

Terms of Reference

Sexual Assault and Harassment
Working Group

University of Melbourne Student Union Inc

1. PURPOSE OF THE COMMITTEE

The principle purpose of this committee is to give UMSU Student Representative Departments a forum to discuss and address issues of sexual assault and harassment at the University and within UMSU.

2. CONDUCT AND DUTIES OF THE COMMITTEE

- (a) The duties of the committee are as follows:
 - (i) To develop whole of union campaigns that push the University of Melbourne to develop:
 - (A) better primary prevention education programs;
 - (B) better support services for survivors;
 - (C) disciplinary processes that hold perpetrators to account;
 - (ii) To make recommendations to Students' Council regarding UMSU policy and regulations concerning sexual assault and harassment, including but not limited to;
 - (A) clubs and societies procedures and the implementation of prevention strategies within UMSU affiliated clubs;
 - (B) operations of UMSU events;
 - (C) training and induction for UMSU Officers;
 - (D) Reporting procedures for UMSU Officers and staff (where relevant) in the event of disclosure;
 - (iii) To develop best practice primary prevention and responses to sexual assault and harassment at the University of Melbourne.
- (b) At all times, Committee members must:
 - (i) carry out their duties with reasonable care and diligence;
 - (ii) act in good faith;
 - (iii) maintain confidentiality on all matters discussed.

3. DELEGATION TO THE COMMITTEE

- (a) The Students' Council is responsible for the implementation of regulations and policy within UMSU.
- (b) A report and/or any recommendations from the Committee will be made to the next meeting of Students' Council after each meeting of the Committee.
 - (i) Recommendations will be required to be ratified by the Students' Council to take effect.

4. COMPOSITION OF THE COMMITTEE

- (a) The Committee will comprise the following individuals:
- (i) One student representative from the following UMSU Departments:
 - (A) Activities Department;
 - (B) Clubs and Societies Department;
 - (C) Creative Arts Department
 - (D) Disabilities Department;
 - (E) Media Department
 - (F) Indigenous Department;
 - (G) People of Colour Department;
 - (H) Queer Department;
 - (I) Welfare Department;
 - (J) Women's Department;
 - (K) Southbank Campus;
 - (L) Burnley Campus;
 - (M) An UMSU International Office Bearer, nominated by the UMSU International President;
 - (ii) Three Voting Council Representatives, appointed by resolution of the Students' Council.
 - (iii) The UMSU Sexual Harm and Response Coordinator as a non-voting Support Officer.
- (b) The Chair of the Committee will be the Women's Officer that sits on the University of Melbourne's RESPECT Taskforce.
- (i) This does not preclude the Women's Department from having a different Officer sit as a Voting Member of the Committee.

5. MEETINGS

- (a) The committee will meet once a month outside of an academic semester, and once every two weeks during.
- (i) A meeting schedule will be set and circulated at the beginning of each academic semester.
 - (ii) Notice of a meeting will be given in writing at least one week before a meeting.
 - (iii) Agenda items for the meeting will be circulated in writing at least two days before a meeting.

- (b) Unless otherwise covered in these terms, the UMSU Standing Orders will be seen as suffice to regulate conduct within committee meetings.

6. DECISIONS OF THE COMMITTEE

- (a) Resolutions of the committee may be passed by a majority vote of the representatives on the committee.
- (b) All decisions of the committee will require ratification from the Students' Council.
 - (i) A written report by the chair will be submitted to Students' Council after each meeting containing any recommendations.

7. SUPPORT OFFICER

- (a) The primary role of the Support Officer is to provide support and advice to the Committee, as well as to act as the secretariat of the committee.
- (b) Support Officers may propose, but not vote on Committee resolutions.