

# Matters to be Reserved to Council

Topic		Matters Reserved for Council Approval	Recommended to Council by: <sup>1</sup>
<b>1. Strategic Planning</b>			
Strategic Plan	1.1	Approve the Strategic Plan (ECU Act, Section 16) and any related whole-of-University purpose, vision or values statements, goals (and associated timelines) or priorities and key performance indicators.	Vice-Chancellor (Quality, Audit and Risk Committee for KPIs)
	1.2	Approve the Strategic Plan of ECU Holdings and any related whole-of-enterprise purpose, vision or values statements, goals (and associated timelines) or priorities and key performance indicators.	Resources Committee
<b>2. Academic Matters</b>			
Academic Board Constitution	2.1	Approve the constitution of the Academic Board through Statutes and Rules as per Section 18 of the ECU Act.	Academic Board
ECU Qualifications Framework	2.2	Approve the University Award Classifications and Structures which specifies the levels of qualifications which will be offered by the University	Academic Board
Major changes to Academic Program Offerings	2.3	Approve major changes (additions or deletions) to the fields of study/disciplines offered by ECU.	Vice-Chancellor, Academic Board
Admissions and Academic Progress	2.4	Make Statutes and Rules on Admissions and Academic Progress as per Section 26 of the ECU Act.	Academic Board & Legislative Committee
	2.5	Approve major changes to admissions policies.	Vice-Chancellor, Academic Board
Academic Partnerships	2.6	Approve University Policies on partnerships for the provision of the University's courses or the awarding of the University's qualifications by or in conjunction with other organisations.	Academic Board
Academic structures and organisation	2.7	Approve the naming, creation, abolition or merger of Schools.	Vice-Chancellor
Professorial Disciplines	2.8	Approve the creation of new, or the abolition of existing, professorial disciplines.	Vice-Chancellor
Honorary Awards	2.9	Confer or rescind honorary awards, including Fellow of the University and Honorary Degrees, as per Section 17 of the ECU Act.	Honorary Awards Committee
	2.10	Confer the title of Emeritus Professor.	Academic Board

<sup>1</sup> A matter requiring a resolution of Council is usually recommended to Council by the specified office holder or committee however under Council Standing Orders the Chancellor or Vice-Chancellor may bring any matter that is not an item on the relevant agenda but is considered by the Chancellor or Vice-Chancellor (as the case may be).

<b>3. Student Matters</b>			
Student Discipline	3.1	Make Statutes and Rules on Student Discipline as per Section 26 of the ECU Act.	Academic Board & Legislative Committee
Student Guild & Student Associations	3.2	Make Statutes and Rules on the Student Guild as per Sections 26 and 41 of the ECU Act.	Relevant Committee & Legislative Committee
	3.3	Approve the constitution of the Student Guild as per Statute 11.	Relevant Committee & Legislative Committee
<b>4. Financial Matters</b>			
University Budget	4.1	Approve the University Budget including the Asset Management Plan as per Section 36(3) of the ECU Act.	Resources Committee
Variations to the Budget	4.2	Approve any major variations to the budget on a quarterly basis.	Resources Committee
Borrowings	4.3	Borrow money with approval of the Treasurer as per Section 37 of the ECU Act.	Resources Committee
Investments	4.4(a)	Approve University Policies on investments (Section 38 of the ECU Act is relevant).	Resources Committee
	4.4(b)	Approve annual budget of ECU Holdings.	Resources Committee
Debts – Write-offs	4.5	Approve the write-off of debts up to the value of \$100,000 as per Section 48(1) to (5) of the Financial Management Act 2006 and Treasurer's Instruction 807, noting that write-offs above \$100,000 must be referred to the Minister.	Resources Committee
Loans to Other Entities	4.6	Approve loans to external organisations above \$100,000.	Resources Committee
Controlled Entities	4.7(a)	Approve the establishment, abolition or change in control of controlled entities (other than subsidiaries of ECU Holdings Pty Ltd).	Resources Committee
	4.7(b)	Approve University Policies for controlled entities. <sup>2</sup>	Resources Committee
	4.7(c)	Approve the appointment of an auditor for ECU Holdings Pty Ltd and the Edith Cowan University Hold Trust.	Resources Committee
	4.8	Approve and certify measures so that controlled entities of the University comply with the <i>Voluntary Code of Best Practice for the Governance of Australian Public Universities</i> Item 12.	Resources Committee
Partially Controlled Entities	4.9	Assess the risk arising from part ownership of any entity, partnership and joint venture in compliance with the <i>Voluntary Code of Best Practice for the Governance of Australian Public Universities</i> item 13.	Quality, Audit and Risk Committee
Management Controls and Systems	4.10	Approve the appointment of the Chief Financial Officer as per Section 57 of the Financial Management Act 2006.	Resources Committee

<sup>2</sup> The nomination and appointment of directors of controlled entities is addressed in the *Controlled Entities Policy*.

Audit & Risk	4.11(a)	Approve the Risk Management and Audit Plan and University Policies on audit, risk and fraud.	Quality, Audit and Risk Committee
	4.11(b)	Approve the risk appetite statement of ECU Holdings.	Quality, Audit and Risk Committee
ECU Foundation	4.12	Approve the constitution and powers of the Board charged with stewardship of donations and bequests to the University.	ECU Foundation
Student Fees, Charges and Fines	4.13	Make Statutes and Rules relating to student fees, charges and fines or other penalties for non-payment, as per Section 26 of the ECU Act.	Resources Committee & Legislative Committee
	4.14	Make Statutes and Rules relating to the Student Services and Amenities Fee.	Legislative Committee
	4.15	Determine the level of the Student Services and Amenities Fee, as per Section 19-37(5)(b) of the <i>Higher Education Support Act 2003</i> , Section 41A of the ECU Act and Statute 29.	Resources Committee
Commonwealth Supported Student Contributions	4.16	Approve principles for setting Commonwealth Supported Student Contribution levels.	Vice-Chancellor & Resources Committee
<b>5. Land Matters</b>			
New Campuses	5.1	Approve the seeking of Ministerial approval to declare a campus of the University as per Section 17 of the ECU Act.	Resources Committee
Campus Master Plans	5.2	Approve Campus Physical Development Master Plans.	Resources Committee
Land Transactions	5.3	Approve the acquisition or disposal of land.	Resources Committee
Leases	5.4	Approve ECU leasing of off-campus land or buildings above a value of \$250,000 p.a.	Resources Committee
<b>6. Vice-Chancellor &amp; Staffing Matters</b>			
Appointment of Vice-Chancellor	6.1	Appoint and terminate appointment of the Vice-Chancellor as per Section 30 of the ECU Act.	
	6.2	Determine period and terms and conditions of appointment of the Vice-Chancellor as per Section 30 of the ECU Act.	
Specifications of Vice-Chancellor Performance Criteria	6.3	Approve the specification of performance agreements with the Vice-Chancellor.	Council Remuneration Committee
Performance of Vice-Chancellor	6.4	Approve the goals and measures for the assessment of the Vice-Chancellor's performance in the following year, approve the process by which that assessment is undertaken and approve the final report on the Vice-Chancellor's performance.	Council Remuneration Committee
Approve the Appointment of an acting Vice-Chancellor	6.5	Approve the appointment of acting Vice-Chancellor(s) for any period where the continuous duration is beyond one month.	Vice-Chancellor

Executive Management	6.6	Approve the establishment or abolition of executive management positions (Deputy Vice-Chancellors, Vice-Presidents, Executive Directors, Pro-Vice-Chancellors. <i>(Note: Allocation of designated portfolios to be at the discretion of the Vice-Chancellor.)</i> )	Vice-Chancellor
Superannuation Scheme	6.7	Establish, maintain & amend a superannuation scheme as per Section 34 of the ECU Act.	Resources Committee
<b>7. Legislative &amp; Policy Making Functions</b>			
Legislative & Policy Making Function	7.1	Approve University proposals to amend the ECU Act.	Relevant Committees & Legislative Committee
Statutes, Rules & By-laws	7.2	Make, amend or alter Statutes, Rules or by-laws as per Sections 26 and 29 of the ECU Act.	Relevant Committees & Legislative Committee
University Policies	7.3	Approve high-level University policies where Council scrutiny is appropriate, consistent with the Matters to be Reserved to Council.	Relevant Committees or Vice-Chancellor
Common Seal	7.4	Designate authorised sealing officers for the Common Seal as per Statute 2.	Vice-Chancellor
Health and Safety	7.5	Approve University health and safety policy	Quality, Audit and Risk Committee
<b>8. Council Self-governance Matters</b>			
Chancellor	8.1	Elect the Chancellor as per Section 12 of the ECU Act and Statute 7.	
Pro-Chancellor	8.2	Elect the Pro-Chancellor as per Section 12 of the ECU Act and Statute 7.	
Council Membership	8.3	Approve the appointment of Co-opted members of Council as per Section 9(1)(h) of the ECU Act.	Governance and Nominations Committee
	8.4	Approve nominations to the Minister for Governor appointments to Council as per Section 9(1)(a) of the ECU Act.	Governance and Nominations Committee
Dismiss Council Members	8.5	Dismiss Council Members as per Section 11A of the ECU Act.	
Delegate Council's Powers, Authorities, Duties and Functions	8.6	Delegate Council's powers, authorities, duties and functions as per Section 15 of the ECU Act.	
Committees of Council	8.7	Establish Committees of Council (standing and ad hoc), as per Section 15 of the ECU Act and Statute 5, and appoint the respective Chairs and members.	Governance and Nominations Committee
	8.8	Appoint persons to the WAAPA and SW Boards as per Statutes 15 and 20.	Relevant Boards & Governance and Nominations Committee

University Committees/ Boards <sup>3</sup>	8.9	Establish University Committees/ Boards as per Section 15 of the ECU Act and Statute 5.	Governance and Nominations Committee
Council Self-Governance Instruments	8.10	Approve the Corporate Governance Statement, Council Standing Orders, the Council Code of Conduct and arrangements for the legal protection of Council Members.	Governance and Nominations Committee
Induction and Professional Development Programs for Council Members	8.11	Approve Induction and Professional Development Programs for Council Members as per the <i>Voluntary Code of Best Practice for the Governance of Australian Public Universities</i> Item 5.	Governance and Nominations Committee
Council Performance Review	8.12	Approve provisions for the performance review of Council, Council Committees, Council Members and the Chancellor, as per the <i>Voluntary Code of Best Practice for the Governance of Australian Public Universities</i> Item 6.	Governance and Nominations Committee
Council Annual Meeting and Work Program	8.13	Approve Annual Council meeting and work programs/schedules, including major topics or themes.	Chancellor (in consultation with the Vice-Chancellor)
<b>9. Other Matters</b>			
Annual Report of the University	9.1	Approve the ECU Annual Report to Parliament as per Section 39 of the ECU Act and Section 61 of the Financial Management Act 2006 (including the overview of operations, financial statements, key performance indicators & Statement of Legislative Compliance).	Resources Committee (financial statements) & Quality, Audit and Risk Committee (KPIs)
Fundraising	9.2	Approve the University's Fundraising Plan in accordance with <i>Statute 17 – Edith Cowan University Foundation</i> .	Foundation Board
Naming Recognition	9.3	Approve the naming of facilities and sponsored Professorial Chairs per the <i>Naming Recognition</i> policy.	Foundation Board or Vice-Chancellor

### Approval history

Approved by:	University Council
First approved:	16 Nov 2006 (UC118/18)
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<sup>3</sup> The nomination and appointment of directors of controlled entities is addressed in the *Controlled Entities Policy*.