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 March 2010 — May 2010. The policies database is available at the web address http://www.ecu.edu.au/GPPS/policies/.

**UNIVERSITY STATUTES and UNIVERSITY RULES**

*University Statute 17, ECU Foundation, and ECU Foundation Rules*

The revised *University Statute 17, ECU Foundation*, is the result of a full review of the arrangements to support the ECU Foundation. The Statute has been substantially re-drafted, and now better reflects the contemporary needs of the University and the ECU Foundation.

At the same time as it approved the revised Statute, Council approved a revised set of Rules. These are the *ECU Foundation Rules*.

The revised *University Statute 17, ECU Foundation,* came into effect as of 18 May 2010 and the *ECU Foundation Rules* came into effect as of 2 June 2010.

All current University Statutes and the date of their last amendment are available at the following web address: [http://www.ecu.edu.au/GPPS/governance_services/uni_statutes.html](http://www.ecu.edu.au/GPPS/governance_services/uni_statutes.html)

All current University Rules and the date of their last amendment are available at the following web address: [www.ecu.edu.au/GPPS/governance_services/uni_rules.html](http://www.ecu.edu.au/GPPS/governance_services/uni_rules.html)

**NEW UNIVERSITY POLICIES**

- Course and Unit Approval Policy
- Ergonomics
- Media Policy
- University Premises Leases/Licenses

**UPDATED UNIVERSITY POLICIES**

**APPROVED BY THE VICE-CHANCELLOR**

- Tea Fund
- Mail
- University Sporting Clubs
- Multifaith Chaplaincy Service
- Employee Assistance Program
- Noise Management Policy
- Hazardous Substances
- Manual Handling
- Vision Screening for Users of Screen Based Equipment (SBE) also known as Visual Display Units (VDU)
- Workers Compensation and Injury Management
- ECU Qualifications Framework
- Student Fee Sponsorship
- Environment (Resource Conservation): IT and Copying Hardware

**UPDATED UNIVERSITY POLICIES**

**APPROVED BY THE POLICY OWNER**

- Environment Policy
- Facilities Hire
- English Standards Policy
- Student Complaints
- Functions on Campus
- Quality Reviews Policy
- Course and Unit Approval Policy

**RESCINDED POLICIES**

- Flexible Delivery Policy
- Course and Unit Approval and Review Policy
- Leave - Sporting
- Leave - Local Government Business
NEW UNIVERSITY POLICIES

Course and Unit Approval Policy
[aco086]
The intent of this policy is to provide a framework for the development, approval and maintenance of all courses and units at ECU.

Ergonomics
[hr173]
To identify the responsible parties in maintaining correct Ergonomics in the Workplace in accordance with the various University Guidelines for Computer Use.

Media Policy
[ad078]
This policy outlines the responsibilities of ECU staff and Council members when engaging with the media, and is intended to ensure that media interaction is effectively handled and constructive.

University Premises Leases/Licenses
[fs038]
The purpose of this policy is to provide guidelines on the process for committing Edith Cowan University (the University) to Lease or License of premises either in the capacity of a Lessee/Lessor or Licensee/Licensor.

UNIVERSITY POLICY UPDATES

APPROVED BY COUNCIL

Asset Management – Recording, Tracking and Disposal
[ad053]
This policy prescribes the recording, tracking and disposal requirements for all University Assets.

APPROVED BY THE VICE–CHANCELLOR

Tea Fund
[fs008]
To inform staff of the provision of a University Tea Fund whereby staff members may contribute a specified amount and in return use the amenities available in campus staff rooms.
Manual Handling
[hr100]
The University will so far as is practicable ensure its employees are not exposed to workplace hazards that have the potential to cause manual handling injuries.

Environment Management of Information Technology
[fs033]
This document outlines the University’s policy in relation to management of energy and paper consumption with respect to the Information Technology environment.

Vision Screening for Users of Screen Based Equipment (SBE) also known as Visual Display Units (VDU)
[hro90]
This Policy aims to:

a. To reduce as far as is reasonably practicable the risk of exposure to hazards at the workplace.
b. To provide guidelines (Appendix No 1) to all University employees who wish to volunteer to undertake vision screening and make an application for a subsidy.
c. To place a responsibility on supervisors and employees to ensure compliance with the Policy requirements and to report the onset of difficulties, pain or discomfort as soon as possible to their immediate supervisor and the Occupational Safety & Health Office.

Workers Compensation and Injury Management
[hro98]
Edith Cowan University is committed to assisting injured employees to return to work as soon as medically appropriate and will adhere to the requirements of the Workers Compensation and Injury Management Act 1981 in the event of a work related injury or illness.

ECU Qualifications Framework
[aco57]
To define the awards offered by ECU, within and outside the Australian Qualifications Framework (AQF). These awards include Higher Education and Vocational Education & Training Awards.

Student Fee Sponsorship
[ad057]
This policy provides a framework to guide the administration of all centrally and Faculty/Centre funded tuition fee sponsorships.

FURTHER INFORMATION
POLICIES AND THEIR DEVELOPMENT
Policy Framework Policy
[ad063]
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.