

The University Governance team maintains ECU's Legislation and Policy Directory. This update provides information about changes to legislation and policies during the period of January – March 2019. To access the Legislation & Policy Search Directory, please click this link: <http://policysearch.ecu.edu.au>.

UPDATED RULES

Council approved the amendments to the following Rules:

[Foundation Rules \(UR008\)](#)

These Rules are made pursuant to University Statute No. 17 Edith Cowan University Foundation.

UPDATED POLICIES

Council approved the amendments to the following policy:

[Remuneration of Council and Advisory Board Members \(PL283/hr176\)](#)

This policy outlines the principles and the process for making submissions to the Salaries and Allowances Tribunal on the remuneration payable to eligible members of the Council and of the Advisory Boards.

The **Vice-Chancellor** approved the amendments to the following policies:

[Information Security \(PL264/it047\)](#)

This policy defines the information security requirements for the protection of all information held by Edith Cowan University. Maintaining the Confidentiality, Integrity and Availability of any information that is stored and processed by the University or has originated from within the University's electronic and hard copy systems is a requirement of all Authorised Users of ECU information and record management keeping systems.

[Professional Development Fund \(PL290/hr182\)](#)

To inform eligible employees of the requirements and procedures regarding an application for funds through the Professional Development Fund.

The **Policy Owner** approved the amendments to the following policies:

[Mail \(PL104/fs001\)](#)

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;
- ensure that the privacy of staff is preserved; and
- ensure outgoing mail is collected and delivered to the Australia Post appointed contractor for processing.

[Timetabling and Room Allocation \(PL075/ad052\)](#)

The purpose of this policy is to articulate the University's general principles relating to academic timetabling to ensure that ECU can produce and publish the academic timetable in a timely, equitable and efficient way.

[Strategic Procurement \(PL260/ad093\)](#)

This policy establishes the framework for the consistent approach to the planning, Sourcing and management of the procurement of goods and services at the University.

[University Premises Leases or Licences \(PL126/fs038\)](#)

The purpose of this policy is to outline the process for committing Edith Cowan University (the University) to Lease or Licence premises either in the capacity of a Lessee/Lessor or Licencee/Licensor.

APPROVAL PROCESS

Policies are approved by either University Council or the Vice-Chancellor, depending on their scope and nature. University Council will approve high-level University policies where Council scrutiny is appropriate, consistent with the [Matters to be Reserved to Council](#).

Minor amendments to policy (i.e. those changes which are largely updates and which do not change the overall intent) may be approved by the Policy Owner. These changes may include updating telephone numbers, change in the name of a person (but effectively the same position), typographical and format changes (e.g. changes in numbering, changing to the new format).

More significant changes will require the policy to be formally amended and resubmitted through the original approval process (via Council or the Vice-Chancellor). Major changes include *amendments of substance to the policy for example, the deletion of parts of the policy, addition of new sections or other substantive changes in the policy*. The determination of whether something is substantive will rely on the expert judgment of the Policy Owner.

Obsolete Policy – A policy may become superseded or obsolete but has never been formally rescinded. If the policy has clearly been superseded by a subsequent policy, or legislation, that deals with substantially the same matters, the Policy Owner must forward a memorandum requesting the policy approver (Vice-Chancellor or Council) to approve the rescission of the policy. This should be done at the same time as seeking approval for the replacement policy (if there is a replacing policy). Where there is no clear superseding policy or legislation, the Policy Owner must determine whether a request to the Policy Approver for rescission is sufficient or, given the nature of the policy, the recommendation to rescind the policy should go through the usual policy development process.

Guidance on the appropriate level for the approval of policy is given in the [ECU Policy Framework \[PL086\]](#).

The University Governance team can provide you with assistance in determining the appropriate approval level.

POLICY DEVELOPMENT

Policy: [Policy Framework \[PL086\]](#)

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.

Template: [Policy](#)

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

Guidelines: [Policy Guidelines](#)

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

Template: [Approval Memo – New or Updated](#)

This memo is a template for seeking approval to a new or updated policy.

Template: [Approval Memo – Rescission](#)

This memo is a template for seeking approval to rescind a policy.

POLICY TOOLKIT

The [Policy Toolkit](#) is a comprehensive guide to policy development. This document outlines the processes involved in developing, reviewing, amending and rescinding a policy. Included in the Toolkit are templates and guidelines in policy development.

LEGISLATION AND POLICY DIRECTORY USER GUIDE

The [Legislation and Policy Directory User Guide](#) provides information on the Legislation and Policy Directory Search, how to steps, search tips and ways of searching the Legislation and Policy Directory.

POLICY CONTACTS

For general enquiries on the Legislation and Policy Search Directory, please contact:

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[Policy Development FAQs](#)

[Legislation and Policy Directory User Guide](#)