

The University Governance Unit maintains the University's Legislation and Policy Directory. This update provides information about changes to legislation and policies during the period of *January 2017 – March 2017*. To access the Legislation & Policy Search Directory, please click this link: <http://policysearch.ecu.edu.au>

Over the last few months the University Governance Unit within SGSC has been working with ITSC and RAMS on the Policies Database upgrade project. Due to the imminent de-commissioning of the web-01 server which hosted the Policies Database, a new Legislation and Policy Search Page has been created. The new search page is a more contemporary, streamlined and user-friendly tool which now encompasses all University policies and legislation (statutes, rules and by-laws).

The search page is now live and you can access it via this link: <http://policysearch.ecu.edu.au>. Attached to this Newsletter is the User Guide for the Legislation and Policy Search Directory.

## UPDATED UNIVERSITY LEGISLATION

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Nil.

## NEW POLICIES

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*The following is a new policy which was approved by the Vice-Chancellor:*

### [Remuneration and Reward](#) [PL272]

This policy outlines the remuneration and reward principles which enable ECU to attract, retain and reward employees for performance supporting the University in pursuing its strategic priorities as well as recognising personal excellence.

## UPDATED UNIVERSITY POLICIES

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*The following policies have been updated and approved by Academic Board:*

### [Admissions](#) [PL038]

This policy governs the requirements for admission into all courses at Edith Cowan University (ECU) and the pathways through which eligibility for course entry can be demonstrated.

### [Joint Doctor of Philosophy Programs](#) [PL251]

This policy sets out the criteria for approval and process to establish a joint PhD program between two institutions.

*The following policies have been updated and approved by the Policy Owner:*

### [Strategic Procurement](#) [PL260]

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.

## [Strategic Asset Management \[PL230\]](#)

The Strategic Asset Management Policy sets out the guiding principles for asset management at Edith Cowan University (ECU) to optimise value from the University's assets through effective planning and prioritisation and by minimising associated risk and cost.

## [University Services Charge \[PL243\]](#)

The purposes of the University Services Charge are to ensure that externally funded activities contribute to the Indirect Costs of supporting these initiatives and that the University complies with Competitive Neutrality principles.

## RESCINDED POLICIES

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*The following policies have been rescinded and approved by the **Vice-Chancellor**:*

### **Temporary Special Allowance [PL193]**

### **Application of Market Related Salary Loadings [PL165]**

### **Senior Staff Performance Payment Scheme (SSPPS) [PL169]**

## APPROVAL PROCESS

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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

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### [Policy Framework \[PL086/ad063\]](#)

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 Template](#)

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

### [Policy Guidelines](#)

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

### [Approval Memo](#)

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

## POLICY TOOLKIT

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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.

## POLICY CONTACTS

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

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