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 October – December 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**:*

Off-Campus Higher Degree by Research [PL292/ac115]
This policy outlines the requirements for enrolling a Higher Degree by Research candidate in an off-campus or external mode.

Laptop and Desktop Leasing [PL293/ad096]
This policy establishes the framework for the consistent approach to the planning, ordering, deployment, tracking, monitoring and retirement of laptops and desktops that are acquired through the leasing process.

Weighted Average Mark and Grade Point Average [PL294/ad097]
To define the method of calculation, publication and usage of Weighted Average Marks and Grade Point Averages.

UPDATED POLICIES

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

Acceptance of Gifts by ECU Staff [PL206/rm007]
The intent of the policy is to provide directions for ECU staff in the event they are offered Gifts by internal or external parties.

Parental Leave [PL188/hr156]
This Policy outlines the conditions and process for applying for Parental Leave. Leave entitlements are provided through the Enterprise Agreement and relevant legislation including the National Employment Standards (NES).

Consultancy and Secondary Employment [PL154/hr104]
This policy outlines the framework within which ECU employees are to undertake consulting work in the name of the University or, in a personal capacity, engage in secondary employment.

Parking and Traffic Management on Campus [PL107/fs013]
To outline the University's objectives and policies relating to the management of parking and traffic on campus.

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

Electrical Safety [PL113/fs029]
To support the University's goal of providing and maintaining, so far as is reasonably practicable, a safe and healthy work environment for anyone who may work with or use electrical plant, equipment and installations.

RESCINDED POLICIES

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

Internationalisation at ECU [PL226/ci006]

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