

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 April 2018 – June 2018.

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

UNIVERSITY RULES

The following Rules were updated and approved by Council:

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

These rules are made under Statute No 30 Admission, Enrolment and Academic Progress.

[Academic Board Rules \[UR001\]](#)

These Rules are made pursuant to Statute No. 24 - Academic Board.

NEW POLICIES

The following new policies have been approved by the Vice-Chancellor:

[Assessment \[PL281/ac112\]](#)

This policy sets out the principles to be applied to all assessment related activities for coursework units at ECU. The principles set out in this policy shall guide assessment irrespective of the location of delivery or mode of learning.

[Curriculum Design \[PL282/ac113\]](#)

This policy outlines the principles to be applied in the design of the University's coursework curriculum to support a distinctive whole-of-institution approach. The principles set out in this policy shall guide the development and renewal of the University's curriculum and form the basis for transparent approval and review processes irrespective of the location or mode of learning.

[Academic Workloads \[PL284/hr183\]](#)

To ensure the total workload allocated to an academic employee is fair and reasonable, and to provide details of processes to be followed where an academic employee seeks a review of their allocated workload.

[Leave \[PL287/hr179\]](#)

To assist and increase awareness of leave available to staff, and flexibility arrangements that may be applied.

[Unsatisfactory Performance – Academic Employees \[PL285/hr177\]](#)

The ECU Code of Conduct defines required employee behaviour and performance, and this policy details processes to be followed where it is claimed an academic employee's performance is unsatisfactory.

[Redundancy and Redeployment \[PL286/hr178\]](#)

This policy outlines the University's commitment to ensure Redundancy processes are consistent with the principles within the ECU Code of Conduct and obligations within the Industrial Instrument.

[Engagement of Casual Academic Employees \[PL288/hr180\]](#)

This policy sets out casual activities and details for engaging casual academic employees, in accordance with the conditions of employment set out in the University's Industrial Instrument.

[Consultation on Workplace Change \[PL289/hr181\]](#)

This policy outlines the University's commitment and obligation to consult with affected employees about major change that is likely to have a significant effect. Consultation also includes changes to regular roster or ordinary hours of work.

[Professional Development Fund](#)

[PL290/hr182]

To inform eligible employees of the requirements and procedures regarding an application for funds through the Professional Development Fund.

UPDATED POLICIES

*The amendments to the following policy was approved by **Council Executive**:*

[Third-Party Arrangements – Educational Partnerships](#) **[PL277/ac108]**

This policy relates to the delivery of ECU courses or programs whether in Australia or overseas, wholly or in part, in a delivery arrangement with a third-party education provider and sets out the requirements and responsibilities for ensuring compliance with relevant higher education legislation, standards and regulatory requirements.

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

[Tuition Unit and Incidental Fee Setting](#)

[PL085/ad062]

ECU will set unit fees annually and these will be approved by the Vice-Chancellor. Unit fees shall be compliant with relevant legislation and the ECU Fee Statute.

[Curriculum Evaluation and Review](#)

[PL245/ac094]

This policy informs staff and other persons responsible for the design and delivery of curriculum at ECU of the approaches and principles to be applied in the evaluation and review of all curriculum items.

[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](#).

[Flexible Working Hours](#) **[PL121/hr006]**

To assist and increase awareness of flexible working arrangements that may be applied, and to provide support and guidance to employees making such requests, and to line managers responsible for considering such requests.

[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.

[Recognising Aboriginal and Torres Strait Islander Peoples and Country](#) **[PL101/ci005]**

This policy provides guidance on culturally-appropriate recognition of Aboriginal and Torres Strait Islander peoples:

- at the commencement of significant ECU events, including the distinction between a Welcome to Country and an Acknowledgement of Country;
- at the commencement of semester; and
- in important ECU publications (official documents and webpages).

[Management of Misconduct and/or Serious Misconduct](#) **[PL186/hr153]**

(Previously Misconduct and Serious Misconduct – General Staff)

The ECU Code of Conduct defines required employee behaviour and this policy details the processes that are to be followed where alleged breaches of conduct occur.

[Probation All Employees](#) **[PL138/hr076]**

(Previously Probation – All Staff)

To outline the structure of a formal probation period. This includes the setting of objectives consistent with the University's behavioural expectations, the establishment and review of performance expectations during the probation period, and making decisions on the final probation outcome.

[University Credit Card](#) **[PL066/ad041]**

This document states the University's policy in relation to the use of the University Credit Card and outlines the internal control mechanism and rules of use.

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

[University Services Charge \[PL243/ad086\]](#)

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.

[ECU Excellence Framework \[PL248/ad088\]](#)

To outline the framework that governs ECU's approach to quality assurance, quality management and performance improvement.

[Academic Staff Performance Expectations and Outcomes \(ASPEO\) Framework \[PL238/hr175\]](#)

The ECU Academic Staff Performance Expectations and Outcomes (ASPEO) Framework provides Academic staff clarity on performance expectations in the core areas of academic work.

[Corporate Governance Statement \[PL056\]](#)

This document is intended to assist current and future members of Council, and executive management and senior staff of the University in carrying out their respective roles.

[ECU Access Control \[PL263/fs040\]](#)

The purpose of this policy is to ensure that access to internal and external areas of University premises are managed, allocated and secured in a controlled manner. The policy also seeks to inform staff of their responsibilities in regard to access matters.

[Contractors \[PL115/fs032\]](#)

This policy targets all contractors, sub-contractors and their employees who are engaged in work associated with the University's building structure, building fabric and building services.

[ECU Master Key Management \[PL118/fs035\]](#)

The purpose of this policy is to ensure that the University's internal and external master, sub master and service master keys are managed, allocated and secured in a controlled way and to inform staff of their responsibilities when issued with University master keys.

[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.

[Miscellaneous Room Bookings \[PL106/fs011\]](#)

To identify the different categories of room bookings available within the University and to define the policy requirements in respect of miscellaneous room bookings.

[ECU Flags \[PL068/fs039\]](#)

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 on the campuses of Edith Cowan University (ECU).

RESCINDED POLICIES

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

Curriculum Delivery and Assessment – refer to the new [Assessment \[PL281/ac112\]](#) policy.

Curriculum Planning and Development – refer to the new [Curriculum Design \[PL282/ac113\]](#) policy.

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: [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: [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 – 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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[Policy Development FAQs](#)

[Legislation and Policy Directory User Guide](#)