

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 April - August 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:

[Academic Misconduct Rules \(Students\) \(UR002\)](#)

These Rules are made under Statute 22 Student Conduct.

[General Misconduct Rules \(Students\) \(UR009\)](#)

These Rules are made under Statute No.22 Student Conduct.

[Admission, Enrolment and Academic Progress Rules \(UR004\)](#)

These Rules are made under Statute No.22 Student Conduct.

NEW POLICIES

Council approved the following new policy:

[Controlled Entities \(PL296/ad098\)](#)

The intent of this policy is to:

- (a) provide direction on the establishment, abolishment or change in control of any Controlled Entity; and
- (b) ensure that each Controlled Entity is managed appropriately and meets its stated objectives.

This policy is to be read in conjunction with the University's policy PL069 – Joint Arrangements.

The Vice-Chancellor approved the following new policy:

[Lecture Capture \(PL295/ac116\)](#)

This policy outlines the principles to be applied by the University, in relation to the recording of all undergraduate and postgraduate Lectures in technology-enabled dedicated teaching spaces. Lecture Capture complements in-person attendance by Students at Lectures and provides an additional learning resource for Students.

UPDATED POLICIES

Council approved the amendments to the following policies:

[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.

[Honorary Awards of the University \(PL004/ac009\)](#)

This policy prescribes the criteria, nomination and approval process for Honorary Awards and conferral of the title of Emeritus Professor.

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

[Alcohol and Other Drugs Management \(PL110/hr184\)](#)

Outline the principles guiding the University's management of alcohol and other drugs by workers, students, visitors and unpaid appointees.

[Code of Conduct \(PL159/hr117\)](#)

This Code of Conduct provides a framework for appropriate behaviour for all staff at Edith Cowan University. It is not intended to cover all issues that may arise, but rather to provide a framework within which staff can address ethical issues which may arise through the daily business of the University.

[Academic Integrity \(PL267/ac107\)](#)

This policy articulates the principles underpinning the University's commitment to academic integrity and sets out the framework for promoting and assuring academic integrity in all aspects of learning, teaching and research at the University.

[Responsible Research Conduct \(PL047/ac074\)](#)

The joint NHMRC/ARC/Universities Australia Australian code for the responsible conduct of research (Australian Government, 2018) ("the Code") is used by universities as the standard for the responsible conduct of research in Australia. It requires all institutions receiving funding from the ARC or the NHMRC to support the maintenance of high standards of research conduct consistent with the Code.

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

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.

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

[Conduct of Ethical Research and Teaching Involving Animals \(PL010/ac025\)](#)

This document outlines the policy and procedures for the ethical conduct of research and teaching involving animals at Edith Cowan University. It provides guidance for staff and students in considering the many ethical issues involved in the use of animals for research and teaching.

[ECU Technology Governance \(PL255/it046\)](#)

The purpose of the ECU Technology Governance Policy is to align investment decisions for Information Technology relating to any kind of technology including any hardware, equipment, software or contracts.

[Records Management \(PL057/ad022\)](#)

This policy will:

- facilitate the management of University records as a University asset and information resource in order to meet operational business needs.
- provide the framework for underlying procedures and guidelines on the record keeping roles and responsibilities of all employees in the University; and
- facilitate ECU's compliance with the requirements of the State Records Act 2000 (WA).

[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.

[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.

[Creation and Management of Contracts \(PL059/ad024\)](#)

To establish consistent management practices with respect to:

- The University entering into and managing Contracts and MoUs in a manner which facilitates University business, minimises risk, maximises opportunity and adds value;
- University staff understanding their responsibilities under a Contract; and
- Ensuring the obligations under a Contract are performed by relevant parties as intended.

[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.

[Facility Emergency Evacuation \(PL112/fs027\)](#)

This policy is to ensure that the University complies with the requirements of Australian Standard AS3745-2010 Planning for Emergencies in Facilities (the Standard) by having processes and procedures in place that, in the event of an emergency in a facility on campus provides for the safety of occupants of that facility and its visitors leading up to, and during an evacuation.

This policy also aims to achieve the University's goal in providing and maintaining, so far as is reasonably practicable, a safe and healthy work environment for its students, staff and visitors.

[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.

[Sustainability \(PL249/ad089\)](#)

This policy sets the strategic scope of Edith Cowan University's commitment to sustainability in the appropriate management of the organisation and its operations, the engagement of students and staff in principles and applications of sustainability and the engagement of and collaboration with the broader community.

[Software Asset \(PL267/it048\)](#)

The purpose of the ECU Software Asset Policy is to manage all Software Assets for maximum benefit to the University and ensuring the University is in compliance with Licence Agreements.

[Travel \(PL060/ad027\)](#)

This document outlines the University's policy in relation to all Authorised University Travel, and should be read in conjunction with the Travel Guidelines.

[Internal Loans \(PL082/ad059\)](#)

This policy provides principles for the approval and administration of Internal Loans.

[Strategic Asset Management \(PL230/ad079\)](#)

The Strategic Asset Management Policy sets out the guiding principles for asset management at Edith Cowan University (ECU), whilst adhering to applicable laws, legislation and regulations to optimise value from the

University's assets and driving continuous improvement through effective planning and prioritisation and by minimising associated risk and cost.

RESCINDED POLICIES

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

Research Centre and Institutes (PL007/ac020)

English Standards (PL035/ac062)

Workers Compensation and Injury Management (PL148/hr098)

For further details on the above policies, please contact either the Policy Owner or the Policy Contact Person listed on the policy document.

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:

Aisling Vennitti

University Governance Adviser
University Governance
Strategic & Governance Services Centre

T: 6304 2443

E: a.ging@ecu.edu.au

Rajes Shenton

University Governance Adviser
University Governance
Strategic & Governance Services Centre

T: 6304 2453

E: r.shenton@ecu.edu.au

Email: policy@ecu.edu.au

[Policy Development FAQs](#)

[Legislation and Policy Directory User Guide](#)