

Governance Services maintains the University Policies database—a searchable database of all of the University's policies. This update provides information about changes to the University Policies database during the period of March 2010 — May 2010.

The policies database is available at the web address <http://www.ecu.edu.au/GPPS/policies/>.

UNIVERSITY STATUTES and UNIVERSITY RULES

University Statute 17, ECU Foundation, and ECU Foundation Rules

The revised [University Statute 17, ECU Foundation](#), is the result of a full review of the arrangements to support the ECU Foundation. The Statute has been substantially re-drafted, and now better reflects the contemporary needs of the University and the ECU Foundation.

At the same time as it approved the revised Statute, Council approved a revised set of Rules. These are the [ECU Foundation Rules](#).

The revised [University Statute 17, ECU Foundation](#), came into effect as of 18 May 2010 and the [ECU Foundation Rules](#) came into effect as of 2 June 2010.

All current University Statutes and the date of their last amendment are available at the following web address: http://www.ecu.edu.au/GPPS/governance_services/uni_statutes.html

All current University Rules and the date of their last amendment are available at the following web address: www.ecu.edu.au/GPPS/governance_services/uni_rules.html

NEW UNIVERSITY POLICIES

- Course and Unit Approval Policy
- Ergonomics
- Media Policy
- University Premises Leases/Licenses

UPDATED UNIVERSITY POLICIES

APPROVED BY COUNCIL

- Asset Management - Recording, Tracking and Disposal

UPDATED UNIVERSITY POLICIES

APPROVED BY THE VICE-CHANCELLOR

- Tea Fund
- Mail
- University Sporting Clubs
- Multifaith Chaplaincy Service
- Employee Assistance Program
- Noise Management Policy
- Hazardous Substances
- Manual Handling
- Vision Screening for Users of Screen Based Equipment (SBE) also known as Visual Display Units (VDU)
- Workers Compensation and Injury Management
- ECU Qualifications Framework
- Student Fee Sponsorship
- Environment (Resource Conservation): IT and Copying Hardware

UPDATED UNIVERSITY POLICIES

APPROVED BY THE POLICY OWNER

- Environment Policy
- Facilities Hire
- English Standards Policy
- Student Complaints
- Functions on Campus
- Quality Reviews Policy
- Course and Unit Approval Policy

RESCINDED POLICIES

- Flexible Delivery Policy
- Course and Unit Approval and Review Policy
- Leave- Sporting
- Leave - Local Government Business

NEW UNIVERSITY POLICIES

Course and Unit Approval Policy [ac086]

The intent of this policy is to provide a framework for the development, approval and maintenance of all courses and units at ECU.

[\[POLICY JUMP TO \]](#)

Ergonomics [hr173]

To identify the responsible parties in maintaining correct Ergonomics in the Workplace in accordance with the various University Guidelines for Computer Use.

[\[POLICY JUMP TO \]](#)

Media Policy [ad078]

This policy outlines the responsibilities of ECU staff and Council members when engaging with the media, and is intended to ensure that media interaction is effectively handled and constructive.

[\[POLICY JUMP TO \]](#)

University Premises Leases/Licenses [fs038]

The purpose of this policy is to provide guidelines on the process for committing Edith Cowan University (the University) to Lease or License of premises either in the capacity of a Lessee/Lessor or Licensee/Licensor.

[\[POLICY JUMP TO \]](#)

UNIVERSITY POLICY UPDATES

APPROVED BY COUNCIL

Asset Management – Recording, Tracking and Disposal [ad053]

This policy prescribes the recording, tracking and disposal requirements for all University Assets.

[\[POLICY JUMP TO \]](#)

APPROVED BY THE VICE-CHANCELLOR

Tea Fund [fs008]

To inform staff of the provision of a University Tea Fund

whereby staff members may contribute a specified amount and in return use the amenities available in campus staff rooms.

[\[POLICY JUMP TO \]](#)

Mail [fs001]

The purpose of this policy is to:

- ensure that mail received by the University reaches the appropriate staff member in an efficient and systematic manner;
- ensure that outgoing mail is processed by the University's mailroom in an efficient and systematic manner, and
- ensure that the privacy of staff is preserved.

[\[POLICY JUMP TO \]](#)

University Sporting Clubs [fs025]

This document prescribes the University's policy on sporting clubs within the University.

[\[POLICY JUMP TO \]](#)

Multi Faith Chaplaincy [ci004]

This policy is intended to provide clarity and consistency with regard to the development, delivery, human resource management, administration and general management of the ECU Multifaith Chaplaincy Service.

[\[POLICY JUMP TO \]](#)

Employee Assistance Program [hr099]

The provision of an Employee Assistance Program plays an integral part in meeting the University's objective of providing staff with a satisfying, safe and healthy working environment.

[\[POLICY JUMP TO \]](#)

Noise Management Policy [hr102]

This Policy has been designed to assist the University in providing a working environment as safe as reasonably practicable for University employees, contractors, sub-contractors, their employees and students for the management of noise at the workplace.

[\[POLICY JUMP TO \]](#)

Hazardous Substances [hr116]

To establish a framework for the safe management and use of hazardous substances used in University workplaces.

[\[POLICY JUMP TO \]](#)

Manual Handling [hr100]

The University will so far as is practicable ensure its employees are not exposed to workplace hazards that have the potential to cause manual handling injuries.

[\[POLICY JUMP TO \]](#)

Environment Management of Information Technology [fs033]

This document outlines the University's policy in relation to management of energy and paper consumption with respect to the Information Technology environment.

[\[POLICY JUMP TO \]](#)

Vision Screening for Users of Screen Based Equipment (SBE) also known as Visual Display Units (VDU) [hr090]

This Policy aims to:

- To reduce as far as is reasonably practicable the risk of exposure to hazards at the workplace.
- To provide guidelines (Appendix No 1) to all University employees who wish to volunteer to undertake vision screening and make an application for a subsidy.
- To place a responsibility on supervisors and employees to ensure compliance with the Policy requirements and to report the onset of difficulties, pain or discomfort as soon as possible to their immediate supervisor and the Occupational Safety & Health Office.

[\[POLICY JUMP TO \]](#)

Workers Compensation and Injury Management [hr098]

Edith Cowan University is committed to assisting injured employees to return to work as soon as medically appropriate and will adhere to the requirements of the Workers Compensation and Injury Management Act 1981 in the event of a work related injury or illness.

[\[POLICY JUMP TO \]](#)

ECU Qualifications Framework [ac057]

To define the awards offered by ECU, within and outside the Australian Qualifications Framework (AQF). These awards include Higher Education and Vocational Education & Training Awards.

[\[POLICY JUMP TO \]](#)

Student Fee Sponsorship [ad057]

This policy provides a framework to guide the administration of all centrally and Faculty/Centre funded tuition fee sponsorships.

[\[POLICY JUMP TO \]](#)

APPROVED BY THE POLICY OWNERS

Environment Policy [fs034]

[\[POLICY JUMP TO \]](#)

Facilities Hire [fs015]

[\[POLICY JUMP TO \]](#)

English Standards Policy [ac062]

[\[POLICY JUMP TO \]](#)

Student Complaints [sa004]

[\[POLICY JUMP TO \]](#)

Functions on Campus [fs036]

[\[POLICY JUMP TO \]](#)

Quality Reviews Policy [ad073]

[\[POLICY JUMP TO \]](#)

FURTHER INFORMATION

POLICIES AND THEIR DEVELOPMENT

Policy Framework Policy [ad063]

This policy provides a framework for the development and maintenance of University policies and is intended to increase consistency and transparency in decision-making across the University.

[\[POLICY JUMP TO \]](#)

Policy Template

All new and reviewed policies should be in the format of this approved Policy Template.

[\[POLICY TEMPLATE JUMP TO \]](#)

Policy Guidelines

These guidelines will provide you with additional information about how to develop a policy

[\[POLICY GUIDELINES JUMP TO \]](#)

Policy Contacts

For useful contact information about policies at ECU.

[\[POLICY CONTACTS JUMP TO \]](#)