

Code of Conduct for Centre Members

Version 4.0

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1. General Summary

The ARC Centre of Excellence for Dark Matter Particle Physics (the **Centre**) strives to provide an environment that values the wellbeing of all members working here and to provide consistently respectful treatment of all people. In addition to scientific and ethical integrity¹, the Centre expects Centre Members to behave in a respectful manner towards others and for anyone who comes into contact with the Centre to be treated with equality, fairness, dignity and respect. The Centre also expects Centre Members to actively work towards preventing misconduct in any form.

The Centre's Values underpin the way we treat each other. The Centre expects Centre Members to:

- take active responsibility for respecting and protecting their own and their colleagues' (including students') rights, and
- engage in respectful and professional conversations that place responsible, respectful behaviours and attitudes at the centre of all dealings between colleagues, students and other stakeholders.

The Code of Conduct provides all Centre Members with a simple, accessible and easy to follow guide to address any workplace issues that may arise during normal working hours and outside of hours in relevant work settings (including functions, conferences, travel etc). The framework and approach is an important reflection of the Centre's commitment to building and maintaining a culture that we can be proud of and feel comfortable within.

2. Using this document

2.1 Operation of Code of Conduct

The Centre recognises that building awareness, capability and process to support the early resolution of workplace issues will contribute to:

- improving the overall wellbeing of the Centre Members;
- improving the experiences that all people have when they interact with the Centre and Centre Members;
- reducing the legal and operational risks that arise from the conduct of the Centre's business activities; and
- optimising the Centre's productivity.

This document has been divided broadly into two parts.

Part A of this document provides an overview of relevant obligations, requirements and expectations of the Centre Members, arising from Centre Values (Section 3) and a number of legal obligations.

¹ With respect to research integrity and misconduct, the Centre adheres strongly to the principles and policies outlined in the ARC Research Integrity and Research Misconduct Policy. Details of that policy can be found at: <https://www.arc.gov.au/policies-strategies/strategy/arc-research-integrity-and-researchmisconduct-policy>.

Part B of this document outlines an approach and related procedures to guide and support the resolution of workplace issues arising from a failure to comply with an obligation as discussed in Part A. Procedures include internal options and external avenues (Section 7).

2.2 Operation of other policies

The Code of Conduct and workplace behaviour policies of a Centre Member's university or employer overrides this policy and must be deferred to if there is a conflict between such policies and this Code of Conduct. This document does not operate to the exclusion of any other Centre Policies and Procedures or any legal rights of an affected Centre person. Rather, it is intended to provide a clear statement of Centre's expectations and obligations with respect to appropriate conduct within the Centre and guidelines for resolving concerns about behaviours.

2.3 Definitions

"Centre Members"

For the purpose of this Policy and Guidelines, this term includes (but is not necessarily limited to) Executive Committee members, Chief Investigators, Associate Investigators, Early Career Researchers, employees, volunteers, students, Portfolio Associates, Partner Investigators and Advisory Board members whilst in attendance at the Centre, any people attending as guests at meetings or at the Centre, contractors and sub-contractors who work for and with the Centre.

"Formal Grievance"

A formal complaint that has been initiated in accordance with the processes outlined under Option 3 – "Formal Grievance Process" about workplace actions and/or behaviours that are inconsistent with or in breach of this Code of Conduct including the Centre Values.

"Guidelines"

In addition to the Policies referred to in this document, this document also contains a number of "Guidelines" - a range of helpful tools and recommendations for enacting your responsibilities at work. While you have the option of utilising the suggested tools and behavioural methods incorporated in the Guidelines, it is an expectation that you will make a reasonable effort to understand and apply the Guidelines in your working practice and behaviour at the Centre.

"Policy"

This term refers to the responsibilities and obligations of all Centre Members as defined in this Code of Conduct.

"Requirements"

This term is used throughout this document and describes the manner in which you are expected to comply with the Code of Conduct, any other applicable workplace or university policies and the law. These references contain information about what is *required* of you to meet your obligations.

"Social Media"

This term refers to the collection of digital communication channels dedicated to community-based input, interaction, content sharing and collaboration, including, but not limited to:

- Facebook, Twitter, WhatsApp and Instagram;
- LinkedIn, YouTube, Snapchat and Line;
- Use of SMS messaging, Messenger;
- Weibo and WeChat; and,
- forums, such as Reddit and blogs.

Part A

3. The Centre Values

3.1 The Centre’s Policy

The Centre Values and related behavioural standards play a big role in shaping our culture and reflect the way we work. The Centre is committed to actively promoting and demonstrating our Values. Centre Members are expected to continue to work together to build a greater and stronger shared understanding of how the Centre Values will be applied at a job, team and node level.

The Centre Values and related behavioural standards are:

COLLABORATION	<ul style="list-style-type: none">• Mentorship• Excellent team work• Friendship• Regular, out of meeting check-ins• Supporting colleagues• Willingness to consider others’ opinions• Open consultation and discussion
PASSION	<ul style="list-style-type: none">• Encouraging new ideas and allowing them to develop• Passion and drive to succeed
TRUST	<ul style="list-style-type: none">• Respecting others• Listening to others about their needs...• A constructive approach to all things and people• Integrity• Honesty• Ensuring psychological safety• Commitment to building emotional intelligence• No bad mouthing or undermining• Having confidence in each other• Benefit of the doubt

The Centre Values set the behavioural standards that enable us to achieve our goals at the Centre in a manner that is conducive to a respectful, inclusive, safe and healthy working environment. It is important to understand that the Centre Values are interacting – this means that no single value is more important than the others.

3.2 Requirements - General

The Centre expects you to respect and uphold the Centre Values. They inform all aspects of the way Centre Members behave during their work, research and related activities.

All of the Centre's Members are required to familiarise themselves with the Centre Values and the key indicators that the Centre makes available for the purpose of understanding how the Centre Values are commonly enacted. Familiarisation with the Centre Values will also enable you to appreciate how they may be undermined.

3.3 Guidelines

The Centre's Members at all levels are encouraged to engage in regular conversations about the Centre Values. The most effective way to do this is to seek, give and receive feedback on behaviours in a manner that is respectful and professional. Regular conversations about the Centre Values at the individual and team level are positively encouraged.

If any of the Centre Members provide you with feedback about your own behaviour, it is important to listen actively and maintain a professional approach in your communication. It can be difficult for some people to step forward and provide feedback, so active listening is important. At all times, respect is important.

If you need guidance to assist you with respectful conversations, then do not be afraid to speak to a colleague or manager or consult the Chief Operating Officer or Centre Director.

If you feel that someone is behaving in a way that is inconsistent with the Centre Values, then you may consider engaging in a respectful, private conversation with that person. Whether or not you choose to engage in such a conversation, the Centre expects that you will not engage in badmouthing others. Instead, if you feel for any reason you are unable to speak with someone about their behaviour having regard to the Centre Values, then you should consider speaking with the Chief Operating Officer or Centre Director.

In seeking to resolve any workplace issue arising as a result of action or behaviour that is inconsistent with the Centre Values, you should refer to Section 7 of this document - 'Dealing with Difficult Situations and Grievances'.

Finally, in addition to the guidelines and resources provided under this Code of Conduct, any Centre Member who is aggrieved by the conduct of another Centre Member should also explore the resources and support available to them under the policies and guidelines of that Centre Member's node. The Centre's Chief Operating Officer may also help guide and support you to identify the relevant node policies and contact people.

4. The Centre Code of Conduct

4.1 The Centre's Policy

The Centre expects Centre Members to adhere to, respect and uphold the principles and values enshrined in this Code of Conduct.

4.2 Requirements – General

All Centre Members are required to:

- respect and abide by the principles and values contained in the Centre Values and in the *Code of Conduct*.
- take active responsibility for respecting and protecting their colleagues' rights. This means we all have a responsibility not to offend other people's rights and also to take an active role in protecting our colleagues
- take the Centre Values into consideration when performing their Centre duties and making decisions.

4.3 Requirements – Conduct in Meetings

The Centre expects Centre Members to behave in a courteous, respectful and professional manner during any meetings they attend at or on behalf of the Centre whether virtually or in person. Consistent with the Centre Values and this Code of Conduct, the Centre expects that all people who attend Centre endorsed activities including workshops, executive and any other committee meetings, conferences and retreats are treated with dignity and respect at all times. Therefore, Centre Members are required to:

- i. take positive steps to help prevent behaviours that undermine the Code of Conduct including bullying, harassment and sexual harassment (see section 5 of this document);
- ii. make a reasonable effort to ensure that communication is appropriate for a professional audience including people from different backgrounds;
- iii. demonstrate tolerance for people's differences based upon any protected attributes such as:
 - race
 - colour
 - sex
 - sexual orientation
 - age
 - physical or mental disability
 - marital status
 - family or carer responsibilities
 - pregnancy
 - religion
 - political opinion
 - national extraction

(Fair Work Act 2009)

- iv. refrain from engaging in or turning a blind eye to any use of racist, sexual or sexist language or imagery; and
- v. refrain from insulting or putting down other attendees – rather, critique ideas not individuals.

Offenders may be subject to further disciplinary action, including but not limited to having their Centre membership revoked and being banned from participating in any future Centre meetings or other activities. Anyone who wishes to report a violation of this policy is asked to speak confidentially to the

meeting organiser, the Chief Operating Officer or the Centre Director who will then determine the most appropriate course(s) of action.

4.4 Guidelines

The Centre encourages Centre Members to undertake their responsibilities by being concerned about the impact that their actions have on other people.

We would like all Centre People to take active responsibility for respecting and protecting their own rights where they feel safe to do so and to get help and support from the Centre or their University when they don't feel safe to stand up against poor behaviour.

In seeking to resolve any workplace issue arising as a result of action or behaviour inconsistent with our obligations and/or requirements as a public sector agency or employee, you should refer to Section 7 of this document - 'Dealing with Difficult Situations and Grievances'.

5. Respect, Equality and Inclusion

5.1 Requirements

All Centre Members are required to:

- abide by the standards of behaviour outlined in this Policy and avoid engaging in any behaviour that is deemed inappropriate under this Policy
- treat everyone with courtesy, dignity and respect.

5.2 Definitions

“Inappropriate behaviours” under this Policy includes any behaviour that is inconsistent with the Values.

“Inappropriate behaviours” also include behaviour that amounts to any of the following:

- i. unlawful discrimination -excluding or treating some less favourably than another person or group because of a personal characteristic or attribute protected by law.
- ii. harassment - discriminatory behaviour that involves behaviours that treat someone less favourably because of an individual specific attributes such as gender or membership of a minority group. Note where this is repeated behaviour, this can also amount to bullying.
- iii. sexual harassment - unwelcome conduct of a sexual nature. It involves behaviour that could reasonably be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, verbal or written.
- iv. bullying - when an individual or group repeatedly behaves unreasonably towards a worker or group of workers, that creates a risk to health and safety.
- v. racial and religious vilification - any behaviour that encourages hatred, revulsion or ridicule by others, of a person or group of people, because of their race or religion.
- vi. victimisation - subjecting or threatening to subject someone to a ‘detriment’ because they have, are about to, or are believed to have asserted their rights under this Code of Conduct or otherwise in accordance with the law.

5.3 Guidelines

If you feel you are being or are concerned that another person at the Centre is being subjected to behaviour that is inappropriate, you should refer to Section 7 of this document - ‘Dealing with Difficult Situations and Grievances’.

6. Social Media

The Centre acknowledges that social media tools can enhance student and community engagement and encourages staff and students to use these tools to connect in positive, respectful ways with networks within, and external, to the Centre.

6.1 Requirements

Centre Members are personally responsible for all content they publish or share on social media and are expected to use social media with care when doing so in:

- the course of their work or studies; or,
- their personal capacity where they or anyone whose identity or image they include can be identified as a Centre Member.

6.2 Acceptable Use

Acceptable use of social media is use that:

- is polite and respectful
- complies with the laws of Australia (for example, laws on defamation, suppression orders, privacy, intellectual property and copyright, which includes unauthorised use of the Centre's or another institution's logo);
- maintains confidentiality in respect of Centre information, including personal and commercially sensitive information;
- wherever possible, ensures content is accurate and not misleading;
- is mindful of the impact on the Centre's reputation and interests;
- maintains appropriate, respectful boundaries; and,
- adheres to the terms of use of the relevant social media provider.

6.3 Unacceptable Use

Unacceptable use of social media is use that:

- is belligerent or antagonistic;
- includes the unauthorised usage of another person's image;
- is unlawful, discriminates, harasses, bullies, vilifies, victimises, acts or threatens to act violently;
- creates a risk to the health and safety of any person;
- uses the Centre's name, logo or brand in the account name or profile without approval from the Chief Operating Officer;
- provides comment that appears to speak on behalf of the Centre without authority;
- includes content, or links to content, that is sexually explicit or pornographic;
- identifies any individual(s) connected with the Centre or any other University in connection with any matter that a reasonable person may consider degrading, embarrassing or threatening; and,
- uses Centre resources for the solicitation of commerce.

Centre Members should be aware that certain behaviour is inappropriate, including (but not limited to):

- bullying, or inciting bullying, social media
- publishing confidential Centre information without permission or consent; and/or,
- sending explicit or intrusive content.

6.4 Guidelines

When using social media in a personal capacity, staff and students should:

- use good judgement and common sense in considering what to post or share;
- act in accordance with the Centre Values; and
- consider how their online behaviour reflects on the Centre.

6.5 If you are concerned about someone's posts

Clearly ask for it to stop and keep a record of your request. If the behaviour doesn't stop, do not engage further. Things you can do in these instances are:

- Report concerning online behaviour;
- Block unwanted messages and posts on social media sites;
- Delete or block the person who is behaving this way;
- Keep evidence of the behaviour (save texts or emails, and/or take screenshots of social media sites); and
- Get help and support.

If you feel you, or another person at the Centre, are being subjected to behaviour that is inappropriate, you should refer to Section 7 of this document - 'Dealing with Difficult Situations and Grievances'. Other options for you to consider include:

- Speak to your direct supervisor
- Seek support from your institution's HR department.

Your university policies and expectations also apply on social media. For staff and students at the University of Melbourne, these include:

- [Staff Appropriate Workplace Behaviour Policy](#)
- [Student Conduct Policy](#)

Some online behaviours are also criminal offences, so it can be useful to keep records and ask for help.

Part B

7. Dealing with Difficult Situations and Grievances

7.1 The Centre's Policy

From time to time, the Centre's Members at any level may have issues or concerns about their working environment or working relationships that they wish to raise and have addressed. The Centre encourages its Members to make an effort to resolve behavioural or interpersonal issues before they escalate into serious problems. The Code of Conduct is designed to maximise opportunities for you to engage powerfully in decisions about how you would like to manage such issues as they arise. If you have doubts about whether an issue you would like to address is covered by this Policy, then you are encouraged to discuss it with your node manager, line manager the Chief Operating Officer or the Centre Director.

All Centre Members are entitled to escalate an issue to be resolved via the Formal Grievance procedures that are provided by the employer of the Centre Member whose behaviours have caused offence or are of concern.

7.2 Requirements

All of the Centre's Members are required to familiarise themselves with this Policy and Guidelines and are encouraged, as a first step, to initiate self-help remedies. This is further outlined in Option 1 (Informal Resolution). It is the Centre's objective that engaging in responsible and professional behaviour and action in the workplace:

- is consistent with all of the Centre Values
- will contribute to building a safe and welcoming workplace environment
- will minimise the need for formal grievance management and process.

7.3 Guidelines

The Centre encourages you to engage in regular professional conversations about the Centre Values and the behaviours that may support or undermine these. Giving and receiving feedback is an important aspect of regular communication about the Values. It is your responsibility as a Centre Member to make reasonable efforts to engage in regular conversations with other Centre Members and, where appropriate and you feel safe to do so, to behave in a respectful and assertive way when you consider that someone is behaving inappropriately. This responsibility extends to situations where you may feel that another Centre Member is being subjected to behaviour that is inappropriate.

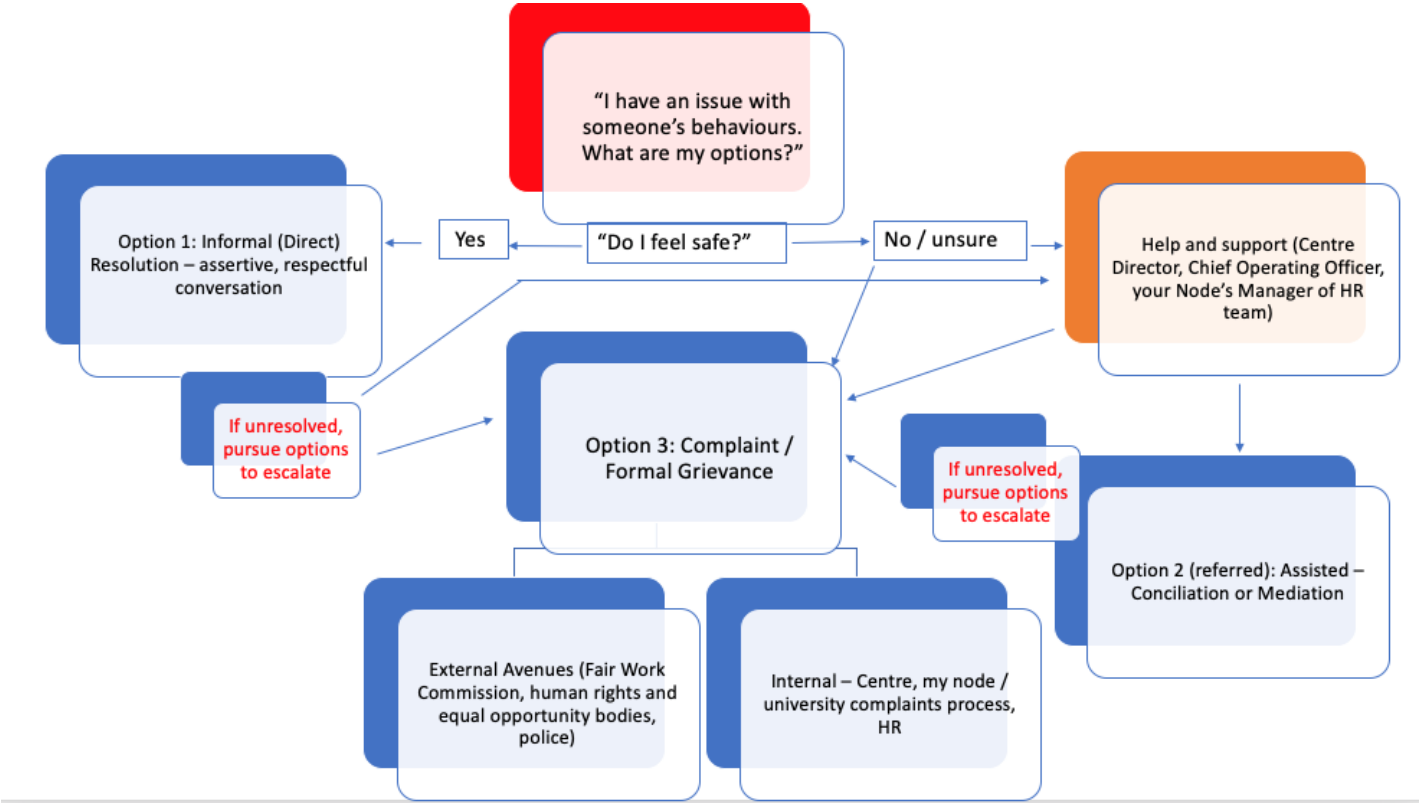
If you have been subjected to or have witnessed behaviour that is offensive or unacceptable at the Centre, then it is important that you consider first whether it is appropriate and safe to handle the situation yourself through the use of assertive communication. For these purposes, there are a variety of tools and suggestions outlined below under "Option 1".

There are three options outlined in this Policy and Guidelines that are designed to assist you to resolve issues informally, where appropriate:

1. Informal (Direct) Resolution
2. Assisted Conciliation or Mediation
3. Complaints and Formal Grievance Processes.

Should you choose to engage in any of these options, the Centre Director and/or the Chief Operating Officer will be able to assist and support you.

Options map



Note: If your concern involves an Executive Committee member's behaviours

There are five recommended options.

- Option 1: You may raise your concern with the Centre Director and/or the Chief Operating Officer, who will treat your concern confidentially and may be able to provide informal guidance and support.
- Option 2 (if your concern is about the Centre Director and/or Chief Operating Officer): you may raise your concern with the University of Melbourne's Head of School of Physics or its Faculty of Science Dean or HR Manager.
- Option 3: You may raise your issue or concern with your node manager or line manager.
- Option 4: You may raise your concern or complaint directly with and/or escalate it to your university's or node's complaints handling officer(s) and or processes.
- Option 5: You may pursue at any time the External Grievances Process outlined below.

Option 1 – Informal (Direct) Resolution

Where a workplace issue has arisen, and you believe it is safe and appropriate to do so, you should attempt to resolve the situation directly with the individual, for example by asking them to cease the particular behaviour. If you feel it is appropriate to do so, you may also speak with your node or line manager or the Chief Operating Officer about any concerns you have in relation to another person's behaviour.

You may at any time raise the matter with the Centre Director and/or Chief Operating Officer who will be able to assist you to determine the best approach to resolving the matter directly, or if you have any doubts or concerns about whether it is safe and appropriate to attempt to do so.

If you choose to engage in a discussion to resolve the matter yourself, you should remember that it is important to enact the Centre's Values while you are asserting your rights or protecting another person's rights.

If you are unable to resolve an issue yourself, then it is important that you keep a detailed note of the behaviour you have witnessed or been subjected to, and if you decide to report it, then this should be done as soon as possible after the event/conduct in question.

Professional, Assertive Communication

To communicate professionally with someone whose behaviour is causing you offence, it can be helpful to utilise some basic assertive communication tools and practices that can help to diffuse difficult situations.

Assertiveness requires that you be direct, honest, appropriate in your thoughts, needs and rights, and convey a clear message.² When approaching someone about behaviour you would like to see changed, you should use *factual descriptions* of what they have done that has upset you, rather than labels or judgements. The same applies if describing the effects of their behaviour. It is important not to exaggerate, label or judge; just describe.

Often it will be possible to manage less serious issues through making simple, assertive statements. In these instances, it can be helpful to use "**I Messages**". Simply put, if you start a sentence with "**You**", it can appear to the other person as more of a judgement or attack and can put people on the defensive. If you start with "**I**", the focus is more on how you are feeling and how you are affected by their behaviour.

If you feel that a request is being made of you that is unreasonable or will interfere with you fulfilling your existing work commitments, then don't be afraid to say "no" politely when you feel it necessary or appropriate. Saying "no" or "I don't like that" in a polite way when it is appropriate to do so is also an important element of being assertive and can prevent more serious problems arising in the future.

What if this Doesn't Resolve the Issue?

If your attempt to resolve the issue informally has not been successful, you may consider exploring Option 2. In some situations, such as where a person's offensive or inappropriate behaviour escalates after you've engaged in an assertive conversation, it may also be appropriate to consider entering into the Formal Grievance Process. If you have any doubts or concerns, then you should speak with the Centre Director, Chief Operating Officer, your Node Manager or an HR adviser at your university.

² D.Cawood, *Assertiveness for managers: Learning effective skills for managing people*. Third ed. (Vancouver, British Columbia: International Self-Counsel Press, 1992) 8.

Option 2 – Assisted Resolution: Conciliation or Mediation

The Centre will support Centre Members wherever appropriate to resolve workplace issues with the assistance of a facilitator who is independent of the issue being resolved. A facilitator may be internal or external to the organisation.

Should you wish to explore what would be required to engage in Option 2, then you should start by talking to your node or line manager or the Chief Operating Officer. They will be able to provide you with further information, advise you on whether Option 2 is appropriate for the situation you're dealing with and if it is appropriate, co-ordinate the process for you.

What if this Doesn't Resolve the Issue?

The Centre recognises that there are some situations in which an assisted conciliation or mediation might not resolve an issue between Centre Members. This may arise where one or both of the parties to the assisted process fail to enact the outcomes or actions that they have agreed to. Sometimes issues that re-surface after an informal resolution process, can be dealt with through assertive, professional conversations that remind Centre Members of their commitments, or through a performance management process. Should you consider for any reason that the issue has not been resolved successfully through conciliation or mediation, you should first speak to the Chief Operating Officer or Centre Director.

You are reminded that at any stage you may also choose to escalate the issue into the Formal Grievance Process.

Option 3: Complaints and Formal Grievance Process

Internal Complaints

From time to time, a Centre Member who is aggrieved by another Centre Member's behaviour may wish to lodge a formal complaint. Formal complaints should be handled under your node's complaints handling procedures.

If an aggrieved Centre Member seeks to move forward with lodging a formal complaint, they may also seek advice and support from the Centre's Director and/or Chief Operating Officer, who will refer the aggrieved Centre Member to the relevant HR department at the Centre node university or partner organisation. All further action will be handled in accordance with the relevant university or organisation's policy.

The Centre's Director and/or Chief Operating Officer's roles include providing support in seeking professional assistance and or counselling as required and to assist the complainant in accessing the correct HR policy at any of the Centre node or partner universities or organisations as required.

External Grievance Processes

At any stage, if you prefer to seek external redress for any issue at work, it is your right to:

- In the case where a criminal offence may have occurred, contact the police. In an emergency, call 000.
- lodge a complaint with the Victorian Equal Opportunity and Human Rights Commission or the Australian Human Rights Commission in cases of discrimination, sexual harassment and racial or religious vilification:

www.humanrightscommission.vic.gov.au/

<http://www.humanrights.gov.au/>

- lodge an application with Fair Work Commission or the Fair Work Ombudsman about any breach of the general protections provisions of the *Fair Work Act 2009* or in respect of a bullying complaint:

www.fwc.gov.au/

www.fairwork.gov.au/

7.4 Additional student support

If you are a student at the Centre, then you also have additional support options available to you through your respective nodes. The following list of links may be helpful to you.

Australian National University

- Student Complaint Resolution: <https://www.anu.edu.au/students/contacts/student-complaint-resolution>
- Australian National University Students' Association: <https://anusa.com.au/>
- Academic Support and Student Advocacy Services: <https://www.anu.edu.au/students/health-safety-wellbeing/violence-sexual-assault-support/anu-community-support-services-0>
- Student Counselling Service: <https://www.anu.edu.au/students/health-safety-wellbeing/counselling>

Swinburne University

- Student Complaints and Feedback: <https://www.swinburne.edu.au/corporate/feedback/>
- Equity and Diversity site: <https://www.swinburne.edu.au/about/strategy-initiatives/safety-equity/equity-diversity/>
- Independent Advocacy for Students: <https://www.swinburne.edu.au/life-at-swinburne/student-support-services/independent-advocacy-for-students/>
- Student counselling: <https://www.swinburne.edu.au/life-at-swinburne/student-support-services/health-wellbeing/services/>

The University of Adelaide

- Student Advocacy Services: <https://www.aau.org.au/services/student-care/advocacy/>
- Student Grievance Resolution process: <https://www.adelaide.edu.au/student/grievance/>
- Student Grievance Advisors: <https://www.adelaide.edu.au/student/grievance/student-grievance-advisors>
- Student Life Counselling Support: <https://www.adelaide.edu.au/counselling/>

The University of Melbourne

- The Safer Community Program: <https://safercommunity.unimelb.edu.au/>
- Stop 1: **13 MELB (13 6352)**
- UMSU – Student Advocacy: <https://umsu.unimelb.edu.au/support/advocacy/>
- Counselling and Psychological Services: <https://services.unimelb.edu.au/counsel/home>

The University of Sydney

- Student Complaints: <https://www.sydney.edu.au/students/complaints.html>
- Report Wrongdoing: <https://www.sydney.edu.au/about-us/governance-and-structure/report-wrongdoing.html>
- Student Representation: <https://www.sydney.edu.au/students/student-representation.html>

- Counselling and Mental Health Support: <https://www.sydney.edu.au/students/counselling-and-mental-health-support.html>

The University of Western Australia

- Student Complaints: <https://www.web.uwa.edu.au/university/complaints/students>
- University Charter of Student Rights and Responsibilities: <https://www.student.uwa.edu.au/experience/charter>
- Counselling and Psychological Services: <https://www.uwa.edu.au/students/need-help/counselling-and-psychological-services>