Governance Services maintains the University Policies database—a searchable database of all of the University’s policies. This update provides information about changes to the University Policies database during the period of June 2010 — September 2010. The policies database is available at the web address http://www.ecu.edu.au/GPPS/policies/.

**NEW UNIVERSITY POLICY**

- Submission and Retention of Higher Degree by Research Theses

**UPDATED UNIVERSITY POLICIES**

**APPROVED BY COUNCIL**
- Treasury

**APPROVED BY VICE-CHANCELLOR**
- Purchase and Use of Mobile Telephones and other Subscriber Devices
- Course and Unit Review Policy
- Acceptance of Gifts by ECU Staff
- Infection Control
- Staff Feedback
- Smoking in the Workplace
- Senior Staff Performance Payment Systems Policy
- Electrical Safety Policy
- Room Bookings - Miscellaneous
- Parking and Traffic Management on Campus
- Cab charge
- Business Continuity Management Policy
- University Credit Card

**APPROVED BY POLICY OWNER**
- Asset Management - Recording, Tracking & Disposal
- Submission of Examination Papers

**RESCINDED POLICIES**

- University Student Priorities Policy and Process
- Guidelines for Keyboard Operators
- Guidelines for Occupational Overuse Syndrome - Furniture Design Criteria
- Use of Laptop Computers
- ITSC Application Acceptance Criteria Policy

**NEW UNIVERSITY POLICIES**

**Submission and Retention of Higher Degrees by Research Theses** [aco87]

The intent of this policy is to specify the formal requirements for submission and retention of a thesis.

**UNIVERSITY POLICY UPDATES**

**APPROVED BY COUNCIL**

- Treasury [ad060]

This policy sets out the framework for managing the University’s working capital requirements, external loans and foreign currency risk.

**APPROVED BY VICE–CHANCELLOR**

- Purchase and the use of mobile telephones and other subscriber devices [hr130]

This policy sets out requirements around the procurement and use of Subscriber Devices, including Mobile Telephones, for purposes of conducting University business by members of the University community.

**Course and Unit Review Policy** [aco79]

The purpose of this policy is to articulate the review processes that are to be undertaken in relation to courses and units at ECU. This policy will guide the process of review and continuous improvement of courses and units at ECU.
Acceptance of Gifts by ECU Staff [rm007]

The policy outlines University staff responsibilities when offered gifts, and details ECU’s requirement to record gifts accepted by staff on its behalf.

Infection Control [hr106]

This policy aims to:

- Ensure the University meets its statutory obligations.
- Reduce the risk of exposure to biohazardous and infectious materials and body fluids and minimise the likelihood of transmission of infection.
- Support and protect students, staff and others who have an infectious disease from discrimination, harassment or vilification.

Staff Feedback [hr148]

ECU’s Staffing Functional Plan 2006 - 2009 calls for the University to use feedback from staff as a key indicator in relation to effectiveness of staffing strategy, University strategy and strategic priorities more generally. Staff feedback, along with student feedback, is an integral part of ECU’s quality review and improvement processes.

Senior Staff Performance Payments Systems [hr132]

This Policy outlines the University’s process of recognising and rewarding outstanding individual performance from its Senior Staff cohort.

Smoking in the Workplace [hr083]

To provide clear guidelines on the legislative responsibilities of the employer, employees, students, contractors and visitors and the University’s expectations to prevent persons from being exposed to tobacco smoke in the workplace.

Electrical Safety Policy [fs029]

The Electrical Safety policy and supporting procedures has been established to foster the safe and reliable supply and use of electricity throughout the University.

Room Bookings – Miscellaneous [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.

Parking and Traffic Management on Campus [fs013]

To outline the University’s objectives and policies relating to the management of parking and traffic on campus.

Cab Charge [ado48]

This policy establishes the framework within which Cab charge vouchers, e-tickets and/or cards will be obtained, secured, issued, and used.

Business Continuity Management Policy [rm005]

Edith Cowan University (ECU) shall conduct Business Continuity Planning to minimise any disruption to the continuity of its operations. ECU shall take the necessary steps to ensure the restoration of operational activities as soon as possible following an emergency or critical incident.

University Credit Card [ado41]

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.

Approved by Policy Owners

Asset management – Recording, tracking and disposal [ado53]

Submission of Examination Papers [aco77]
FURTHER INFORMATION

POLICIES AND THEIR DEVELOPMENT

Policy Framework Policy
[ado63]
This policy was approved by Council on 26 June 2008. 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.

Policy Template
All new and reviewed policies should be in the format of this approved Policy Template.

Policy Guidelines
These guidelines will provide you with additional information about how to develop a policy.

Policy Contacts
For useful contact information about policies at ECU.