



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

**TERMS OF REFERENCE:**

**VICE CHANCELLOR'S ADVISORY COMMITTEE FOR ADDRESSING SEXUAL ASSAULT AND  
SEXUAL HARASSMENT ON CAMPUS**

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**Purpose:** This document outlines the terms of reference for the Vice Chancellor's Advisory Committee on addressing sexual assault and harassment on Campus, established by the Vice Chancellor in accordance with section 20.2(xi) of the University Statutes.

**Responsible Executive:** VC Chief of Staff

**Responsible Office:** Vice Chancellery

**Contact Officer:** Chief of Staff

**Effective Date:** 6 October 2017

**Review Date:** 31 December 2017

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## 1 INTRODUCTION

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- 1.1 The University of Notre Dame Australia is a Catholic university that strives to faithfully follow the example of Jesus Christ in all aspects of its communal life, including, the provision of an excellent standard of pastoral care for its students.
- 1.2 Throughout 2016 and 2017, Notre Dame joined together with all other members of Universities Australia, to undertake the Respect. Now. Always. Initiative. The objective of the initiative was to take steps to prevent and address sexual assault and sexual harassment by raising awareness and improving the visibility of student support services. The cornerstone of the RNA Initiative was the completion of a comprehensive national prevalence survey on university student experience of sexual assault and sexual harassment. It was conducted by the Australian Human Rights Commission (AHRC) with assistance from Roy Morgan Research. The results of the Survey, both at an institutional level and national level were released on 1 August 2017.
- 1.3 Prior to the release of the Report, Notre Dame had undertaken significant work to prevent sexual assault and harassment on campus, with an understanding that further work would be assisted by the findings of the National and Institutional Reports. The National Report contained 9 recommendations, all accepted by Notre Dame. The first of these recommendations is the establishment of an Advisory Board with responsibility for guiding the implementation of the AHRC recommendations.
- 1.4 The Vice Chancellor's Advisory Committee for Addressing Sexual Assault and Harassment on Campus is established by the Vice Chancellor in accordance with section 20.2(xi) of the University Statutes and will assist the Vice Chancellor in the ongoing implementation of the AHRC recommendations.

## 2 TERMS OF REFERENCE

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- 2.1 The role of the Committee is to:
  - (a) Provide advice and assistance to the University in the finalisation of the University's Action Plan to implement the recommendations of the AHRC;
  - (b) Guide the implementation of the Action Plan;
  - (c) Provide a forum for students and staff to raise concerns and/or provide input into the manner in which the University is addressing the recommendations;
  - (d) Assist in monitoring and reviewing the performance of the University in relation to the implementation of the Action Plan; and
  - (e) Provide six monthly reports to the Vice Chancellor on the outcomes.
- 2.2 This Terms of Reference must be read in conjunction with any relevant regulations, policies and procedures of the University.

### 3 COMMITTEE MEMBERSHIP

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3.1 The Committee shall comprise up to 12 members (not including the Chair and Executive Officer), appointed by the Vice Chancellor, including no less than the following:

Students	2
General Staff (from student service offices)	2
Academic Staff	2
Health Professional	1

3.2 At least one member shall simultaneously be a member of the Vice Chancellor's Committee for CommUNITY and Inclusion.

3.3 All appointments (excluding the Chair) shall be made for a term of 18 months in the first instance. Terms may be extended for a period of 12 months up to a maximum of 3 years in total.

3.4 The Vice Chancellor shall appoint a Chair and an Executive Officer.

### 4 COMMITTEE MEETINGS

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4.1 The Committee will meet four times per year and at such other times as determined by the Vice Chancellor or Chair.

4.2 The Executive Officer to the Committee will ensure that an agenda and associated papers are distributed at such time so that members have at least one week prior to the meeting to consider the papers.

4.3 If less than one half of the Committee members are present at any meeting, the meeting will be rescheduled.

4.4 If the Chair is unavailable at a particular meeting then the role may be filled by another member of the Committee nominated by the Vice Chancellor.

### 5 ACCOUNTABILITY AND REPORTING

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5.1 The Committee will report to the Vice Chancellor.

### 6 DELEGATION OF POWERS

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6.1 For avoidance of doubt, the Committee does not have any decision-making powers unless such powers are specifically delegated to it in writing by the Vice Chancellor in accordance with the University Statutes.