Respect, Now, Always Advisory Committee  
Meeting No. 2/2017  
Tuesday, 14th November 2017 at 9.00am  
Monash Club Meeting Rooms 1 and 2

**MINUTES**

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|    | **Acceptance of notes of previous meeting (including revised Terms of Reference)**  
Members accepted the minutes of the previous meeting and noted that the revised Terms of Reference were endorsed via email circulation. The Chair thanked members for their input into the revision of the Terms of Reference. | Professor Margaret Gardner |
|    | **Update on actions being progress, including audit of counselling services**  
Vladimir Prpich noted that the University commissioned KPMG to conduct an audit of the counselling services. This review has been completed and will tabled ahead of Meeting 1/2018 for the Committee’s noting.  
Among the areas working well, KPMG found that the role of triage nurses in facilitating same day appointments was highly effective and observed that there had been increase of 40% in overall counselling sessions delivered from 2015 to 2017. | Mr. Vladimir Prpich |
|    | **Consideration of Draft Action Plan and endorsement of consultation arrangements regarding Draft Action Plan**  
Vladimir Prpich presented the Draft Action Plan, inviting members for their feedback on proposed actions. Vladimir noted that following this meeting, broader consultation would take place and that the Final Action Plan would be tabled at Meeting 1/2018 for Committee endorsement. Given the rolling nature of actions, the action plan will also be published on the Respect, Now, Always webpage and be regularly updated.  
With respect to each Recommendation, members discussed the following matters:  
- **Recommendation One** – all members noted that the Advisory Committee had been established, with meetings scheduled for 2018  
- **Recommendation Two** – members noted the current initiatives underway, including the automatic enrolment of all students to watch the Consent video, the compulsory requirement for all students living on campus to watch the Consent video as part of the offer process, and through the mechanism of Faculty General Managers, working to ensure that students participating in club related events and overseas study trips also watch the Consent video / participate in the Respectful Relationships module. Members identified some further actions and priorities of work.  
  - **Action**: Investigating further strategies to ensure students watching the Consent video / Respectful Relationships module demonstrate their comprehension of key messages (i.e. avoid flicking through slides, etc).  
  - **Action**: Update action plan with initiatives and future priorities of work for staff, including investigating a refresh of the Equal Opportunity training required of all staff every two years – this was identified as a pressing gap in the current plan.  
  - **Action**: Identifying and including Mannix College’s specific plans and initiatives to draft plan.  
  - **Action**: Identify and include further actions required for international students, particularly in relation to their enrolment processes and impact on visa status.  
  - **Action**: Identify and include further actions relating to students at offshore campuses, joint PhD students, postgraduate staff – student conduct, sessional staff, alumni / mentors (including Access Monash and Yulendji), and visiting staff.  
  - **Action**: Investigating further actions required in relation to students engaging in industry based learning placement and professional pathways initiatives.  
- **Recommendation Three** – members affirmed the importance of continuing to develop opportunities for greater collaboration with SECASA and SOCIT.  
  - **Action**: Investigating the booking process involved with the Safer Community Unit and to report back to Committee.  
  - **Action**: Ensure that all training and education programs is inclusive of students at the Parkville and Peninsula campuses, responding to any particular needs on those campuses.  
- **Recommendation Four** – the Chair noted that the University will commission an independent, expert-led review of policies and response pathways in relation to sexual assault and sexual harassment. The timing of this will be outlined in due course. | Mr. Vladimir Prpich |
- **Recommendation Five** – members noted the need to broaden groupings of staff and students to be included in the First Responder training

- **Recommendation Six** - Members noted the continuing work to centralise student general misconduct, including the development of some new misconduct guidelines (which will be approved by VCG and by Council by end of 2017)

- **Recommendation Seven** – as noted previously, members will receive the outcomes of the independent review conducted by KPMG to audit the University's counselling services.

- **Recommendation Eight** – the University is committed to be an active participant in all future surveys.

- **Recommendation Nine** - the Chair will seek clarity on the nature of the independent, expert led review of residential settings from Universities Australia.

Members will receive an updated plan for consideration at Meeting 1/2018. An interim, rolling plan will be made available on the Respect, Now, Always webpage prior to this time.

4. **Other business**

   The Chair thanked all members for their contribution to the work of this Committee in 2017.

7. **Meeting closure**