

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 May - August 2020. To access the Legislation & Policy Search Directory, please click this link: <http://policysearch.ecu.edu.au>.

Documentation including briefing papers, approval memos and emails to Council, the Vice-Chancellor and/or Policy Owners contain key information with a summary of the purpose for developing a new legislation/policy or amendments made to the existing legislation/policy. These documentation that relate to the Statute, Rules and Policies listed below are available in [HPE Content Manager](#) for your information.

If there are no documentation available in this [HPECM folder](#) on any of the items listed below, please contact either the Policy Owner or the Contact Person directly (contact details are listed on the Statute/Rules/policy document).

UPDATED POLICIES

Council approved the amendments to the following policy:

[Remuneration of Members of Council, Advisory Boards and Designated Council Members \(PL283/hr176\)](#)

This policy outlines the principles and the process for making submissions to the Salaries and Allowances Tribunal on Remuneration payable to eligible members of the Council and of the Advisory Boards, and for determining Remuneration payable to eligible members of Designated Council Committees who are not members of Council.

The Policy Owner approved the amendments to the following policies:

[Professional Development for Teaching Staff \(PL019/ac043\)](#)

To improve teaching capabilities at ECU by addressing the professional development needs of teaching staff through the design and delivery of targeted and contextualized professional development for teaching staff at all career phases

[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.

[ECU Project Management \(PL264/ad095\)](#)

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.

[ECU Flags \(PL068/gs039\)](#)

The purpose of this policy is to clarify arrangements for the display of the Australian National flag, State flag of Western Australia, Australian Aboriginal Flag, and other flags.

[Functions on Campus \(PL120/fs036\)](#)

To outline the requirements of formal functions on campus, how they will be managed and conducted, including the responsibilities of personnel involved with the organisation of the functions.

[Venue Hire \(PL108/fs015\)](#)

[Formerly titled Facilities Hire]

To outline the University's policy and objectives relating to the hire of venues.

[Official Edith Cowan University Portraits \(PL087/ad064\)](#)

The intent of this policy is to create consistency and guidelines for the commissioning, creation and ownership of all Chancellor and Vice-Chancellor portraits.

[Academic Staff Promotion \(PL162/hr124\)](#)

To establish an academic promotion system that is merit-based, equitable and recognises and rewards sustained achievement in alignment with the University's strategic priorities and relevant frameworks.

[Admissions \(PL038/ac065\)](#)

This policy articulates the principles for determining admission into all Courses at the University and the Pathways through which eligibility for Course entry can be demonstrated.

[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.

RESCINDED POLICY

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

Standard Operating Environment (PL198/it042)

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.

CONTACT US

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[Policy Development FAQs](#)

[Legislation and Policy Directory User Guide](#)