

Policy Title: Policy Framework

Policy Owner: Council Secretary

Keywords: 1) Policies 2) Policy Owner 3) Policy Approval

Policy Code: PL086 (ad063)

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1. INTENT

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.

Edith Cowan University students and staff should be able to access a cohesive, relevant and easily managed group of policies which have broad University application. ECU policies will normally be accessible externally.

2. ORGANISATIONAL SCOPE

All staff responsible for the development and writing of ECU policies, and Policy Approvers.

3. DEFINITIONS

| TERM | DEFINITION |
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| “Guideline” means | a statement that provides guidance on how University policies will be implemented or applied. |
| “Policy” means | a concise, formal statement which prescribes how members of the University are to act in a particular area of its operation. Policies have University-wide application. All members of the University community are required to comply with ECU policies, and compliance may be audited. |
| “Policy Approver” means | The approving authority for the Policy (Council or the Vice-Chancellor). |
| “Policy Owner” means | usually a member of the Senior Leadership Team, or other senior officer, who has responsibility and accountability for the area of operation covered by the Policy and responsibility for ensuring the currency of the Policy. |
| “Procedure” means | a statement that outlines the established method for implementing a particular University Policy or process. Procedures are developed at an operational level and generally contain considerable detail which may |

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| | require regular updating. |
| “Senior Leadership Team” means | Vice-Chancellor, Deputy Vice-Chancellors, Vice-President (Corporate Services), Pro-Vice-Chancellors. |
| “University Community” means | All students, staff, Council members, and external Council Committee members. |

4. POLICY CONTENT

- 4.1 A Policy will normally only be approved where there is broad University application and where insufficient direction is provided by applicable legislation (including the *Edith Cowan University Act 1984* (the ECU Act), University Statutes, By-laws and Rules. A Policy will set out the expectations of how members of the University community are to act in particular areas of operation.
- 4.2 Policies will comply with all relevant legislation (including the ECU Act), University Statutes, Rules and By-laws and will be consistent with other University Policies.
- 4.3 All policies will follow the approved Policy template.

Approvals

- 4.4 Policies will be 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* and with the *ECU Framework for Instruments of Governance* which is attached to the Policy Guide. All other policies will be approved by the Vice-Chancellor.
- 4.5 A Policy may be supported by Guidelines which provide details on the operation of the Policy. Guidelines will normally be approved by the member of the Senior Leadership Team responsible for the area of Policy. A Council Committee or the Academic Board is also authorised to approve Guidelines.
- 4.6. Procedures, typically developed at the operational level, provide statements outlining the actions or steps to be undertaken to implement a University Policy or process. Procedures (which may be supported by forms and templates) will be approved by the individual responsible for the implementation of the process (normally at Head of School/Manager/Director level). Procedures may either be applicable to students and/or staff across the University, or be School/Centre specific.
- 4.7 Minor amendments to a Policy (i.e. those changes which are largely updates and which do not change overall intent) may be approved by the Policy Owner.

Policy Directory

- 4.8 The University will maintain a policies database in a form which is easily accessible to all members of the University community, as well as to the general public where appropriate.

Policy Review

- 4.9 As a minimum, the Policy Owner will undertake a review of the Policy:
- 4.9.1 three years after the date of approval or the latest date of amendment to the Policy; or
 - 4.9.2 whenever there is a significant relevant change of circumstances.
- 4.10 After review, the policy must be re-submitted through the Policy Approval process for approval if changes other than minor amendments (see 4.7) are required.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this Policy, accountabilities and responsibilities are as follows:

Policy Framework

The **Director Governance Services** has overall responsibility for the Policy Framework and its operation within ECU.

The **Director, Governance Services** will be responsible for the Policy Website including the online Policy Directory.

Policy Owners

The **Policy Owner** is responsible for the implementation of policies for which he or she is the designated owner. This includes responsibility for:

- implementing the Policy including communication to the appropriate members of the University community;
- monitoring the day-to-day operation of the Policy including compliance, impact and consistency of operation;
- monitoring overall compliance with the Policy. The owner is expected to take steps to monitor compliance and to manage any risks associated with non-compliance;
- the development of all supporting documentation, including any Guidelines, Procedures, Forms and/or Handbooks which may be required to assist the University community to apply and comply with the Policy;
- ensuring that all supporting documentation is consistent with the Policy statements;
- keeping the Policy content up-to-date and relevant;
- initiating Policy reviews;
- appropriate advice on the operation of the Policy; and
- staff training, as necessary, to support compliance with the Policy.

Individuals as defined by the Organisational Scope of policies

All those to whom the Policy applies are expected to:

- Familiarise themselves with the Policy content as it applies to them;
- Comply with the content of the Policy;
- Seek guidance as necessary.

6. RELATED DOCUMENTS

6.1 This Policy is supported by the following Guidelines:

- [Guide to the Drafting of Policy Document](#)

6.2 Other documents which are relevant to the operation of this Policy are as follows:

- [The Policy Template;](#)
- *Matters to be Reserved to Council*
(http://www.ecu.edu.au/GPPS/council/matters_reserved_to_council.html)

7. CONTACT INFORMATION

For queries relating to this document please contact:

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| Policy Owner: | COUNCIL SECRETARY |
| All Enquiries Contact: | Council Secretary |
| Telephone: | 08 6304 2453 |
| Email address: | j.tracey@ecu.edu.au |

8. APPROVAL HISTORY

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| Policy Approved by: | University Council [UC128/20] |
| Date Policy First Approved: | 26 June 2008 |
| Date last modified: | Revisions approved by University Council on 16 August 2012 [UC153/13] November 2015 |
| Revision History: | <ul style="list-style-type: none"> • Addition of "Accountabilities and Responsibilities" section. • Other minor amendments |
| Next Revision Due: | August 2018 |
| TRIM File Reference | Sub/2824 |