

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

***The supporting documentation that relate to the development of new Policies and/or amendments made to the Rules, Standing Orders 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 Rules/Standing Orders/Policy document).***

## UPDATED RULES and STANDING ORDERS

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Council approved the amendments to the following Rules and Standing Orders:

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

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

### [Council Standing Orders \(UR006\)](#)

These Standing Orders are created pursuant to the powers conferred upon Council under the Edith Cowan University Act 1984 ("The Act"), University Statute No. 4 – Rules ("Statute 4"), and University Statute No. 17 – Edith Cowan University Foundation ("Statute 17").

## UPDATED POLICIES

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

### [Health and Safety \(PL139\)](#)

This Policy outlines the scope, commitment and responsibilities of the University with respect to providing, maintaining and continuously improving, so far as is reasonably practicable, a safe and healthy working and learning environment for its workers, students and the community.

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

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

### [Curriculum Evaluation and Review \(PL245\)](#)

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.

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

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

The intent of this policy is to govern the circumstances in which travel is arranged and undertaken by University Travellers; and to ensure that the University is able to discharge its duty of care obligations to persons undertaking Authorised University Travel.

**[Management of Trade Credit and Receivables \(PL070\)](#)**

The Management of Trade Credit and Receivables Policy sets out the principles for managing the University's receivables and related credit exposures.

**[Cash and Cheque – Collection Handling and Banking \(PL235\)](#)**

This Policy identifies the cash collection, handling and banking arrangements at ECU.

**[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.

**[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 POLICY

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The **[Vice-Chancellor](#)** approved the rescission of the following policies:

Children in the Workplace (PL146)  
Employee Assistance Program (PL249)

## 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 team can provide you with assistance in determining the appropriate approval level.

## POLICY DEVELOPMENT

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**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

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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.

## LEGISLATION AND POLICY DIRECTORY USER GUIDE

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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](#)