

Draft Staff Sexual Harm and Gender-based Violence Response Procedures 2025





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How to report

Safer Communities Office

To report sexual harm or gender-based violence, contact the University's [Safer Communities Office](#):

- online anytime on the University's ['Sexual Harm and Gender-based Violence' web page](#);
- by email at safer-communities.officer@sydney.edu.au; or
- by calling + 61 2 8627 6808 or **1800 SYD HLP (1800 793 457)** from 9am to 5pm, Monday to Friday.

Office of Child Safety

If the conduct involves a child, you can make a report to the University's Office of Child Safety:

- by email at child-safety@sydney.edu.au;

NSW Police

If you believe a criminal offence has occurred, you can make a report by:

- calling the Police assistance line: 131 444
- completing an online [SARO](#) (Sexual Assault Reporting Option) form.

eSafety Commissioner

If the conduct involves online harm, you can make a report by completing an [online form](#).

Assistance and support

- Contact details for trauma-informed **emergency assistance** for current and former staff and affiliates who have experienced sexual harm or gender-based violence are set out in [Schedule 1](#).
- Contact details for trauma-informed **ongoing support and assistance** for current and former employees and affiliates who have experienced sexual harm or gender-based violence are set out in [Schedule 2](#).
- Contact details for **support and assistance** for current employees and affiliates who are accused of sexual harm or gender-based violence are set out in [Schedule 3](#).






**About this document**

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Part 1 Purpose and application

1.1 Purpose

- (1) These Procedures give effect to the *Sexual Harm and Gender-based Violence Prevention and Response Policy* ('the Policy').

1.2 Start date

- (1) These Procedures commence on **1 January 2026**.

1.3 Application

- (1) These Procedures apply to all reports of sexual harm or gender-based violence made under the Policy.



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Part 2 Reporting

2.1 Reporting methods

- (1) A staff member or affiliate can make a report:
 - (a) on the University's [‘Sexual Harm and Gender-based Violence’ web page](#);
 - (b) by contacting the University's [Safer Communities Office](#);
 - (c) by calling **1800 SYD HLP (1800 793 457)** from 9am to 5pm, Monday to Friday;
 - (d) through RiskWare.

Note: A person who makes a report through RiskWare must be referred to the Safer Communities Office.

- (2) A counsellor or support person, including a [Counselling, Coaching and Support](#) staff member, may assist a staff member or affiliate to make a report.

Note: A report can be made anonymously. See [Parts 5 and 7](#) of the Policy.

Note: Except as provided in the [Policy](#), the University will keep confidential all information relating to a report, unless the reporter consents to disclosing part or all of it for a specified purpose. See [Part 7](#) of the [Policy](#).

2.2 Disclosures

- (1) If the University decides to investigate a disclosure, the Safer Communities Office or a Workplace Relations Advisor may contact the reporter to ask if they would be prepared to:
 - (a) make a complaint; or
 - (b) participate in an investigation process.
- (2) A bystander:
 - (a) may make a disclosure; and
 - (b) where possible, should seek consent from the staff member or affiliate who experienced the conduct to make the disclosure.

Note: A staff member or affiliate who chooses to make a disclosure may later make a complaint about the same incident. See [Part 5](#) of the [Policy](#).

Note: The University will not investigate a disclosure, except in certain limited circumstances. See [Part 5](#) of the [Policy](#).

2.3 Complaints

- (1) Complaints will be referred to Workplace Relations, for handling in line with these procedures and the [Agreement](#).
- (2) Staff and affiliates may be supported in their dealings with Workplace Relations by:
 - (a) a counsellor;
 - (b) union representative; or
 - (c) support person, including:



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- (i) a Safer Communities Office staff member; or
 - (ii) a Counselling, Coaching and Support staff member.
- (3) Complainants are required to:
 - (a) engage with the complaints process; and
 - (b) provide sufficient details of their complaint;for the University to conduct a preliminary assessment and investigation, as appropriate.
- (4) A complainant is free to withdraw their complaint at any time.
 - (a) However, if:
 - (i) there is an apparent risk to the health or safety of any person; or
 - (ii) the University has already commenced misconduct proceedings against a student, staff member of affiliate because of the complaint;the University may, where practicable:
 - (iii) investigate the complaint; or
 - (iv) complete those proceedings;with or without the cooperation of the complainant.
- (5) Complaints must be made and handled in accordance with the principles set out in the Policy.



Part 3 Responding

3.1 Supporting reporters

- (1) Human Resources staff will work collaboratively with reporters to develop a tailored support plan that may include, as relevant:
 - (a) interim measures;
 - (b) urgent access to:
 - (i) support services;
 - (ii) translation and interpreter services; and
 - (iii) information about complaints resolution and misconduct processes.
- (2) Staff and affiliates:
 - (a) can seek advice and assistance with supporting a reporter by contacting:
 - (i) the Safer Communities Office;
 - (ii) Staff Health Support Services; or
 - (iii) Counselling, Coaching and Support;as appropriate and preferred by the staff member or affiliate.
- (3) Staff and affiliates should:
 - (a) refer staff and affiliates who have experienced sexual harm or gender-based violence to:
 - (i) the Safer Communities Office;
 - (ii) the online form;
 - (iii) 1800 SYD HLP (1800 793 457); and
 - (iv) other available support services listed in these Procedures;
 - (b) advise staff and affiliates of their right to make a disclosure or complaint; and
 - (c) where appropriate, seek advice from the University's Office of General Counsel on whether the matter should be reported to the NSW Police in line with the Policy.
- (4) Where appropriate, staff and affiliates can support staff members or affiliates in a trauma-informed, compassionate and empathetic way by:
 - (a) listening without interrupting;
 - (b) letting them express how they feel and respecting the words they use about the incident;
 - (c) letting the staff member or affiliate know they believe what the staff member or affiliate is telling them and acknowledging their distress;
 - (d) letting the staff member or affiliate know that the incident was not their fault;



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- (e) giving them appropriate and accurate information so that they can make informed choices, or referring them to someone who can provide the required information;
- (f) giving them control over and respecting their decisions;
- (g) not making undertakings or commitments that may not be able to be fulfilled;
- (h) directing them to the available support services; and
- (i) recognising the intersection between personal violence and inequality, and that women, First Nations people, culturally and linguistically diverse communities, people with disability and people of diverse sexual orientation and gender identity are most vulnerable to and disproportionately affected by sexual harm and gender-based violence.

Note: When a staff member or affiliate has experienced sexual harm or gender-based violence, they may express a range of emotional and physical symptoms. The [Full Stop Australia](#) website provides information on common impacts of violence.

3.2 Supporting respondents

- (1) Human Resources staff will work collaboratively with respondents to develop a tailored support plan that includes, as relevant:
 - (a) interim measures;
 - (b) urgent access to:
 - (i) support services;
 - (ii) translation and interpreter services; and
 - (iii) information about complaints resolution and misconduct processes.
- (2) Staff and affiliates should refer respondents to:
 - (a) the Safer Communities Office;
 - (b) Human Resources; and
 - (c) other available support services listed in these Procedures.



Part 4 Managing complaints

4.1 Interim measures

- (1) The relevant delegate may take interim measures against an employee or affiliate in accordance with the Policy.
- (2) If the relevant delegate takes interim measures, they must provide a written notice to the employee or affiliate within 24 hours:
 - (a) specifying the:
 - (i) terms of the interim measures;
 - (ii) period of the interim measures;
 - (b) summarising the reasons for the interim measures; and
 - (c) providing a copy of, or an electronic link to, the Policy and these Procedures.
- (3) Applications for internal review of interim measures must be lodged:
 - (a) in writing to Workplace Relations;
 - (b) within 20 working days of the date on which written notice of the interim measures was provided to the staff member or affiliate;
 - (c) will be considered by the Chief Human Resources Officer.
- (4) Any internal review will be:
 - (a) conducted on the basis of the written and documentary material; and
 - (b) limited to a review of the term, period and reasons for taking the interim measures.
- (5) Where reasonable, the Chief Human Resources Officer will review the interim measures within 20 working days of the application for review.
- (6) Where 20 working days is:
 - (a) not reasonable in the circumstances; or
 - (b) not proportionate to the period fixed for the imposition of interim measures; Workplace Relations will, prior to the 20 days elapsing:
 - (c) advise the staff member or affiliate of the:
 - (i) reasons for the delay; and
 - (ii) projected timeframe for completion of the internal review.
- (7) At the end of the internal review, the Chief Human Resources Officer will provide the staff member or affiliate with a written statement of their decision, including reasons.

4.2 Preliminary assessment of a complaint

- (1) Where possible complaints must be finalised within 45 working days, including any disciplinary process.



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- (a) The Chief Human Resources Officer may only permit extensions of time where required in the particular context.
- (2) Where a complaint relates to the alleged conduct of an employee or affiliate, Workplace Relations will:
 - (a) acknowledge receipt within 5 working days and notify the complainant of the relevant next steps;
 - (b) obtain all relevant information from the complainant;
 - (c) refer all relevant parties to appropriate avenues of support and advice;
 - (d) assess the seriousness of the complaint; and
 - (e) recommend the appropriate course of action to deal with the complaint.
- (3) Subject to clause 4.2(12), the preliminary assessment may involve, as appropriate:
 - (a) having discussions with the relevant parties;
 - (b) collating and reviewing any relevant documents; and
 - (c) determining whether the matter is appropriate for:
 - (i) assisted resolution under clause 4.3; or
 - (ii) investigation under clause 4.4.
- (4) Workplace Relations will consult with the complainant and may (but is not required to) consult with the respondent during the preliminary assessment process.
- (5) Each of the parties may bring a support person to any discussion, including:
 - (a) a Safer Communities Office staff member;
 - (b) a Counselling, Coaching and Support staff member; or
 - (c) union representative.
- (6) Where the complaint relates to the alleged conduct of a student:
 - (a) Workplace Relations must consult with and refer the complaint (as it relates to the student) to the Student Affairs Unit;
 - (b) Workplace Relations must advise the complainant of the referral; and
 - (c) the procedures set out in:
 - (i) clauses 5.1 to 5.4 of the *Student Sexual Harm and Gender-based Violence Response Procedures*; and
 - (ii) clauses 8 to 15 of the Student Complaints Procedures;
 - (iii) will apply in place of the procedures set out in clauses 4.3 to 4.6 below.
- (7) Workplace Relations may decide to take no further action where:
 - (a) the complainant has not provided enough detail or evidence of the alleged conduct to enable the complaint to be properly assessed; and
 - (b) an attempt to obtain further detail or evidence from the complainant has been unsuccessful; or



- (c) the complaint is:
 - (i) frivolous, vexatious or malicious; or
 - (ii) does not otherwise warrant further action.
- (8) At the end of the preliminary assessment, the delegate must unless it is inappropriate in the circumstances, give the complainant and the respondent a written statement of the outcome of the preliminary assessment, which includes:
 - (a) reasons for the outcome;
 - (b) details of any right to seek an appeal under clause 4.6.
- (9) Subject to the wishes of the complainant, the delegate will:
 - (a) inform the complainant of the outcome of the investigation:
 - (i) in writing;
 - (ii) on a confidential basis;
 - (iii) on the same day as the respondent;
 - (b) where possible, deliver this information in person, to allow the complainant to ask questions and seek clarification about the effect of the outcome.
- (10) Where reasonable, the preliminary assessment should be conducted within 10 working days of the lodgement of the complaint.
- (11) Where this timeframe is not reasonable, Workplace Relations must:
 - (a) prior to the 10 days elapsing;
 - (b) advise the complainant of:
 - (i) the reasons for the delay; and
 - (ii) the projected timeframe for conclusion of the preliminary assessment.
- (12) Where a complaint about an employee or affiliate alleges conduct that might, if proven:
 - (a) constitute misconduct;
 - (b) involve possible criminal behaviour; or
 - (c) involve risk to others;then Workplace Relations may:
 - (d) refer the complaint to the relevant delegate for handling in line with the Agreement; or
 - (e) if appropriate, to the Office of General Counsel for consideration of whether the matter should be referred to the police in line with Part 7 of the Policy.

4.3 Assisted resolution

- (1) Where the preliminary assessment in clause 4.2 determines that assisted resolution is appropriate:
 - (a) resolution may include, but is not limited to:



- (i) clarifying a misunderstanding;
 - (ii) an apology;
 - (iii) facilitated discussion, including mediation or conciliation;
 - (iv) an agreed plan of action to avoid further incidents; and
 - (v) implementing awareness-raising or educational sessions about behaviour;
- (b) the relevant delegate may determine that guidance, counselling or a warning be given to a relevant party.
- (2) Where reasonable, the assisted resolution process should be completed within 10 working days of the preliminary assessment referred to in clause 4.2.
- (3) Where 10 working days is not reasonable, Workplace Relations must:
 - (a) prior to the 10 days elapsing;
 - (b) advise the complainant (and, where appropriate, the respondent) of:
 - (i) the reasons for the delay; and
 - (ii) the projected timeframe for resolution.

4.4 Investigation of a complaint

- (1) Where assisted resolution is unsuccessful or considered inappropriate, the delegate must determine whether:
 - (a) the complaint should be handled in line with the Agreement; or
 - (b) the matter should be investigated in line with this clause.

Note: Where a complaint alleges conduct that might constitute misconduct, Workplace Relations must refer the complaint to the relevant delegate in line with clause 4.2(12).
- (2) If the matter will be investigated, Workplace Relations will:
 - (a) notify the complainant and the respondent of the investigation on the same day; and
 - (b) notify the complainant first.
- (3) Subject to the procedural fairness requirements prescribed in the Resolution of Complaints Policy and Part 7 of the Policy, investigators may determine their own procedures.
- (4) Investigators will provide respondents with:
 - (a) the allegations in enough detail to ensure that they have a reasonable opportunity to respond; and
 - (b) a reasonable period of time within which to respond to the allegations.
- (5) Investigators:
 - (a) must make findings of fact; and
 - (b) may make recommendations for resolving complaints, in line with University rules, protocols, policies and procedures.



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- (i) These recommendations may include a recommendation that the complaint be referred to the relevant delegate for handling in line with the Agreement.
- (6) Investigators must give the University written reasons for:
 - (a) their findings of fact; and
 - (b) if relevant, their recommendations.
 - (i) The reasons must provide enough detail for complainants and respondents to determine whether there are sufficient grounds for an appeal.
- (7) Where reasonable, the investigation should be concluded within 15 working days of its commencement.
- (8) Where 15 working days is not reasonable, Workplace Relations must:
 - (a) prior to the 15 days elapsing;
 - (b) advise the complainant (and, where appropriate, the respondent) of:
 - (i) the reasons for the delay; and
 - (ii) the projected timeframe for conclusion of the investigation.
- (9) At the end of the investigation the relevant delegate must decide whether the matter should be handled in line with the Agreement.
- (10) If the matter is referred for handling in line with the Agreement, Workplace Relations must inform the complainant in writing of the referral.
- (11) If the matter is not referred for handling in line with the Agreement, the relevant delegate must:
 - (a) take into account the investigation findings and any recommendations of the investigator;
 - (b) give the complainant (and, where appropriate, the respondent) a written statement of the outcome of the complaint, which includes:
 - (i) reasons for the outcome (including, where appropriate, detailed reasons for disregarding any findings or recommendations from the investigator); and
 - (ii) details of any right to appeal under clause 4.6.
- (12) Subject to the wishes of the complainant, Workplace Relations will:
 - (a) inform complainants of the outcome of the investigation:
 - (i) on a confidential basis;
 - (ii) on the same day as the respondent;
 - (b) where possible, deliver this information in person, to allow the complainant to ask questions and seek clarification about the effect of the outcome.



4.5 Outcome of a complaint

- (1) The outcome of a complaint will be determined by the:
 - (a) findings of any investigation;
 - (b) seriousness of the complaint;
 - (c) need to protect the safety and wellbeing of our students, employees and affiliates;
 - (d) wishes of the complainant.
- (2) If the complainant does not provide enough detail or evidence of a complaint about a student, staff member or affiliate to enable the alleged conduct to be properly investigated:
 - (a) a finding of misconduct will not be made; and
 - (b) the University will be unable to take disciplinary action against the respondent.
- (3) For complaints that result in misconduct proceedings, the:
 - (a) [University of Sydney \(Student Discipline\) Rule](#) sets out the process for establishing penalties for, and appeal rights from, findings of misconduct against a student;
Note: See sections 3.1 and 3.2 of the [University of Sydney \(Student Discipline\) Rule](#).
 - (b) [Centre for English Teaching – Student Discipline Provisions](#) set out the process for establishing penalties for, and appeal rights from, findings of misconduct against a CET student;
 - (c) [Agreement](#) sets out the process for establishing penalties for, and appeal rights from, findings of misconduct against an employee.
Note: See clauses 3 and 462 of the [Agreement](#).
- (4) Subject to the wishes of the complainant, the delegate will:
 - (a) inform complainants of the outcome of misconduct proceedings against students, staff members or affiliates:
 - (b) in writing;
 - (c) with reasons;
 - (d) on a confidential basis;
 - (e) on the same day as the respondent;
 - (f) where possible, deliver this information in person, to allow the complainant to ask questions and seek clarification about the effect of the outcome.

Note: See [Part 7](#) of the [Policy](#) in relation to the confidentiality of complaint outcomes.

4.6 Appeals

- (1) Appeals under this procedure may be made:
 - (a) by complainants, except students, and respondents where the matter has not been referred:



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- (i) in respect of staff misconduct proceedings, for handling in line with the [Agreement](#); or
 - (ii) in respect of student misconduct proceedings, for handling in line with the [University of Sydney \(Student Discipline\) Rule](#);
 - (b) based on an alleged failure of due process only.
 - (i) The University will not consider appeals based solely on the outcome of the complaint.
- Note: Students may appeal to the Student Affairs Unit on the basis of an alleged failure of due process, in line with clause 14 of the [Student Complaints Procedures](#).
- (2) Potential appellants should contact Workplace Relations for information on appeals.
 - (3) Appeals must be lodged:
 - (a) in writing with Workplace Relations; and
 - (b) within 20 working days of the date on which the appellant was notified of the outcome of the complaint.
 - (4) In exceptional circumstances:
 - (a) as determined by the Director, Workplace Relations, in their absolute discretion;
 - (b) the Director, Workplace Relations may accept an appeal lodged out of time.
 - (5) Appellants must set out in their written appeal their reasons for believing that due process has not been observed in the preliminary assessment or investigation.
 - (6) The Director, Workplace Relations:
 - (a) will assess whether an appeal has been validly made under this clause; and
 - (b) must notify the appellant of the outcome of this assessment.
 - (7) Appeals will be considered by:
 - (a) the Chief Human Resources Officer; or
 - (b) another senior staff member who:
 - (i) has not otherwise been involved in the complaint; and
 - (ii) does not have an actual or reasonably perceived conflict of interests.
 - (8) Except at the absolute discretion of the staff member considering the appeal:
 - (a) appeals will be conducted on the basis of written material; and
 - (b) the scope of an appeal will be limited to a review of the preliminary assessment or investigation process.
 - (9) Where reasonable, the appeal will be considered within 20 working days of its lodgement.
 - (a) The Chief Human Resources Officer may only permit extensions of time where required in the particular context.
 - (10) Where 20 working days is not reasonable, Workplace Relations will:



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- (a) prior to the 20 days elapsing;
 - (b) advise the appellant of the:
 - (i) reasons for the delay; and
 - (ii) projected timeframe for determination of the appeal.
- (11) At the conclusion of the appeal process, the staff member considering the appeal must, unless it is inappropriate in the circumstances, provide the complainant and the respondent with a written statement of the outcome of the appeal, including:
 - (a) reasons for the outcome; and
 - (b) details of any rights to make an external appeal.

4.7 Relationship between these procedures and the Agreement

- (1) If the respondent is covered by the Agreement:
 - (a) the assessment referred to in clause 4.2 will constitute the preliminary investigations or inquiries referred to in clause 462(a) of the Agreement;
 - (b) any resolution under clause 4.3 will constitute a resolution in line with clause 462(b) of the Agreement; and
 - (c) the provisions set out in these Procedures constitute an alternative review of the complaint for the purposes of clause 542(c) of the Agreement.



Part 5 Roles and responsibilities

5.1 Chief Human Resources Officer

- (1) permits extensions of time to finalise complaints and appeals, where required in the particular context;
- (2) conducts internal reviews of interim measures; and
- (3) considers and determines the outcome of appeals.

5.2 Relevant delegate

- (1) takes interim measures against employees and affiliates;
- (2) provides complainants and, where appropriate, respondents a written statement of the outcome of preliminary assessments and complaints;
- (3) determines that guidance, counselling or a warning should be given to a respondent;
- (4) handles alleged staff misconduct in line with the [Agreement](#); and
- (5) informs complainants and respondents of the outcome of misconduct proceedings.

5.3 Director, Workplace Relations

- (1) determines whether an appeal about a preliminary assessment or investigation process will be accepted out of time; and
- (2) assesses and notifies an appellant of whether an appeal has been validly made.

5.4 Safer Communities Office

- (1) respond to disclosures and complaints of sexual harm and gender-based violence in a compassionate, empathetic and trauma-informed way;
- (2) explain the available support services;
- (3) refer staff and affiliates to emergency assistance and external support services;
- (4) support and assist people who have experienced or witnessed sexual harm or gender-based violence;
- (5) help reporters understand their options and make informed decisions;
- (6) work collaboratively with reporters to develop a tailored support plan;
- (7) support reporters in their dealings with Workplace Relations;
- (8) assist reporters to make a disclosure or complaint; and
- (9) provide advice and support to staff and affiliates on how to support a staff member or affiliate who has experienced sexual harm or gender-based violence.

5.5 Workplace Relations



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- (1) respond to disclosures and complaints of sexual harm and gender-based violence in a compassionate, empathetic and trauma-informed way;
- (2) explain the available support services;
- (3) refer staff and affiliates to emergency assistance and external support services;
- (4) help reporters understand their options and make informed decisions;
- (5) conduct preliminary assessments and assisted resolution of complaints;
- (6) advise complainants and respondents of any referral of a matter for handling in line with the [Agreement](#);
- (7) provide information on appeals; and
- (8) advise complainants and respondents of any delays, with reasons.

5.6 Human Resources

- (1) work collaboratively with reporters to develop a tailored support plan; and
- (2) work collaboratively with respondents to develop a tailored support plan.

5.7 Office of General Counsel

- (1) provide advice on whether a matter should be referred to the Police.

5.8 Staff Health Support Services

- (1) provide advice and support to staff and affiliates on how to support a staff member or affiliate who has experienced sexual harm or gender-based violence.

5.9 Counselling, Coaching and Support

- (1) provide advice and support to staff and affiliates on how to support a staff member or affiliate who has experienced sexual harm or gender-based violence.

5.10 Staff and affiliates

- (1) Staff and affiliates:
 - (a) support staff and affiliates who have experienced sexual harm or gender-based violence in a trauma-informed, compassionate and empathetic way;
 - (b) refer staff and affiliates to the Safer Communities Office and available support services;
 - (c) advise staff and affiliates of their right to make a disclosure or complaint;
 - (d) where appropriate, seek advice from the University's Office of General Counsel about whether a matter should be reported to the Police; and
 - (e) refer staff and affiliates who are respondents to reports of sexual harm or gender-based violence to the Safer Communities Office, Human Resources and available support services.



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Part 6 Definitions

(1) In these Procedures:

- (a) a reference to 'we', 'our' or 'us' means the University; and
- (b) words and phrases used and not otherwise defined in this document have the meanings they have in the Policy.

affiliate

for the purposes of these Procedures, an affiliate includes a former affiliate.

Note: See definition of affiliate in Part 11 of the Policy.

employee

for the purposes of these Procedures, an employee includes a former affiliate.

Note: See definition of employee in Part 11 of the Policy.

staff member

for the purposes of these Procedures, an affiliate includes a former affiliate.

Note: See definition of staff member in Part 11 of the Policy.

Student Affairs Unit

the specialist staff within and consultants engaged by the office of the Deputy Vice-Chancellor (Education and Students), who assist with the resolution of student complaints and reports of student misconduct in accordance with University policies and procedures.

Workplace Relations Advisor

a specialist member of staff within or a consultant engaged by Workplace Relations, with responsibility for responding to disclosures and complaints of sexual misconduct and sexual harassment.



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Recissions and replacements

This document replaces the following, which are rescinded from the date this document commences:

- (1) *Staff Sexual Misconduct Response Procedures 2023*, which commenced on 1 January 2024

Staff Sexual Misconduct Response Procedures 2025

Date approved [date]

Date commenced [date]

Date for review 2 years from the date commenced

Approver Chief Human Resources Officer

Owner(s) Chief Human Resources Officer

Date last amended [only one date is to be entered in this field]

Related documents

[*Anti-Discrimination Act 1977 \(NSW\)*](#)

[*Crimes Act 1900 \(NSW\)*](#)

[*Crimes \(Domestic and Personal Violence\) Act 2007 \(NSW\)*](#)

[*Privacy and Personal Protection Information Act 1988 \(NSW\)*](#)

[*Sex Discrimination Act 1984 \(Cth\)*](#)

[*State Records Act 1988 \(NSW\)*](#)

[*Work Health and Safety Act 2011 \(NSW\)*](#)

[*University of Sydney Enterprise Agreement 2023-2026*](#)

[*University of Sydney \(Delegations of Authority\) Rule*](#)

[*University of Sydney \(Student Discipline\) Rule*](#)

[*Bullying, Harassment and Discrimination Prevention Policy*](#)

[*Campus Access Policy*](#)

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Part 8 Amendment history

Register version	Approved by	Clause	Amendment	Amended
[version number]	[position of approver]	t/c	[description of amendment]	[date] [most recent first]



Part 9 Schedules

9.1 Schedule 1: Emergency and external support contacts

- (1) In an emergency, you should contact **emergency services** by dialling triple zero (**000**).
- (2) If you feel unsafe on campus or are concerned for someone else's safety you can also contact **Protective Services** on **9351 3333**, 24 hours a day.
- (3) If you have experienced sexual harm or gender-based violence, you might find these external support services helpful:
 - (a) **Full Stop Australia** on **1800 FULL STOP (1800 385 578)** or <https://fullstop.org.au/get-help>, 24 hours a day, online counselling service available;
 - (b) **1800RESPECT 1800 737 732** National Sexual Assault, Domestic Family Violence Counselling Service or online via www.1800respect.org.au, 24 hours a day;
 - (c) **Lifeline 13 11 14** or www.lifeline.org.au (online chat or video also available 7pm - midnight);
 - (d) **Mental Health Line (NSW) 1800 011 511** (24 hours);
 - (e) **Suicide Callback Service 1300 659 467** or www.suicidecallbackservice.org.au (online chat or video also available 24 hours);
 - (f) **Blueknot Helpline 1300 657 380** (Available Mon-Sun, 9am-5pm AEST, including public holidays) or email on helpline@blueknot.org.au;
 - (g) **NSW Health Sexual Assault Services**
<https://www.health.nsw.gov.au/parvan/sexualassault/Pages/health-sas-services.aspx>;
 - (h) **Royal Prince Alfred (RPA) Hospital Sexual Assault Service on 9515 9040** (Monday to Friday) or **9515 6111** (after hours). Counselling and medical services are available for anyone who has been sexually assaulted. Campus Security can arrange transport to RPA.
 - (i) **Westmead Hospital Sexual Assault Service on 9845 7940** (daytime) or **9881 8000** (after hours).
 - (j) **Blacktown/Mount Druitt Sexual Assault Service, Blacktown Community Health Centre on 9881 8700** (daytime) or **9881 8000** (after hours).
 - (k) **13 Yarn** – crisis support for Aboriginal and Torres Strait Islander people – **13 92 76** (24 hours a day).
 - (l) **Mudgin-gal Women's Centre Redfern** on **(02) 9698 1173** or email reception@mudgin-gal.org.au.
 - (m) **Wirringa Baiya Aboriginal Women's Legal Centre** on **1800 686 587** (free call) or email info@wirringabaiya.org.au.



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- (n) **QLife** - peer support for LGBTQIA+ people – **1800 184 527** or [Webchat](#), 3pm to midnight every day.
- (o) **TransHub** – information and support for trans and gender diverse people - <https://www.transhub.org.au/sexual-assault>.
- (4) **Translating and interpreting services** - The National Relay Service (NRS) can help you if you are d/Deaf or find it hard to hear or speak to hearing people on the phone. Call 13 14 50 and ask them to contact 1800RESPECT.

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9.2 Schedule 2: University support for current and former staff and affiliates who have experienced sexual harm or gender-based violence

- (1) You can make a disclosure or a complaint:
 - (a) on the University's '[Sexual Harm and Gender-based Violence](#)' web page;
 - (b) by contacting the University's [Safer Communities Office](#);
 - (c) by calling **1800 SYD HLP (1800 793 457)** from 9am to 5pm, Monday to Friday;
 - (d) for employees and affiliates; through RiskWare;

Note: A person who makes a disclosure through RiskWare must be referred to the Safer Communities Office.
- (2) If you are a current employee or affiliate and you have experienced sexual harm or gender-based violence, you might find these internal support services helpful:
 - (a) **Safer Communities Office** on **8627 6808, 1800 SYD HLP (1800 793 457)** (option 2, then option 1), safer-communities.officer@sydney.edu.au, 8:30am-5:30pm Monday to Friday;
 - (b) **Counselling, Coaching and Support** on **1300 360 364**;
 - (c) **Staff Health Support** on **9351 5555**, 8:30am to 5pm, Monday to Friday;
 - (d) **Protective Services** on **9351 3333**, 24 hours a day;
 - (e) **University Health Service** (for current staff and affiliates only) on **9351 3484**, 8:30am to 5pm, Monday to Friday;
 - (f) **staff unions** – NTEU Sydney Branch on **9351 2827** or sydney@nteu.org.au (for NTEU members only); CPSU NSW on **1800 772 679** or cpsu.nsw@psa.asn.au.
- (3) If you are a former employee or affiliate and you have experienced sexual harm or gender-based violence, you might like to contact:
 - (a) **Safer Communities Office** on **8627 6808, 1800 SYD HLP (1800 793 457)** (option 2, then option 1), safer-communities.officer@sydney.edu.au, 8:30am-5:30pm Monday to Friday.



9.3 Schedule 3: Support for current employees and affiliates who have been accused of sexual harm or gender-based violence

- (1) If you are a current employee or affiliate and you have been accused of sexual harm or gender-based violence, you might find these internal support services helpful:
 - (a) **Safer Communities Office** on **8627 6808, 1800 SYD HLP (1800 793 457)** (option 2, then option 1), safer-communities.officer@sydney.edu.au, 8:30am-5:30pm Monday to Friday;
 - (b) **Counselling, Coaching and Support** on **1300 360 364**;
 - (c) **Staff Health Support Services** on **9351 5555**, 8:30am to 5pm, Monday to Friday;
 - (d) **Protective Services** on **9351 3333**, 24 hours a day;
 - (e) **University Health Service** (for current staff and affiliates only) on **9351 3484**, 8:30am to 5pm, Monday to Friday;
 - (f) **staff unions** – NTEU Sydney Branch on **9351 2827** or sydney@nteu.org.au (for NTEU members only); CPSU NSW on **1800 772 679** or cpsu.nsw@psa.asn.au;
 - (g) **Men & Family Centre** — for men's behaviour change programs — phone **0458 172 846** or see <https://menandfamily.org.au/groups-for-men/>