The University Governance Unit maintains ECU's Legislation and Policy Directory.   This update provides information about changes to legislation and policies during the period of July 2018 - September 2018. To access the Legislation & Policy Search Directory, please click this link: http://policysearch.ecu.edu.au.

NEW POLICIES

*The following new policies were approved by the **Vice-Chancellor**:*

Curriculum Approval, Amendment and Accreditation [PL291/ac114]

This policy specifies the principles for the approval of new curriculum items and of changes to existing curriculum items and ensures that all Edith Cowan University (ECU) award courses are accredited in line with the Australian Qualifications Framework, the Higher Education Standards Framework (Threshold Standards) 2015 and other applicable legislative requirements, irrespective of the delivery location or mode of learning.

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.

UPDATED POLICIES

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

Timetabling and Room Allocation [PL269/ac102]

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.

Academic Leadership Roles [PL164/hr127]

To define the Academic Leadership roles at ECU and outline the key principles by which these roles are appointed, remunerated and managed.

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

Fraud and Misconduct Prevention and Management [PL205/rm006]

This policy seeks to:
• Protect the University's assets, interests and reputation;
• Ensure a fair and coordinated approach by the University in dealing with suspected acts of fraud, corruption and misconduct;
• Where appropriate, endeavour to safeguard the rights of individuals who are subject to the operation of this policy; and
• Ensure that the University meets its reporting obligations under section 28 of the Corruption, Crime and Misconduct Act (WA) 2003 and other relevant external agencies.

Vehicles – University and Private Vehicles Used for University Business [PL114/fs031]

To define responsibilities of Schools, Centres and staff allocated or operating University fleet vehicles and private vehicles on University business.

Research Performance Scheme Funding [PL237/ad081]
This policy outlines the principles for the use of funding awarded under the University's annual internal research performance scheme.

Entertainment and Catering Expenditure [PL247/ad087]
The purpose of this policy is to provide a consistent approach to expenditure relating to official hospitality, catering and entertainment across the University.

RESCINDED POLICIES

The Vice-Chancellor approved the rescission of the following policies:

Curriculum Approval [PL127/ac086]

Prospect Clearance [PL240/ad083]

Internalisation of the Curriculum at ECU [PL231/ad089]

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 Unit 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.
Please note this memo was updated 23 February 2018

Template: Approval Memo – Rescission
This memo is a template for seeking approval to rescind a policy.
Please note this memo was updated 23 February 2018

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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Legislation and Policy Directory User Guide