-style-type: none"> • The UA commissioned, full national student survey of sexual assault and sexual harassment, due to run in 2020, has been delayed due to COVID-19. CQUUniversity has been in regular contact with UA as to the status and progression of this survey and is committed to being apart of the initiative. 	

<p><i>assault and sexual harassment at three yearly intervals to track progress in reducing the prevalence of these incidents at a sector-wide level.</i></p>		
<p>9 <i>Residential colleges and university residences should consider implementing report recommendations, and commission an independent, expert-led review of the factors which contribute to sexual assault and sexual harassment in their settings.</i></p>	<ul style="list-style-type: none"> • Term 1, 2020, saw the introduction of a new Student Residence Online Induction, required before students can begin living on campus. This induction includes topics such as respect, consent, reporting and support services and is supported by mandatory questionnaires. • Our Residences are also delivering Welcome Events that have been designed with a focus on setting clear expectations on Students behaviours and conducts while residing on campus. • Residential Life Team training is undertaken prior to each term. It is also compulsory for all Student Leaders to undertake the University's Zero Tolerance and Mental Health First Response training programs. 	<ul style="list-style-type: none"> • CQUniversity's Residential colleges continually review and update processes to ensure a safe environment for students living on campus.

	<ul style="list-style-type: none">• A CCTV expansion capital project was completed at our Canefield College, Ooralea Campus in Mackay.	
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